

MINUTES

**TC 2.3 Handbook Subcommittee Meeting
Chapter 47, HVAC Systems and Equipment Volume – 2027
Chapter 11, Fundamentals Volume – 2025
Chapter 12, Fundamentals Volume - 2025
March 25, 2024
1:00 – 3:00 EST
Via Webex**

- I. **Call to order** – the meeting was called to order at 1:06 PM.

- II. **Schedule Objectives** – Subcommittee Chair Michael Sherber read his schedule objectives from the date of this meeting until the June Annual Meeting.
Our first goal is to have a final draft of Chapter 11 ready to present to the full TC 2.3 for a letter ballot vote before May 24th when the approved chapter is due to ASHRAE HQ. So, realistically we need to finish this chapter up and approve it at or before our April 29th webinar meeting. However, I would like to get this done at the March meeting if possible to allow us to focus on Chapter 12.

Our second goal is also to have Chapter 12 ready to be voted on by the full committee in Indianapolis on June 25th. So, we need to finish and vote out Chapter 12 at or before our June 17th webinar meeting, so it is ready to be approved at the full committee.

IV. **Chapter 11 in Fundamentals 2025 Handbook (Michael Sherber)**

No additional changes were proposed from the draft version that was sent to the subcommittee membership prior to this meeting on March 25th. A motion was made by Nick Agopian to approve the March 25th draft minutes to be sent to the full TC 2.3 for its approval to go to Society. Brian seconded the motion. The motion passed unanimously.

The Chair has sent the March 25th Chapter 11 to TC 2.3 Chair Kevin Kwong for consideration by the full TC 2.3 committee.

V. **Chapter 12 in Fundamentals 2025 Handbook (Brian Krafthefer)**

Brian said that Chapter 12 has not been redone since 2008. He has had an organizational meeting for the Chapter 12 working group. The next meeting of the Chapter 12 working is on April 6th.

VI. **Schedule of Future Meetings**

The proposed following schedule of meetings, all at 1- 3 PM Eastern Time are:

- A. April 29th
- B. May 28th
- C. June 17th

VII. **New Business**

There was no new business.

VIII. **Adjourn** – the meeting was adjourned at 1:19 PM.