

**TC 7.9 Meeting Minutes**

Sunday, January 19, 2014

New York City, NY

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**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 **June 9, 2014**TC/TG/TRG TITLE **Building Commissioning**DATE OF MEETING **January 19, 2014** LOCATION **New York City, NY**

| MEMBERS PRESENT                                | YEAR APPTD | MEMBERS ABSENT     | YEAR APPTD | EX-OFFICIO MEMBERS AND ADDITIONAL ATTENDANCE |
|--|------------|--------------------|------------|--|
| Walter Grondzik Chair                          | 2010 - 14  | Abderrazak Alazazi | 2010 - 14  | Adam Doublestein - PCM                       |
| Thomas Cappellin Vice Chair                    | 2012 - 16  | James Vallort      | 2013 -17   | William Mak – PCM (YEA)                      |
| Mike Eardley Programs                          | 2010 - 14  |                    |            | Lixia Wu - PCM                               |
| David Allen                                    | 2010 - 14  |                    |            | Gary Andis - CM                              |
| Michael Amstadt (via online)                   | 2013 - 17  |                    |            | Don Blacklock - CM                           |
| David Bornside                                 | 2012 - 16  |                    |            | Alonzo Blalock – CM                          |
| Justin Garner (YEA)                            | 2013 - 17  |                    |            | David Cantrill - CM                          |
| Lee Riback                                     | 2013 - 17  |                    |            | Richard Cassault - CM                        |
| Justin Seter                                   | 2013 -17   |                    |            | H. Jay Enck - CM                             |
| Stephen Wiggins                                | 2013 - 17  |                    |            | Luis Escobar – CM (YEA)                      |
|  |            |                    |            | John Gibbemeyer - CM                         |
|  |            |                    |            | Gerald Kettler - CM                          |
|  |            |                    |            | Michael King - CM                            |
| Non-Voting Members Who Are Subcommittee Chairs |            |                    |            | Michael Kuk - CM                             |
| Sarah Maston - Secretary                       |            | Present            |            | Roger Lautz - CM                             |
| John Castelveccchi- Handbook                   |            | Present            |            | Paul Levy - CM                               |
| David Shipley – Research / Web                 |            | Present            |            | David Lewis - CM                             |
| J.R. Anderson - Liaison MTG                    |            | Present            |            | Zoltan Magyar - CM                           |
| Breesa Rose Collyer – Hon & Awrd               |            | Present            |            | James Mascaro - CM                           |
|  |            |                    |            | Bishara Mogannam - CM                        |
|  |            |                    |            | Svein Morner - CM                            |
|  |            |                    |            | Ken Peet - CM                                |
|  |            |                    |            | Thomas Schlachter – CM                       |

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|-----------------------------------|--|--|--|----------------|
| Thurston Simonsen – CM            |  |  |  | XX (via phone) |
| Benjamin Skelton - CM             |  |  |  |                |
| Adrienne Thomle – Section Head    |  |  |  |                |
| Ray Bert – Guest                  |  |  |  |                |
| Jim Bochat - Guest                |  |  |  |                |
| Kristopher Brockles – Guest (YEA) |  |  |  |                |
| Wade Conlan – Guest               |  |  |  |                |
| John Davis – Guest                |  |  |  |                |
| Liz Fischer – Guest               |  |  |  |                |
| Kyle Larson – Guest               |  |  |  |                |
| Norman Nelson – Guest             |  |  |  |                |
| Sarah Noye - Guest                |  |  |  |                |
| Benjamin Skeldon – Guest (YEA)    |  |  |  |                |
| John Song – Guest (YEA)           |  |  |  |                |
| Ole Teisen – 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               |
|   |                                 |
|   |                                 |

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### 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 10 members present out of a total of 12. A quorum of voting members was present for the meeting.

### Approval of Denver & Dallas Minutes

The draft minutes from Dallas & Denver were reviewed. Motion was made and seconded to approve both sets of minutes as presented. Motion passed: 9 – 0 – 0 (Yea – Nay – Abstain). Chair not voting.

### Society Liaison and Guest Presentation

Sarah Maston (CEC):

The Seattle & Chicago Tracks are shown below. Let Sarah know if you have any questions/ comments:

#### 2014 Seattle Summer Conference-Program Tracks

Track 1: Indoor Environment – Health, Comfort and Productivity

Track 2: Research Summit

Track 3: Ground Source Heat Pumps: State of the Art Design, Performance and Research

Track 4: HVAC&R Systems & Equipment

Track 5: HVAC&R Fundamentals and Applications

Track 6: Standards, Guidelines and Codes

Track 7: Refrigeration

Track 8: Installation, Commissioning, Operation, Maintenance of Existing Buildings

Track 9: Professional Skills

- Seminar/ forum proposals are due February 13, 2014.

#### 2015 Chicago Winter Conference-Program Tracks

Track 1: Systems & Equipment

Track 2: Fundamentals & Applications

Track 3: Industrial Facilities

Track 4: Large Buildings: Mission Critical Facilities and Applications

Track 5: Energy Efficiency

Track 6: Life Safety

Track 7: Design of Energy and Water Efficient Systems

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### Track 8: Hospital Design and Codes

- Conference Paper Abstracts are due March 24, 2014. Technical Papers are due April 14, 2014. Seminar/ forum proposals are due August 11, 2014.

### ASHRAE Administrative Matters / Issues for TC Chairs Breakfast

#### 1. 2013-2014 Hightower Award Recipient – G.D. Mathur, TC 5.5 & TC 5.7

G.D. Mathur has provided technical leadership to TC 5.5 (Air-to-Air Energy Recovery) and TC 5.7 (Evaporative Cooling) for more than twenty years in a variety of positions. He has written and revised both TCs' handbook chapters many times and has never missed a single handbook deadline. In the last four years, Mr. Mathur has been responsible for updating Two-Phase Thermosiphon Loop air-to-air heat transfer technology. When TC 5.5 was considering the elimination of the Thermosiphon section from its chapter in the ASHRAE Handbook, G.D. led the effort to reverse that decision.

Mr. Mathur's contributions to ASHRAE technical committees, especially to TC 5.5 and TC 5.7, in the last four years have been exemplary and make him a well deserving recipient of the George B. Hightower Award.

#### 2. Outstanding TC Award – NEW!

TAC has developed a new award call the Outstanding Technical Committee Award. The purpose of the award is to recognize, annually, a single Technical Committee within each TAC Section that has the highest measured performance based on a set of weighted criteria as compared to other TCs within that same Section. The goal of this award is to reward TCs for the behaviors and activities that further the goals of TAC and exhibit excellence in the operation of a technical committee. The criterion used is a point system with values assigned to various metrics and activities, which are collected through an updated TC activity form. The award will serve to heighten TC Chair and committee member awareness of what activities are valued to encourage improved performance, and foster friendly competition between TCs within a Section.

#### 3. YEA/TC Hospitality Sunday Afternoon in New York

Is your TC in search for new members? If so, please plan to attend the Young Engineers of ASHRAE (YEA) / TC Hospitality at the New York meeting on Sunday, 1/19, from 4 p.m. to 7 p.m. in the Petit Trianon room on the 3rd floor of the New York Hilton Midtown Hotel. Food and beverages will be available at this casual gathering as well as ice-breaker games to help get these young engineers of the Society talking with TC representatives at the event.

#### 4. 14-15 Roster update process and process for adding provisional CMs

Remember, the current 2013-2014 roster for your TC, TG or MTG is in effect until after the June meeting this year. The new committee rosters for Society year 2014-2015 will be created based upon the update information that each TC, TG or MTG provides to their section head at this meeting by midnight, Tuesday, 1/21/14 and these new rosters will go into effect on July 1, 2014. Please see your section head for the 2014-2015 Roster Update form if you still need a copy.

By now, each TC, TG and MTG chair should have received a PDF & MS-Excel file of their current 2013-2014 roster from their Section Head for distribution to the committee. In addition, each member can view/download all of the rosters of their committees on the ASHRAE Website. Go to [www.ashrae.org/MyActiveCommittees](http://www.ashrae.org/MyActiveCommittees) and log in (if you have not logged in lately, you might need to set up a new username and password). Make sure everyone on your committee also knows how to access the roster.

The Provisional Corresponding Member 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 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.

#### 5. TC/TG/TRG Chair's Training Workshop Reminder

Sunday January 19, 9:45-10:45a in the Sutton Center Room (2nd floor) in the New York Hilton Midtown 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. The main focus of this particular workshop will be the roster update process.

#### 6. Request for each technical committee to briefly review ASHRAE Code of Ethics at start of TC meeting

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See the following link for the latest version of the ASHRAE Code of Ethics: <https://www.ashrae.org/about-ashrae/> A hardcopy of the ethics is also attached to this document.

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

Mailboxes are located just outside ASHRAE Headquarters Office (Nassau Room – 2<sup>nd</sup> Floor - New York Hilton Midtown Hotel).

Also, high speed wireless internet service will be available in meeting rooms and in public areas of the hotel this meeting compliments of ASHRAE. See Page 12 of program for log- in information.

### 8. 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.

### 9. TC 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:

1. At the bottom of the calendar list on the left, click Add and select Add a friend's calendar.
2. 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:

1. Make sure you're using a supported operating system and Outlook version.
2. Download Google Calendar Sync (version 0.9.3.6) at [http://dl.google.com/googlecalendarsync/GoogleCalendarSync\\_Installer.exe](http://dl.google.com/googlecalendarsync/GoogleCalendarSync_Installer.exe)
3. 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.
4. Click OK to confirm that you're aware this is an executable file.
5. Read through the Google Calendar Sync Terms of Service, and click I Agree.
6. 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.

### 10. New MTGs that have been formed

TAC approved the formation of the following new Multidisciplinary Task Group (MTG) at their fall meeting:

#### MTG.HCDG – Hot Climate Design Guide Development

##### Scope

MTG.HCDG will coordinate TC/TG/TRG technical activities to help support the technical basis, development, and publication of a "Hot Climate Design Guide." Responsibilities include the development of supporting research,

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presentations, and content for the “Hot Climate Design Guide” special publication.

The chair of this MTG is Frank Mills. 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-committee>

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](mailto:MORTS@ashrae.net).

### 11. TC Representatives on MTGs are now validated by TC Chair via the TC roster update process

TC chairs with voting representatives on a multidisciplinary task group (MTG) will no longer need to submit a letter each year to the TAC MTG Section Head as confirmation that they are satisfied with their voting representatives on MTGs and wish to appoint them another year to serve on the MTG. Instead, TC chairs will confirm their MTG representatives as part of the TC roster update process each January.

### 12. TC members are encouraged to volunteer with CEC to review technical papers for ASHRAE conferences

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.

### 13. CEC proposed or recently implemented technical program changes

#### TC Program Subcommittee Chair Training in New York

Please notify your program subcommittee chair that CEC will be offering training to them as follows in New York: Tuesday, 1/21, 11:15 a.m. – Noon, Harlem Room, (Fourth Floor) New York Hilton Midtown Hotel.

New Type of Program Created for ASHRAE Winter/Annual Conferences - Workshops One hour long workshops consisting of first short presentations by subject matter experts and then discussion time with audience can now be proposed by TCs.

#### Program Focus at Seattle Annual Conference

The Seattle Conference Technical Program addresses broad topics in the application of technology to practice, specific applications in ground source heat pumps, O&M and indoor environmental quality, as well as new reports on research taking place worldwide. Specific program tracks are as follows:

- The Indoor Environment—Health, Comfort and Productivity Track
- The Ground Source Heat Pumps State of the Art: Design, Performance and Research Track
- The Installation, Commissioning, Operation, Maintenance of Existing Buildings Track
- The Refrigeration Track
- The Standards, Guidelines and Codes Track
- Professional Skills Track

The Seattle conference will also host the second annual ASHRAE Research Summit, which will present innovations in HVAC&R research with particular emphasis on high performance building design and its role in a clean energy economy, and brings together researchers to present and discuss the latest research. Researchers will present papers, seminars and forums or participate in panel discussions. Also, highlights on ongoing ASHRAE funded research will be presented.

Authors of some 200 Conference paper abstracts have been invited to submit papers for the Research Summit and Conference.

Seminar and Forum proposals for Seattle are due by Thursday, February 13, 2014. Please visit the following site to site your proposal: <http://ashraem.confex.com/ashraem/s14/cfp.cgi>

#### Program Focus at Chicago Winter Conference

The Chicago Conference, January 24 – 28, 2015, has announced a call for papers. Conference paper abstracts are due March 24, 2014. If accepted, written conference papers due July 7, 2014. Technical Papers are due April 14, 2014.

Specific tracks are as follows:

- Systems and Equipment
- Fundamentals and Applications

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- Industrial Facilities
- Large Buildings: Mission Critical Facilities and Applications
- Energy Efficiency
- Life Safety
- Design of Energy and Water efficient Systems
- Hospital Design and Codes

For more information, go to: [www.ashrae.org/chicago](http://www.ashrae.org/chicago).

### 14. 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 New York 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.avi>

### 15. Special effort to welcome new members and visitors (potential members) to TC meetings

Potential new members for your committee have been encouraged to drop-by your meeting in New York. 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.

### 16. What type of webinar training modules would be useful to TC chairs?

TAC is planning to develop, present, record, and post a series of short training webinars for TC chairs on topics such as voting rules, roster update, parliamentary procedures, etc. and they would like to know from TC chairs what other training topics are needed for this new program.

### 17. ASHRAExCHANGE

Please check out ASHRAE's new online forum/discussion board service and connect with other professionals in the built environment community on a variety of current discussion topics. <https://www.ashraexchange.org>

### 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](mailto:mvaughn@ashrae.org) or [MORTS@ashrae.net](mailto:MORTS@ashrae.net)

### 19. 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 now on the Technical Committee page of the ASHRAE website for download.

### 20. 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 the Winter meeting in New York 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.

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### Employment Discipline

category:

discipline:

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

#### Employment Disciplines:

##### Academic

Academic - Professor/Staff Academic – Student

##### Government and Organizations

Government - Federal (e.g., DOE, EPA, USDA) Government - National Lab (e.g., ORNL, NIST)  
Government - Local (e.g., city or state governments)  
Not-for-Profit Organization (USGBC, Habitat for Humanity, etc.) Trade Association (ACCA, SMACNA, etc.)

##### Building Industry Architect

Building Owner / Management Firm Consultant  
Contractor Designer  
Facilities Manager/Operator

##### Manufacturing Industry Manufacturer

Manufacturer Manufacturer – Sales  
Manufacturer’s Representative

##### Other

Model Code Organization Retired  
Utility Other

Thus far, approximately 25% of TC Members have declared their discipline.

#### 21. E&P Beta Test #5 TC meetings being Held in New York

The 5<sup>th</sup> 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 New York and the following TCs have agreed to participate in this test: TC 1.5, TC 2.2, TC 2.8, TC 4.2, TC 7.9, MTG.ET (RP-1561 PMS), TC 8.8, TC 9.2, TC 9.3 (RP-1603 PMS), and TC 9.9

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, 1/22.

#### 22. 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 if requested.

#### 23. Upcoming Program Dates

##### Seattle Meeting - June 28-July 2, 2014

- Seattle Seminar and Forum Session Proposals are due February 13, 2014
- Technical Papers final review de February 25, 2014
- All presentation files (PPT) due online – June 2, 2014
- Conference Website: <https://www.ashrae.org/seattle/>

The Conferences and Expositions Committee (CEC) oversees ASHRAE’s annual and winter conferences and other



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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 next year 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](mailto:Giometti@ashrae.org))

### 24. Upcoming Workshops and Conferences:

- **1<sup>st</sup> International Conference on Energy and Indoor Environment for Hot Climates**, February 24-26, 2014, Doha, Qatar. Contact: [www.ashrae.org/hotclimates](http://www.ashrae.org/hotclimates)
- **49<sup>th</sup> AiCARR International Conference of 2014**, February 26-28, 2014, Rome, Italy. Contact: <https://www.ashrae.org/membership--conferences/conferences/ashrae-endorsed-events/2014/49th-edition-of-aicarr-international-conference-of-2014>
- **2014 International Sorption Heat Pump Conference (ISHPC2014)**, Mar. 31 – Apr. 3, 2014, College Park, MD, USA. Contact: <http://www.ceee.umd.edu/events/ISHPC2014/>
- **2014 ASHRAE High Performance Buildings Conference** – April 7-8, 2014, Hyatt Fisherman’s Wharf – San Francisco, CA USA. Contact: <http://www.hpbmagazine.org/hpb2014>. Call for Posters currently open through Feb. 21, 2014. Submit online.
- **Efficient, High Performance Buildings for Developing Economies** — April 24 - 25, 2014 - Manila, Philippines  
Contact: [www.ashrae.org/Developing2014](http://www.ashrae.org/Developing2014)
- **11<sup>th</sup> International Energy Agency (IEA) – Heat Pump Conference**, May 12-16, 2014, Montreal, Canada. Contact: [www.iea-hpc2014.org](http://www.iea-hpc2014.org) - See attached Registration brochure.
- **2014 ASHRAE/IBPSA-USA Building Simulation Conference**–September 10-12, 2014 – Atlanta, GA USA. Contact: [www.ashrae.org/Simulation2014](http://www.ashrae.org/Simulation2014). Call for Presenters currently open through Feb. 10, 2014. Submit online.

**ICR2015 - 24<sup>th</sup> IIR International Congress of Refrigeration** – August 16-22, 2015 – Yokohama, Japan. Contact: <http://www.icr2015.org>. Call for abstracts starts April 1, 2014 and ends Oct. 10, 2014

### 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](mailto:meardley@cannondesign.com) or 617-504-2150.
  - Currently soliciting and reviewing ideas for Seattle and Chicago.
  - AC476 is controversial for many parties. Maybe a workshop?
- Research ..... David Shipley
  - Met yesterday, had seven people attend

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- Looking for a name for work statement #1587.
- No action items are on Research Subcommittee's Agenda.
- Trying to plan webinar between now and next meeting.
- Handbook (Applications, Ch 42)..... John Castelveccchi
  - 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.
  - Need full committee to review- comments by 4/1/14.
  - Vote at June meeting.
- 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.
    - Guideline 0 was just republished.
    - Guideline 0.2 is out for public review
    - Guideline 1.1 no change.
    - Guideline 1.4 has applied for publication.
    - SSPC202 is seeking new members.
    - GPC11 is official. They have a work plan and 6 members.
  - 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.

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- 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.
  - 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 7.3 “Operation and Maintenance Management” .....Thurston Simonsen
  - Working on online resources for O&M.
- TC 7.7 “Testing and Balancing” ..... Justin Garner
  - Meeting tomorrow
- TC 7.8 “Owning and Operating Costs” .....
  - Need a Corresponding Member Volunteer for this Liaison Report
  - No report.
- TC 9.6 “Healthcare” ..... Roger Lautz/ Tom Adams ASHE
  - Not really following Guideline 0.
- AEDG “Advanced Energy Design Guidelines” ..... Jay Enck
  - Going to 75%
  - 500,000 copies of AEDGs have sold.

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- Guideline on Integrated Building Design and Maintenance.....
  - No report.
- MTGs (EAS; BPM) ..... JR Anderson (BPM)/ Ken Peet (EAS)
  - BPM – work complete- no further updates
  - EAS – defining scope, meet by phone.
  - BIM- need to assign liaison

## Other Association Reports

- BCA..... Liz Fisher
  - Working on certifications
  - Leadership conference coming up in Hartford, CT on May19th
  - 80-hour elearning, 40-hour lab.
- NEBB:..... Steve Wiggins
  - Testing technician certification program launched
  - Building pressure and thermal testing
- ACG ..... Justin Garner/ Ray Bert
  - DOE accreditation
  - CxEnergy 4/21-25.
- USGBC ..... H. Jay Enck
  - LEED v4 introduced at GreenBuild
  - June 2015 is the deadline to get projects registered.
  - 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 regarding this questions was approved by an ad hoc ASHRAE committee, but is currently on hold.

## New Business

- None

## Next Meeting

Sunday, June 29, 2014 @ 3pm

## Adjournment

It was moved and seconded for adjournment.

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

## Action Items

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No Items.

### **Motions**

Meeting minutes for Denver and Dallas were approved.

**END OF MINUTES**

### **Attachments**

No Attachments.