

ASHRAE TC 2.3 Planning Subcommittee DRAFT Meeting Minutes

Tuesday February 11, 2025, 7:30-9:00 AM ET

Hilton Orlando, Florida 7 (Lower Level)

**** Breakfast will be provided****

1. Call to order and introduction:

2. ASHRAE Value Statement:

- a. *"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. Review of 2025 Indianapolis Annual Meeting DRAFT Minutes

<https://tpc.ashrae.org/?cmtKey=51ce1e3f-0f45-48d1-9301-fdd4e8a8f530>

4. Update on action items from 2024 ASHRAE Annual meeting:

a. Promotional sheet/brochure for TC 2.3 website, LinkedIn, Facebook, NAFA digital magazine, etc.

i. From Indianapolis:

1. Kevin updated and sent out the updated TC 2.3 promotional brochure, and it was posted to basecamp
2. Caitlin will post it on TC 2.3 webpage so it can be easily accessed by new members - **this has been completed, accessible on the TC 2.3 main page.**
3. Bring/send to YEA committee or student committee to bring awareness to a new group of people. **A research summary is up to date and is also located on the TC 2.3 website.**

b. Review of TC2.3 presentations from Kathleen and Matt (Gemma, Marilyn)

i. From Indianapolis:

1. The presentation is updated and available for anyone interested in presenting at a regional meeting/conference.
 - a. **Can anyone give this presentation or do they need to be a distinguished lecturer, committee member, etc. Presentation cannot be added to the website according to the ASHRAE committee.**
 - b. **Where is the presentation posted? The presentations can be located on Basecamp or can be available on request from the TC and can be used for presentations by individuals granted all ASHRAE affiliation is removed. Information can also be located on LinkedIn and/or on Facebook.**
2. The presentation covers TC 2.3, TC 2.4, and TC 2.9

c. Article to promote TC 2.3 in ASHRAE Journal (Marilyn, Gemma, Kathleen)

i. From Indianapolis:

1. Kathleen and Gemma wrote an IEQ TC 2.3 focused article that was published
 - a. IEQ Applications Column: When MERV Won't Do the Job: Air Cleaning Solutions for Smells & Toxic Gaseous Chemicals (ASHRAE Journal, Vol. 66, no. 5, May 2024) **This was sent through the EHC and was published. Potential to generate another publication what are the differences between 185.5 and 145.4.**
 - b. Complimentary subscription for all ASHRAE Members
2. IEQ articles cover lighter topics, typically around 1500 words, and are managed by EHC committee

3. Potential future IEQ articles from TC 2.3 Committee
 - a. PFAS; Chris V will take lead, Brian and Marilyn volunteer to review. **Compile all literature review files in single location and share with group to determine if PFAS can be in the gas phase**
 - b. Gases and particles in space: what we know and what we don't, Brian volunteers to take the lead. **Still on hold and work in progress**
 - c. Any others?
 - d. ASHRAE children's book for gas phase (Brian, Caitlin, Paula, Marilyn)
 - i. From Indianapolis: No update **ASHRAE is dictating what the book topics are... Brian to share first draft of book with Kathleen for illustration and review.**
 - e. Upload collection of past ASHRAE presentations from Chris M to TC2.3 website
 - i. From Indianapolis:
 1. Chris sent Tori presentations. Tori sent Caitlin presentations to put up on TC website, currently in progress. **The publications from Chris M are listed under the special publications. Caitlin to add in 1720 presentation to the website.**
 - f. Update on TC2.3 outreach initiatives
 - i. LinkedIn should be the focus of outreach initiatives; Facebook is okay but seen as a social platform versus LinkedIn which is a professional platform for creating connections. **QR codes have been made for outreach.**
 1. Need to determine who currently is the administrator on the TC 2.3 LinkedIn page
 2. To generate buzz, the TC 2.3 group will make a post then members are encouraged to react and repost to ensure outside ASHRAE members see
 - g. Update on formation of a MTG to establish an IEQ metric (Charlene)
 - i. Topic/ideas to be discussed how do you measure it? What is the rating? What metrics go into it/what should be considered?
 - h. Update on ways to make TC 2.3 information accessible and to make the website more user friendly
 - i. Create a QR code that links directly to the TC 2.3 website
 - i. Update on ASHRAE Updates and New Items from Indianapolis
 - i. Introducing a new sign-in feature via the ASHRAE 365 app to sign into committee meetings as well as receive PDH for attending the technical conference presentations. **This may have been fixed, and you can now sign in to the meetings through the app. Tori to verify how/if these are being captured.**
 - ii. Discussion that ASHRAE is moving away from the use of basecamp and will instead be using One Hub.
 - j. Updates on Membership (Matt) **Tori to take over the Vice Chair on Memberships**
 - i. Goal to have all subcommittees have a chair and vice chair
 1. Standards Chair and Vice Chair? **Sherber is out, but Kevin will take over the standards chair**
 2. Handbook Chair and Vice Chair? **Brian and Caitlin to take this over, Kevin will inherit this role by March 3rd To**
5. Update on documents:
- Special publication from RP853 application guide to indoor air quality devices? TC 2.3 will need to review this document and share feedback with ASHRAE. Marilyn will dig this up. Has this been converted into an application guide?**
- a. Position statement on health and wellbeing in the indoor air environment (Paula)
 - i. From Indianapolis: Needs to go to EHC for comments then responses to comments will need to be made, the document will be in EHC hands at this conference (Charlene) **No updates**
 - b. Filtration and Air Cleaning Position Document
 - i. From Indianapolis: Finished and will be reviewed by tech council tomorrow, the main question/challenge is if the document technology neutral **This was completed and shared. Caitlin to provide a link on the website to this doc.**
 - c. Emerging Issue Brief "Indoor Passive Panel Technologies for Air Cleaning in Buildings" (Kathleen)

- i. From Indianapolis: EHC found it and didn't know who wrote it or why trying to get ahold of the people who wrote it if not may be removed. Uncertain whose technology they had in mind. **Unsure about whom wrote this and will be deleted.**
- d. Guideline 27-2019R: Measurement Procedures for Gaseous Contaminants in Commercial Buildings, revision project with same TPS
 - i. From Indianapolis: Will be holding a meeting every 2 months to work on revisions. **Meetings are virtual about halfway through the doc, still work in progress.**
- e. Guideline 42
 - i. From Indianapolis: Has been completed and published, IAQP calculator and user's manual are now also available online for purchase **Completed**

6. New business?

What is the objective/scope/goals of the planning sub-committee?

Where is TC 2.3 going and what should be considered moving forward-what is the five-year plan?

Brainstorming about future topics that will impact the TC - Gemma suggests adding the impact of AI and the potential for gas phase sensors.

The group's consensus is that the Planning Subcommittee meeting will only be held during the Annual Conference once a year like TC2.4. Should this meeting be in person or hybrid now that it will only be held once a year?

7. Adjourn Meeting