

TC 7.9 Meeting Minutes

Sunday, June 23, 2013

Denver, CO

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS, INC.

**1791 Tullie Circle, N.E./Atlanta, GA 30329
404-636-8400**

TC/TG/TRG MINUTES COVER SHEET

(Minutes of all TC/TG/TRG Meetings are to be distributed to all persons listed below within 60 days following the meeting.)

TC/TG/TRG NO **TC 7.9** DATE **January 4, 2014**

TC/TG/TRG TITLE **Building Commissioning**

DATE OF MEETING **June 23, 2013** LOCATION **Denver, Colorado**

MEMBERS PRESENT	YEAR APPTD	MEMBERS ABSENT	YEAR APPTD	EX-OFFICIO MEMBERS AND ADDITIONAL ATTENDANCE
Walter Grondzik Chair	2010 - 14	Abderrazak Alazazi	2010 - 14	Michael Amstadt - CM
Thomas Cappellin Vice <small>Chair</small>	2012 - 16	David Allen	2010 - 14	Gary Andis - CM
Sarah Maston Secretary	2009 - 13	David Bornside	2012 - 16	Alonzo Blalock – CM
Mike Eardley Programs	2010 - 14	Richard Cassault	2010 - 14	David Cantrill - CM
		Timothy Corbett	2010 - 14	Breesa Collyer - CM
		Quinn Hart	2010 - 14	H. Jay Enck - CM
		Roger Lautz	2009 - 13	Justin Garner - CM
				John Gibbemeyer - CM
				Gerald Kettler - CM
				Malcolm Knight - CM
				Kevin Knueven - CM
				Robert Linder - CM
				Ken Peet - CM
Non-Voting Members Who Are Subcommittee Chairs				John Rieke - CM
John Castelvechi - Handbook	2012 -	Present		Thomas Schlachter – CM
David Shipley - Research	2012 -	Present		Reinhard Seidl - CM
J.R. Anderson - Liaison MTG	2010 -	Present		Justin Seter – CM
				Thurston Simonsen – CM
				Nevin Suddarth - CM
				Jeff Traylor - CM
				James Vallort - CM
				Wayne Webster - CM

TC 7.9 Meeting Minutes

Sunday, June 23, 2013

Denver, CO

Page 2 of 10

				Stephen Wiggins - CM
Hashem Akbari - Guest		Andrew Mandelbaum – Guest		
George (Billy) Austin – Guest		Rick Mohammed – Guest		
Kevin Christman – Guest		Phil Naughton – Guest		
Joe Deringer – Guest		Norman Nelson – Guest		
Luis Escobar – Guest		Donald Snell – Guest		
Liz Fischer – Guest		James Sweeney – Guest		
Stan Fleischer – Guest		Tracey Whaley – Guest		
Denise Francis – Guest				
Antonio Huizar – Guest				
David Kandel – Guest				
Rajendera Kapoor – Guest				
Kyle Larson – Guest				
David Lewis – Guest				
Chris Li – Guest				
Xingbin Lin – Guest				
Will Mak – Guest				

DISTRIBUTION

<i>All Members of TC/TG/TRG plus the following:</i>	
TAC Section Head:	Adrienne G. Thomle
TAC Chair:	William F. McQuade, PE, LEED AP
All Committee Liaisons As Shown On TC/TG/TRG Rosters:	
Manager of Standards	Stephanie C. Reiniche
Manager of Research & Technical Services	Michael R. Vaughn

TC 7.9 Meeting Minutes

Sunday, June 23, 2013
Denver, Colorado

Page 3 of 10

Call To Order / Scope / Introduction

Walter Grondzik (Chair) called the meeting to order at 3:00 PM. All who were present provided self-introduction including their name and affiliation.

Approval of the Agenda

The Agenda for the meeting was presented. There were no requests for revision of the agenda.

Voting Member Roll Call

There were 4 members present out of a total of 12. A quorum of voting members was **not** present for the meeting.

Approval of Dallas Minutes

The draft minutes from Dallas were reviewed. Since we didn't have quorum, the minutes were tabled for the next meeting.

Society Liaison and Guest Presentation

Sarah Maston (CEC):

The NYC Tracks and Chairs are shown below. Let Sarah know if you have any questions/ comments:

2014 New York Winter Conference-Program Tracks

Track 1: Systems & Equipment; Chair: Yunho Hwang

Track 2: Fundamentals & Applications; Chair: Dan Fisher

Track 3: Indoor Environmental Health/ Indoor Environmental Quality; Chair: Tom Kuehn

Track 4: Building Information Systems; Integrating Technology for Control, Management Optimization and Efficiency; Chair: Kevin Gallen

Track 5: International Design; Chair: Samir Traboulsi

Track 6: Improving Building Performance through Commissioning, Operation and Maintenance; Chair: David Claridge

Track 7: Hydronic System Design for Efficiency and Large Buildings; Chair: Doug Cochrane

Track 8: Tall Buildings: Performance Meets Policy; Chair: Wade Conlan

The deadlines are:

- Seminar proposals are due August 12, 2013.

ASHRAE Administrative Matters / Issues for TC Chairs Breakfast

1. 2012-13 Roster update process and process for adding provisional CMs

Remember, the 2012-2013 roster for your TC, TG or MTG is in effect until after the Denver meeting. The new rosters for 2013-2014 will go into effect on July 1, 2013 based upon the updated information that each TC provided to their section head last January. .

By now, each TC chair should have received a PDF & MS-Excel file of their 2013-2014 roster from staff for distribution to the TC membership. In addition, each member can view all of the rosters of their committees on the ASHRAE Website. Go to

TC 7.9 Meeting Minutes

Sunday, June 23, 2013

Denver, CO

Page 4 of 10

www.ashrae.org, click on the "Membership" tab in the header, click on "Manage Your 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 "Biographical Record System" link. Now, you should see your current "bio info". Click on "My 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.

2. TC/TG/TRG Chair's Training Workshop Reminder

Sunday June 23, 9:45-10:45am in the Governor's Square 14 Room (Concourse Level- Plaza Building) in the Sheraton Denver Hotel. As with the Breakfast meeting, both the Chair and Vice- Chair are expected to attend; 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. This session will focus on general TC operations and the role of your Section Head. An "On the Horizon" slide will mention a new Section Head Tool and Activity forms for use in Denver. A few slides will also provide a listing of informational resources for the TC Chairs which includes updated ASHRAE website links.

3. Location of Section Head Mailboxes at this Society meeting & Free WiFi Access at this Society meeting

Mailboxes are located just outside ASHRAE Headquarters Office (Sheraton Denver Hotel – Tower Building- Majestic Level-Vail Room). Also, all meeting attendees staying at the Sheraton Denver Hotel this meeting can have free WiFi access in their sleeping rooms if they ask for it at check-in.

4. 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/standards-research--technology/technical_committees

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.

5. 2013-2014 Hightower Award Nomination Process and Deadline

Nominations for the 2013-2014 George B. Hightower Technical Achievement Award are due to your Section Head by September 1, 2013. The award recognizes outstanding technical leadership and contributions on a TC/TG/TRG during the past Society year, excluding research and standards activities. Please go to the Technical Committee page of the ASHRAE website at the following link under the "Procedures and Forms..." heading: <http://www.ashrae.org/standards-research--technology/technical-committees>

2013-2014 Service to ASHRAE Research Award Nomination Process and Deadline:

Nominations for the 2013-2014 Service to ASHRAE Research Award for TC volunteer efforts in research are due to RAC research liaison by September 30, 2013. 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/standards-research--technology/research>.

6. New ASHRAE Award Summary Sheet for use by TC members

TAC has developed a new summary sheet of ASHRAE awards that TC members are likely to be eligible for in order to make it easier for deserving members to be recognized.

7. New 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 on the Technical Committee page of the ASHRAE website for download. <http://www.ashrae.org/standards-research--technology/technical-committees>

8. New MTGs that have been formed

TAC approved the formation of the following new Multidisciplinary Task Group (MTG):

TC 7.9 Meeting Minutes

Sunday, June 23, 2013

Denver, CO

Page 5 of 10

MTG.CCDG - Cold Climate Design Guide

Scope: MTG.CCDG will coordinate TC/TG/TRG technical activities to help support the technical basis, development, and publication of a "Cold Climate Design Guide" in conjunction with REHVA and SCANVAC. Responsibilities include the development of supporting research, presentations, and content for the "Cold Climate Design Guide" special publication.

The chair and vice chair of the MTG are Frank Mills and Bjarne Olesen, respectively. For more information on this MTG and the six other MTGs, please go to the MTG section on the following web page: <http://www.ashrae.org/standards-research-technology/technical-committees>.

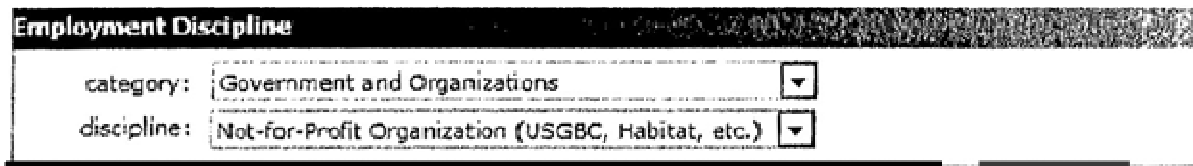
If your TC would like to have a voting representative on a particular MTG, please contact the ASHRAE Manager of Research and Technical Services, Mike Vaughn, at MORTS@ashrae.net.

9. 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 July 1, 2013, 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.

You will need your login and password to enter. Employment Discipline is located in the third section.



Employment Discipline	
category:	Government and Organizations
discipline:	Not-for-Profit Organization (USGBC, Habitat, etc.)

Once you have made the necessary updates, save the changes and logout.

10. E&P Beta Test #4 TC meetings being Held In Denver

The 4th 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 Denver and the following TCs have agreed to participate in this test: TCs 1.5, 1.8, 2.2, 2.8, 5.8, 7.9, 8.8, 8.12, and 9.3 (PMS RP-1603). 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, 6/26.

11. 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. CEC is particularly in need of paper reviewers for the 1st International Conference on Energy & Indoor Environment for Hot Climates, February 24-26, 2014, in Doha, Qatar. Interested TC members should contact Tony Giometti at Giometti@ashrae.org before the end of July.

12. CEC proposed or recently implemented technical program changes

TC Program Subcommittee Chair Training in Denver

Please notify your program subcommittee chair that CEC will be offering training to them as follows in Denver: Tuesday, 6/25, 11:15 a.m. -Noon, Plaza Court 3 room (Concourse Level)- Plaza Building- Sheraton Denver Hotel.

Program Focus on Research Going Forward at Annual Meeting. Starting at the Denver Conference, the Society's annual conference program will have a special emphasis on research.

13. New 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. Attached is a copy of this form for your use. Section heads can also provide an electronic copy of the form for you to complete and return to them.

14. New Sign-in Sheet

TC 7.9 Meeting Minutes

Sunday, June 23, 2013

Denver, CO

Page 6 of 10

TAC has also developed a new sign-in sheet for tracking attendance at TC meetings. Attached is a copy of this new form for your information and note taking. Hardcopies of the form are also available in the TC bins outside ASHRAE HQ office here in Denver.

15. 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 Denver 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.wmv>

16. 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 in Denver. 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.

17. Thank You Letters to Employers

ASHRAE President – Tom Watson – 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 2012-2013. 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.

18. 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

19. Upcoming Program Dates

NYC Meeting - January 18-22, 2014

Conference Site Live: June 3, 2013

Website opens for Seminar and Forum proposals: June 3, 2013

Final Conference Papers Submitted for Review – July 3, 2013

Seminar and Forum Session Proposals are due August 12, 2013

Technical Papers Final Review Due- August 12, 2013

All presentation files (PPT due online- January 3, 2013

Conference Website: <http://www.ashrae.org/newyork/>

Seattle Meeting- June 28- July 2, 2014

Conference Paper Abstracts due September 23, 2013

Technical Papers Due for Review- September 23, 2013

Acceptance/Reject Notifications issued for Conference papers abstracts – October 7, 2013

Conference Site Live: January 6, 2014

TC 7.9 Meeting Minutes

Sunday, June 23, 2013

Denver, CO

Page 7 of 10

Web Site Opens for Seminar and Forum proposals –January 6, 2014

Final Conference Papers Submitted for Review- January 9, 2014

Seminar and Forum Session Proposals – February 13, 2014

Technical Papers Final Review - February 25, 2014

All presentation files (PPT) due online- June 2, 2014

Conference Website: <http://www.ashrae.org/seattle/>

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, the CEC seeks ideas for tracks for the Chicago meeting and annual and winter conferences beyond as well as topics for specialty conferences from TC members. Please submit your suggestion to ASHRAE Staff member Tony Giometti (Giometti@ashrae.org).

20. Upcoming Workshops and Conferences:

- For ASHRAE approved international conferences, check the ASHRAE website, www.ashrae.org
- 2014 ASHRAE High Performance Buildings Conference – San Francisco, CA
- 2014 ASHRAE/ IBPSA-USA Joint Building Simulation Conference – Atlanta, GA, Sep.10-12

Correspondence / Announcements

See above

Sub-Committee Reports

- Membership..... Don Blacklock
 - The TC is looking for 5 new voting members. See Walter if interested.
 - Visitors wishing to be considered for membership in TC 7.9 need to enter their contact information on the sign-up sheets presently being distributed in the meeting. Visitors need to indicate whether they are applying for Provisional Corresponding Member or full Corresponding Member.
- Program..... Mike Eardley
 - All inquiries regarding TC-7.9 Programs should be directed to Mike Eardley at meardley@cannondesign.com or 617-504-2150.
 - Currently soliciting and reviewing ideas for NY and Seattle.
- Research David Shipley
 - Met yesterday.
 - No action items are on Research Subcommittee’s Agenda.
- Handbook (Applications, Ch 42)..... John Castelvechi
 - Met yesterday
 - TC 7.9 is responsible for ongoing maintenance of content published in ASHRAE Applications Handbook, Chapter A42 “New Building Commissioning.” Most current update is found in the 2011 HVAC Applications Handbook.
 - Handbook Subcommittee is looking to year 2015 for next Chapter update. Needs volunteers to work on content update and reviewers for QA/QC and comments.
 - Need to expand the “Existing Building Commissioning” section.
- Long Range Planning Gerry Kettler
 - Industry Accomplishments:
 - The Commissioning Process now has a national standard, ASHRAE 202-2013, The Commissioning Process for Buildings and Systems. This standard has been approved and entered into continuous maintenance.

TC 7.9 Meeting Minutes

Sunday, June 23, 2013

Denver, CO

Page 8 of 10

- Cx is being recognized as an industry and a requirement by other organizations and codes.
- Cx provider certifications are progressing but still not coordinated – ASHRAE, BCA, UW, ACG, NEBB, TABB.
- New certifications are being developed by ASTM and ICC.
- Additional commissioning publications are being developed by ASHRAE (0.2, 1.2, 1.3, 1.4) and by other organizations.
- Training programs are available from ASHRAE, UW, BCA/PECI, ACG, NEBB, TABB.

Future Challenges

- Providing sufficient Commissioning Providers to meet the industry requirements
 - Providing and using additional training programs
 - Refining an industry wide provider certification process
 - Coordination commissioning process documents on an industry wide basis. Some of these documents include: ASHRAE, ACG, NEBB, NFPA, IES, ASPE, ICC, IAS
 - Utilization of the Commissioning Process to enhance and ensure building performance
 - Establishing and enforcing commissioning process quality performance
- Standards Gerry Kettler/ Jim Vallort
 - Standard 202 is out now.
 - Took a straw poll to have STD 202 go to continuous maintenance. Result was “yes”.
 - Web Site David Shipley
 - Site is currently up to date pending receipt of new material.
 - Oldest TC website.
 - Journal and Insights/International No Chair
 - Need a Corresponding Member Volunteer for this Subcommittee Report
 - Honors & Awards No Chair
 - Currently looking for a chair. See Walter if interested.
 - JR Anderson – Distinguished Service
 - Billy Austin – Distinguished Service
 - Bob Linder – Distinguished Service
 - Jim Vallort – Exceptional Service

Cognizant Committee Liaison Reports

- Commissioning Certification Gerry Kettler
 - ASHRAE is revamping certifications.
- SGPC 0 “The Commissioning Process” Jeff Traylor/ Mike Amstadt
 - Under ongoing maintenance.
 - Changes coming due to publishing of Standard 202.
- GPC 1 “HVAC&R System Commissioning” Jeff Traylor
 - Ongoing maintenance.
- GPC 0.2 “Commissioning of Existing Buildings” Tom Cappelin
 - In final draft stage- public review next month.
- GPC 1.2 “Commissioning of Existing HVAC&R Systems” Tom Cappelin
 - Starting to be formed up.
- GPC 1.3 “O&M Training for HVAC&R Commissioning” Walter Grondzik
 - Progress ongoing.
 - Interested in good examples of training verification
- GPC 1.4 “Systems Manuals” Gerry Kettler/ H. Jay Enck
 - One comment during the review period.

TC 7.9 Meeting Minutes

Sunday, June 23, 2013

Denver, CO

Page 9 of 10

- Will be ready by New York.
- Standard 202 “Commissioning Process Standard” Gerry Kettler
 - Approved.
 - Maybe will be up for approval in Denver.

Other Committee Liaison Reports

- TRG 7 Tools for Sustainable O&M Janice Peterson
 - No report
- SPC: Performance Measurement Protocols Dashboard Bruce Hunn
 - Alpha review
- SSPC-62 “Ventilation for Acceptable IAQ”
 - No report
- SPC-90.1 “Energy Efficient Design of New Buildings” H. Jay Enck
 - 2010 version out for publication.
- SPC-111 “Testing and Balancing for New Buildings Justin Garner
 - Currently revised..
- SPC 180 “Inspection and Maintenance”
 - No report.
- GPC 11P “Control Components Testing” Thomas Schlachter/ Gerry Kettler
 - Submitted work plan.
 - Looking for new members.
- TC 7.8 “Owning and Operating Costs”
 - Need a Corresponding Member Volunteer for this Liaison Report
 - No report.
- TC 7.7 “Testing and Balancing” Justin Garner
 - Handbook chapter undergoing heavy revision.
 - Updated procedures for pitot-tube traversing
 - Newer instrumentation
- TC 9.6 “Healthcare” Roger Lautz
 - No report.
- AEDG “Advanced Energy Design Guidelines” Jay Enck
 - Going to 75%
 - 500,000 copies of AEDGs have sold.
- Guideline on Integrated Building Design and Maintenance.....
 - No report .
- MTGs (EAS; BPM) JR Anderson (BPM)/ Ken Peet (EAS)
 - BPM – approval to disband
 - EAS – defining scope, meet by phone.
 - BIM- need to assign liaison

Other Association Reports

- BCA..... Liz Fisher
 - Cx Conference (Denver), May 6-8th, 2013
 - BCA/ PECE – training: 4 modules (3 online, 1 lab)
 - Lab offered 4x / year (Sacramento, NY locations)
 - 80-hour elearning, 40-hour lab.

TC 7.9 Meeting Minutes

Sunday, June 23, 2013

Denver, CO

Page 10 of 10

- NEBB:..... Steve Wiggins
 - High demand for Retro-Cx
 - Envelope testing program certification / online Sept 2013
- ACG Justin Garner
 - Successful conference in Chicago.
- USGBC H. Jay Enck
 - LEED v4 out for public review- rollout in November. June would be deadline to get projects registered. Cx now has 7 credits, not including prerequisite. More comprehensive process.
 - Fundamental Cx includes envelope commissioning
 - Enhanced CX has credit for monitor-based Cx
- Cx Unification H. Jay Enck
 - ASHRAE is facilitating different organizations.
 - ICC/ BOMA/ ASTM/ SMACNA/ NFPA
 - TC told not to worry about it.
- CCC..... Dave Moser
 - No report.
- Standard 189..... Need Liaison
 - No Report.

Old Business

- The question as to whether or not a PE certification should be required to be a CxA. A position document was approved by the committee and now goes up to Tech Council and may be the BOD. (Billy Austin).

New Business

- None

Next Meeting

Sunday, January 19, 2014 @ 3pm

Adjournment

No quorum was established.

- Meeting adjourned at 5:00 P.M., MST

Action Items

No Items.

Motions

No Motions were made during the meeting.

END OF MINUTES

Attachments

No Attachments.