

ASHRAE TC 2.3 Planning Subcommittee DRAFT Meeting Minutes

January 23, 2024, 7:00-8:30 AM CST

Chicago, Illinois Marriott Marquis Chicago, Geography (2)

Agenda:

1. Call to order and introductions:

Meeting call to order at 7:06AM CST

Attendees: Tori Binz, Caitlin Naske, Marilyn Listvan, Kevin Kwong, Chris Muller, Christopher Vizcaino, Matt Middlebrooks, Mengjia Tang, Gemma Kerr, Kathleen Owen, Sanjeev Hingorani, K-J Choi, Michael Sherber

2. The Code of Ethics can be reviewed at the following link: <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>

- a. *In this and all other 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 we shall avoid all real or perceived conflicts of interests.*

3. Review of summer meeting minutes

No comments or updates needed.

4. Update on action items from 2023 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. 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. 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. IEQ Column (Kathleen, Gemma)
- d. SGPC 10 (Interactions Affecting the Achievement of Acceptable Indoor Environments)
 - i. Was published in 2023.
- e. ASHRAE children's book for gas phase (Brian, Caitlin, Paula, Marilyn)
 - i. New Lucy Goes Green book is available in the ASHRAE bookstore.
 - ii. Caitlin has some ideas for a TC 2.3 related topic.

5. Update on documents:

- a. Enhanced IAQ guide. Guideline 42P (Marwa)
 - i. Complete, published, and available in the ASHRAE bookstore
- b. Position statement on health and wellbeing in the indoor air environment (Charlene)
 - i. No update
- c. New Filtration and Air Cleaning Position Document in the works

6. New business?

- a. Kevin will be Membership Vice Chair under Matt M.
- b. Chris Muller will send out collection of past ASHRAE presentations for review and to be posted to the website/basecamp.
- c. Discussion on TC2.3 outreach LinkedIn, Facebook, Twitter
 - i. Currently very difficult to find via simple search and messaging is only reaching members who are already involved in TC2.3. Work should be done to make these outreach sources public and updated.
- d. Kathleen 2016 Emerging Issue Brief "Indoor Passive Panel Technologies for Air Cleaning in Buildings"

7. Meeting adjourned at 8:30AM CST.