

MEETING MINUTES NOTES

Meeting Notes reported by K. Mead, TC 5.8 Chair

- 1) **TC called to order 4:25 PM**
 - a) Introductions were made by attendees
 - b) Agenda and Sign-in sheets distributed
 - c) Roll call at 4:30 PM: 3 of 7 voting members present (Mead, Kumpf, Menzies) – No quorum reached
 - d) Corresponding members present– 2
 - e) Guests present - 3
 - f) YEA members - 0
 - g) All Available Handouts, Agenda, Meeting Minutes (Draft and Final) Sign-in sheets, & subcommittee reports can be found on the TC website: <http://tc58.ashraetcs.org>

- 2) The **loss of TC 5.8 Secretary Raoul Webb, PE** was discussed and a moment of silence taken in his honor and to reflect upon his memory.

- 3) Identification of a **new TC secretary** – No volunteers identified. Issue moved to discuss at Chicago Conference

- 4) Review of Meeting Minutes from NY – no action taken due to lack of quorum. Item postponed to Chicago

- 5) **Chairman’s Report from Section 5 Breakfast Meeting –**
 - a) CEC Report: (**K Mead** – Summarized from Breakfast meeting minutes))
 - i) ASHRAE Code of Ethics were reviewed and discussed. TC chairs were asked to include the Code of Ethics in their meeting minutes (shown in italics below):

1.140.001.1 As members of ASHRAE or participants in ASHRAE committees, we pledge to act with honesty, fairness, courtesy, competence, integrity and respect for others in our conduct.

A. Efforts of the Society, its members, and its bodies shall be directed at all times to enhancing the public health, safety and welfare.

B. Members and organized bodies of the Society shall be good stewards of the world’s resources including energy, natural, human and financial resources.

C. Our products and services shall be offered only in areas where our competence and expertise can satisfy the public need.

D. We shall act with care and competence in all activities, using and developing up-to-date knowledge and skills.

E. We shall avoid real or perceived conflicts of interest whenever possible, and disclose them to affected parties when they do exist.

F. The confidentiality of business affairs, proprietary information, intellectual property, procedures, and restricted Society discussions and materials shall be respected.

G. Each member is expected and encouraged to be committed to the code of ethics of his or her own professional or trade association in their nation and area of work.

H. Activities crossing national and cultural boundaries shall respect the ethical codes of the seat of the principal activity.
 - ii) Discussion of new ASHRAE Strategic Plan: info available at - <https://www.ashrae.org/about-ashrae/strategic-planning-documents>
 - iii) Discussion of Outstanding TC Award Program: Awarded by section, relies on data in TC activity form
 - iv) Employment discipline added to ASHRAE online bio, please update accordingly
 - v) CEC seeks program track ideas
 - vi) TC Involvement in ASHRAE Standards development is encouraged
 - vii) Remind TC’s to participate and post on ashraeexchange.org
 - viii) Tracks identified for 2015 Winter Conference in Chicago (Note track 3 “Industrial Facilities” & Track 6: “Life Safety”

(1) Chicago meeting will be January 24-28, 2015

- ix) TC's who want to submit a prog should consult with Track Chairs
 - x) TC's are encouraged welcome guests and encourage more engagement in TC activities.
- b) Section 5 Chairman's Comment: Ken Peet
- i) –Proposed a track to represent Section 5 in Orlando. Possible Title = "Air Movement and Control". George M. suggested this be changed to "Air Movement and Management" to avoid confusion with building controls.

6) Membership Roster Review for 2014-15

- a) If can switch to call-in system for TC meetings, Bill K. is available as voting member
- b) Due to Dr. McKernan's short time in position as vice chair, Ken will extend his role as chair until 06/30/15
- c) TC has an issue with VM's and making quorum. Will need to address in roster management activities at Chicago meeting

7) Sub-Committee Reports

- a) **Handbook:** No report.
- b) **Research:** No report.
- c) **Standards:** Addendum to battery ventilation standard is still anticipated
- d) **Ventilation of Hazardous Spaces:** Mike B. provided update. Mike shared VoHS Outline with Mark Owen in ASHRAE HQ and has been receiving guidance on possible implementation. There will be a possible need to consider updates to existing chapters, submitting revisions to the handbooks, developing a design guide and submitting a proposal for a new standard. Mark Owen also noted to Mike that we may also need to establish a MTG to collaborate between TC 9.2 and TC 5.8. Erich B. discussed how he is managing the Cold Climate Design Guide. Bill K. recommended looking at the Lab Design Guide. Mike indicated interest will be to focus on the online HB chapters first. Due to lack of quorum, TC will table further discussion until Chicago.
- e) **Programs:** D. Ghosh assumed this position from Al Woody. Deep, Mike & Erich to work together to propose workshop or seminar for Chicago, probably under the "Life Safety" track.

8) Website Report (Webmaster Mike Baucom)

- a) <http://tc58.ashraetcs.org>
- b) The TC5.8 website is up to date with the information provided. Mike's colleague "Ginger" is helping with this assignment

9) Old Business: None

10) New Business

- a) A discussion was held regarding future of TC 5.8 and how to invigorate its membership and activities.

11) Next meeting location (Chicago) and Date (01/26/2015)

12) Adjourn

- a) Meeting adjourned at 6:04 P.M.