

## ASHRAE TC 2.3 Planning Subcommittee DRAFT Meeting Minutes

Tuesday, June 25, 2024, 7:30-9:00 AM EDT

Indianapolis, Indiana, JW Marriott, 201 (2)

### 1. Call to order and introductions:

Call to order at 7:32AM

Tori Binz	Paula Levasseur
K-J Choi	Marilyn Listvan
Gary Chrismon	Matt Middlebrooks
Michael Corbat	Chris Muller
Mick Flom	Caitlin Naske
Vivek Guar	Kathleen Owen
Sanjeev Hingorani	Michael Sherber
Gemma Kerr	Paolo Tronville
Brian Krafthefer	Chris Vizcaino
Kevin Kwong	Lexuan Zhong

### 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 2024 Chicago Winter Meeting DRAFT Minutes

No edits or additions needed, accepted as final

### 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. (Kevin, Gemma, and Marilyn to review)
  - 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
    3. Bring/send to YEA committee or student committee to bring awareness to a new group of people
  - ii. From Chicago: TC2.4 has a version that can be updated to have TC2.3 relevant information. This can be handed out to regional chapters following a TC2.3 related presentation to promote the TC and educate members on what the TC is involved in.
- b. Review of TC2.3 presentations from Kathleen and Matt (Gemma, Marilyn)
  - i. From Indianapolis:
    1. Presentation is updated and available for anyone interested in presenting at a regional meeting/conference.

2. [The presentation covers TC 2.3, TC 2.4, and TC 2.9](#)
  - ii. [From Chicago](#): Presentation will be added to basecamp/distributed to those who are interested and can be used as a basis for presentations.
- 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
      - 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
      - b. [Gases and particles in space: what we know and what we don't](#), Brian volunteers to take lead
  - ii. [From Chicago](#): IEQ Column (Kathleen, Gemma)
- d. SGPC 10 (Interactions Affecting the Achievement of Acceptable Indoor Environments)
- i. [From Indianapolis](#): [Complete, can be removed from list](#)
  - ii. [From Chicago](#): published in 2023.
- e. ASHRAE children's book for gas phase (Brian, Caitlin, Paula, Marilyn)
- i. [From Indianapolis](#): [No update](#)
- f. 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](#)
- g. 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.](#)
    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](#)

## 5. Update on documents:

- a. Position statement on health and wellbeing in the indoor air environment ([Paula](#))
  - i. [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](#))
- b. Filtration and Air Cleaning Position Document
  - i. [Finished and will be reviewed by tech council tomorrow, the main question/challenge is if the document technology neutral](#)
- c. Emerging Issue Brief "Indoor Passive Panel Technologies for Air Cleaning in Buildings" (Kathleen)
  - i. [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](#)
- d. [Guideline 27-2019R: Measurement Procedures for Gaseous Contaminants in Commercial Buildings](#), revision project with same TPS
  - i. [Will be holding a meeting every 2 months to work on revisions](#)
- e. [Guideline 42](#)
  - i. [Has been completed and published, IAQP calculator and user's manual are now also available online for purchase](#)

## 6. New business?

- a. Discussion 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
- b. ASHRAE Updates and New Items
  - i. Introduced 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
    - 1. It is unclear how chairs will receive the attendance sheets or when
  - ii. Some discussion that ASHRAE is moving away from the use of basecamp and will instead be using One Hub.
- c. Updates on Membership (Matt)
  - i. Goal to have all subcommittees have a vice chair
    - 1. Chris V will be VC under Caitlin Research subcommittee
    - 2. Tori B will be VC under Caitlin for Website
    - 3. Michael Sherber will be VC under Brian K for Standards subcommittee
  - ii. Matt has not received the updated roster yet, may need to do an emergency roster change to incorporate the above subcommittee changes
- d. Updates from Standards Subcommittee
  - i. Will hold a virtual meeting prior to the ASHRAE Winter Meeting
- e. Updates from Handbook Subcommittee
  - i. Chapter 11 will be voted on
  - ii. Chapter 12: Odors may need to be reviewed, trying to have TC 2.1 to take responsibility of this chapter, TC 2.3 did not know this was one we were responsible for nor does the committee feel as though they are the committee that should be responsible for it
  - iii. New cycle for Chapter 47: Control of Gaseous Indoor Air Contaminants
    - 1. Brian is looking for volunteers to review the chapter
    - 2. Will hold an in-person meeting during the ASHRAE Winter Conference
- f. Charlene is looking to generate interest in forming an MTG to establish an IEQ metric
  - i. Topic/ideas to be discussed how do you measure it? What is the rating? What metrics go into it/what should be considered?
  - ii. IEQ includes IAQ
- g. Add a link to the RTAR training and presentation from ASHRAE to the TC 2.3 website
- h. Email KJ the program statistics that were presented at the chair's breakfast

## 7. Meeting Adjourned at 8:48AM EDT