

**AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-
CONDITIONING ENGINEERS, INC.
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TC/TG/TRG MINUTES COVER SHEET**

TC/TG/TRG NO 7.9 DATE 20 January 2010

TC/TG/TRG TITLE Building Commissioning

DATE OF MEETING 21 June 2009 LOCATION Louisville, KY

| MEMBERS PRESENT | YEAR APPTD | MEMBERS PRESENT | YEAR APPTD | EX-OFFICIO MEMBERS AND ADDITIONAL ATTENDANCE |
|------------------|------------|-----------------------|------------|--|
| Tom Cappellin | | | | Andy Nolfo, Pete Secor |
| Jeff Traylor | | | | Jim Vallort, Dave Moser |
| J.R. Anderson | | | | Charles Dorgan, Frank Painter |
| Michael Dolim | | <u>MEMBERS ABSENT</u> | | Michael Amstadt, David Claridge |
| John Castelvechi | | Dave Shipley | | Ben Pollard, Thurston Simonsen |
| Jerry Kettler | | H. Jay Enck | | Tim Corbett, Donald Prather |
| Ken Peet | | Holly Townes | | Sarah Maston, Don Guan, Quinn Hart |
| Walter Grondzik | | Rick Casault | | Anand Seth, Eric Jennison |
| | | | | Wes Davis, William McCartney |
| | | | | Charlie Shieh, Robert Towle |

DISTRIBUTION

All Members of TC/TG/TRG plus the following:

| | |
|--|---|
| TAC Section Head: SH7@ashrae.net | |
| TAC Chair: TACChair@ashrae.net | |
| All Committee Liaisons As Shown On TC/TG/TRG Rosters: | See roster for current liaisons |
| Manager Of Standards Manager Of Research & Technical Services drury.crawley@ee.doe.gov | Claire Ramspeck: Mike Vaughn: MORTS@ashrae.net SL7@ashrae.net |
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TC 7.9 MEETING MINUTES
LOUISVILLE SUMMER MEETING
Sunday 21 June 2009

1. The meeting was called to order at 3:17 pm by the chair, J.R. Anderson.
2. Self introductions were made by attendees. A quorum was not available at this time.
3. The chair noted that minutes from the Chicago meeting were distributed by e-mail. Two corrections were noted by Andy Nolfo. A formal motion to approve the minutes was deferred until a quorum was present. Subsequent to arrival of additional voting members and establishment of a quorum, approval of the amended minutes was moved by Jeff Traylor, seconded by John Castelvechi. The motion was approved unanimously.
4. No vice-chair comments.
5. Presentation by Chuck Dorgan deferred.
6. Chair's comments: there is a new TAC section chair (Dru Crawley); 16 issues were addressed in the morning TC chair's meeting; the Advanced Energy Design Guide series is moving into 50% realm; anyone can sign up as a provisional corresponding TC member for a two-year period; program process changes are still in flux; CTTC is available as an information dissemination resource,
7. Subcommittee reports were presented as per the following.
8. Membership subcommittee (Elia Sterling): report was deferred, the chair noted that a rollover roster was submitted.
9. Program subcommittee (Sarah Maston): programs are being broken into tracks (for details, see the ASHRAE www site); commissioning has four slots in the Orlando program with defined topics; the TC 7.9-suggested program on commissioning certifications seemed to fit into this arrangement; others (not necessarily affiliated with the TC) may submit programs to fill the other slots.
10. Research subcommittee (Ken Peet for Dave Shipley): see written report (available on the TC www site)
11. Handbook subcommittee (John Castelvechi): see written report (available on the TC www site).

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12. Long-range planning subcommittee (Jerry Kettler): presented a review of progress in the area of commissioning guidelines (Guidelines 2.0, 2.1, 1.3, 1.4 (Systems Manual, proposed to standards), and 1.5); the subcommittee brought forward a proposal for development of a standard on the commissioning process; Jerry Kettler moved, and John Castelvechi seconded, a motion in support of this proposal to standards. Absent a quorum the motion was deferred.
13. The arrival of a voting member provided a quorum (9 of 16, less international members).
14. The chair called the question on the motion by Kettler (item 12) and the motion passed 9-0-0, CV.
15. Ken Peet moved that Jeff Traylor be recommended as chair of the proposed commissioning standard committee. The motion was seconded by Tom Cappellin. The motion was approved 9-0-0, CV.
16. Walter Grondzik reported on the ALI commissioning process course. It was cosponsored by several organizations and was offered in May via the Web and will be offered in person at this meeting. There are good enrollment numbers.
17. Jerry Kettler reported on the ASHRAE commissioning certification process; over 100 applicants signed up for the first exam.
18. Jeff Traylor reported on SGPC-0. Several changes have been approved for public review and should show up during the next public review cycle; Chuck Dorgan noted that new members to serve on the SGPC are needed.
19. Chuck Dorgan reported on Guideline 0.2. Two and a half sections have been reviewed by the 0.2 committee; annexes are incomplete; the intention is to release Guidelines 1.2 and 0.2 at the same time; a 2011 completion date is estimated.
20. Walter Grondzik reported on Guideline 1.3. The committee has general consensus on the direction to take; sections are being drafted; it is too early to project a completion date.
21. Bill McCarthy reported on TG 8 (vrf): the group is making progress and is likely to become a TC.
22. Jerry Kettler reported on Dashboard. This is part of the effort being undertaken by a building performance metrics steering committee that addresses four broad areas (protocols; energy benchmarks; carbon-emissions tool; energy database-dashboard) slated for a special publication targeted for fall rollout.

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23. With the publication of Guideline 4, GPC-4 will be removed from liaison list. The same goes for 111 and 180; Guideline 11P was approved for public review.
24. Andy Nolfo will act as liaison to TC 7.7.
25. J.R. Anderson commented on the Advanced Energy Design Guide series; 30% guides are done, 50% guides are on the horizon.
26. Standard 189: no report.
27. BCA report (Jerry Kettler): there was a meeting in Cleveland, the group is releasing protocols.
28. NEBB report (Andy Nolfo): a third commissioning document has been released, the next conference is upcoming in Phoenix.
29. ACG report (Jerry Kettler): there was a conference in Chicago a few months back; the group is developing a certification on energy use in buildings.
30. Chuck Dorgan presented a request for ideas for educational programs; needs to be identified, looking for presenters; a systems manual and commissioning plan were noted as areas of concern, as was building envelope commissioning.
31. Upon a successful motion by Ken Peet, the meeting adjourned at 4:55 pm.