

ASHRAE
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
TC/TG/TRG/TITLE:	Building Commissioning
DATE OF MEETING:	June 25, 2017
LOCATION:	Long Beach, CA

MEMBERS

PRESENT	MEMBER NAME	TERM	PRESENT	MEMBER NAME	TERM
<input checked="" type="checkbox"/>	Sarah Maston – Chair	2014 – 2018	<input checked="" type="checkbox"/>	John Gibbemeyer - Handbook	2014 – 2018
<input type="checkbox"/>	Justin Seter – Vice Chair (YEA)	2014 – 2017	<input checked="" type="checkbox"/>	Gerald Kettler	2015 – 2019
<input checked="" type="checkbox"/>	Will Mak – Secretary (YEA)	2016 – 2020	<input checked="" type="checkbox"/>	John Castelveccchi	2014 – 2018
<input checked="" type="checkbox"/>	Justin Garner (YEA)	2013 – 2017	<input type="checkbox"/>	Lixia Wu	2014 – 2018
<input checked="" type="checkbox"/>	Michael Amstadt	2013 – 2017	<input type="checkbox"/>	Don Blacklock - Membership	2015 – 2019
<input checked="" type="checkbox"/>	Lee Riback - Programs	2013 – 2017	<input checked="" type="checkbox"/>	Stephen Wiggins	2013 – 2017

NON-VOTING MEMBER SUBCOMMITTEE CHAIRS

PRESENT	NAME
<input checked="" type="checkbox"/>	David Shipley – Research / Webmaster
<input type="checkbox"/>	Thursten Simonsen – Journal & Insights
<input checked="" type="checkbox"/>	Walter Grondzik – Honors & Awards / Standards

EX-OFFICIO MEMBERS AND ADDITIONAL ATTENDANCE

NAME	GRADE	MEMBER NAME	GRADE
Dr Bradley Brooks	CM	Tracey Jumper (YEA)	PCM
Dr. Svein Morner	CM	Liz Fischer	PCM
Alonzo Blalock	CM	Mina Agarabi	CM
Andres Sepulveda	PCM	Thomas Cappelin	CM
David Cantrill, Jr (YEA)	CM	Tim Corbett	CM
Ian Nelson (YEA)	CM	Craig Hofferber	CM
James Vallort	CM		
James Bochat	CM		
Kristopher Brockles	CM		
Lawrence Ollice, Jr	PCM		
Michale Flemming (YEA)	PCM		
Ole Teisen	Member (Non Quorum)		
Richie Mittal	PCM		
Wade Conlan	CM		

CM = Corresponding Member, PCM = Provisional Corresponding Member

GUESTS

NAME	NAME
Phillip Tan	Dean Borges
Bruce Pitts	
Jimmy Kao (YEA)	
Jacky Ly	

DISTRIBUTION

<i>All Members of TC/TG/TRG plus the following:</i>	
TAC Section Head:	Marija Todorovic
TAC Chair:	Michael R. Bilderbeck
All Committee Liaisons As Shown On TC/TG/TRG Rosters:	
Manager of Standards	Stephanie C. Reiniche
Manager of Research & Technical Services	Michael R. Vaughn

1. Call To Order / Scope / Introduction

- Sarah Maston (Chair) called the meeting to order at 3:00 PM. All who were present provided self-introductions, including their name and affiliation.
- John Castelvechi moved to approve the agenda for the Long Beach, Lee Riback seconded.

2. Voting Member Roll Call

- There were 8 voting members present out of a total of 12 voting members. A quorum of voting members was present for the meeting.

3. Approval of Las Vegas Minutes

- The draft minutes from Las Vegas were reviewed and a correction was noted. Motion was made and seconded to approve minutes as amended.
- Justin Garner moved to approve, Stephen Wiggins seconded. John Castelvechi moved for amended, Lee Riback seconded.
- Motion passed: 9 – 0 – 0 (Yea – Nay – Abstain)

4. ASHRAE Administrative Matters / Issues from TC Chairs Breakfast

- **TC Chair's Breakfast Notes:**
 - Society is transitioning to an electronic roster process. Online roster training will occur Chicago.
 - TAC is going to be assisting CEC for submission reviews for future conferences.
 - Name badges are available for members for TC meetings attendance only.
 - High Tower award applications due September 1.

5. Correspondence / Announcements

- A discussion was mentioned regarding developing a program for operating and managing an OPR workshop. This will be followed up on in the appropriate sub-committee meetings.

6. Society Liaisons

Sarah Maston - CEC Update - ASHRAE Programs

Long Beach Conference

- 164 abstracts, 145 approved, 102 papers received
- 81 conference papers presented in 22 different sessions
- 42 conference papers presented in poster sessions
- 76 presented seminars

- Recognized 6 different student papers

All speakers must complete the potential source bias disclosure form now.

Tracks and key dates for upcoming conferences are on the websites and www.ashrae.org/chicago

Society Handbook Update

Our TC is partaking in a pilot program to make incremental updates throughout the year instead of the typical cycle

Society Standards Update

- Represent ASHRAE on other code related organizations i.e. IECC, etc.
- Society resource for standards and codes
- Represent ASHRAE at code hearings on our stance on certain issues
- If there are issues with model codes that TCs are aware of, please let them know so they can bring up those issues

7. Sub-Committee Reports

- MembershipTom Cappellin
 - 203 people on the roster
 - 12 voting members
 - 4 non-voting subcommittee chairs
 - 156 Corresponding members
- ProgramLee Riback
 - Total of 50 programs. Very successful effort to help with the commissioning track
 - More submissions than accepted, reached out to Conference Chair for topics so we can reach out to topics that were not accepted for Chicago and Houston conferences.
 - Best Chicago Tracks for Cx: Track 7: Modeling Building Life Cycle, Track 9: refrigerant mini track, Track 10: Residential mini track
 - Best Houston Tracks: Track 8: HVAC Control Freaks
 - Considering a Forum before the TC meeting again
- Research.....David Shipley
 - A couple ideas have moved forward
 - Concrete progress targeted by Chicago meeting
- Handbook (Applications - Chapter 43).....John Gibbemeyer
 - Handbook CD is transitioning away
 - Plan to vote in Chicago on handbook chapter
 - People that contribute will get access to online version
 - Teleconference every second Monday of the month

- Attended handbook training and new authoring portal was reviewed. Basecamp will be used for now with authoring until new authoring portal has worked out bugs.
- Standards.....Walter Grondzik
 - SSPC202 renamed to SSPC300
 - Got a request from member to develop guideline Commissioning for Data Centers. Motion is to approve title, purpose, scope, and a chair for the guideline. “Commissioning for Data Centers”. Will work on revising the wording with collaboration with other TCs.
- Web SiteDavid Shipley
 - Website: <http://tc0709.ashraetcs.org/>
 - Lots of great content that goes back almost 20 years
 - Forward all content that should be on website to Website Subcommittee Chair i.e. Meeting Minutes, Programs
- Journal and Insights.....Thursten Simonsen
 - No report
- Honors & AwardsWalter Grondzik
 - Requesting anyone that wants to be awarded by ASHRAE, please send requests to Honors & Awards chair
 - Lee Riback and Sarah Maston received Distinguished Service Awards

8. Cognizant Committee Liaison Reports

- SSPC 202 The Commissioning ProcessGerry Kettler (next several sections)
 - Standard 202 is under Continuous Maintenance
 - The master committee number overseeing all the Cx standards and guidelines is changing to SSPC 300.
 - Active sub-committees for Standard 202, Guideline 0, 0.1, 1.1, 1.4 and 1.5. Some of these guidelines are under continuous maintenance. All will be requested to be under CM.
 - STD 202 adopted by 189.1. Working on 62.1 and 90.1. An informative annex in commissioning has been proposed for 90.1.
 - Liaisons have been appointed to Standards 189.1, 90.1 and 62.1. Liaisons exist with ACG, ICC, IES, NEBB, NFPA and NIBS
 - Industry publication summary has been developed, revised, and distributed to 202 committee members.
 - Meeting on Monday, 6/26 from 8 to Noon - Agenda includes:
 - Commissioning Titles and Definitions – public review completed with three comments
 - Additional edits for 202 are being developed and voted on
 - Commissioning section being revised for 189.1 chapter 10. These revisions have received a second public review and are being approved for publication.
 - International commissioning definitions coordination is being implemented between ASHRAE and two of the European engineering organizations.
- USDOE/NIBS CWCC Program and Certifications – Commissioning Provider (one of 5 titles)

- DOE completed program development in 2015. It licenses organizations that meet the ISO 17024 and DOE requirements to certify individuals. ACG, BCA has been ANSI certified and licensed by DOE. NEBB is in process of seeking DOE Cx certification. AEE and ASHRAE now licensed for non-commissioning certifications.
 - DOE program has certification and certificate programs.
- National Institute of Building Science (NIBS)
 - NIBS Commissioning Council met Jan 11, 2017 in Washington
 - WBDG commissioning sections have been updated
- American Institute of Architects (AIA)
 - Developing an AIA commissioning services contract boiler plate
 - Have hired a staff member to coordinate the commissioning process.
- International Code Council (ICC)
 - 2015 versions of IECC and IGCC require commissioning. The 2018 code issues appear to be following very similar requirements.
 - Published Guideline G-4 – Guideline for Commissioning is currently being revised by a ICC and industry committee.
 - Standard 1000 – Standard for Commissioning Process has been cancelled and is being combined with the revised Guideline 4.
- ASHRAE Standard 189.1 – Standard for the Design of High Performance Green Buildings
 - ICC IGCC being folded into 189.1 for 2018 except for administration chapter.
 - Cx requirements are being addressed in 189.1 WG 10 to follow Standard 202 process requirements and coordinate with other codes. These changes have gone through the second public review.
- CAL Green – Title 24
 - Includes Commissioning requirements
 - Has developed checklists for new construction.
- ALI Commissioning Courses.....Walter Grondzik
 - There are 4 commissioning courses available at the conference. Guideline 0 and Standard 202 courses are still cognizant by TC 7.9.
 - Next offering will be Standard 202 training at NYC Transit Authority
- SGPC 0 “The Commissioning Process” & SGPC 1 “HVAC&R System Commissioning”Michael Amstadt
 - These subcommittees fall under SSPC202 for continuing maintenance
- GPC 0.2 “Commissioning of Existing Buildings”
 - Published for use
- GPC 1.2 “Commissioning of Existing HVAC&R Systems”Tom
 - Ongoing revisions in progress
- GPC 1.3 “O&M Training for HVAC&R Commissioning” Walter Grondzik
 - Voted for public review with zero “No” votes.
- Dictionary of Terms
 - ASHRAE entered into memorandum of understanding with CIBSE and Italy society to develop commissioning related terms and defined definitions.
 - Walter Grondzik and Gerald Kettler are ASHRAE representatives

- May be available in ASHRAE bookstore in the next couple of months

9. Other Committee Liaison Reports

- SSPC-62 “Ventilation for Acceptable IAQ”.....TBD
 - No report
- SPC-90.1 “Energy Efficient Design of New Buildings” H. Jay Enck
 - Working group on 90.1 for Cx. Got some updates in the User’s guide like design review checklists
 - Push back from committee on some items. Recommended BOD requirement in the 90.1
 - Special TAC & SSPC90.1 on Monday from 2:15-4:15 PM to better improve the technical interface and information exchange process between TCs and SSPC 90.1
- SPC-111 “Testing and Balancing for New Buildings” Justin Garner
 - Committee will not be meeting at this conference
- GPC-11 Control Components TestingJustin Garner
 - Voted to go out in Public Review publication
- TC 7.1 “Integrated Building Design”.....David Allen
 - No report
- TC 7.3 “Operation and Maintenance Management”.....Mina
 - Guideline 4 being rewritten, very close to being sent out for public review
 - Standard 180 is very close to being sent out for public review
 - Journal has provided a series of questions that our TC may respond to
- TC 7.7 Testing and Balancing.....Justin Garner
 - Meeting is tomorrow afternoon
 - Call for help on publications
- TC 7.8 “Owning and Operating Costs”.....Paul Leman
 - No report
- TC 9.6 “Healthcare”Roger Lautz
 - No report
- AEDG “Advanced Energy Design Guidelines”.....Jay Enck
 - Meeting tomorrow at 2:15 PM – 6:15 PM
 - Working through selection of the 75% guide cover. Getting ready for publication
- MTG BIMWalter Grondzik
 - No report

10. Other Association Reports

- BCA.....Bruce Pitts

- Updated “New Construction Best Practices”, CxPlan for New Construction, RFQ/RFP documents for owners, and other templates
- Commissioning Handbook is almost complete (3rd edition). Publication next month at APA
- NCBC will be in October 16 to 18, 2017, celebrating 25th year
- BCxA certification was approved by ANSI and is now recognized by the Better Buildings approved.
- Formed partnership with LBNL to revise the 2009 study. Expect full launch in September
- NEBB:Stephen Wiggins
 - Two ANSI standards that was developed. One has received approved on Standard 120, Retrocommissioning. Standard 110, Cx for New Buildings going to public review
 - Link be provided for review
- ACGRay Bert
 - Accredited by DOE through Better Buildings since April
 - CxENERGY was in Orlando
- AABCRay Bert
 - New technician manual will be coming up in the next couple of months
- USGBCH. Jay Enck
 - Working on next version of LEED
 - Focusing on more interactive with the dynamic plaque
- ASTMH. Jay Enck
 - Have not published revisions to Standard 2813
- CCC (California Commissioning Collaborative)TBD
 - Defunded.
- California NEBB Acceptance testing
 - Acceptance testing does not require certified TAB contractors
- Green Globes
 - No report
- ICB / TABB
 - No report
- Living Building Challenge.....David Cantrill
 - No report.

11. Old Business

- About a year ago, with J.R. Anderson passing, members within the TC wanted to recognize his work and dedication to ASHRAE. Working with ASHRAE Foundation to set up endowment in his memory, need to raise \$30,000 to begin endowment. We have worked with Memphis Chapter (his old chapter) and other TCs for support.
- See attached solicitation letter for J.R.’s scholarship

12. New Business

- New ASHRAE commissioning test for BCxP. For anyone that is a CPMP, when you retake the exam, you will be designated a BCxP after you pass. For more information: <https://www.ashrae.org/education--certification/certification/bcxp-certification-faqs> and <https://www.ashrae.org/education--certification/certification/bcxp-building-commissioning-professional-certification>
- There was a rollout between NIBS and ASHE on BIM updating guide for Owners at the January NIBS Conference

13. Next Meeting

- Sunday, January 21 @ 3:00 PM CST in Chicago

14. Adjournment

- Meeting adjourned at 4:52 P.M. PDT

15. Action Items

- No Items.

16. Motions

- Motion for meeting minutes for Las Vegas approval as amended - PASSED

END OF MINUTES

Attachments

Notes from TC Chair's breakfast meeting

AGENDA
SECTION TC/TG/TRG CHAIR'S BREAKFAST MEETING
2017 Annual Meeting
Long Beach, CA

Sunday, June 25th

6:30 A.M. – 8:00 A.M. PDT

Renaissance Hotel – ALL Section meetings located on either 1st, 2nd, or 3rd floor as noted below.

Section 1, Bixby 1 Room – 2nd Floor

Section 3, Dawson Room – 3rd Floor

Section 5, Pike 3 Room – 1st Floor

Section 7, Broadlind 2 Room - 2nd Floor

Section 9, Pike 1 Room – 1st Floor

MTG Section, Tichenor Room – 2nd Floor

Section 2, Bixby 2 Room – 2nd Floor

Section 4, Broadlind 1 Room – 2nd Floor

Section 6, Bixby 3 Room – 2nd Floor

Section 8, Pike 2 Room – 1st Floor

Section 10, Nieto Room - 2nd Floor

Note: The agenda and times estimated are for guidance only and should be modified to be sure the most important information is discussed and that there is adequate time to discuss things important to the committee chairs. Note that the time estimates shown allow for other important business to be conducted within the time frame allotted.

- a.1. Introduction of TC/TG/TRG/MTG Chairs, Vice Chairs, and guests (5 minutes).
- a.2. Review and approval of agenda (2 minutes). (note that you might want to solicit additions and corrections at the time the draft agenda is sent to the TC Chairs – it is almost impossible to do anything in only 2 minutes)
- a.3. Summarize discussion from last meeting and status of actions assigned, if any (5 minutes).
- a.4. Liaisons from other committees should each be given a chance to speak and distribute information pertinent to the section from their committee. An effort should be made to accommodate their schedules without major disruption of the Section meeting (15 Minutes).
 - a.4.1. Research Administration
 - a.4.2. Conference and Exposition Committee (CEC)
 - a.4.3. Handbook
 - a.4.4. Other Standing Committees
- a.5. Discuss the MBOs set for the year and how the section can work together to address them (10 minutes).
- a.6. Review summary report for the Section prepared from the TC/TG activity database and TAC (15 minutes).
 - a.6.1. Section activities and trends will be discussed relating to membership, research, programs, publications and new communication tools and services.
 - a.6.2. Do TCs prefer to go back to a paper activity form instead of MS-Excel form used now?
- a.7. Identify shared opportunities and challenges for section (10 minutes).
- a.8. Announcements and Reminders for TC/TG/TRG & MTG Chairs (Handout)
- a.9. Adjourn.

**Announcements and Reminders for TC/TG/TRG & MTG Chairs
LONG BEACH 2017**

A. NEW!

- 1. Discuss and confirm that TGs, TRGs, and MTGs in section will continue in 17-18 Society Year or disband**
TBD

- 2. 17-18 Rosters Access & Distribution** - Remember, the current 2016-2017 roster for your TC, TG or MTG is in effect until after the June meeting this year – through Friday, June 30th.

TC, TG and MTG chairs will soon receive a PDF & MS-Excel file of their new 2017-2018 roster from their Section Head or staff for distribution to the committee. In addition, each member can view all of the rosters of their committees on the ASHRAE Website once the new Society year goes into effect. 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 Tour 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 once the new Society year begins.

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.

- 3. Let's Celebrate ASHRAE's Technical Excellence Historically!**
ASHRAE is highly regarded for its technological advances. Consider that these advances evolved from the efforts of our predecessors and you, and the current members of ASHRAE's Technical Committees in advancing HVAC&R technology are building on a deep foundation. So, what is the historical foundation of your Technical Committee specialty? ASHRAE will be celebrating its 125th anniversary in a couple years. The Historical Committee has a project to publish articles in the ASHRAE Journal and organize paper presentations celebrating our technical heritage for the anniversary. We plan to emphasize technical advances after 1920. Can you help with an article or a

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paper or can your TC organize and sponsor a program session for the 2019-2020 meetings?

Here is a list of topics that TC members have already suggested.

- Development of open communication protocols such as BACNET.
- Modern improvements in psychrometrics (Goff & Gratch).
- History and effect of the Environmental movement on our technology. How technology and equipment has improved the indoor environment.
- The refrigerant revolution
- Solving the problems of “sick buildings.”
- The re-discovery of past technology and its application today (such as district energy, hydrocarbon refrigerants, off peak energy storage, “total energy” systems, etc.)
- History of the application of electronics to HVAC&R technology.
- ASHRAE’s long history in applying innovative technology.
- History and importance of frozen food technology.

All of these topics and others you may think of need to be written up and/or presented by someone.

How about YOU?

The 125th anniversary will be celebrated at the 2020 winter and Annual meetings. The Historical Committee has been charged with the responsibility of organizing Society and industry history projects for the 125th. If you would like to submit an article or a paper or organize a program session, contact Emily Sigman, Historical Committee Staff Liaison at esigman@ashrae.org.

There is a deadline – please submit abstracts or outlines before **September 30, 2017**.

4. Oversight of TC websites with regard to *Technical Bulletins (White Papers)* and alignment with Society positions, policy, or opinions

TCs are allowed to develop Technical Bulletins - A Technical Bulletin does not result from a technical meeting and is a brief 1-2 page statement on a special interest HVAC&R topic that has been developed by either a technical or grassroots committee of ASHRAE. After the TC approves the Technical Bulletin, TAC is responsible for coordinating a peer review by a minimum of three persons with expertise in the field of the bulletin before it can be posted. In addition, ASHRAE’s policy for websites states the following: “**4 (3) f. Statements and presentations may not appear on web sites that state, purport, or imply that they present ASHRAE positions, policy, or opinions.**”

5. Additional TC E-mail Position Aliases Now Available

New position e-mail alias addresses have now been created for each of the remaining mandatory positions of the Technical Committee management team (Secretary,

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Standards Sub. Chair, Program Sub. Chair, Handbook Sub. Chair, and Webmaster). The 16-17 E-mail Alias list with these new position aliases is posted on the ASHRAE website www.ashrae.org/TCs under the heading *Procedures, Forms & Information for TCs/TGs/MTGs and TRGs*. The new 17-18 E-mail Alias list will be posted in the same location shortly after the Long Beach meeting.

6. **New Restructured TC MOP (Manual of Procedures) issued**

TAC has restructured the TC MOP so that it is easier to navigate and find information. The new TC MOP can be found on the ASHRAE website www.ashrae.org/TCs under the heading *Procedures, Forms & Information for TCs/TGs/MTGs and TRGs*.

7. **Distribution of TC minutes changed in TC MOP**

The TC MOP and *TC/TG/MTG/TRG Minutes Cover Sheet* form have both been updated and you are no longer required to send the TAC chair a copy of your minutes after each meeting. The new minutes cover sheet can be found on the ASHRAE website www.ashrae.org/TCs under the headings *Procedures, Forms & Information for TCs/TGs/MTGs and TRGs – Routine Forms for TC/TG/MTGs/TRGs*.

8. **How to Import Your TC Roster Information into MS-Outlook**

Detailed instructions on how to import your TC roster information into MS-Outlook has been created and an e-mail announcement will be issued to all TC chairs, vice chairs, and secretaries once these instructions and the restructured TC MOP are posted to the TC page of the website (www.ashrae.org/TCs)

9. **Updated TAC Presentation Template Available for TC members to use with local Chapter**

TAC recently updated the standard presentation and presentation notes that TC members can use, without a lot of effort, to explain what TCs do for the Society and how that work benefits members in your local ASHRAE Chapter. You should also know that use of this presentation at a chapter meeting in SY 17-18 will earn a chapter 50 (100 points maximum) PAOE points. Additional PAOE points are also possible in SY 17-18 for a presentation(s) on the work of one specific TC.

The new presentation and presentation notes files are posted now at the following link www.ashrae.org/tcs under the heading *General TC Information* at the top of the page in case you prefer to direct others to these files posted online. The presentation material is now also available in both English and Spanish.

10. **Basecamp Information from ECC**

More and more TCs and standing committees are making use of ASHRAE's subscription to Basecamp3 to better organize, store, and distribute online committee files that are needed for their meetings through a dedicated committee Basecamp site. If you would like to learn more about Basecamp and how to request a site for your particular committee, please go to the Electronic Communications Committee (ECC) web page:

(<https://www.ashrae.org/society-groups/committees/electronic-communications-committee>) and scroll down to the section titled *Guidance for Basecamp 3*

B. AT THIS MEETING

1. On-Site Training Options

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

Sunday June 25th, 9:45-10:45 AM in Room #101A, 1st Floor, in the Long Beach Convention Center. The training will start with a brief presentation on how to run Effective Meetings and then highlight some of the online resources that are available through the TAC training portal for additional training and information on a variety of topics. The training session will also have a Q&A session so that you can also get answers to your specific questions.

ii. RAC's Research Subcommittee Chair's Breakfast

Monday, June 26th, 6:30 AM – 9:30 AM in Regency room, 4th Floor, Hyatt Regency Hotel. 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 changes to the *Research Manual*.

iii. TC Program Subcommittee Chair Training in Long Beach

Tuesday, 6/27, 11:15 AM – Noon, Room #202C, 2nd Level, in the Long Beach Convention Center. *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. Location of Section Head Mailboxes & Free Wi-Fi Access at this Society meeting

Mailboxes are located just outside ASHRAE Headquarters Office (Seaview Ballroom B & C – Lower Level (1st floor) – Hyatt Regency 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.

Wireless internet will be available in all meeting rooms at the Hyatt, Renaissance, and Long Beach Convention Center. ASHRAE will be working with the internet provider to

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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.

Hyatt & Renaissance Wi-Fi Access: **PSAV High Speed** is the network, **ashrae2017** is password (case sensitive).

Long Beach Convention Center Wi-Fi Access: **ashrae2017** is the network, **longbeach** is password (case sensitive).

3. **RPM (Remote Participation Meetings) being held in Long Beach**

The 12th RPM (Remote Participation Meeting) Capable Society Meeting, which allows some TC members to participate in the TC meeting from a remote location electronically, will occur in Long Beach and the following fifteen TCs have agreed to participate in this effort: TC 1.6, TC 1.10, TC 1.12, TC 2.1, TG2(HVAC), TC 5.8, TC 5.11, TC 6.9, TC 7.3, TC 7.9, TC 8.3, TC 9.2, TC 9.4, TC 10.3, and TC 10.6 – This represents a 25% increase over the number of TC's hosting RPM meetings in Las Vegas. A total of 43 RPM meetings will be hosted in Long Beach when you include project committee and other committee meetings. For comparison, a total of 38 RPM meetings were hosted in St. Louis last year at this time.

The chairs of those TCs participating should provide to their Section Head feedback on their RPM meeting experience before TAC meets on Wednesday morning, 6/28.

4. **Name Badges**

As offered in the past, members of TCs who are not registered for the Conference and plan to only attend TC meetings may receive a free, plain white name badge. The purpose of these badges is for TC members not registered for the Conference to be able to identify one another in meetings.

To receive your badge, please go to the ASHRAE Registration desk located in room 104 at the Long Beach Convention Center and look for the sign for "TC Badges." Please identify yourself as someone only attending committee meetings, not registered for the Conference, who would like a white name badge. An ASHRAE staff person will create a badge for you that includes your name, company name and city, state and country (if outside the U.S.). The badge will not have a QR code and will not allow you into the Technical Program.

However, if you'd like to register for the entire Conference you can do so in advance or onsite. We realize your time is limited, one-day registrations (\$270 for Members) are available as well as one-session registrations (\$70). If you wish to register for one day of the Technical Program you or one session, you can do so at the ASHRAE Registration desk. The One-Day option gives you access to the Virtual Conference which is viewable on-demand for 18 months. Questions? Contact meetings@ashrae.org.

5. Retiring TC/TG/TRG/MTG 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).

C. UPCOMING DEADLINES

1. TC Activity Forms for the Long Beach Meeting are due to Your Section Head before Wednesday, 6/28/17

TC/TG/TRG Activity Feedback Form (Excel) 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.

2. Thank You Letters to Employers

ASHRAE President – Tim Wentz– 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 2016-2017. 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.

3. Seminar and Forum proposals for Chicago are due by Tuesday, August 1st, 2017.

Please visit the following site to submit your proposal:

<https://ashraem.confex.com/ashraem/w18/cfp.cgi>

For more information, go to: www.ashrae.org/chicago

4. 2017-2018 Hightower Award & Service to ASHRAE Research Award Nominations by Friday, September 1st

Nominations for the 2017-2018 *George B. Hightower Technical Achievement Award* are due to you Section Head by September 1, 2017. 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>

Nominations for the 2017-2018 *Service to ASHRAE Research Award* for TC volunteer efforts in research are due to RAC research liaison by September 1, 2017. 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>

5. 2018 RPM (Remote Participation Meetings) Request for Chicago Meeting

ASHRAE has streamlined the process for requesting RPM meetings moving forward, which will allow us to confirm meeting information earlier in advance of the actual meeting dates.

The updated procedures are as follows:

- ALL committees that want to be considered for an RPM capable meeting in Chicago next January must turn in an ASHRAE Meeting Room Request Form for Chicago to the ASHRAE Meetings section.
- The request should include the reasons why you are requesting RPM meeting capability.
- RPM meeting requests for the upcoming Chicago Winter meeting should be submitted by **Monday, October 2nd or sooner.**
- Confirmation emails (verifying the requests) will be sent out in November 2017
- Requests received after the above date may not be accommodated due to high and growing demand for this service.

D. REMINDERS

1. 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>

2. Request for each TC to briefly review ASHRAE Code of Ethics at start of meeting

See the following link for the latest version of the ASHRAE Code of Ethics: <https://www.ashrae.org/about-ashrae/>

3. Make a Special Effort to welcome new Members, and Visitors to TC meeting

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.

4. 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

5. Is Your Committee Website up to Date?

If not, please ask your webmaster to at least post the latest minutes and the Long Beach 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. The new TC website template has greatly simplified the duties of the TC webmaster and this form of communication is critical to the efficient operation of your committee, and for attracting new members.

The recent conversion to a new TC website platform highlighted a couple areas where a refresher of the ASHRAE rules on website maintenance is warranted. First be aware that ASHRAE Products (i.e., handbook chapters, journal articles, final reports from research projects, etc.) cannot be published on your TC's website. It is very appropriate to post the title and scope of the product and then link the reader to the ASHRAE bookstore or other location on the ASHRAE site where the product may be purchased. Any possible exceptions to this rule must be sent through Steve Comstock for review and approval (scomstock@ashrae.org). The second issue involves timely posting of the draft minutes. Draft minutes (and final, approved minutes from the prior meeting) should be posted to your website (or otherwise distributed to the members) within 60 days after the meeting. Please ensure that your secretary and webmaster are aware of this deadline. To assist your secretary in understanding the procedures for taking and reporting minutes, a video has been developed and posted on the Technical Committees' Training page (<https://www.ashrae.org/standards-research--technology/technical-committees/tc-training-and-presentations>). On the same page, a video has also been posted for use by webmasters to learn about the procedures and schedule to maintain the new websites.

6. TC 2017-2018 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.

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- 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.

E. RECENT ANNOUNCEMENT

1. RAC Prioritizing Research Topics Related to the Residential Sector

Continuing in 2017-2018, 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.

2. CEC's Standing Request for Future Society Meeting Program Track Suggestions

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 Atlanta 2019 winter 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 Long Beach meeting.

3. CEC Always Seeks 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.

4. The Professional Development Committee (PDC) is seeking ideas for new ASHRAE Learning Institute (ALI) courses.

The Professional Development Committee (PDC) is actively seeking ideas for new ASHRAE Learning Institute (ALI) courses. We need practical courses of broad interest to be presented as face-to-face seminars or short courses, instructor-led online courses and self-paced courses. Examples include courses with a focus on new technologies that need to be shared, fundamentals for engineers new to the discipline, standard applications that need explanation, and courses based on new design guides. Does your TC have a potential course idea?

Contact Karen Murray (ASHRAE staff) kmurray@ashre.org or James Bochat (2016-17 PDC chair) PDCchair@ashrae.net with your course ideas.

F. CURRENT & UPCOMING ASHRAE CONFERENCE PROGRAMS

1. Long Beach Annual Conference - June 24 – June 28, 2017

Conference Website: <http://ashraem.confex.com/ashraem/s17/cfp.cgi>

Conference Program Chair: Ann Peratt Email: ann.peratt@gmail.com

Program Focus at Long Beach Annual Conference

- i. Track 1: Fundamentals and Applications
- ii. Track 2: HVAC&R Systems and Equipment
- iii. Track 3: Refrigeration
- iv. Track 4: Building Life Safety Systems
- v. Track 5: Controls: Smart Building Systems and the Security Concerns as Technology Emerges
- vi. Track 6: Commissioning: Optimizing New and Existing Buildings and their Operation
- vii. Track 7: Net Zero Energy Buildings: The International Race to 2030
- viii. Track 8: Residential Buildings: Standards and Guidelines and Codes
- ix. Track 9: Research Summit

2. Chicago Winter Conference – Jan. 20 – Jan. 24, 2018

Seminar and Forum proposals for Chicago are due by **Tuesday, August 1, 2017.**

Conference Website: <https://ashraem.confex.com/ashraem/w18/cfp.cgi>

Conference Program Chair: Michael Collarin Email: Michael.Collarin@parsons.com

Program Focus at Chicago Winter Conference

- i. Track 1: Systems and Equipment

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- ii. Track 2: Fundamentals and Applications
- iii. Track 3: Standards, Guidelines and Codes
- iv. Track 4: Earth, Wind & Fire **NEW!**
- v. Track 5: Transportation IAQ and Air Conditioning **NEW!**
- vi. Track 6: Tall Buildings
- vii. Track 7: Modeling Throughout the Building Life Cycle **NEW!**
- viii. Track 8: Heat Exchange Equipment
- ix. Track 9: Refrigerant Mini Track @ Expo*
- x. Track 10: Residential Mini Track @ Expo*

3. Houston Annual Conference - June 23 – June 27, 2018

Seminar and Forum proposals for Houston are due by **Friday, February 9th, 2018.**

Conference Website: [https://www.ashrae.org/membership--](https://www.ashrae.org/membership--conferences/conferences/2018-ashrae-annual-conference/call-for-papers)

[conferences/conferences/2018-ashrae-annual-conference/call-for-papers](https://www.ashrae.org/membership--conferences/conferences/2018-ashrae-annual-conference/call-for-papers)

Conference Program Chair: Cindy Moreno Email: cindym@tmmechanical.com

Program Focus at Houston Annual Conference

- i. Track 1: HVAC&R Systems and Equipment
- ii. Track 2: Fundamentals & Applications
- iii. Track 3: District Energy and Cogeneration Plants **NEW!**
- iv. Track 4: Safeguarding our HVAC&R System **NEW!**
- v. Track 5: Residential: Modern Buildings in Hot & Humid Climates
- vi. Track 6: Professional Skills
- vii. Track 7: Research Summit
- viii. Track 8: HVAC&R Control Freaks **NEW!**
- ix. Track 9: HVAC&R Analytics **NEW!**

G. OTHER UPCOMING WORKSHOPS, CONFERENCES AND EVENTS

1. 2017

- i. **Building Simulation 2017** – Aug. 7 – Aug. 9, 2017 – San Francisco, CA USA –
Contact: <http://www.buildingsimulation2017.org/>
- ii. **ISHPC2017** – Aug. 7 – Aug. 10, 2017 – Tokyo, JAPAN –
Contact: <http://biz.knt.co.jp/tour/2017/ISHPC2017/congress.html>
- iii. **ASHRAE Building Performance Analysis Conference** – September 27-29, 2017
– Atlanta GA, USA – Contact: <https://ashraem.confex.com/ashraem/bpa17/cfp.cgi>
- iv. **2nd ASHRAE Developing Economies Conference** – Nov. 10-11, 2017, Delhi,
INDIA – Contact: <https://ashraem.confex.com/ashraem/de17/cfp.cgi>

PLEASE DO NOT LEAVE CELLS EMPTY. ENTER 0 IN CELLS IF THERE IS NO COUNT.

YES/NO Questions can be answered using drop box selection or by typing in answer.

CITY Please enter city only without the state.

MEMBERSHIP SECTION

members/guests who are also YEA members:

Enter total number of YEA members here. Be sure that they were also included in the appropriate categories above, too.

Example: There are 18 people in the room: 6 voting members and 12 guests. Of these, one of the six voting is a YEA member and two of the guests are YEA members. Thus the count is

Voting	6
Guests	12
YEA	3

HANDBOOK SECTION

Chapters voted out this meeting

Count all handbook chapters (reviewed, revised, or developed) that were approved by the TC through a vote for submission to the handbook committee at this meeting

STANDARDS SECTION

Standards recommended

Count all standards which the TC developed a recommendation for at this meeting. (I.e. reaffirm, revise, or)

PROGRAM SECTION

"Submitted" program sessions.

Count only sessions which your committee initiated and submitted for this meeting.

"Co-sponsored" program sessions

Count sessions initiated by other committees and accepted for presentation which you cosponsored.

"Sponsored" program sessions.

Count all sessions initiated by your committee and accepted for presentation, including those which you invited others to co-sponsor.



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To the Members of TC 7.9, the Memphis Chapter, and other friends of JR Anderson,

It has been almost two years since we unexpectedly lost our good friend, JR. I met JR through friends in ASHRAE and through his efforts on TC 7.9, the Building Commissioning technical committee. JR gave of himself tirelessly - to colleagues and students, to ASHRAE and other organizations, to his family and close friends, and the many causes near and dear to his heart. He was my friend, my mentor, and my hero. To know JR was to love him, and I know his absence is profoundly felt.

TC 7.9, in conjunction with the Memphis Chapter, would like to honor JR and his work by setting up an endowed fund at the ASHRAE Foundation to support two things that JR thought were important:

- “JR Anderson Travel Award” – to cover the travel costs of attending the ASHRAE Winter Conference for one student or YEA member, so that he/she might learn more about ASHRAE - the technical knowledge, the collaborations, and the friendships to be made, when you have the opportunity to be “in the room.” Participating in this dynamic and multi-faceted organization at the biannual conferences can be life-changing. I know it has been for me.
- “JR Anderson Building Commissioning Certification Award” – to help a YEA Member earn their certification on Building Commissioning (BCxP) by paying the cost to sit for the exam.

Our goal is to raise \$30,000 to permanently endow these two awards in JR’s name. JR loved helping young people – whether in school or early in their careers. The travel award would not only get the student to the conference, but the recipient would also be paired up with a mentor for the duration of the conference, to provide additional assistance and knowledge. Through the Certification Award, a YEA Member could earn their Building Commissioning (BCxP) certification which validates critical job knowledge, skills and abilities and enhances their reputation.

Won’t you please make a donation to honor a man who made a difference in the lives of so many ASHRAE members?

Best Regards,

A handwritten signature in black ink that reads "Sarah".

Sarah E Maston

Chair, TC 7.9 Building Commissioning

To donate online, please click on this link:

https://xp20.ashrae.org/secure/foundation/jr_anderson_travel_and_certification_award.html

If you prefer to write a check, please make it payable to the “ASHRAE Foundation” and write “JR Anderson travel fund” in the memo line.