

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING  
ENGINEERS, INC.  
1791 Tullie Circle, N.E.  
Atlanta, GA 30329  
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TC MINUTES COVER SHEET

TC/TG/TRG NO. TC 5.2 DATE June 28, 2022

TC/TG/TRG TITLE Duct Design

DATE OF MEETING June 28, 2022 3:30 PM Eastern Time LOCATION Toronto (Hybrid)

MEMBERS PRESENT	TERM TO	MEMBERS ABSENT	Y E A	EX-OFFICIO MEMBERS AND ADDITIONAL ATTENDANCE
John Constantinide, Chair	6/30/23			Dr. Jamie Fine, Handbook, CM
Cindy Bittel, Vice Chair	6/30/25			Ralph Koerber, Code Interaction, CM
Akshay Bhargava, Secretary	6/30/23		X	Christopher Ruch, Webmaster, CM
Robert Reid, Programs	6/30/23			
Kevin Gebke, Research	6/30/23			
Patrick Brooks, DFDB	6/30/25			
Dr. Stephen Idem, Endowment	6/30/23			
Vikram Murthy *	6/30/23			
Randy Young, Membership	6/30/23			
Scott Hobbs	6/30/22			

\* Member Non-Quorum  
**CM = Corresponding Member**  
**PCM = Provisional Corresponding Member**  
**G = Guest**

## DISTRIBUTION

All Members of TC plus the following:	
TAC Section Head	Kevin Marple
TAC Chair	Larry Smith
2021 Handbook Liaison (Fundamentals)	Dr. Bass Abushakra
2020 Handbook Liaison (Systems & Equipment)	Florentino Rodriguez
Research Liaison	Dennis L Loveday
Standards Liaison	Kwang Woo Kim
Chapter Tech Transfer	Somasundaram Natarajan
Staff Liaison	Steven J Hammerling

**ASHRAE 2022 Annual Conference  
ASHRAE TC 5.2 Duct Design  
FULL COMMITTEE MEETING**

**AGENDA**

**Tuesday, June 28, 2022  
Time: 3:30 PM – 5:30 PM Eastern Time  
Location TBD  
Toronto, ON, Canada  
and  
Virtual Meeting**

**Virtual Meeting Access Information:**

Meeting link:

<https://ashrae.webex.com/ashrae/j.php?MTID=mac25fddc26987aaac6c7fa9ffc1791d7>

Meeting number: 2344 187 4311

Password: TC5.2

Join by video system

Dial [23441874311@ashrae.webex.com](mailto:23441874311@ashrae.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone

18662994153 United States of America Toll Free

+14702385742 US Toll

Access code: 2344 187 4311

**1) Call to Order**

**2) ASHRAE Code of Ethics Commitment – John Constantinide**

“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.”

- a) ASHRAE Code of Ethics: <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>
- b) ASHRAE Core Values: <https://www.ashrae.org/about/ashrae-s-core-values>

**3) Introductions and Attendance**

- a) Recognise attendees
- b) Quorum reached?      out of 10 voting members attending (Requires 6 present)
- c) Corrections/additions and approve agenda

**4) 2022 Hybrid Winter Meeting Minutes**

- a) The DRAFT minutes will be posted to Basecamp in the Files > Minutes folder for Voting Members to review.
- b) Approval of Minutes by Letter Ballot

c) Approved FINAL minutes will be uploaded to the TC Web Page and Basecamp.

5) **Reminders – John Constantinide**

- a) ASHRAE Mission: To serve humanity by advancing the arts and science of heating, ventilation, air conditioning, refrigeration and their allied fields.
- b) ASHRAE Vision: A healthy and sustainable built environmental for all.
- c) TC 5.2 Scope: TC 5.2 is concerned with the design, characteristics and construction of all types of ductwork for the handling of air and other gases, but does not include chimneys.
- d) Virtual Meeting Protocols
- e) TC 5.2 MBOs are reflected by our Strategic Plan and referenced on the agenda with asterisk symbols (\*\*)

6) **Section 5 and TAC Report – Larry Smith**

7) **Herman and Dorothy Behls Endowment – Dr. Stephen Idem**

- a) Report on status of awards

8) **Subcommittee Reports**

a) **Membership – Randy Young**

- i) Recognize new Provisional Corresponding Members (PCMs) since January 2022.
  - 1. Ruben Abreu, June 26, 2022
  - 2. Darrin Affeldt, May 23, 2022
  - 3. Ed Janowiak, May 5, 2022
- ii) Create outreach plan to meet Strategic Plan goal to recruit at least two (2) TC members from the following industry segments\*\*:
  - a) Duct Design Engineers
  - b) Academics and Researchers Focused on Duct Design
  - c) Code Authorities/Authorities Having Jurisdiction
  - d) Building Owners/Managers and Owner Authorized Representatives
  - e) General Contractors, Mechanical/Sheet Metal (including SMACNA) Contractors, and Associated Technicians
- iii) Track recruitment to assess whether Strategic Plan goal is met

b) **Handbook – Dr. Jamie Fine**

- i) Status report on 2023 Handbook Revision (Duct Construction Chapter)

c) **Programs – Robert Reid**

- i) Status Report
- ii) Grassroots Outreach Update\*\*: Aim for Strategic Plan goal of having at least one (1) ASHRAE Chapter seminar every six (6) months addressing a topic within the scope of TC 5.2.
  - a) Update from Chris Ruch and Randy Young on chapter program about ducted return
  - b) Update from Larry Smith and Kevin Gebke about a possible seminar on DDG and DFDB to chapters
- iii) Distinguished Lecturer Nominations\*\*: Aim for Strategic Plan goal of nominating DL candidates to CTTC to address one or more topics on duct systems leakage.

- a) No TC 5.2 members applied or were accepted in the previous DL review cycle last December.
- d) **Duct Design Guide (DDG) – Pat Brooks**
  - i) Create an education program utilizing content from the Duct Design Guide.\*\*
    - a) Update from ALI
  - ii) Create a plan to publicize the Duct Design Guide education program to ASHRAE and non-ASHRAE members.\*\*
    - a) Status on DDF program for Atlanta Winter Conference from Larry Smith, Stephen Iden, and Pat Brooks
- e) **Duct Fitting Database\*\* (DFDB) – Jamie Fine/Pat Brooks**
  - i) Subcommittee Report
  - ii) Create a user guide assisting practitioners with utilizing the Duct Fitting Database, with a timeline for publication of the user guide.\*\*
    - a) Waiting for next round of updates to be completed.
  - ii) Organize at least one (1) conference workshop or a TC-sponsored session that trains professionals on the Duct Fitting Database and accompanying user guide.\*\*
    - a) Would a program with the DDG, as noted in Item 8d(ii) on this agenda, and DFDB for Atlanta Winter Conference possible?
- f) **Research – Kevin Gebke**
  - i) RTAR 1941 – Passed by TC 8-0-0-2 CV. Refer to **Attachment A**.
  - ii) Bob Reid – RTAR Proposal “Duct Take-offs, Taps”
  - iii) Brandon Cudequest – WS 1919 Overview
- g) **Codes & Standards Interaction - Ralph Koerber**
  - i) ASHRAE Standard 90.1 Mark Smith, Jeff Boldt
- h) **Webmaster – Chris Ruch**
  - i) TC 5.2 Website: <https://TC0502.ashraetcs.org/>
  - ii) Talk to Chris about joining TC 5.2 Basecamp
- i) **Historian - Bob Reid**
  - i) Herman Behls library and papers

## 9) Deadlines

## 10) Notifications

## 11) Action Items

TC 5.2 Duct Design Action Items			
Number	Description	Assigned to	Status
1	Get Dr. Jamie Fine access to the Duct Construction handbook chapter.	John Constantinide	Ongoing. Inquiries made to Heather Kennedy, ASHRAE Staff.
2	Feedback for Duct Construction handbook chapter will be solicited.	Jamie Fine	Waiting for access to handbook chapter.
3	Create an ASHRAE chapter seminar on ducted returns	Chris Ruch & Randy Young	Ongoing.

## 12) New Business

- a) Consolidation of TC 5.2 and TC 5.3

## 13) Adjournment

Information about upcoming ASHRAE Conference Meetings are available at <https://www.ashrae.org/conferences/ashrae-conferences>.