

# TC 7.9 Meeting Minutes

Sunday, January 27, 2013

Dallas, Texas

## 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 April 11, 2013

TC/TG/TRG TITLE Building Commissioning

DATE OF MEETING January 27, 2013 LOCATION Dallas, Texas

MEMBERS PRESENT		YEAR APPTD	MEMBERS ABSENT	YEAR APPTD	EX-OFFICIO MEMBERS AND ADDITIONAL ATTENDANCE
Walter Grondzik	Chair	2010 - 14	Timothy Corbett	2010 - 14	Joy Altwies - CM
Thomas Cappellin	Vice Chair	2012 - 16	Richard Cassault	2010 - 14	Michael Amstadt - CM
Sarah Maston	Secretary	2009 - 13	Quinn Hart	2010 - 14	Gary Andis - CM
Mike Eardley	Programs	2010 - 14			Don Blacklock - CM
Abderrazak Alazazi		2010 - 14			Alonzo Blalock - CM
David Allen		2010 - 14			David Cantrill - CM
David Bornside		2012 - 16			Breesa Collyer - CM
Roger Lautz		2009 - 13			H. Jay Enck - CM
					Justin Garner - CM
					John Gibbemeyer - CM
					Gerald Kettler - CM
					Kevin Knueven - CM
					Michael Kuk - CM
Non-Voting Members Who Are Subcommittee Chairs					James Mascaro - CM
John Castelvechi	Handbook	2012 -	Present		Svein Morner - CM
David Shipley	Research	2012 -	Present		David Moser - CM
J.R. Anderson	Liaison MTG	2010 -	Not Present		Ken Peet - CM
					Lee Riback - PCM
					John Rieke - CM
					Thomas Schlachter - CM
					Justin Seter - CM
					Thurston Simonsen - CM
					Christopher Smith - CM

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				Jeff Traylor - CM
				James Vallort - CM
				Stephen Wiggins - CM
				Lixia Wu – PCM (via phone)
				George (Billy) Austin – Guest
				James Bochat – Guest
				Allison Fee – Guest
				Carlos Germaw - Guest
				Ragan Glandon - Guest
				Scott Gordon - Guest
				Matt Hurly - Guest
				David Lewis - Guest
				Benny Skelton – Guest
				Steve Snyder – Guest
				Bei Zhang - Guest

## DISTRIBUTION

<b><i>All Members of TC/TG/TRG plus the following:</i></b>	
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 for approval. There were no requests for revision of the agenda.

### Voting Member Roll Call

There were 7 members present out of a total of 12 (Roger Lautz arrived @ 3:30pm). Therefore a quorum of voting members was present for the meeting.

Lixia Wu was not physically present but was able to participate as a voting member via an online "GoToMeeting" teleconference with TC 7.9's committee meeting. This was arranged by ASHRAE who selected TC 7.9 for a trial group electronic conference with TC members who are unable to attend the Annual and Winter Conferences.

### Approval of Chicago Minutes

The draft minutes from San Antonio were reviewed. Motion was made and seconded to approve as presented. Motion passed: 5 – 0 – 0 (Yea – Nay – Abstain). Chair not voting.

### Society Liaison and Guest Presentation

Sarah Maston: Technical Chair for Denver:

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

#### 2013 Denver Annual Conference-Program Tracks

Track 1: Research Summit-"Above & Beyond" / Committee: Walid Chakroun, Bill Dean, Reinhard Radermacher, Rachel Romero, Jelena Srebic, Yunho Wang.

Track 2: Integrated Project Delivery (mini-conference) / Chair: Dunstan Macauley

Track 3: Building Energy Modeling vs. Measurement & Verification-Closing the Gap / Chairs: Charlie Henck & Steve Rosen

Track 4: Mile-High Efficiency & Equipment / Chair: Pam Androff

Track 5: Renewable & Alternative Energy Sources / Chair: Monte Troutman

Track 6: HVAC&R Systems & Equipment / Chairs: Keith Newcomer & Doug Cochrane

Track 7: HVAC&R Fundamentals & Applications / Chairs: Michael McDermott & Jeff Spittler

The deadlines are:

- Seminar proposals are due February 11, 2013

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

1. 2012-2013 Hightower Award Recipient- Lucas Hyman, TC 1.10

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Lucas B. Hyman has provided technical leadership to TC 1.10 (Cogeneration Systems) for more than four years. He has also made very significant technical contributions to TC 6.2 (District Energy) and TC 6.9 (Thermal Storage). Mr. Hyman is the author and Instructor of two 3-hour courses on Combined Heating & Power (CHP), both of which were approved by ASHRAE's Professional Development Committee (PDC). He is now developing an on-line course on the same subject. In the last four years Mr. Hyman has authored and co-authored two books, respectively: Thermal Storage Systems and Sustainable On-Site CHP Systems. In that time he has also published one ASHRAE paper and made 13 presentations at ASHRAE conferences, chapters or co-sponsored meetings on a broad range of topics including thermal energy storage, chilled water distribution, sustainability, campus master planning for energy conservation, and hybrid chiller systems. Mr. Hyman's contributions to ASHRAE technical committees and especially to TC 1.10 in the last four years have been exemplary and make him a well deserving recipient of the George B. Hightower Award.

### 2. YEAJTC Mixer Sunday Afternoon In Dallas

Is your TC in search for new members? If so, please plan to attend the third Young Engineers of ASHRAE (YEA) / TC Mixer at the Dallas meeting on Sunday, 1/27, from 4p.m. to 7 p.m. in the Sheraton Atrium on the 2nd floor of the Dallas Sheraton Hotel

### 3. 2012-13 Roster update process and process for adding provisional CMs

Remember, the current 2012-2013 roster for your TC, TG or MTG is in effect until after the June meeting this year. The new committee rosters for Society year 2013-2014 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, 1/29/13 and these new rosters will go into effect on July 1, 2013. Please see your section head for the 2013-2014 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 2012-2013 roster from their Section Head for distribution to the committee. In addition, each member can view all of the rosters of their committees on the ASHRAE Website. Go to [www.ashrae.org](http://www.ashrae.org) <<http://www.ashrae.org>>, click on the "Membership" tab in the header, click on "Manage Your Membership" text in the left sidebar, and log in (if you have not logged in lately, you might need to set up a new username and password). Click on the "Biographical Record System" link. Now, you should see your current "bio info". Click on "My Committees" on the left sidebar; all of the committees you are a member of will appear. Click on the "blue" roster text at the left hand side of a committee to reveal the roster with linked contact information. Make sure everyone on your committee also knows how to access the roster.

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.

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

Sunday January 27 9:45"10:45a in the Dallas Ballroom A3 Room (1st floor) in the Sheraton Hotel convention center. 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. A main focus of this particular workshop will be the roster update process.

### 5. Meeting Procedures updated in TC MOP

Part 4 - Meetings of the Manual of Procedures (MOP) for ASHRAE technical committees (TCs/TGs/MTGs/TRGs) has been revised to clarify that attendance at technical committee meetings and subcommittee meetings must be open, except as allowed for by executive session procedures, and that an interim meeting is allowed with proper notification. See the following link for the latest version of the TC MOP: <https://www.ashrae.org/standards> research-technology/technical-committees

### 6. Request for each technical committee to review ASHRAE Code of Ethics See the following link for the latest version of the ASHRAE Code of Ethics: <https://www.ashrae.org/about-ashrae/>

### 7. New TAC Presentation template for TC members to use with local Chapter

The new presentation template allows TC members, without a lot of effort, to give a presentation to their local chapter on TAC and the TCs in general and to also customize a few slides with information specific to their own TC or TCs. TAC hopes to roll-out this new presentation to the TCs in Dallas at the TC Chairs' Training Workshop briefly. The template will then be posted to the Technical Committee page of the ASHRAE website for download.

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### 8. 50% Draft Refrigeration Commissioning Guide Broad Peer Review Underway

A broad peer review of the Refrigeration Commissioning Guide is underway for the 50% draft and is expected to run through February 6, 2013. The following groups have already been invited to participate in this review, but other groups are welcomed to participate if interested: TC 2.8, TC 7.1, TC 7.6, TC 7.9, TC 8.8, TC 10.1, TC 10.5, TC 10.7, TC 10.8, SGPC 0, and SPC 202. Please contact ASHRAE Special Projects Manager, Lilas Pratt (lpratt@ashrae.org), if your group wishes to participate in this review or future peer reviews of the document.

The Guide will provide how to information on how to apply the commissioning process to commercial refrigeration systems; the guide is targeted at designers, installers, and owners of refrigeration systems and will cover commissioning through all phases of a project: design and planning, construction and installation, start-up and first year operation. The peer review is conducted to help ensure that the information in the guide is useful and applicable to the targeted audience.

### 9. Employment Discipline added to ASHRAE BIO Online Input Form

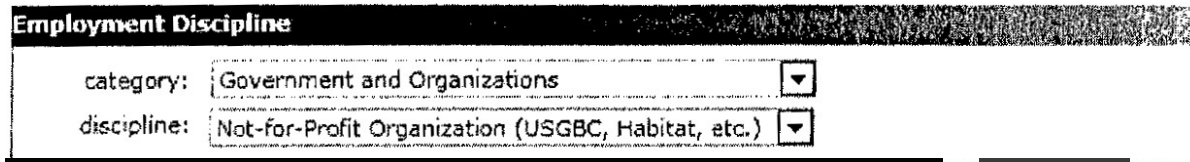
A new input field titled Employment Discipline has been added to the ASHRAE online member (BIO) graphical input form and TAC would like all TC members to self-declare their employment discipline prior to the Annual meeting in Denver by going to the Members Only section

([https://Jeweb.ashrae.org/eweb/DynamicPage.aspx?Site=ASHRAE&WebKey=8396a37a-](https://Jeweb.ashrae.org/eweb/DynamicPage.aspx?Site=ASHRAE&WebKey=8396a37a-9fc24f50-9332-5eebebe73494)

[9fc24f50-9332-5eebebe73494](https://Jeweb.ashrae.org/eweb/DynamicPage.aspx?Site=ASHRAE&WebKey=8396a37a-9fc24f50-9332-5eebebe73494)) 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:	Government and Organizations
discipline:	Not-for-Profit Organization (USGBC, Habitat, etc.)

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

### 10. E&P Beta Test #3 TC meetings being Held In Dallas

The 3'd 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 Dallas and the following TCs have agreed to participate in this test: TCs 1.5, 1.8, 2.2, 5.8, 7.4, 7.9, and 8.8. 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, 1/30.

### 11. Opportunity to Comment on AIRAH's *Transition to Low Emission HVAC&R Issues and Solutions*- Public Comment Draft (1121 to 2/8)

TCs 2.5, 2.8, 3.1, 3.2, 3.8, and, MTG.LowGWP have been asked to comment on an Australian Institute of Refrigeration, Air-conditioning, and Heating (AIRAH) public comment draft of the above discussion paper. AIRAH has undertaken this project on behalf of the whole of industry to provide a forum or mechanism whereby the transition to low emission HVAC&R practices and technologies can be discussed. The topic is broad and the views are varied and often conflicting. The comment period runs between 1/21 to 2/8. If your TC would also like to comment on this draft document, please contact ASHRAE staff person DD Latham (dlatham@ashrae.org for additional information and a copy of the paper.

### 12. 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.

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

Mailboxes are located just outside ASHRAE Headquarters Office (Sheraton Hotel – Level 2 - Press Club Room). Also, the wireless high speed internet service available in Club Lounge and in public areas of the Sheraton Hotel is complimentary.

### 14. 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](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.

### 15. 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.

### 16. New MTGs that have been formed

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

MTG.CCDG - Cold Climate Design Guide Development Scope

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

The chair and vice chair of the MTG are Frank Mills and Bjarne Olesen, respectively. For more information on this MTG and the six other MTGs, please go to the MTG section on the following web page:

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<http://www.ashrae.org/standards-research> - technology/technical-committees. If your TC would like to have a voting representative on a particular MTG, please contact the ASHRAE Manager of Research and Technical Services, Mike Vaughn, at [MORTS@ashrae.net](mailto:MORTS@ashrae.net).

17. 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.

18. CEC proposed or recently implemented technical program changes

TC Program Subcommittee Chair Training in Dallas

Please notify your program subcommittee chair that CEC will be offering training to them as follows in Dallas: Tuesday, 1/29, 11:15 a.m. -Noon, State Room 3, (Third Floor) Sheraton Hotel convention center

Speaker Registration Fee: Beginning with the 2013 Winter Dallas Conference and moving forward for future conferences, a speaker registration fee is being implemented as a part of an overall Society evaluation of registration fees for the purpose of lowering registration fees for attendees at the winter and Annual Conferences. For the 2013 Winter Dallas Conference the following Speaker registration fees and policies will apply: \$95 Member/Non-member Speaker Registration Fee

Program Focus on Research Going Forward at Annual Meeting.

The Denver Conference will have a special emphasis on research. Some 100 papers have been received for the conference, and seminar proposals on Innovations in HVAC&R research are encouraged. Submit by Feb. 11 online at [www.ashrae.org/denver](http://www.ashrae.org/denver) . Up-to 25% of the Denver program will be allocated to this effort.

19. 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 Dallas 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>

20. Special effort to welcome new members, and visitors (potential members), particularly international members, to TC meetings

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

21. 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)

22. Upcoming Program Dates

Denver Meeting - June 22-26, 2013

- Conference Site Live: January 7, 2013
- Denver Seminar and Forum Session Proposals are due February 11, 2013
- Technical Papers Final Review Due- February 15, 2013
- Acceptance/Reject Notifications issued for Conference papers, Seminars & Forums-March 25, 2013

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- All presentation files (PPT due online- June 3, 2013
  - Conference Website: <http://www.ashrae.org/denver/>

### New York Meeting- January 18-22, 2014

- Conference Paper Abstracts due March 15, 2013
- Acceptance/Reject Notifications issued for Conference papers abstracts -April 5, 2013
- Technical Papers Due for Review- April 19, 2013
- Conference Site Live: June 3, 2013
- Web Site Opens for Seminar and Forum proposals -June 3, 2013
- Final Conference Papers Submitted for Review- July 3, 2013
- Technical Papers final review due August 12, 2013
- New York Seminar and Forum Session Proposals are due August 12, 2013
- All presentation files (PPT) due online- January 3, 2013
- Conference Website: <http://www.ashrae.org/newyork/>

The Conferences and Expositions Committee (CEC) oversees ASHRAE's annual and winter conferences and other specialty conferences and expositions globally. The CEC continually works to improve the conference experience for all attendees. To help keep a "pulse" on the technical issues facing professionals in the HVAC&R marketplace, the CEC seeks ideas for tracks for the Dallas 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))

Upcoming Workshops and Conferences:

- ACREX India 2013, March 7- 9, Mumbai, India. Endorsored by ASHRAE. Contact [ishraem@vsnl.net](mailto:ishraem@vsnl.net) or [www.acrex.in](http://www.acrex.in).
- HVACR & Mechanical Conference for Professional Educators, March 11- 13,

Colorado Springs, CO. Endorsed by ASHRAE. Contact 703-600-0308 or [www.instructorworkshop.org](http://www.instructorworkshop.org)

- 2nd UR International Conference on Sustainability and the Cold Chain, April 2-4, 2013, Paris, France. [www.iccc2013.com](http://www.iccc2013.com).
- Architectural Engineering (AEI) Conference, April 3-5, State College, Pa.

Endorsed by ASHRAE. Contact 814-865-6395, [njs1@psu.edu](mailto:njs1@psu.edu), or <http://tinyurl.com/AEI2013>.

- China Refrigeration Expo, April 8- 10, Shanghai, China. Endorsed by ASHRAE .

Contact [crexpo@biec.com.cn](mailto:crexpo@biec.com.cn) or [www.tinyurl.com/3us47qv](http://www.tinyurl.com/3us47qv)

- ASHRAE Webcast, Assessing Building Energy Performance: From Principles to Practice, April 18. Endorsed by ASHRAE. Contact (678)539-1200, [ashrae-webcast@ashrae.org](mailto:ashrae-webcast@ashrae.org), or [www.ashrae.org/ABEPwebcast](http://www.ashrae.org/ABEPwebcast)
- International Workshop on Building and Ductwork Airtightness, April 18 -19, Washington. Endorsed by ASHRAE. Contact the Air Infiltration and Ventilation Centre at 32 2 655 77 11, [info@aivc.org](mailto:info@aivc.org), or <http://tinyurl.com/ay9owvz>.
- 5th International Conference Ammonia Refrigeration Technology, May 9-11, 2013, Ohrid, R. Macedonia, <http://www.mf.edu.mklen/>
- CLIMA 2013, June 16-19, Prague, Czech Republic. Endorsed by ASHRAE. Contact 420 284 001 444, fax 420 284 001 448, [clima2013@guarant.cz](mailto:clima2013@guarant.cz), or

[www.clima2013.org](http://www.clima2013.org).



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- ECOS 2013, July 16-19, Guilin, China. Endorsed by ASHRAE .Contact ecos2013- [china@iet.cn](mailto:china@iet.cn) or <http://tinyurl.com/d6s3gnk>.
- CIAR XX, July 22- 23, Cartagena, Colombia. Endorsed by ASHRAE. Contact [ciar2013@acaire.org](mailto:ciar2013@acaire.org) or <http://tinyurl.com/CIAR2013>.
- 5th International Conference- Solar Air Conditioning, Sep. 25-27, Black Forest, Bad Krozingen, Germany. Endorsed by ASHRAE. Contact: <http://solaircon.com/>
- CLIMAMED, Oct. 3-4, Istanbul. Endorsed by ASHRAE. Contact 90 3124194571, [ttmd@ttmd.org.tr](mailto:ttmd@ttmd.org.tr), or [www.climamed.org](http://www.climamed.org).
- IAQ 2013: Environmental Health In Low Energy Buildings, Oct. 15- 18, Vancouver, BC, Canada. Contact ASHRAE at 800-527-4723, ext. 1158, [IAQ2013@ashrae.org](mailto:IAQ2013@ashrae.org), or [www.ashrae.org/IAQ2013](http://www.ashrae.org/IAQ2013).
- 11th 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 call for papers pamphlet. Paper Abstracts due April15. 2013.

### 24. NEW ASHRAE Terminology WIKIlaunched

Over 7,500 definitions for terms found in ASHRAE publications can now be seen in the new free ASHRAEwiki, a centralized resource for referencing terminology definitions. Visit [ASHRAEwiki.org](http://ASHRAEwiki.org) for numerous building terms focusing on mechanical, envelope, electrical, lighting, load calculations, design,water design/conservation and more.

<http://wiki.ashrae.org/index.php/ASHRAEwiki>

### Correspondence / Announcements

See above

### Sub-Committee Reports

- Membership..... No Chair
  - 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
  - TC7.9 sponsored two seminars for the Dallas meeting.
  - 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 Denver and NY.
  - Ideas include Standard 202, Healthcare commissioning, Statistical sampling/ monitor-based CX, USGBC, Confusions regarding ICC.
- Research ..... David Shipley
  - 11 people attended the meeting.
  - No action items are on Research Subcommittee's Agenda.
- Handbook (Applications, Ch 42)..... John Castelvechi
  - 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.
  - No meeting held here in Dallas. Next meeting to be scheduled for Denver.
  - Need to expand the "Existing Building Commissioning" section.

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- Long Range Planning (GL 0-2005User;s Manual)..... Gerry Kettler
  - Looking into publishing guidelines.
- Standards ..... James Vallort
  - Standard 202 is out now.
- Web Site ..... David Shipley
  - Site is currently up to date pending receipt of new material.
- Journal and Insights/International ..... No Chair
  - Need a Corresponding Member Volunteer for this Subcommittee Report
- ALI Introductory Commissioning Course ..... Walter Grondzik
  - This 3-hour course is still being offered. It seems to be scheduled for one face-to-face presentation (ASHRAE Winter Meeting) and two online presentations (fall and spring) each year. Attendance is very good. Course content is believed still viable and useful. Rick Cassault presented the last course (spring online). Next presentation is scheduled for fall online and face-to-face in Dallas.
- Honors & Awards ..... No Chair
  - Currently looking for a chair. See Walter if interested.
- Commissioning Position Document ..... Billy Austin
  - There is currently a draft proposal in Tech Council, that ASHRAE concedes to the Authority Having Jurisdiction (AHJ), but a professional engineer should be in charge of the commissioning process.

### Cognizant Committee Liaison Reports

- Commissioning Certification ..... Gerry Kettler
  - ICC wants to accredit the organization, not individuals providing commissioning services.
  - CX Authority manages the process. “Specialists” are those that only focus on one part of the process. Includes all 12 specialties.
  - Std 202, Guideline 0- used to define process base.
- SGPC 0 “The Commissioning Process” ..... Jeff Traylor
  - Under ongoing maintenance.
  - The Chairman may have to drop out. Small hiccup in the process.
- GPC 1 “HVAC&R System Commissioning” ..... Jeff Traylor
  - Ongoing maintenance.
- GPC 0.2 “Commissioning of Existing Buildings” ..... Tom Cappelin
  - Being submitted for public review. Takes about 3 months to get out, 45 days for approval period.
- GPC 1.2 “Commissioning of Existing HVAC&R Systems” ..... Tom Cappelin
  - No report.
- GPC 1.3 “O&M Training for HVAC&R Commissioning” ..... Walter Grondzik
  - Progress ongoing.
- GPC 1.4 “Systems Manuals” ..... Gerry Kettler/ H. Jay Enck
  - The question was asked, “Should “for the Cx Process” stay in the title?”
  - It was noted that this is a universal document that might not be tied to commissioning.
  - Vote was taken; direction to drop that phrase from the name.
- Standard 202 “Commissioning Process Standard” ..... Gerry Kettler
  - Currently out for second review. This is for 45 days.
  - Maybe will be up for approval in Denver.

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### Other Committee Liaison Reports

- TRG 7 Tools for Sustainable O&M .....
  - No report
- Special Project Committee: Performance Measurement Protocols Dashboard ..... Bruce Hunn
  - Both projects have been completed. Members have sent in data, etc.
  - DASH: Can you add more data? Talk to Bruce.
- SSPC-62 “Ventilation for Acceptable IAQ” .....
  - No report
- SPC-90.1 “Energy Efficient Design of New Buildings” .....
  - No report.
- SPC-111 “Testing and Balancing for New Buildings” ..... Gerry Kettler
  - Open for review.
- SPC 180 “Inspection and Maintenance” .....
  - No report.
- GPC 11P “Control Components Testing” ..... Thomas Schlachter
  - Open for revision.
  - Looking for new members.
- TC 7.8 “Owning and Operating Costs” .....
  - Need a Corresponding Member Volunteer for this Liaison Report
  - No report.
- TC 7.7 “Testing and Balancing” ..... Justin Garner
  - Many research projects are ongoing.
  - Meeting tomorrow.
- AEDG “Advanced Energy Design Guidelines” ..... Jay Enck
  - 75% books out in about a year.
- Guideline on Integrated Building Design and Maintenance.....
  - No report.

### Other Association Reports

- BCA..... Mark Miller
  - Cx Conference (Denver), May 6-8<sup>th</sup>, 2013
  - Spring Webinar Series starting in March (1-2 hours each)
  - Cx Authority Training is under beta test. 80-hour elearning, 40-hour lab.
- NEBB:..... Jim Bochat
  - Rewriting procedural standards
  - Building Enclosure certification
  - Core of Engineers- pressure test of buildings
  - Air barrier and leak testing. Also air and water intrusion.
- ACG ..... Gerry Kettler
  - Next conference in Chicago.
- USGBC ..... Jay Enck
  - LEED v4 out for public review- rollout in November. June would be deadline to get projects registered. Cx now has 7 credits, not including prerequisite. More comprehensive process.
- Cx Unification..... Mark Miller
  - Meeting in DC- 15 organizations just recently. It was a productive discussion, and dialogue will continue. Next meeting will be at NIBS HQ, date TBD- meet to create roadmap- how can the industry better work together. Cx Authority- oversees process. Specialty experts under them.

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- CCC..... Dave Moser
  - Upcoming meetings are listed at [www.cacx.org](http://www.cacx.org). Next meeting is on 3/14/13. Slides and recordings for past meetings are also available there.
- Standard 189..... Need Liaison
  - No Report.

### Old Business

- None

### New Business

- None

### Next Meeting

Sunday, June 23, 2013 @ 3pm

### Adjournment

It was moved and seconded for adjournment.

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

### Action Items

No Items.

### Motions

No Motions were made during the meeting.

**END OF MINUTES**

### Attachments

No Attachments.