

# Announcements and Reminders for TC/TG/TRG & MTG Chairs

## Virtual Annual Meeting 2021

### A. **NEW!**

#### 1. Discuss and confirm that TGs, TRGs, and MTGs in section will continue in 21-22 Society Year

This will be an annual activity and agenda item for Winter Meeting but wish to highlight here as well. TCs are encouraged to work with Section Head on new FG Evaluation worksheet.

From TC MOP:

##### 1.5. Review

- 1.5.1.** Once a year, preferably at, or prior to, each Annual meeting, the Committee Chair and Committee Membership shall evaluate their progress in accomplishing the purpose for which they were constituted and recommend one of the following actions to their Section Head:
- Continue as a TC, TG, MTG, or TRG
  - Convert from a TG to a TC
  - Convert from a TRG to a TG or TC
  - Merge with a TC/TG/TRG and submit a revised scope for the merged committee
  - Dissolve the TC, TG, MTG, or TRG.
    - If a TC/TG/TRG/MTG votes to disband, it must establish whether any current responsibilities should be continued and, if so, recommend existing TC/TRG/MTG(s) to assume responsibility and obtain those committee's written concurrence

#### 2. Open Mic

##### Technical Activities Committee (TAC) Open Mike Policy

**Purpose:** Allow the ASHRAE membership to have a voice to express their concerns and offer improvements.

**When:** TAC traditionally meets during in-person conferences the Saturday before the summer and winter conferences and the Wednesday at the conclusion of the conference. Likewise, during a virtual conference, the TAC meetings are conducted prior to the start and after the conclusion of the conference.

You need to check the conference schedule for the correct date/time of the meetings.

TAC also conducts virtual meetings between the formal conferences. If you want "open mike" time just send your request using [ASKTAC@ASHRAE.net](mailto:ASKTAC@ASHRAE.net).

**How:** It would be appreciated if you would send a written request to [ASKTAC@ASHRAE.net](mailto:ASKTAC@ASHRAE.net) with the topic, however, this is not required.

It is the prerogative of the chair to advise how much time is available and when you can be heard. A 3-minute time limit is preferred. It would be preferable to be present at the beginning of the meeting so that you may be heard and not have to wait a prolong period of time.

Please make sure you make your presence is recognized by the chair upon your arrival.

When in doubt email: [ASKTAC.ASHRAE.net](mailto:ASKTAC.ASHRAE.net)

#### 3. FG Motions

New form to submit motion to TAC for consideration. Intent to give FGs a method to require TAC response, report ideas, etc. Will be added to [www.ashrae.org/TCs](http://www.ashrae.org/TCs) and Basecamp:

## Announcements & Reminders for TC/TG/TRG & MTG Chairs Virtual Annual Meeting 2021

**MOTION TYPE:** TAC / Society

If a motion impacts only TAC, it will stay a TAC Motion and will be completed at the TAC level. Indicate only one here. **If you are using this as a template, erase all red text!**

**MOTION:**

Write your motion here.

- This should be short and to the point. It should state exact action you are requesting, by whom, and by when.
- This is the ONLY part of your motion that is voted on. Any change to this portion must be submitted as a motion in of itself to amend this motion (unlike the background and fiscal impact portions)
- Do not include/repeat background and fiscal impact here.
- Dates of implementation are important.
- Work with your Section Head, if necessary, where dollar amounts that vary year to year
- Try to be as specific as possible and not use words like "recommend", "investigate", "look in to", or "try".
- Do not include background or fiscal impact portions.
- The rest of the information (background and fiscal impact) are for information only.
- If you don't know how to work something, ask, your Section Head can help you with this.

**BACKGROUND:**

Write background here.

- This area is where you provide your anecdotes necessitating change.
- You can provide historical context, precedents set, etc.
- You can also use this area to explain your logic or experiences that led your committee to believe this will make the overall Society better because of your motion.
- It is best to appeal to the greater good of Society (as opposed to requesting Society change to fit the goals of one or two committees only)

**FISCAL IMPACT**

Fiscal impact should not exceed \$ \_\_\_\_ annually.

-or-

Fiscal impact is expected to be negligible.

- Estimate what the total cost impact of the motion is to society. Leadership understands this is the framers best guess.
- "Fiscal impact is zero" is not well received by some members. Better to say "minimal" or "negligible".
- If you don't know, it is ok to admit it, like "Fiscal impact is unknown." But it is better to indicate to some degree whether the impact is minimal, large, etc. Leadership should have an idea if the framer appreciated the large potential fiscal impacts when they are significant, or where the framer believed the potential impacts to be negligible.
- It is best practice to use some sort of justification and the broad impacts. If your motion impacts all members of society, it is best to extrapolate the impact of one person to 50,000 members. If it is travel-related work to get an average cost that Society uses to estimate expenses.
- Your Section Heads can help you with this.

#### 4. [asktac@ashrae.net](mailto:asktac@ashrae.net)

Resource for all TAC/TC related questions, comments, etc. Any questions, please email.

#### 5. TC Meeting schedule and protocols

TC committee meeting schedules posted at [www.ashrae.org/conferences/2021-annual-conference](http://www.ashrae.org/conferences/2021-annual-conference). Access to virtual committee meetings will available to all. The meeting access information is included in the program.

#### 6. 21-22 Roster Rollover

Remember, the current 2020-2021 roster for your TC, TG or MTG is in effect until after the June meeting later this year.

TC Chairs should be done submitting 2021-22 SY roster. There was a unique link to an online workbook for your particular TC to allow you to update membership and roster assignments. For future reference a recorded training presentation on how to use this workbook is posted on our website at [www.ashrae.org/technical-resources/technical-committees/tc-training-and-presentations](http://www.ashrae.org/technical-resources/technical-committees/tc-training-and-presentations). Emergency roster changes should be submitted to your section head or [tthomas@ashrae.org](mailto:tthomas@ashrae.org).

#### 7. Interim TC Meeting Procedures

TAC is encouraging TC's to meet in between ASHRAE Meeting. TAC will implement the following:

- Maintain a listing of the interim meetings on the Technical Committees webpage ([www.ashrae.org/technical-resources/technical-committees](http://www.ashrae.org/technical-resources/technical-committees)), similar to the listing done for Standards.
- TC interim meetings should be posted (by emailing the alias TCmeetings@ashrae.net) two weeks before an online meeting and four weeks before a face-to-face meeting. The person emailing should also include the meeting call-in info/ link for posting.

## Announcements & Reminders for TC/TG/TRG & MTG Chairs Virtual Annual Meeting 2021

- To keep our members apprised of the meetings, we will add a notice in the ASHRAE Journal Newsletter (bimonthly) to remind our members to check the listing and to provide a link to the list.

### 8. New Section Head/TC leadership Basecamp

A new Basecamp (<https://3.basecamp.com/3106353/projects/15520814>) is set up to communicate and transfer documents between TAC Section Heads and TC leadership (Chairs, Vice Chairs, Secretary) at TC members can participate at <https://3.basecamp.com/3106353/join/8MHSs5gveaLg>. Send staff ([shammerling@ashrae.org](mailto:shammerling@ashrae.org)) an email if you need access.

### 9. TC Re-Org update

TAC has a subcommittee to implement recommendations of TC Re-Org Ad Hoc final report.

For those TC's that have decided to merge, you need to:

- Vote on the revised Title & Scope. Any combining TC's need to be voting on the same TPS.
- Proposed leadership and voting roster need to be completed.
- Please work closely with your Section Head.
- So far, TAC has approved 5 TC mergers – 3.2 & 3.3, 8.10 & 8.12, 9.4 & 9.8, 7.3 & 7.8, and 10.1 & 10.3. More are in the works.
- For those TC's still in the discussion phase, please keep your Section Head aware of your discussion status.

### 10. How to Import Your TC Roster Information into MS-Outlook

Detailed instructions on how to import your TC roster information into MS-Outlook has been created and an e-mail announcement will be issued to all TC chairs, vice chairs, and secretaries once these instructions and the restructured TC MOP are posted to the TC page of the website ([www.ashrae.org/TCs](http://www.ashrae.org/TCs))

## B. VIRTUAL ANNUAL MEETING

### 1. Training Options

#### i. TC/TG/TRG/MTG Chair's Training Topic

A set of training blocks related to leadership training is in development. Four training blocks are nearly complete. Access will be made available to FG leadership shortly. TAC is exploring making PDH credits available. The training is part of TC Chair's Breakfast virtual meeting.

#### ii. TC Program Subcommittee Chair Training

Thursday, June 17<sup>th</sup>, 12:00 PM – 1:00 PM EDT. See program for access

## Announcements & Reminders for TC/TG/TRG & MTG Chairs Virtual Annual Meeting 2021

### iii. **Handbook Training for TCs and Liaisons**

Friday, June 4<sup>th</sup>, 2:00 PM – 3:00 PM EDT. See program for access

### iv. **RAC's Research Subcommittee Chair's Breakfast**

Training to be scheduled for later in summer or fall 2021

## C. **UPCOMING DEADLINES**

### 1. **TC Activity Forms for the 2021 Virtual Annual Meeting are due to Your Section Head before Friday June 18, 2021**

*TC/TG/TRG Activity Feedback Form (Excel)* can be downloaded from the TAC Section and TC Leadership Basecamp - [www.ashrae.org/standards-research--technology/technical-committees/tc-forms-and-documents](http://www.ashrae.org/standards-research--technology/technical-committees/tc-forms-and-documents). Version 3 was also emailed June 2, 2021. Section heads can also provide an electronic copy of the form if requested.

### 2. **ASHRAE is planning for face-to-face meeting in Las Vegas, NV, January 29 – February 2, 2022. Seminar and Forum proposals are due by Monday, July 12, 2021.**

Please visit the following site to submit your proposal: For more information, go to: [www.ashrae.org/lasvegas](http://www.ashrae.org/lasvegas). Here's the deadlines:

**Monday, April 12, 2021:** Conference Paper Abstracts, Technical Papers Due

**Friday, April 30, 2021:** Conference Paper Abstract Accept/Reject Notifications

**Friday, June 18, 2021:** Website Opens for Program Proposals

**Monday, July 12, 2021:** Conference Papers Due

**Friday, August 6, 2021:** Revised Conference Papers/Final Technical Papers Due

**Monday, August 23, 2021:** Conference Paper Accept/Revise/Reject Notifications

### 3. **2021-2022 Hightower Award Nominations by Wednesday, September 1st**

There were 6 nominations for this year's award. Thanks to all TCs that nominated a winner! All that did not win are encouraged to resubmit.

TAC wishes to encourage TCs to make nominations for the 2020-2021 *George B. Hightower Technical Achievement Award*. Nominations are due to Section Heads by September 1, 2021 or sooner. The award recognizes outstanding technical leadership and contributions on a TC/TG/TRG during the past four years, excluding research and standards activities. Please go to the Technical Committee page of the ASHRAE website at the following link under the "Procedures, Forms..." heading:

[www.ashrae.org/tcs](http://www.ashrae.org/tcs).

## D. **REMINDERS**

### 1. **21-22 Roster Rollover**

Remember, the current 2020-2021 roster for your TC, TG or MTG is in effect until after they meet for the ASHRAE Annual Conference. Rosters will roll over to 2021-2022 at that point.

### 2. **Useful TC/TG/TRG/MTG Chair Information and forms on ASHRAE website**

Information for TC/TG/TRG and MTG chairs can be found on the Technical Committee page of the ASHRAE website at the following link: [www.ashrae.org/tcs](http://www.ashrae.org/tcs)

**3. Request for each TC to briefly review ASHRAE Code of Ethics at start of meeting**

See the following link for the latest version of the ASHRAE Code of Ethics:

[www.ashrae.org/about-ashrae](http://www.ashrae.org/about-ashrae).

**4. Make a Special Effort to welcome new Members, and Visitors to TC meeting**

Potential new members for your committee have been encouraged to drop-by your meeting. As a result, please make a special effort to recognize and warmly welcome all visitors to your meeting – A TC can never have too many willing and able volunteers.

**5. Option for TC Subcommittee Meetings via Conference Calls and Web Meetings**

TCs and TC subcommittees are encouraged to use Interim Meeting procedures described above for subcommittee meetings as well.

**6. Is Your Committee Website up to Date?**

If not, please ask your webmaster to at least post the latest minutes and the Virtual Annual meeting times and agenda. If your website has been neglected, add an action item for this meeting to appoint a responsible member of the TC/TG/TRG who will bring it back to life. The new TC website template has greatly simplified the duties of the TC webmaster and this form of communication is critical to the efficient operation of your committee, and for attracting new members. Please note a listserv is available to TCs to communicate with rostered members and all interested in keeping track of TC activities.

The conversion to a new TC website platform highlighted a couple areas where a refresher of the ASHRAE rules on website maintenance is warranted. First be aware that ASHRAE Products (i.e., handbook chapters, journal articles, final reports from research projects, etc.) cannot be published on your TC's website. It is very appropriate to post the title and scope of the product and then link the reader to the ASHRAE bookstore or other location on the ASHRAE site where the product may be purchased. Any possible exceptions to this rule must be sent through Mark Owen for review and approval ([mowen@ashrae.org](mailto:mowen@ashrae.org)). The second issue involves timely posting of the draft minutes. Draft minutes (and final, approved minutes from the prior meeting) should be posted to your website (or otherwise distributed to the members) within 60 days after the meeting. Please ensure that your secretary and webmaster are aware of this deadline. To assist your secretary in understanding the procedures for taking and reporting minutes, a video has been developed and posted on the Technical Committees' Training page <http://www.ashrae.org/tcs>). On the same page, a video has also been posted for use by webmasters to learn about the procedures and schedule to maintain the new websites.

**7. TC Master Calendar – Now Available through Google - The Technical Committee Master Calendar is now available through Google. In order to access this calendar you need to have a Google account.**

Once you log into your Google account, follow the instructions below:

To add a friend's calendar, just follow these steps:

## Announcements & Reminders for TC/TG/TRG & MTG Chairs Virtual Annual Meeting 2021

- At the bottom of the calendar list on the left, click Add and select Add a friend's calendar.
- Enter the appropriate email address (techservices1791@gmail.com) in the field provided, then click Add.

This calendar is public and will appear under 'Other Calendars' in the left column.

To set up Google Calendar Sync to your Outlook:

- Make sure you're using a supported operating system and Outlook version.
- Download Google Calendar Sync (version 0.9.3.6) at
- <https://google-calendar-sync.en.softonic.com/>
- Once a dialog box appears, click Save File. The downloaded file should open automatically. If it doesn't, manually open it from your browser's download window.
- Click OK to confirm that you're aware this is an executable file.
- Read through the Google Calendar Sync Terms of Service, and click I Agree.
- Follow through the Installation Options and click Install to finish the set-up process.

Once Google Calendar Sync is installed on your computer, the Google Calendar Sync Settings window will appear:

In the Settings window, enter your email address and password and select the Sync Option you prefer. Read about each Sync Option.

You'll also be able to set the time interval for syncing to occur. Please keep in mind that 10 minutes is the minimum time interval allowed.

After the initial set-up, you can access the Google Calendar Sync Settings window again by double-clicking the calendar icon in your Windows System Tray.

### 11. TC E-mail Position Aliases available

SY 20-21 TC Position e-mail alias addresses for the mandatory positions of the Technical Committee management team (Secretary, Standards Sub. Chair, Program Sub. Chair, Handbook Sub. Chair, and Webmaster) will stay in effect until July 1<sup>st</sup>. The 20-21 E-mail Alias list with these position aliases is posted on the ASHRAE website [www.ashrae.org/TCs](http://www.ashrae.org/TCs) under the heading *Procedures, Forms & Information for TCs/TGs/MTGs and TRGs*.

### 12. Restructured TC MOP (Manual of Procedures)

TAC has restructured the TC MOP so that it is easier to navigate and find information. The new TC MOP can be found on the ASHRAE website [www.ashrae.org/TCs](http://www.ashrae.org/TCs) under the heading *Procedures, Forms & Information for TCs/TGs/MTGs and TRGs*.

### 13. Distribution of TC minutes changed in TC MOP

The TC MOP and *TC/TG/MTG/TRG Minutes Cover Sheet* form have both been updated and you are no longer required to send the TAC chair a copy of your minutes after each meeting. The new minutes cover sheet can be found on the ASHRAE website

## Announcements & Reminders for TC/TG/TRG & MTG Chairs Virtual Annual Meeting 2021

[www.ashrae.org/TCs](http://www.ashrae.org/TCs) under the headings *Procedures, Forms & Information for TCs/TGs/MTGs and TRGs – Routine Forms for TC/TG/MTGs/TRGs*.

### 14. Updated TAC Presentation Template Available for TC members to use with local Chapter

TAC recently updated the standard presentation and presentation notes that TC members can use, without a lot of effort, to explain what TCs do for the Society and how that work benefits members in your local ASHRAE Chapter.

The new presentation and presentation notes files are posted now at the following link [www.ashrae.org/tcs](http://www.ashrae.org/tcs) under the heading *General TC Information* at the top of the page in case you prefer to direct others to these files posted online. The presentation material is now also available in both English and Spanish.

### 15. Basecamp and Virtual Meeting Information from Communications Committee

More and more TCs and standing committees are making use of ASHRAE's subscription to Basecamp3 to better organize, store, and distribute on-line committee files that are needed for their meetings through a dedicated committee Basecamp site. If you would like to learn more about Basecamp and how to request a site for your particular committee, please go to the Communications Committee (CC) web page:

(<https://www.ashrae.org/communities/committees/standing-committees/electronic-communications-committee>) and scroll down to the section titled *Basecamp Guidance*

## E. RECENT ANNOUNCEMENT

### 1. CEC's Standing Request for Future Society Meeting Program Track Suggestions

The Conferences and Expositions Committee (CEC) oversees ASHRAE's annual and winter conferences and other specialty conferences and expositions globally. The CEC continually works to improve the conference experience for all attendees. To help keep a "pulse" on the technical issues facing professionals in the HVAC&R marketplace, and to create meetings that reach all of ASHRAE's constituencies, the CEC seeks ideas for tracks for the 2022 Annual meeting and annual and winter conferences beyond as well as topics for specialty conferences from TC members.

Please submit your suggestions to ASHRAE Staff member Tony Giometti ([Giometti@ashrae.org](mailto:Giometti@ashrae.org)). You can also add your track suggestion in the "Comment" section of the TC Activity form for the Orlando meeting.

### 2. CEC Always Seeks TC Volunteers willing to Support Content Development and Quality Control for Society Technical Program at Society Meetings

Provide to your Section Head after each Society meeting a list of qualified volunteers from your TC that are potential Technical Session chairs and reviewers of session papers that are related to TC's scope for use by the Conferences & Expositions Committee (CEC) in developing technical content for future technical programs.

**3. The Professional Development Committee (PDC) is seeking ideas for new ASHRAE Learning Institute (ALI) courses.**

The Professional Development Committee (PDC) is actively seeking ideas for new ASHRAE Learning Institute (ALI) courses. We need practical courses of broad interest to be presented as face-to-face seminars or short courses, instructor-led online courses and self-paced courses. Examples include courses with a focus on new technologies that need to be shared, fundamentals for engineers new to the discipline, standard applications that need explanation, and courses based on new design guides. Does your TC have a potential course idea?

Contact Karen Murray (ASHRAE staff) [kmurray@ashre.org](mailto:kmurray@ashre.org) or [PDCchair@ashrae.net](mailto:PDCchair@ashrae.net) with your course ideas.

**4. ASHRAE Certification Committee seeking ideas from TCs for possible professional certification programs**

Certification Committee seeking ideas from TCs for possible professional certification programs related to 1) support adaptability, resilience and recovery of buildings and communities, 2) promote understanding of indoor environmental quality (IEQ) among practitioners). Representatives from the Certification Committee will meet with TCs in Orlando that expressed an interest or had ideas.

**F. CURRENT & UPCOMING ASHRAE CONFERENCE PROGRAMS**

**1. Phoenix Annual Conference – Jun. 26 – Jun. 30, 2021**

Conference Website: <https://www.ashrae.org/phoenix>

Conference Program Chair: Christine Reinders

Program Focus at Phoenix Annual Conference

- i. Track 1: **Fundamentals and Applications**
- ii. Track 2: HVAC&R Systems and Equipment
- iii. Track 3: Research Summit
- iv. Track 4: Professional Development
- v. Track 5: Design, Control, and Operation of Critical Environments
- vi. Track 6: HVAC&R for Indoor Plants and Animals
- vii. Track 7: Future Proofing – Renewable, Regenerative and Resilient
- viii. Track 8: Hot, Hot, Hot
- ix. Track 9 (mini-track) to be announced

**2. Las Vegas Winter – Jan. 29 – Feb. 2, 2022**



## Announcements & Reminders for TC/TG/TRG & MTG Chairs Virtual Annual Meeting 2021

Conference Website: [www.ashrae.org/conferences/2022-winter-conference-las-vegas](http://www.ashrae.org/conferences/2022-winter-conference-las-vegas)

### Program Focus at Las Vegas Winter Conference

- i. Track 1: HVAC&R Systems and Equipment
- ii. Track 2: Fundamentals and Applications
- iii. Track 3: Refrigerants and Refrigeration
- iv. Track 4: Buildings at 360°
- v. Track 5: Energy System Integration
- vi. Track 6: Environmental Health and IEQ in the International Arena
- vii. Track 7: HVAC for Industrial and Commercial Purposes - Challenges and Opportunities
- viii. Track 8: Refrigerants, Safety, Performances
- ix. Track 9 (mini-track) to be announced

## **G. OTHER UPCOMING WORKSHOPS, CONFERENCES AND EVENTS**

### **1. 2021**

1. IAQ 2020: Indoor Environmental Quality Performance Approaches: Transitioning from IAQ to IEQ – September 13-15, 2021 – Athens, Greece - [www.ashrae.org/iaq2020](http://www.ashrae.org/iaq2020)
2. 2021 ASHRAE Building Performance Analysis Conference – November 10-12, 2021 - [www.ashrae.org/conferences/topical-conferences/2021-ashrae-building-performance-analysis-conference](http://www.ashrae.org/conferences/topical-conferences/2021-ashrae-building-performance-analysis-conference)

### **2. 2021**

1. ASHRAE Winter Meeting, January 31 – Feb. 2, 2022 Las Vegas, NV - [www.ashrae.org/conferences/2022-winter-conference-las-vegas](http://www.ashrae.org/conferences/2022-winter-conference-las-vegas)
2. Ventilation 2022: 13th International Industrial Ventilation Conference for Contaminant Control, June 22-24, 2022 Toronto, Canada - <https://www.ashrae.org/conferences/topical-conferences/ventilation-2022>