

**ASHRAE Technical
Committee 4.3:
Ventilation Requirements & Infiltration**
2019 Annual Meeting

DRAFT Meeting Minutes

Monday June 24, 2019, 4:15 pm-6:30 pm
Marriott-West, 3rd Floor,
Jay McShann B

ASHRAE Technical Committee 4.3: Ventilation Requirements & Infiltration

2019 Annual Meeting

DRAFT MINUTES

Monday June 24, 2019, 4:15 pm-6:30 pm
Marriott-West, 3rd Floor, Jay McShann B

1. COMMITTEE AND MEETING INFORMATION

Subcommittee Meetings:

Research: During Main Meeting
Program: During Main Meeting
Handbook: During Main Meeting

Scope: TC 4.3 is concerned with ventilation requirements and the analysis of infiltration, airflow around buildings, and exhaust re-entry, including their integration with indoor air quality and energy calculations for building and HVAC system design and operation.

TC Web Site: <https://tc0403.ashraetcs.org/>

2. CALL TO ORDER + ATTENDANCE

Voting Members					
	Name	Position	Company	Roll Off (June 30)	Present?
1	Martin Stangl	Chair	RWDI	2020	Yes
2	Nathan Ho	Vice-chair	P2S Engineering	2020	Yes
3	Jordan Clark	Secretary	Ohio State University	2021	Yes
4	Steve Taylor	Research	Taylor Engineering	2021	Yes
5	Ed Light	Member	Building Dynamics	2019	No
6	Mini Malhotra	Program/Membership	Oak Ridge National Lab	2019	No
7	Brian Rock	Handbook	University of Kansas	2022	Yes
Non-Voting Officers					
	Steven Emmerich	Standards	NIST	-	No
	Steve Duda	Honors	Ross & Baruzzini, Inc.	-	Yes
	Xia Fang	Webmaster	McKinstry	-	No

Quorum > 1/2 all VM, excluding NQM; super majority >= 2/3 VM present; simple majority > 1/2 VM present

3. APPROVE AGENDA

a. Taylor moved, Rock second 5-0-0-2

4. APPROVE MINUTES FROM PREVIOUS MEETING

a. Taylor moved, Rock second 5-0-0-2

5. ANNOUNCEMENTS (TC CHAIR)

- a. Commitment to the ASHRAE Code of Ethics – (TC Chair): In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interests. (See full Code of Ethics: <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>.)”
- b. You can acquire a FREE badge at the ASHRAE Registration. This free badge will not gain access to the conference programs, but is a great way for people to identify themselves and improve their networking
- c. If anyone on roster has not received Basecamp invitation please email TC 4.3 Chair. Invite is in email with agenda.

6. LIAISON REPORTS

- a. Conferences and Expositions Committee (CEC)
Not present.
- b. Handbook Committee (Guy Frankenfeld)
Not present. TC 4.3 Chair will reach out to identify liaison.
- c. Professional Development Committee (PDC) – (Donald Brandt)
Not present.
- d. Technical Activities Committee (TAC) (Dennis Wessel)
 - New Section Head Jamie Bennet will roll on starting next meeting.
 - TC Reorganization will still happen but be significantly reduced. 100's of comments received. No plan finalized.
 - Goal is to free up time for TC members to do other things.
 - Hightower Award-Please send nominations.
 - Should review Title, Purpose and Scope every ~2 years.
 - Reminder MTG is vehicle for investigations across multiple TC's.
 - Forward questions/concerns to Section Head.
 - Online roster is available for use. Please update before January.
 - Reminder- need to do something w/ provisional members within 2 years.
- e. Special Publications (Francis Mills)
Not present.
- f. Environmental Health Committee (Josephine Lau)
 - Position document on indoor CO2 being drafted.
 - IAQGA Indoor Air Quality Global Alliance developing online database.
 - EHC looking for proposals for sessions on topics related to ventilation, etc.
- g. Research (RAC) (Mike Pouchak)
 - Thanks for contributions to Research. 4.3 is “powerhouse”.
 - Minutes are appreciated by RL as view into what we are doing.
 - Please continue to use Basecamp
 - Basecamp is for members on roster only
 - David Claridge will roll on to RAC Liaison position starting 7/1/2019.
 - Email is rl4@ashrae.net
 - PMS Meetings preferably are held at ASHRAE meetings and contractor is required to attend. If not possible, have Mike Vaughn or Donna Daniel send out Doodle Poll for online meeting 14+ days in advance. Include MORTS up front in scheduling, etc. Meetings are open to public except for executive meetings. Have disclaimer that information not to be disseminated until TC approves final report.
- h. Standards ()
 - ASHRAE is fundamentally changing the way Standards committees respond to public comments. Will need to fully respond to comments or at least make a good faith attempt to resolve.

7. SUBCOMMITTEE REPORTS

a. Research (Steve Taylor)

1) Research Subcommittee Meeting Chair Report

2) Active Research Project Status

Name	Project	PMS	Status
RP-1819	CO2 Demand Controlled Ventilation in Multiple Zone VAV Systems with Multiple Recirculation Paths	Steve Taylor/ Josephine Lau	Slightly ahead of schedule
RP-1823	Improved Exhaust-to-Intake Dilution (Concentration) Calculations	Steve Taylor Iain Walker Brian Rock	On schedule

3) Pending Research Project Status

Name	Project	Champion	Status
Work Statement (WS)			
WS-1835	Characterizing the Performance of Entrained Flow Stack	TC9.10 Brad Cochran	5.1 had two no votes, other TC's unanimous, RAC wanted two no votes addressed. Small changes made to WS and satisfied two no votes. Need another vote to pass back to RAC. Taylor motion to approve. Rock second. 5-0-0-2
Research Topic Acceptance Request (RTAR)			
RTAR-1877	Outdoor ozone in naturally ventilated buildings	TC4.3 Jordan Clark	Rejected
RTAR-1878	Outdoor particulate matter penetration and indoor PM removal rates in naturally ventilated commercial buildings	TC4.3 Jordan Clark	Accepted with comments
RTAR-	Low-cost indoor pollutant sensor performance metrics for data-driven control of ventilation in smart buildings	Jordan Clark	No action
Multidisciplinary Task Group (MTG)			
MTG	Idea of MTG around VOCs and VOC mixtures and what constitutes air quality.	Ed Light	Not present
New Ideas			
	Infiltration vs. Pressurization impact with ERVs	Lau will try to find masters student	No update
	Electric Vehicle effects on garage exhaust requirements	Steve Taylor	On hold
	Understanding formaldehyde generation rates	Nathan Ho/ Lisa Ng	No update
New	Comparison between wind tunnel and CFD for different applications	Multiple	
New	Interaction of air tightening and gas appliance venting	Craig Wray	
New	Performance of electronic air cleaners and interaction with ventilation	4.3 suggested as co-sponsor	
New	Interaction of radiant floor with underfloor ventilation	4.3 suggested as co-sponsor	
New	Transfer air, etc. in multi-family buildings	Iain Walker Craig Wray	

Name	Project	Champion	Status
New	Co-Sponsor Ceiling Fans RTAR initiated by TC4.10	Shichao Liu	4.2 and 2.1 revising, will return to 4.3 before Orlando
On Hold or Inactive			
Hold	Is CO2 a pollutant or an indicator?	Steve Taylor	Waiting to see outcome of MTG

- 4) Regular deadlines: March 1 (for spring RAC meeting), May 15 (for June meeting), August 15 (for fall RAC meeting), December 15 (for January meeting)

b. Program (Mini Malhotra/Josephine Lau)

- 1) Evaluation of Kansas City Program
- 2) Orlando
 - Program (Seminar, Forum, Workshop, Debate and Panel) Proposals are due August 2, 2019.
 - Tracks include Ventilation, IAQ, Air Distribution Systems
- 3) New program ideas

City	Title	Type	Chair/Speakers
??	Controlling Pollutant Sources in Residential Buildings	Seminar 62.2 Co Sponsor	Steve Emmerich
Will try for Orlando	Where has my air been?	Seminar	John C, Martin/Ron/?
Not published yet, Iain will decide whether appropriate for Orlando	62.2 update	Seminar	Iain Walker
Some of this done in KC	Assessment of VOC mixtures	Workshop	Ed Light (with MTG)
??	Controlling pollutant sources in residential buildings	Seminar 62.2 Co-sponsor	Steve Emmerich
Carter will follow up with others, possible session for Orlando	Computational modeling of airflow around buildings	Seminar	John Carter, Ted Stathopoulos, Brad Cochran
Possible forum for Orlando/Austin	Burning questions around wildfires and ventilation/IAQ	Forum	Isaac Simpson
Walker, Clark will follow up. Possible session for Orlando	Sensors for control of ventilation and air cleaning	Seminar	Jordan Clark, LBNL?, 2.3?

c. Handbook (Brian Rock)

- 1) Chapter status

Volume	Chapter	Lead	Status
2021 Fundamentals	Chapter 16 Ventilation and Infiltration	Jordan Clark	Draft with Rock. Will submit to TC for vote before or at Orlando
2021 Fundamentals	Chapter 24 Airflow Around Buildings	Ted Stathopoulos	Will submit to TC for vote before or at Austin
Applications	Chapter 45 Building Air Intake and Exhaust Design	Jason Urso	Revision approved, submitted to HQ

- 2) Access files, for revision, via <https://authoring.ashrae.org/> (Internet Explorer use req'd)
- 3) **Chapter reviews:** If you have colleagues who are practicing in or otherwise interested in any of our topics, please ask them to review our as-published chapters. They can submit their reviews via http://xp20.ashrae.org/secure/handbook/chapter_review/

- 4) The website for our revisers is <https://www.ashrae.org/technical-resources/ashrae-handbook/ashrae-handbook-central>

d. Standards ()

1) TC 4.3 Cognizant

- 62.1 Ventilation for Acceptable Indoor Air Quality (Nathan Ho)
New version will be published
- 62.2 Ventilation for Acceptable IAQ in Low-Rise Residential Buildings (Iain Walker)
Will be out for public review shortly.
Title scope and purpose to change to reflect inclusion of multi-family high-rises.
Discussion around whether Guideline 24 is needed.

2) Others Standards of Interest

- 90.1 (Steve Emmerich)
Publishing this year with many Addenda
- 170-2013: TC 9.6: Ventilation of Healthcare Facilities (Rick Hermans)
No update

e. Honors (Steve Duda)

See attached report.

f. Webmaster (Martin Stangl)

Looking for anyone interested in being Webmaster.

g. Membership (Mini Malhotra)

Light, Malhotra rolling off as VM. Emmerich, Carter rolling on as VM. Carter to be VC, Clark to be RSC, Lau to be Secretary.

Looking for anyone interested in membership with interest in expanding membership, especially through YEA.

8. NEW BUSINESS

- a. MTG.OBD (occupant behaviors) (Mini Malhotra)
- b. Future Meetings
 - 1) February 1-5, 2020 – Orlando, FL
 - 2) June 27-July 1, 2020 – Austin, TX
 - 3) January 23 – 27, 2021 – Chicago, IL

9. ADJOURN

- a. Time: 6:29pm

Appendix A: Attendance Form



Appendix B: TC Chair Breakfast Notes



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Dennis J. Wessel, P.E., FASHRAE
Technical Activities Committee
Section Head, Section 4

Reply to: 5890 Bradford Way
Hudson, Ohio 44236
Mobile: 216.469.2572
Dwessel49@gmail.com

June 5, 2019

To: Technical Activities Committee,
Section 4 (TCs 4.1, 4.2, 4.3, 4.4, 4.5, 4.7, 4.10 & 4.IAQP)

One

If you have not already done so, please post the minutes from your last meeting and send out the agenda for the upcoming meeting in Kansas City. While doing so, please check your websites to make sure that they are current.

Two

Please attend the TC/TG Chairs Breakfast meeting early Sunday morning. This year, it will be a joint meeting for all Sections. Look for the Section 2 table. Please invite your incoming Chairs, Vice Chairs and Secretaries. This meeting is scheduled for:

TC/TG Chair's Breakfast	Sunday	06/23/2019	6:30 AM	8:00 AM	KCConvCenter, 2215BC
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Three

Other meetings and trainings listed in the program that are of interest to TCs are:

Research Subcommittee Chairs breakfast 6:30 to 9:00 AM Monday Marriott-East,
Lobby, Imperial

Handbook training workshop Sunday mornings from 8 am to 9 am Marriott-East, Lobby,
Eisenhower

CEC TC Program Subcommittee Training, Tuesdays from 11:15 AM to 12 pm, KCCC,
2208.

TC/TG/MTG Chairs training session, Sunday from 9:45 to 10:45 AM, KCCC, 2205.

ASHRAE has a selection of online training modules related to the operation of TCs and TGs at <https://www.ashrae.org/technical-resources/technical-committees/tc-training-and-presentations> Check them out.

Four

Your voting membership will be the same as it was at the (last) Winter Meeting in Atlanta. Your committee's new rosters (i.e., the roster with the changes you requested after meeting in Atlanta last January) will come into effect on July 1 2019, after your meeting in Kansas City.

Five TAC Reorganization Efforts

Much feedback was received related to reorganizing and streamlining ASHRAE's Functional Groups. The biggest take-away for the adhoc, is that each functional group (FG - includes TCs, TGs, MTGs, and TRGs) is not in the same place. While there are some groups that would benefit from restructuring, others are very productive and could be used as best-practice models for other groups.

The number one goal of those looking at reorganization/streamlining TAC is to utilize ASHRAE's members' time more efficiently and effectively. While I don't have inside information on what changes are in store, I expect that unique, high functioning committees will be allowed to continue without much change, while functional groups that have significant scope overlap or struggle to attract a sustainable levels of membership should expect change and therefore should proactively plan for change.

Hope to see you all at the Chairs' Breakfast, dark and early Sunday morning, June 23.

Appendix D: CEC Update

Conferences and Expositions Committee Information Items for Technical Committees

2019 Annual Conference, Kansas City, MO
June 23, 2019

2019 Annual Conference (Kansas City, MO)

Thank you to all the TCs who helped with the review of the technical, conference and extended abstract papers, submitted program proposals and otherwise participated in the development of the conference!

Technical Program Statistics for Kansas City:

Conference Papers and Extended Abstracts

- 96 conference paper abstracts submitted, 83 approved
- 39 conference papers presented
- 72 extended abstracts submitted, 42 approved NEW!
- 22 Conference Paper Sessions

Technical Papers

- 20 Technical papers received
- 11 Technical papers presented
- 4 Technical Paper Sessions

Seminars

- 110 submitted
- 73 presented

Panels

- 5 submitted
- 3 scheduled

Workshops

- 8 submitted
- 4 scheduled

Forums

- 3 submitted
- 0 scheduled

Debates

- 3 submitted
- 2 scheduled

Conferences and Upcoming Deadlines

A full list of ASHRAE conferences and program details is available at <https://www.ashrae.org/conferences>.

Conference	Upcoming Deadline	Conference Site
2019 Building Performance Analysis Conference: Denver, CO, September 25–27, 2019	Tech program posted online. Early bird registration open	ashrae.org/buildperform2019
7th International Conference on Energy Research & Development, Kuwait November 19 – 21, 2019	Final Conference Program details due June 24, 2019	ashrae.org/kuwait
2020 Winter: Orlando, FL, February 1 – 5, 2020	Conference Paper due July 8. Program proposals due August 2	ashrae.org/orlando
2020 Annual: Austin, TX June 27 – July 1, 2020	Conference Paper abstracts due August 12	ashrae.org/Austin
IAQ 2020: Indoor Environmental Quality Performance Approaches, Athens, Greece September 14-16, 2020	Paper Abstracts due October 7, 2019	ashrae.org/IAQ2020

2020 Winter Conference (Orlando, FL)

The 2020 ASHRAE Winter Conference technical program is comprised of eight tracks, selected to represent areas of focus common among ASHRAE membership. The track focus areas include HVAC&R fundamentals and applications, systems and equipment, refrigeration and refrigerants, and other specific topics including novel approaches to HVAC&R systems and buildings for contemporary concerns and analytical techniques to economically automate buildings.

"The 2020 ASHRAE Winter Conference will feature a strong technical program including presentations and discussions on best design practices and standards, incorporation of innovative technologies, and cutting edge approaches applicable to a wide range of buildings-related engineers, architects, and professionals," said Conference Chair, Melanie Derby.

Program proposals are due August 2.

2020 Annual Conference (Austin, TX)

The deadline for submitting a conference paper abstract and or technical paper is August 12, 2019. Decisions on conference paper abstracts will be sent by August 30. Conference Papers for accepted abstracts will be due January 13, 2020.

Tracks and Track Chairs

Track 1: Fundamentals and Applications

Rupesh Iyengar, Rupesh_iyengar@yahoo.com

Track 2: HVAC&R Systems and Equipment

Ashu Gupta, ashu.energy@gmail.com

Track 3: Research Summit

Kristen Cetin, kcerin@iastate.edu

Track 4: Professional Development

Devin Abellon, devin.abellon@yahoo.com

Track 5:

Grid-Interactive Efficient Built Environment

Vikrant C Aute, vikrant@umd.edu

Track 6: Multifamily and Residential Buildings

Sonya Pouncy, sonyapouncy@gmail.com

Track 7: Resilient Buildings and Communities

Christine Reinders-Caron, christinereinders@gmail.com

Track 8: Zero Energy Buildings and Communities: Opportunities and Challenges

Raul Simonetti, raul.simonetti@carel.com

Extended Abstracts
Allowed Here; Due
Feb 8, 2020



Topical Conferences

2019 ASHRAE Building Performance Analysis Conference

Denver, Colorado September 25–27, 2019

Highlights:

- ASHRAE's 7th year in a row organizing or co-organizing energy modeling and building simulation conferences
- Focus on practical applications using existing tools
- ASHRAE LowDown Showdown modeling challenge
- PDHs, AIA LUs and LEED AP credits available
- Virtual conference
- Vendor demonstrations
- Pre-conference courses on the 23rd and 24th

Seventh International Conference on Energy Research and Development co-organized by Kuwait University and ASHRAE, Kuwait City, Kuwait November 19–21, 2019

Topics

- Energy Conversion and Management.
- Energy Conservation.
- Fuels and Alternatives.
- Energy Policy and Planning.
- Combined and Co-generation Energy Systems.
- Air-conditioning & Refrigeration Systems.
- Energy & Environmental Issues.
- Energy and Sustainable Development.
- Renewable Energy Technologies.
- Energy Storage.

2019 Buildings XIV International Conference co-organized by ASHRAE and ORNL Clearwater Beach, Florida, December 9-12, 2019

Topics

- Advanced Construction Practices
- Air barriers and Air Leakage
- Basements/Below-Grade Construction
- Building Envelope Commissioning
- Building Envelope Integrated Technologies
- Building Retrofit
- Building Sustainability and Resilience
- Cost Optimization
- Daylighting
- Design Tools
- Dynamic and High-R windows
- Envelope Related Indoor Environment
- Fenestration and Window Attachments
- Heritage/Historic Buildings
- HVAC-Envelope Integration
- Innovative Materials and Systems
- Insulation
- Low Energy Buildings
- Moisture Management, Durability and Service Life
- Monitoring, Modeling, and Simulation
- Offsite manufacturing
- Residential Single and Multi-Family Applications
- Roofs, Attics, and Walls
- Standards, Codes, Guidelines & Test Procedure Development
- Weatherization

CIBSE ASHRAE Technical Symposium 2020

Organized by CIBSE and ASHRAE, Glasgow, Scotland, April 16-17, 2020 www.cibse.org/symposium

Submit your 250-word abstract online by 16th September 2019.

IAQ 2020: Indoor Environmental Quality Performance Approaches

co-organized by ASHRAE and AIVC, Athens, Greece, September 14-16, 2020 ashrae.org/iaq2020

Topics

- Health and Well-being
- Performance Metrics
- Interactions between IEQ parameters
- Occupant Behavior
- Smart Sensors and Big Data
- Smart Controls
- Resilience and IEQ
- Ventilation
- Air Tightness
- Thermal Comfort
- Policy and Standards

Future Annual and Winter Conferences

Winter 2021 – Chicago, Illinois, January 23 – 27

Annual 2021 – Phoenix, Arizona, June 26 – 30

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

Celebrate the “Coolest Day of the Year” – World Refrigeration Day is Wednesday, June 26th

Conferences and Expositions Committee (CEC)

Kevin Marple – Chair, kmarple@benzco.com

Michael Collarin – Vice Chair, Michael.Collarin@parsons.com

Carrie Anne Monplaisir – Chair, 2019 Annual Conference (Kansas City),
carrie.monplaisir@gmail.com

Melanie Derby – Chair, 2020 Winter Conference (Orlando), derbym@ksu.edu

Bing Liu – Chair, 2020 Annual Conference (Austin), bliu@neea.org

Maggie Moninski – Chair, 2021 Winter Conference (Chicago), maggie.moninski@gmail.com

Christine Reinders-Caron – Chair, 2021 Annual Conference (Phoenix), christinereinders@gmail.com

Joe Firrantello – Topical Conferences Subcommittee Chair, j.firrantello@gmail.com

Conferences Staff

Tony Giometti, CEC Staff Liaison and Sr. Manager, Conference Programs, 678-539-1155, giometti@ashrae.org

Tiffany Cox, Assistant Manager, Conference Programs, 678-539-1137, tcx@ashrae.org

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Lizzy Seymour, Conference Services Manager, 678-539-1219, lseymour@ashrae.org

Ragan McHan, Specialty Conferences Coordinator, rmchan@ashrae.org

Tracy Keller, Conference Services Assistant Manager, tkeller@ashrae.org

Appendix E: Awards update



TC 4.03 Honors & Awards Report

2019 Annual Meeting, Kansas City

Deadlines that occur before the next meeting (January 2020 Orlando) are listed as action items in red below.

George B. Hightower Award:

- *Recognizes excellence in volunteer service in the area of Technical Committee, Technical Group, and Technical Research Group activities, excluding Research & Standards (which have separate awards).*
- **ACTION ITEM:** Nominations are due September 1 each year. TC 4.03 tends to be very active in Research, and research participation is excluded from the Hightower Award because there is a separate "Service to ASHRAE Research" award. Same with Standards participation. Nonetheless, I would like to submit our strongest candidate each year. **Please help me identify a qualified candidate.**
- Past winners from TC 4.03 (who are therefore ineligible): Stephen Duda (2016); John Carter (2015).

Service to ASHRAE Research Award:

- *Recognizes excellence in volunteer service in the area of Society research. Desirable qualities include authorship of RTARs and Work Statements, participation or chairing of multiple PMS and PES, and Research subcommittee work including Research Subcommittee Chair. This award is for a volunteer in support of Research, not a paid researcher and not a donor to ASHRAE Research.*
- **ACTION ITEM:** Nominations are due September 1 each year. **Please help me identify a qualified candidate.**
- Past winners from TC 4.03 (who are therefore ineligible): Iain Walker (2015); Steve Taylor (2011).

ASHRAE Fellow:

- *Recognizes distinction in the arts relating to the sciences of heating, refrigeration, air conditioning or ventilation, or the allied arts and sciences, or in the teaching of major courses in said arts and sciences, or who by reason of invention, research, teaching, design, original work, or as an engineering executive on projects of unusual or important scope, has made substantial contribution to said arts and sciences, and has been in good standing as a full grade Member for at least ten (10) years is eligible for election to the grade of Fellow.*
- **ACTION ITEM:** New nominations are due December 1 of each year. **Please help me identify suitable candidates from this TC,** including yourself if you feel you are eligible.

Distinguished Service Award:

- *Recognizes members who have served ASHRAE faithfully as a member of committees or otherwise giving freely of his/her time and talent on behalf of the Society. Lifetime cumulative points-based system with a minimum of 15 points required (with points in 3 different categories). The points tally sheet is available on the ASHRAE website or directly from me.*
- **Congratulations to this year's TC 4.03 Member recipients, Dr. Zheng O'Neill, Heather Schopplein, and Donald Prather.** The presentation is made at the Plenary of this Conference. Please join me in thanking them for all they do to serve ASHRAE.



- New nominations are due May 1 of each year. Self-nominations are permitted. **Please help me identify additional suitable candidates from this TC**, including yourself if you feel you are eligible and have not yet received this award. There is no quantity limit on nominees.

Exceptional Service Award:

- *Recognizes members who have served the Society faithfully and with exemplary effort, far in excess of that required for the Distinguished Service Award.* Lifetime cumulative points-based system with a minimum of 45 points required (with at least 3 points in 3 different categories). The points tally sheet is available on the ASHRAE website or directly from me.
- **Congratulations to this year's TC 4.03 Member recipient, Dr. David Yuill.** The presentation is made at the Plenary of this Conference. Please join me in thanking him for all he does to serve ASHRAE.
- New nominations are due May 1 of each year. Self-nominations are permitted. Please help me identify additional suitable candidates from this TC, including yourself if you feel you are eligible and have not yet received this award. There is no quantity limit on nominees.

Other Awards on my Radar: All of these are competitive awards, with a maximum of one/each chosen per year. Please send any suggestions of nominees to Steve Duda.

- **ASHRAE Award for Distinguished Public Service.** *Recognizes ASHRAE members who have performed outstanding public service in their community, and in doing so, have helped to improve the public image of the engineer.* **Nominations are due December 1 each year.**
- **Standards Achievement Award.** *Recognizes excellence in volunteer service for developing ASHRAE Standards and/or Guidelines.* **Nominations are due December 1 each year.** Past winners from TC 4.03 (ineligible again): Max Sherman (2014) and Steve Taylor (2012).
- **Andrew T. Boggs Service Award.** *Recognizes a past Exceptional Service Awardee for continued, unselfish, dedicated and distinguished service to the Society.* To be eligible, one must already have won the Exceptional Service Award. New nominations are due May 1 each year. Past winners from TC 4.03 (ineligible again): Steve Taylor (2017).
- **Louise & Bill Holladay Distinguished Fellow Award.** *Recognizes a Fellow of the Society who continues preeminence in engineering or research.* To be eligible, one must already be a Fellow of the Society. New nominations are due May 1 each year. Past winners from TC 4.03 (ineligible again): Steve Taylor (2016) and Max Sherman (2006).
- **F. Paul Anderson Award.** *Honors a member for notable achievement, outstanding work or service in any field of the Society. This is ASHRAE's highest honor.* **New nominations are due December 1 each year.** Past winners from TC 4.03 (ineligible again): Steve Taylor (2018).

Respectfully submitted by:

Stephen W. Duda
TC 4.03 Honors & Awards Chair
June 21, 2019

Appendix E: TC/TWG Reorganization Plan



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1791 Tullie Circle NE ▪ Atlanta, Georgia 30329-2305 ▪ Tel 404-636-8400 ▪ Fax 404-321-5478 ▪ <http://www.ashrae.org>

June 2019- TC Reorganization Update

We would like to thank everyone who took the time to submit feedback for our proposed plan- it has definitely given us a lot of information to process! The biggest take-away for the adhoc, is that each functional group (FG - includes TCs, TGs, MTGs, and TRGs) is not in the same place. While there are some groups that would benefit from restructuring, others are very productive and could be used as best-practice models for other groups. So, we will be slightly redirecting our focus to be a little more all-encompassing.

First, our number one goal is still to utilize our members' time more efficiently and effectively. To this end, we will be looking at two logistical items:

1. **Adjusting meeting times into a block schedule.** We currently have many meetings happening at non-standard times which leads to conflicts in people's schedules and is a very inefficient use of meeting space.
2. **Looking into moving subcommittee meetings into a time slot on the same day,** and maybe immediately before the main group meeting. This way, if someone can only attend for a few days, they can attend all meetings for a functional group.

In addition, functional groups will be working with their Section Heads in TAC to determine how to make their work more effective- what will it take to go from good to great? This may look like many things, including:

1. Possible mergers- many great ideas were suggested from TCs.
2. Possible joint subcommittee meetings
3. Holding interim meetings online
4. Updated mailing lists/ communications structures

Starting in Kansas City, we are rolling out a new TC Chair & Vice-Chair/ Section Head Breakfast meeting structure. It will continue to be at 6:30am on Sunday, but instead of each section meeting in its own room, we will be meeting in one of the larger ballroom-type rooms. Participants will be seated by section, and the agenda will include:

- Celebrations (Best Practice Highlights)
- Training
- Liaison Reports (Pub Ed Council, Members Council, RAC, Handbook, CEC)
- Section Discussions

We are hoping that this format will help us communicate more clearly, give us more time for training, and still allow both formal discussion time with our sections, as well as the opportunity to facilitate informal discussions.

Overall, we want you to know that TAC and the Section Heads will be looking at multiple ways to offer continuous leadership toward a more effective and efficient future. Stay tuned for more updates as we figure out the details and reach out to your section head if you have any ideas for consideration. While some minor changes may roll out sooner, the earliest any major changes would occur would be in conjunction with the society year, at the annual conference in Austin, June 2020.

Best Regards,

Sarah Maston, Chair (sarah@greenfootprintscx.com)
Victor Goldschmidt, TAC (creating2@earthlink.net)
Thom Justice, TAC Chair (justfilter@yahoo.com)
Tom Lawrence, TAC BOD ExO (lawrence@enr.uga.edu)

Barbara Minor, TAC (Barbara.H.Minor@chemours.com)
Larry Smith, TAC (LarryS@li-hvac.com)
Bill McQuade, Planning (BMcQuade@ahrinet.org)