

ASHRAE MEETING MINUTES – LOUISVILLE

TC 2.3 Planning Subcommittee Meeting

Tuesday, June 23, 2009

6:30-8:00 a.m.

Galt House Hotel, Wilson Room (S3)

The meeting was called to order by Planning Subcommittee Chair Nick Agopian. Gemma Kerr agreed to prepare Minutes for the Meeting. Present were:

Nick Agopian (Chair)
Gemma Kerr
Marilyn Listvan
Matt Middlebrooks
Kathleen Owen
Dean Tompkins
Paolo Tronville

Nick said that he has implemented some succession planning for TC 2.3: Matt Middlebrooks is Vice Chair; Brad Stanley is taking over as Secretary, and knows that this involves a 6-year commitment ending with being Chair. Kathleen Owen, Mark Stutman, and Chris Flaherty are possible future Secretary candidates. Mark will become Membership Chair after the Louisville meeting. Erik Kuiper is interested in continuing as Webmaster and has been updating the TC website.

Nick would also like to see Vice Chairs appointed for Standard/Guideline Committees and TC Subcommittees. Everyone was in agreement. Wenhao Chen had agreed to do this for the Publications Subcommittee, but this may be in doubt as she has just moved to a new job. It is the responsibility of each Chair to identify and recruit a Vice Chair.

Regarding TC voting membership, lack of balance with too many producers and too few user/general interest members is an issue that the TC needs to address. Marilyn Listvan and Jensen Zhang (general interest) are rolling on as voting members with Mark Stutman (producer) after this meeting. New voting member suggestions were Charlene Bayer and Cecily Grzywacz (both user/general interest).

Action items from the last meeting were reviewed:

1. The ASHRAE/EPA Advanced IAQ Design Guide will be published September. It is said to contain adequate information on gas phase air cleaning equipment.

2. Matt's Basics presentation for ASHRAE members and the website is still under preparation. The long tutorial presently has 66 slides and needs to be reduced to yield a 45-minute presentation, and one or more 15-minute talks. Some text needs to be accompany these to prevent misuse or misunderstanding of the slides.
3. Several TC 2.3 members are concerned at the possible sidelining of the Standard 62.1 IAQ Procedure. We should prepare a presentation to promote the Procedure using case studies. Nick agreed to write the presentation in September. He will send it to Marilyn, Kathleen, Gemma and Matt for review.
4. Gemma will prepare abstracts of the Fundamentals Handbook Chapter 11 (Air Contaminants) and Applications Handbook Chapter 45 (Control of gaseous indoor air contaminants) for posting on the TC website. These are due in September and will be sent to Planning Committee members for review before posting.
5. The mission statement written by KJ Choi has been incorporated in the TC Scope, approved by ASHRAE, and posted on the TC 2.3 website.
6. Doug VanOsdell's survey on barriers to use of GPAFE has been located and looks complete enough to use. Marilyn will ask ASHRAE if they are willing to post and manage it.
7. The TC's 5-year plan should include both long-range items and short-range items such as the tasks with identified responsibility and time-line shown in Dean's Management By Objectives (MBO) document. TC 2.4's 5-year plan provides a good example of the long-range material. ASHRAE would like us to include up to 18 ideas in the long-range part. It was agreed that 15 minutes be set aside at the end of the TC meeting to develop these ideas, and that the 5-year plan should be completed before the Orlando Meeting.

Two other items arising from the Chicago Minutes were also discussed:

1. We should check whether the Advanced IAQ Design Guide covers the Standard 62.1 IAQ Procedure. If not, Matt will find out from Barney Burroughs whether ASHRAE is planning any IAQ Procedure documentation. If there is none, maybe we should request one.
2. Regarding a practical filter installation document for the IAQ Procedure, we should wait until Bill Lull has completed his rewrite of the Chapter 45 section on this topic before deciding if a separate document is still necessary.

The Meeting was adjourned at 8:05 am.