



## **TC 2.2 Meeting Minutes / San Antonio**

**June 25, 2012**

### **1 Call to Order**

Henry called the meeting to order at 4:30 PM. 3 out of 6 voting members were present. This is not a quorum.

### **2 Welcome and Introduction / Attendance Sheet**

All in attendance introduced themselves and signed in.

### **3 Revise and Accept Agenda**

The agenda was reviewed and accepted.

Henry asked for a motion to approve the agenda.

It was accepted

### **4 Approve Minutes from the Previous Meeting**

The minutes from Chicago were reviewed. Several spelling mistakes were corrected. The minutes were not approved because we lack a quorum. The chair will conduct a letter ballot to approve the minutes.

### **5 Report from Section Head**

Tom Sobieski visited just to confirm that the TC intends to continue to operate.

### **6 Status of the Committee**

We have had very low attendance and participation for several years. At the Chicago meeting, we had good attendance, both in the room and by internet. Today, the electronic connection is not working. We don't know how many members are attempting to connect. For the purpose of this meeting, a telephone conference line would have been sufficient; it does not have to be an internet meeting. We do have several new people attending.

### **7 Handbook**

Gerald Williams (Handbook Liaison) presented the schedule for revision of the Applications volume. The update must be complete by the Seattle meeting in June, 2014. Reviewers should have assignments by the Dallas meeting in January 2013. To stay useful to current engineering practices, we have to deliver handbook information for electronic distribution.

As Handbook chair, Bill Dean will organize our revision effort.

### **8 Research**

RP 1475 (Updating Heat and Moisture Production Rates from Modern Swine) is still behind schedule. The researcher expects to request an extension until April 2013. We will need to approve it by a letter ballot.

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To identify new research topics, it was suggested that we have handbook reviewers point out the places where information is unavailable or out of date.

### **9 Program**

Xinlei is scheduled to start as program chair next year.

The TC did not submit any programs for this conference.

We discussed suggestions relating to program tracks for the Dallas meeting:

*Standards, Guidelines and Codes*

Operation of vivariums is governed by a long list of standards and guides from many organizations. These standards strongly affect the work done by ASHRAE members, but we had some trouble identifying the goal of a program.

*Facility Management; Operations, Technology and Energy Improvements*

Jim has material for a talk on active management of labs. If we could combine that with a talk on managing an animal facility, that would be a good seminar. Carol has several ideas for speakers who could discuss operating animal facilities. Chris and David have some leads too. Carol will chair the seminar and submit the forms.

### **10 Standards**

No activity.

### **11 Old Business**

No activity.

### **12 New Business**

Electronic meeting did not work today. That hurts our effort to revive the committee.

Membership is still an issue. We need to think strategically about what the TC wants to accomplish and who it aims to serve.

Our immediate approach is to take prompt action on the items discussed in this meeting, to involve the members.

### **13 Adjourn**

Meeting adjourned at 6:00PM