

ASHRAE Agenda
February 2025 Winter Meeting Orlando, Florida
TRG4.IAQP - Indoor Air Quality Procedure Development

Sunday, June 22nd, 2025
6:30 PM – 8:00 PM MST

Meeting Location – Sheraton Phoenix Downtown, Cave Creek (Level 3)

1. [Call to order](#). Introduction of guests and members; **Please sign in on the sign in sheet.**

2. [ASHRAE Value Statement](#):

“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. [Membership](#)

- a. Voting Members Present (Quorum?)

NAME	POSTION/MEMBERSHIP	PRESENT?
Victoria Binz	Chair/VM	
Dean Tompkins	Vice Chair	
Christopher Ahne	Secretary	
Anthony Abate	VM	
Mattea Brown	VM	
Brian Hafendorfer	VM	
Carolyn Kerr	VM	
Kevin Kwong	VM	
Christopher Muller	VM	
John Randtke	VM	
Lexuan Zhong	VM	

- c. Members

- i. [10] Voting Members

- **[5] voting members rolling off after Annual Meeting 2025 in Phoenix: Anthony Abate, Mattea Brown, Brian Hafendorfer, Gemma Kerr, and Lexuan Zhong**
- **[5] new voting members rolling on: Chris Ahne, Carl Bengtsson, Peter Makris, Peter McKinney, and Tracy Stoner**

- ii. **NEW VOTING MEMBERS:** Contact TRG leadership if interested in becoming a voting member, working to add 4-5 more VMs so we are on a more regular rolling on/off cycle
- iii. Membership: 104 total members
 - [10] Voting Members
 - [59] Corresponding Members
 - [35] Provisional Corresponding Members
 - [24] YEA Members
 - [36] International Members
 - [8] New Members following Winter Meeting in Orlando
- iv. **New members/members verify that membership status is listed on their ASHRAE profile or check with me at the end of the meeting.**
 - Go to “My Profile” on the ASHRAE website and either select “Participation” in the upper right-hand corner OR select arrow in the upper left-hand corner then select “Committees” to view active committees and membership status.
 - Go to “My Profile” on the ASHRAE website and check to make sure information in the “Contact Info” and “Biographical Info” screens are up to date.
- d. ASHRAE new Roster Form issues
 - i. Experiencing difficulties with making updates and additions, we were unable to make changes to the roster form that we received prior to the annual meeting in Indianapolis
 - ii. **Please confirm your membership status even if you have been a member for a while, many were dropped accidentally**
- e. Future TRG4 leadership plans
 - i. Dean Tompkins will roll off as Vice Chair, and Chris Ahne will roll on as Vice Chair, John Randtke will roll on as Secretary
 - ii. Past TRG4 leadership recognition
- 4. Approval of Meeting Minutes
 - a. **VOTE:** To approve the TRG4IAQP Winter DRAFT Meeting Minutes Chicago, Illinois Sunday January 21, 2024
 - b. **VOTE:** To approve the TRG4IAQP Winter DRAFT Meeting Minutes Indianapolis, Indiana Sunday June 23, 2024
 - c. **VOTE:** To approve the TRG4IAQP Winter DRAFT Meeting Minutes Orlando, Florida Sunday February 9, 2024
 - i. DRAFT Meeting Minutes from Orlando posted on TRG4 website
- 5. Chairs Breakfast Report
 - a. Chair’s Breakfast and Training Workshop Sunday June 22, 2025, Sheraton Phoenix Downtown, Phoenix Ballroom – CDE (3rd Floor)

- i. There is a new YEA mentoring program. There is a form online to become a mentor/mentee.
- ii. Center of Excellence for Building Decarbonization CEBD
- iii. Upcoming Conferences
 - IEQ 2025 Conference September 24-26, 2025, Montreal, Quebec, Canada
 - 2025 ASHRAE Building Decarbonization Conference October 22-24, 2025 Chicago, Illinois

6. Liaisons

- a. **Section Head**
- b. **Liaison (Marwa) - SSPC 62.1**
 - i. Modeling Secondary Chemistry Associated with UVC Disinfection Lighting
 - ii. Proposed Addendum: End of Useful Life Efficiency
 - iii. Proposed Addendum v: Update Normative References
 - Updates to Table 6-5
- c. **Liaison (Nick) - SSPC 62.2**
- d. **Liaison SSPC 145 (Caitlin)**
- e. **TG2.RAST Reactive Air and Surface Treatment (Kathleen Owen)**
- f. **Others?**

7. Research/Programs

- a. Seminar 35: Back to Basics: The What, How, Why and Where to Apply Gas-Phase Air Filtration for Improved IAQP; Chair Chris Muller
 - i. Monday June 23, 2025, 11:00AM – 12:00PM MST Phoenix Convention Center North Building, Level 2, 227AB

Updates on:

- a. **RP-1869:** Evaluation of Indoor Air Contaminants with respect to Development of a Revised Indoor Air Quality Procedure (IAQP) Design Compound and Design Target Lists for Standard 62.1. Champion: Gemma Kerr. WG: Jim Dennison, Dean Tompkins, Marwa Zaatari, Hoy Bohanon, Wayne Thomann
 - i. From Orlando: *Attempting to define current levels of VOCs in commercial/non-residential buildings. This may be useful for evaluating the list of contaminants used in 62.1-IAQP. ASHRAE does have the copyright on the data and plans to publish it as its own document.*
- b. Update on RTAR “Evaluation of Electronic Air Cleaner Performance as Equipment Ages” (John Randtke)
 - i. From Orlando: *John will be submitting this with feedback from 2.4 members. Marilyn, Peter wants to review RTAR. CMP was recommended by Marwa for end-of-life efficiency. John to sync up with Marwa to see where there may be overlap.*

8. General Discussion

- a. 62.1-2025 User’s Manual Development
- b. IAQP Calculator

9. New Business

10. Adjournment

