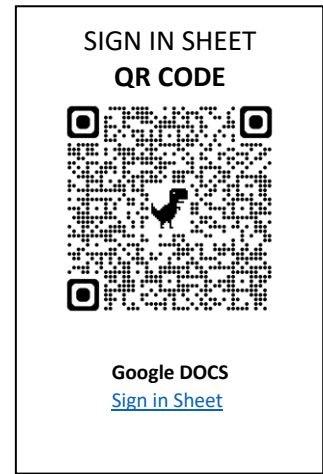


**ASHRAE TC 5.1 Fans
Main Meeting Agenda
2024 ASHRAE Annual Conference
Hybrid Meeting
Monday 2/10/2025, 4:30 PM - 6:30 PM EDT
Hilton Orlando, Lake Florence AB (Lobby Level) & Virtual**

Microsoft Teams meeting
[Click here to join the meeting](#)
Meeting ID: 255 918 637 990
Passcode: Xg7BY2Dt



1. Call to order

Harold Dubensky

2. ASHRAE Value Statement

Harold Dubensky

“In ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and shall avoid all real or perceived conflicts of interest. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We celebrate diverse and inclusive communities, understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and the communities our Society serves. We respect and welcome all.”

3. ASHRAE Code of Ethics Commitment

Harold Dubensky

“In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interests.” See full ASHRAE Code of Ethics: <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>

4. Introductions

All

- a. Determination of a quorum by Secretary Kevin Gebke

VOTING MEMBERS FOR THIS MEETING (Need (8) or ½+1 for a Quorum)

Voting members and/or subcommittee chairs for 2025 Winter Meeting

TC 5.1 Voting Members	Non-Voting Subcommittee Chairs
Harold Dubensky - Chair	Z. Patrick Chinoda – Handbook S/C Chair
Mark VanderKooy – Vice Chair	Nathan Fetting – Standards S/C Chair
Kevin Gebke - Secretary	Dr Rich Stauter - Program S/C Chair
Jaime Yeh - Research S/C Chair	
Brandon Diaz – Webmaster	
Matthew Kauffmann	
Nazme Mohsina	
Joseph Fiegen	
Eric Tinglof	
Greg Wagner	
Dr Gang Wang	

5. Modifications to Agenda

All

6. Approval of Previous Meeting Minutes

Harold Dubensky

- a. The last meeting of this committee was held on June 24, 2024, in Indianapolis, IN as an in-person meeting. Draft meeting minutes will be posted on the TC 5.1 website <https://tc0501.ashraetcs.org/>.

7. Chair's Report Harold Dubensky

- a. Announcements and Highlights from PC Chairs Breakfast Sunday 2/9.

8. TC Membership/Roster Report

Harold Dubensky

As of July 1, 2024: Voting members and/or subcommittee chairs.

TC 5.1 Voting Members	Non-Voting Subcommittee Chairs
Harold Dubensky - Chair	Z. Patrick Chinoda – Handbook S/C Chair
Mark VanderKooy – Vice Chair	Nathan Fetting – Standards S/C Chair
Kevin Gebke - Secretary	Dr Rich Stauter - Program S/C Chair
Jaime Yeh - Research S/C Chair	
Brandon Diaz – Webmaster	
Matthew Kauffmann	
Nazme Mohsina	
Joseph Fiegen	
Eric Tinglof	
Greg Wagner	
Dr Gang Wang	

- a. Membership: 110 - Total Members
 - i. 11 - Voting Members
 - ii. 3 - Non-voting Subcommittee Chairs
 - iii. 76 - Corresponding Members
 - iv. 20 - Provisional Corresponding Member
- b. Voting approval is 50% plus 1.
- c. ASHRAE requires a TC Balance - See update FG MOP on basecamp.
- d. Term limits:
 - i. Chair = 2 years with a 1-year extension through the approval of the Section Head.
 - ii. Vice Chair = 2 years.
 - iii. The Chair's term is not limited by the policy limiting normal Member and Member Non-Quorum reappointments to four (4) consecutive terms.
- e. Chair and Vice Chair MUST BE ASHRAE members!
- f. The Chair should have served at least one one-year term as Vice Chair or Secretary.
- g. Corresponding Members can serve in all TC management positions except Chair.
- h. July 1, 2025: updates to voting members and/or subcommittee chairs. Email for the Roster Update Form will be sent on the first of February 2025.
- i. Provisional Corresponding Members are dropped or changed to a Corresponding Member after 2 years.
 - i. The TC chair will email you to see if you want to be a Corresponding Member.
- j. If Interest in becoming a voting member. Submit your request to the TC Chair by February 28, 2025.

9. Liaison/Section Head Reports (as they arrive)

Liaisons

- a. Any TC liaisons or section heads present are given an opportunity to report on their activities.

10. Fan Regulatory Activities

TBD

11. Subcommittee Reports

Each subcommittee report should include a review of S/C roster, confirmation of S/C chairmanship for next year, and actionable items with target dates and responsible persons (if different from S/C chair.)

a. **Website Report**

Brandon Diaz

b. **Standards Subcommittee**

Nathan Fetting

c. **Handbook Subcommittee**

Patrick Chinoda

d. **Program Subcommittee**

Rich Stauter

e. **Research Subcommittee**

Jaime Yeh

f. **Long Range Planning Subcommittee**

Harold Dubensky

12. New Business / Old Business

Harold Dubensky

13. Next meeting date and location

Harold Dubensky

- a. Phoenix, AZ: 6/21/2025- 6/25/2025

14. Adjournment

Harold Dubensky