

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING  
ENGINEERS, INC.  
1791 Tullie Circle, N.E.  
Atlanta, GA 30329  
404-636-8400

TC MINUTES COVER SHEET

TC/TG/TRG NO \_\_\_\_\_ TC 5.2 \_\_\_\_\_ DATE February 7, 2023

TC/TG/TRG TITLE Duct Design

DATE OF MEETING February 7, 2023 3:30 PM Eastern Time LOCATION Atlanta (Hybrid)

MEMBERS PRESENT	TERM TO	MEMBERS ABSENT	Y E A	EX-OFFICIO MEMBERS AND ADDITIONAL ATTENDANCE
John Constantinide, Chair	6/30/23			Dr. Jamie Fine, Handbook, CM
Cindy Bittel, Vice Chair	6/30/25			Ralph Koerber, Code Interaction, CM
Akshay Bhargava, Secretary	6/30/23		X	Christpher Ruch, Webmaster, CM
Robert Reid, Programs	6/30/23			
Kevin Gebke, Research	6/30/23			
Patrick Brooks, DFDB	6/30/25			
Dr. Stephen Idem, Endowment	6/30/23			
Vikram Murthy *	6/30/23			
Randy Young, Membership	6/30/23			

**\* Member Non-Quorum**

**CM = Corresponding Member**

**PCM = Provisional Corresponding Member**

**G = Guest**

## DISTRIBUTION

All Members of TC plus the following:	
TAC Section Head	Kevin Marple
TAC Chair	Craig Messmer
2021 Handbook Liaison (Fundamentals)	Satesh Iyengar
2020 Handbook Liaison (Systems & Equipment)	
Research Liaison	Douglas C Scott
Standards Liaison	William F Walter
Staff Liaison	Steven J Hammerling

**ASHRAE 2023 WinterConference  
ASHRAE TC 5.2 Duct Design  
FULL COMMITTEE MEETING**

**AGENDA**

**Tuesday, February 8, 2023**

**Time: 3:30 PM – 5:30 PM Eastern Time**

**Location: Omni Atlanta Hotel at CNN Center, 100 CNN Center  
Atlanta, Georgia, USA  
and  
Virtual Meeting**

Virtual meeting access information is available at the TC 5.2 website, located at  
<https://tc0502.ashraetcs.org/>.

**1) Call to Order**

**2) ASHRAE Code of Ethics Commitment – John Constantinide**

“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.”

- a) ASHRAE Code of Ethics: <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>
- b) ASHRAE Core Values: <https://www.ashrae.org/about/ashrae-s-core-values>

**3) Introductions and Attendance**

- a) Recognise attendees
- b) Quorum reached?    out of 9 voting members attending (Requires 5 present)
- c) Corrections/additions and approve agenda

**4) 2022 September Interim Meeting Minutes**

- a) The DRAFT minutes are posted to Basecamp in the Files > Minutes folder for Voting Members to review.
- b) Approval of Minutes

**5) Reminders – John Constantinide**

- a) ASHRAE Mission: To serve humanity by advancing the arts and science of heating, ventilation, air conditioning, refrigeration and their allied fields.
- b) ASHRAE Vision: A healthy and sustainable built environmental for all.
- c) TC 5.2 Scope: TC 5.2 is concerned with the design, characteristics and construction of all types of ductwork for the handling of air and other gases, but does not include chimneys.
- d) Virtual Meeting Protocols
- e) TC 5.2 MBOs are reflected by our Strategic Plan and referenced on the agenda with asterisk symbols (\*\*)

**6) Section 5 and TAC Report – Kevin Marple**

- a) Hightower Award Presentation

**7) Herman and Dorothy Behls Endowment – Dr. Stephen Idem**

- a) Presentation of first award recipients

**8) Subcommittee Reports**

a) **Membership** – Randy Young

- i) Recognize new Provisional Corresponding Members (PCMs) since June 2022.
  - 1. Mr. Mike Boudreau
  - 2. Mr. Danilo Huaman
  - 3. Mr. Abhishek Jain
  - 4. Mr. Ibrahim Shabaka
- ii) Create outreach plan to meet Strategic Plan goal to recruit at least two (2) TC members from the following industry segments\*\*:
  - a) Duct Design Engineers
  - b) Academics and Researchers Focused on Duct Design
  - c) Code Authorities/Authorities Having Jurisdiction
  - d) Building Owners/Managers and Owner Authorized Representatives
  - e) General Contractors, Mechanical/Sheet Metal (including SMACNA) Contractors, and Associated Technicians
- iii) Additional recruitment needed in categories c and d.\*\*

b) **Handbook** – Dr. Jamie Fine

- i) Status report on 2024 Handbook Revision (Duct Construction Chapter)

c) **Programs** – Robert Reid

- i) Status Report
  - a) TC 7.4 Exergy Analysis asked us today to co-sponsor a workshop.
  - b)
- ii) Grassroots Outreach Update\*\*: Aim for Strategic Plan goal of having at least one (1) ASHRAE Chapter seminar every six (6) months addressing a topic within the scope of TC 5.2.
  - a) Update from Chris Ruch and Randy Young on chapter program about ducted return
  - b) Update from Larry Smith and Kevin Gebke about a possible seminar on DDG and DFDB to chapters
- iii) Distinguished Lecturer Nominations\*\*: Aim for Strategic Plan goal of nominating DL candidates to CTTC to address one or more topics on duct systems leakage.
  - a) Completed. Pat Brooks was nominated and selected for the DL Program.

d) **Duct Design Guide (DDG)** – Pat Brooks

- i) Create an education program utilizing content from the Duct Design Guide.\*\*
  - a) Update from ALI
- ii) Create a plan to publicize the Duct Design Guide education program to ASHRAE and non-ASHRAE members.\*\*
  - a) Status on DDG/DFDB program at the AHRI Expo coinciding with the Atlanta Winter Conference
- iii) Status of SI Version of DDG

- e) **Duct Fitting Database\*\*** (DFDB) – Jamie Fine
  - i) Subcommittee Report
  - ii) Create a user guide assisting practitioners with utilizing the Duct Fitting Database, with a timeline for publication of the user guide.\*\*
    - a) Update on completion.
  - ii) Organize at least one (1) conference workshop or a TC-sponsored session that trains professionals on the Duct Fitting Database and accompanying user guide.\*\*
    - a) Refer to update in 8d(ii)(a).
- f) **Research** – Kevin Gebke
  - i) Status of RTAR 1941
  - ii) Bob Reid – RTAR Proposal: “Duct Take-offs, Taps”
  - iii) Brandon Cudequest – WS 1919 Overview
  - iv) RTAR Proposal for Return Duct and Open Plenum Comparison – Chris Ruch
- g) **Codes & Standards Interaction** - Ralph Koerber
- h) **Webmaster** – Chris Ruch
  - i) TC 5.2 Website: <https://TC0502.ashraetcs.org/>
  - ii) Talk to Chris about joining TC 5.2 Basecamp.
- i) **Historian** - Bob Reid
  - i) Status on Herman Behls Library.

## 9) Deadlines

## 10) Notifications

## 11) Action Items

TC 5.2 Duct Design Action Items			
Number	Description	Assigned to	Status
1	Feedback for Duct Construction handbook chapter will be solicited.	Jamie Fine	Ongoing.
2	Create an ASHRAE chapter seminar on ducted returns	Chris Ruch & Randy Young	Ongoing.

## 12) New Business

- a) None.

## 13) Adjournment

Information about upcoming ASHRAE Conference Meetings are available at <https://www.ashrae.org/conferences/ashrae-conferences>.