

MEETING MINUTES

Meeting Minutes reported by J. McKernan, TC 5.8 Vice-chair

- 1) **TC called to order 4:20 PM**
 - a) Introductions were made by attendees
 - b) Agenda and Sign-in sheets distributed
 - c) Roll call at 4:30 PM: 4 of 7 voting members present (Mead, Lampkin, Menzies, McKernan) – Quorum reached
 - d) Corresponding members present–2
 - e) Guests present - 6
 - f) YEA members - 0
 - g) All Available Handouts, Agenda, Meeting Minutes (Draft and Final) Sign-in sheets, & subcommittee reports can be found on the TC website: <http://tc58.ashraets.org>

- 2) The **loss of Robert (Bob) Hughes** was discussed. Although not on the ASHRAE TC 5.8 Committee, Bob had been a member of the ACGIH Industrial Ventilation committee for over 35 years, serving as chair of that committee for 12 of those years. Mr. Hughes was highly influential in the industrial ventilation/engineering community and had worked with many current and former members of TC 5.8.

- 3) Identification of a **new TC secretary**. It was proposed that the TC Vice-chair serve in a dual-role as the TC secretary. Current Vice-chair McKernan agreed to the proposal and Chairman Mead will make the appropriate changes on the TC roster.

- 4) Identification of **new TC Vice-chair**. Since John McKernan will be moving to Chair role effective July 1, 2015, a new Vice-chair will be needed. Names were discussed. Mr. Kevin Marple was suggested as a possible candidate. TC Chairman will follow-up with Mr. Marple to determine his willingness to fulfill this role.

- 5) Identification of **new TC Handbook Editor**. A solicitation for a new TC handbook chair was announced. No responses were made. If nobody else steps forward, Ken Mead offered to move to this position following John McKernan’s transition to TC chair.

- 6) Bill Lampkin has agreed to replace Deep Ghosh as the New TC 5.8 Programs Chair

- 7) Review of Meeting Minutes from New York, NY and Notes from Seattle, WA – vote was proposed. Minutes passed, Notes also “passed” unofficially as they are not official minutes.

- 8) **Chairman’s Report from Section 5 Breakfast Meeting:**
 - a) CEC Report: (**K Mead** – Summarized from Section 5 Breakfast Meeting.
 - i) ASHRAE Code of Ethics were reviewed and discussed. TC chairs were asked to include the Code of Ethics in their meeting minutes (shown in italics below):

1.140.001.1 As members of ASHRAE or participants in ASHRAE committees, we pledge to act with honesty, fairness, courtesy, competence, integrity and respect for others in our conduct.

A. Efforts of the Society, its members, and its bodies shall be directed at all times to enhancing the public health, safety and welfare.

B. Members and organized bodies of the Society shall be good stewards of the world’s resources including energy, natural, human and financial resources.

C. Our products and services shall be offered only in areas where our competence and expertise can satisfy the public need.

D. We shall act with care and competence in all activities, using and developing up-to-date knowledge and skills.

E. We shall avoid real or perceived conflicts of interest whenever possible, and disclose them to affected parties when they do exist.

F. The confidentiality of business affairs, proprietary information, intellectual property, procedures, and restricted Society discussions and materials shall be respected.

G. Each member is expected and encouraged to be committed to the code of ethics of his or her own professional or trade association in their nation and area of work.

H. Activities crossing national and cultural boundaries shall respect the ethical codes of the seat of the principal activity.

- ii) ASHRAE program leads for both Atlanta and Orlando conferences came and spoke at the Chairman's meeting. Both encouraged working with Track chairs when submitting programs for consideration.
- iii) ASHRAE is supporting use of Go-to-meeting for TC meetings outside of the 2 conferences/yr.

b) Section 5 Chairman's Comment: Mr. Ken Peet

Mr. Peet thanked the committee for its service and encouraged the TC to consider mechanisms to develop program content. He also discussed outreach attempts from CEC to be more responsive to the needs of the TC's in creating conference program agendas and schedules. Electronic copies of the minutes and announcements from the TC Chair breakfast are attached (Attachment A).

9) Membership Roster Review for 2014-15:

- a) Provisional corresponding memberships (PCM) can be established by e-mail to TThomas@ashrae.org. Ms. Thomas can start provisional corresponding memberships the day she receives the e-mail.
- b) Interested persons may also pursue corresponding membership (CM) by providing the TC Chair with their name, contact info, ASHRAE member number, and by making sure that they have an updated bio on file with ASHRAE. Assuming that all is in order, the CM status will go into effect on July 1st 2015.
- c) Discussed switching to a call-in system for TC meetings in order to increase participation. Discussion centered on using go-to-meeting or other web enabled video meeting system. Official meeting attendance at the Winter and Summer ASHRAE conferences would have to be either in-person or via teleconference. ASHRAE has stopped offering TC 5.8 access to ASHRAE-sponsored web meeting capability (likely due to lack of participants). Ability to use non-ASHRAE resources for web meeting services is uncertain at this time.
- d) Discussed roster management needs (see items 3-6). Proposed roster for year starting July 1, 2015 is attached (Attachment B).
- e) Tony Arens provided a brief update on SSPC 90.1 activities in the area of industrial ventilation. Tony is trying to engage Leon Shapiro in this effort.

10) Sub-Committee Reports:

- a) **Handbook:** John McKernan reported that all handbook chapters that TC has input on were submitted within the allotted timeframe. ASHRAE Handbook manager (Mark Owen) was pleased. Discussion regarding the following items followed: If editor had more time, what would he have changed or updated? Also Bill indicated a need to validate the references in the Chapters the TC authors and edits. Both are good points, and should be considered in the next round of Handbook chapter edits. John thanked the committee for their support, and extended a special thanks to those that provided edits to the chapters.
- b) **Research:** Ken Mead has taken the lead on research activities for the TC. RTAR process was also discussed. A research idea regarding tracer gas alternatives testing for the eminent banning of sulfur hexafluoride (SF6) was discussed. TC 9.10 is writing an RTAR to propose such a research effort. Chairman Mead inquired of the TC if we were interested in co-sponsoring the RTAR. All attendees were supportive of the suggestion. Initially, Ken Mead will be the liaison to TC 9.10 on this effort.
- c) **Standards:** Deep Ghosh provided a brief update on the addendum to battery room ventilation standard for the IEEE Guideline 21.
- d) **Ventilation of Hazardous Spaces (VoHS): No Update** - VoHS Chairman Mike B. was unable to attend. There will be a conference session on the morning on the last day of ASHRAE meeting (Wednesday Jan. 26) on the VoHS Outline and proposed content of the proposed chapter. Session is: WORKSHOP 7, Applicable Standards for Ventilation and Air Conditioning of Hazardous Spaces. Wednesday January 28, 2015 (11:00 AM-12:30 PM) in Honore Ballroom. Co-sponsors: 5.08 Industrial Ventilation Systems, 9.02 Industrial Air Conditioning. There will be a possible need to consider

updates to existing chapters, submitting revisions to the handbooks, developing a design guide and submitting a proposal for a new standard.

- e) **Programs:** D. Ghosh previously assumed this position from Al Woody. Deep, Mike & Erich worked together to provide WORKSHOP 7, Applicable Standards for Ventilation and Air Conditioning of Hazardous Spaces. Wednesday January 28, 2015 (11:00 AM-12:30 PM) in Honore Ballroom. Co-sponsors: 5.08 Industrial Ventilation Systems, 9.02 Industrial Air Conditioning. No other update; no plan for another session in Atlanta. Bill Lampkin will be assuming this position from Deep Ghosh effective July 1, 2015.
- 11) **Website Report:** none. Webmaster Mike Baucom was absent, although chairman Mead indicated that the website is fairly up-to-date.
- 12) **Old Business:** VoHS chapter outline is being led by Mike, Deep, and Erich. Please interface with them if you have ideas or content to put forward.
- 13) New Business
- a) A discussion was held regarding future and scope of TC 5.8 and how to invigorate its membership and activities. This continued for some time. It was pointed out that leadership on topics and research for the committee to undertake should be 'grass-roots' and come from the membership. Chair and other leadership roles on TC provide a voice, and lobby for the committee within the larger ASHRAE organization. Bill Lampkin provided a format and forms for TC "action plans." Thought was to provide information in these action plans for chapter review cycles, our programs, research idea, etc; plus any other activities. Action plans are easy to see and follow a time line showing tasks and progress by assignees.
 - b) There was discussion regarding use of go-to-meeting for committee (TC) and subcommittee meetings held outside of the conference dates. This is being pushed by ASHRAE HQ. They have an account with go-to-meeting that we can access upon request.
 - c) Seminar, Workshop and Forum Proposals for Atlanta meeting are due February 9, 2015. Conference paper abstracts for Orlando meeting are due March 23, 2015.
 - d) IAQ management society is now affiliated with ASHRAE.
- 14) Next meeting location (Atlanta) and Date (06/30/2015 at 4:15 PM)
- 15) Adjourn
- a) Meeting adjourned at 6:11 PM