

ASHRAE TC 2.3 Planning Subcommittee Draft Minutes
June 27, 2023 from 6:30 AM to 8:00 AM Eastern Time
Tampa, FL – Tampa Marriott Waterside, Grand AB (2)

Minutes:

1. Call to order (6:34am)
2. The Code of Ethics can be reviewed at the following link: <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>
 - a. *In this and all other 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 we shall avoid all real or perceived conflicts of interests.*
3. Review of winter meeting minutes
4. Update on action items from 2023 ASHRAE Winter meeting
 - a. Promotional sheet/brochure for TC 2.3 website, LinkedIn, Facebook, NAFA digital magazine, etc. (Kevin lead, Gemma and Marilyn to review)
 - i. Gemma to send TC 2.4 brochure to Kevin
 - b. Review of TC2.3 presentations from Kathleen and Matt (Gemma, Marilyn, Chris Hsieh)
 - i. Review TC 2.3/2.4/2.9 slides organized by Gemma and Kathleen
 1. Kevin to upload Gemma's edit of Kathleen's presentation to basecamp
 2. Paula to send her Seminar presentation to Caitlin
 - c. Article to promote TC 2.3 in ASHRAE Journal (Marilyn, Gemma, Kathleen, Gabrielle, Chris H)
 - i. IEQ Column (Kathleen, Chris M, Gemma)
 - ii. Quarter page ad in ASHRAE Journal
 1. Remove due to cost
 - d. SGPC 10 (Interactions Affecting the Achievement of Acceptable Indoor Environments)
 - i. Steve Hammerling contact for read-only documents
 - e. ASHRAE children's book for gas phase (Brian, Caitlin, Paula, Marilyn)
 - i. Jim Rosenthal has a children's book maybe on filtration. Paula to contact Jim.
5. Update on documents:
 - a. Enhanced IAQ guide. Guideline 42P (Marwa)
 - i. 4th PPR as of last Friday

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- b. TRG4. IAQP (Nick Agopian)
 - i. Some sort of Program session on IAQP Calculator (Marwa?)
 - c. Position statement on health and wellbeing in the indoor air environment (Charlene)
 - i. First meeting yesterday. 1 year for position statement
6. New business?
- a. TC9.SPACE
 - b. ASHRAE app for formulas/calculations?
 - i. Electronic handbook?
 - c. 7:45am adjourn