

ASHRAE TC 2.3 Planning Subcommittee DRAFT Minutes
June 22, 2022 from 2:00 PM to 3:00 PM EDT
Virtual meeting

WebEx Link:

<https://events.rdmobile.com/Sessions/Details/1373143>

Agenda:

1. Call to order and introductions/sign in virtually
 - a. Called to order at 2:01 PM
 - b. Meeting attendees per the sign-in chat log are listed in the table below:

Name	Affiliation
Brian Krafthefer	
Caitlin Naske	Dynamic AQS
Chris Muller	
Gemma Kerr	
Kathleen Owen	Owen Air Filtration
Kevin Kwong	LMS Technologies
Marilyn Listvan	
Michael Sherber	WellAir Solutions
Paula Levasseur	
Peter McKinney	Carrier Corporation
Sanjeev Hingorani	Lennox Industries
Tori Binz	Dynamic AQS

2. Approval of the winter meeting minutes
 - a. Winter meeting minutes were reviewed
3. Update on action items from 2022 ASHRAE Winter meeting
 - a. TC2.3 Roadmap (Kevin)
 - i. Kevin will upload the TC 2.3 Roadmap to Basecamp.
 - ii. Brian and Gemma volunteered to work with Kevin on the roadmap.
 - iii. Gemma shared examples from the TC 2.4 Roadmap. Their roadmap is used as a timeline with goals and milestones re-evaluated every meeting. The roadmap can also be a useful marketing tool for TC 2.3.
 - iv. Brian suggested that Seminars may lead to new ideas or groups of interest to TC 2.3.
 - v. Paula recommended producing an 8.5 x 11 sheet/brochure to advertise TC 2.3 activities. A software like MS Publisher may be needed. This sheet can be posted on the TC 2.3 website, LinkedIn, and Facebook page. We can also ask NAFA to share along with their digital magazine. During ASHRAE conferences, we could also try contacting the host city ASHRAE Chapter for help in distribution.

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- b. Review of TC2.3 presentations from Kathleen and Matt (Gemma, Marilyn, Chris Hsieh)
 - i. Kathleen will send her presentation to Gemma, Marilyn, and Chris.
 - ii. ASHRAE has an Intro to Technical Committees template. Kathleen will also send this to Gemma, Marilyn, Chris, and Brian. These slides can also be found at the following link:
 - 1. <https://www.ashrae.org/communities/committees/technical-committees?Site=ashrae>
 - iii. Matt may also have an intro to TC 2.3 presentation
 - c. 3D printer emissions and past interest from TC 5.8 – Exhaust (Paula)
 - i. Should be handled by an ASHRAE committee with exhaust expertise. This may have been TC 5.8 but they no longer exist and possibly merged with TC 5.4.
 - ii. Kevin will reach out to Bob for any interest from TC 5.4 members.
 - d. TG2.RAST – Reactive Air and Surface Treatment (Kathleen)
 - i. Sub-working group has finalized the TPS and will present to PPIS next Tuesday.
 - e. Article to promote TC 2.3 in ASHRAE Journal (Marilyn, Gemma, Kathleen, Gabrielle, Chris)
 - i. No updates until Winter 2023.
4. Update on documents:
- a. CO2 Position Document – Published Feb 2022
 - i. Published. This topic will be removed from future updates.
 - b. Enhanced IAQ guide. Guideline 42P (Marwa)
 - i. No updates.
 - c. TRG4. IAQP (Nick Agopian)
 - i. No major updates. Will meet in person in Toronto.
5. Publicity of TC2.3 (Caitlin with sub-working group Marilyn, Marwa, Nick, Sanjeev, and Bill)
 - a. This was covered earlier in the meeting.
6. New business?
 - a. No new business.
7. Meeting adjourned at 2:47PM