



American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.

MINUTES

BOARD OF DIRECTORS CONFERENCE CALL MEETING

March 2, 2009

Note: These draft minutes have not been approved and are not the official, approved record until approved by the Board of Directors.

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March 2, 2009

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Principal Motions
Board of Directors Conference Call Meeting
March 2, 2009

No – Pg. Motion

2 - 2 that the Board of Directors approve the following background statement for proposed amendments to bylaws sections 6.3 and 7.4:

The ASHRAE Board of Directors is considering a number of changes to allow the Board to operate at a more strategic level and to deal more effectively with the many challenges and opportunities facing ASHRAE. These two bylaw changes are being proposed to allow more flexibility in the structure and composition of some committees and councils.

3 - 3 that the background statement for amendment of bylaw sections 6.3 and 7.4 include a statement that the Board recommends a vote of “yes” on each amendment.



Action Items
Board of Directors Conference Call Meeting
March 2, 2009

<u>No – Pg.</u>	<u>Responsibility</u>	<u>Summary of Action</u>	<u>Status</u>
1 - 2	Littleton	(Staff) Notify Hewett of election to Technology Council.	_____
2 - 2	Holness	(With staff) Revise Fanger write-up for 2009-10 RP Commemorative Coin.	_____
3 - 2	Littleton	(Staff) Correct the letter sent to pass-through award recipients.	_____
4 - 3	Littleton	(Staff) On the ballot sent to the membership for vote on bylaw amendments, include a statement that the Board recommends a vote of “yes” on each amendment.	_____
5 - 3	All Board members	Carefully consider ideas and proposals on Board governance and send input to Persily or other transition team members.	_____
6 - 3	Littleton	Reopen online discussion board on Board governance through June 2009.	_____
7 - 4	Tse	(PubEd Council) Reconsider decisions on budget changes related to reinstating the sale of AEDG guides and eliminating the print version of <i>Insights</i> .	_____



MINUTES

BOARD OF DIRECTORS CONFERENCE CALL MEETING

March 2, 2009

MEMBERS PRESENT: William A. Harrison, President
Gordon V. R. Holness, President-Elect
Lynn G. Bellenger, Treasurer
James R. Fields, Vice President
Andrew K. Persily, Vice President
Vincent K. C. Tse, Vice President
Thomas E. Watson, Vice President

Garry N. Myers, Region I DRC
Daniel C. Pettway, Region III DRC
Ira G. Poston, Region IV DRC
Frederick W. Betz, Region V DRC
Robert J. Linder, Region VI DRC
Patricia G. Kempf, Region VII DRC
Kenneth M. Fulk, Region VIII DRC
Richard M. Rose, Region IX DRC
Jack H. Zarour, Region X DRC
Traci A. Hanegan, Region XI DRC
Ross D. Montgomery, Region XII DRC
Yie-Zu Robert Hu, Region XIII DRC

William P. Bahnfleth, DAL
Constantinos A. Balaras, DAL
Timothy C. Dwyer, DAL
Richard D. Hermans, DAL
Richard M. Kelso, DAL
David E. Knebel, DAL
Bjarne W. Olesen, DAL
Wayne R. Reedy, DAL
Karen C. Thrasher, DAL

MEMBERS ABSENT: Wilfred Laman, Region II DRC
Walid Chakroun, RAL DRC

STAFF PRESENT: Jeff H. Littleton, Executive Vice President
Gloria F. Cofer, Executive Assistant to Board of Directors
Claire Neme, Administrative Assistant

GUESTS: Ron Jarnagin Samir Traboulsi
Sheila Hayter Mike Brandemuehl
Guy Perreault Tom Werkema
Kevin Fallin

CALL TO ORDER/ROLL CALL

President Bill Harrison called Board of Directors Conference Call Meeting to order at 9:05 a.m. on Monday, March 2, 2009. Board members, guests and staff attended as listed above.

APPROVAL OF MINUTES

It was moved by Mr. Montgomery and seconded

- (1) that the minutes of the January 13, 2009, Board of Directors Conference Call meeting be approved.

MOTION 1 PASSED. (Unanimous voice vote)

EXECUTIVE SESSION

The Board met in executive session from 9:10 to 9:15 a.m. Martha Hewett was elected to Technology Council to complete the term of Sheila Hayter through June 2011, contingent on Ms. Hayter's election as a vice president.

AI 1

BUSINESS

Information Reports from Councils and Committees (Attachment A)

Members Council Report – October 25 2008

Info item #3 - Dr. Persily asked how ASHRAE's international conferences would be affected by a regional conference being planned by the Region-at-Large. Mr. Holness noted it would not be affected.

Members Council Report – January 26-27, 2009

Info Item #1 – Responding to a question about eliminating keynote speakers at ASHRAE winter and annual meetings, Mr. Holness explained this expense was not being budgeted but speakers were being sought through sponsorships or no fee. As clarification, Mr. Fulk pointed out that the budget for chapter visits was being reduced but the number of visits remained unchanged.

Info Item #4 – Dr. Persily suggested that the write-up regarding Dr. Ole Fanger being featured on the 2009-10 Research Promotion commemorative coin be reviewed and edited to more fully represent Dr. Fanger's accomplishments. Mr. Holness indicated he and staff would do so.

AI 2

Info Item #8 – It was reported that letters sent to winners of pass-through awards state that the Board approves the awards and this should be changed since Members Council is the approving body. Staff will make this correction.

AI 3

Publishing and Education Council Report – January 27, 2009

Info Item #1 – Mr. Hermans pointed out that \$65,000 of the council's total fiscal improvement of \$202,300 for the 2009-10 budget applied to budget cuts with the remainder representing increased income. Mr. Fields added that all income estimates were conservative and the council anticipated even higher income.

Mr. Harrison thanked Board members for their comments on information item reports.

Society Ballot

It was moved by Mr. Pettway and seconded

- (2) that the Board of Directors approve the following background statement for proposed amendments to bylaws sections 6.3 and 7.4:

The ASHRAE Board of Directors is considering a number of changes to allow the Board to operate at a more strategic level and to deal more effectively with the many challenges and opportunities facing ASHRAE. These two bylaw changes are being proposed to allow more flexibility in the structure and composition of some committees and councils.

MOTION 2 PASSED. (Unanimous voice vote)

Mr. Littleton noted background statements in the past had included a statement that the Board recommended a vote of “yes” on each bylaw amendment. He questioned whether this statement should be included in these two amendments. It was moved by Mr. Pettway and seconded

- (3) that the background statement for amendment of bylaw sections 6.3 and 7.4 include a statement that the Board recommends a vote of “yes” on each amendment.

Mr. Fields objected to including the statement, noting members would use this statement rather than their own thought processes to determine how they would vote. Other members spoke in support of the motion, noting the intent of the Board statement was to recommend how members should vote.

MOTION 3 PASSED. (Vote: 26-1-0, chair not voting)

AI 4

Board Governance Transition Team (Attachment B)

Dr. Persily referred to a draft charge and structure for the Board governance transition team and three sub-teams (Attachment B) and indicated he would send Mr. Harrison recommendations for members to be appointed to the team. Further, he noted once the transition team developed proposed changes the next step would be to develop a process for implementing the changes.

Dr. Persily commented on the team’s activities, which would likely include developing a list of options for various changes from which the Board could select options to implement. Mr. Harrison requested that Board members carefully consider all ideas and proposals and give input to Dr. Persily or other team members for their use in identifying a list of options for Board consideration. Mr. Holness suggested that each issue be identified and a list of options be developed to resolve each issue, e.g., reducing the workload of DRCs.

AI 5

In response to a suggestion, Mr. Littleton agreed to reopen the online discussion board on Board Governance that was posted prior to the January meeting so that Board members could continue to post comments on ideas as well as proposing new ideas. As agreed by the Board, the discussion board will remain open through the June 2009 meeting in Louisville. Dr. Persily asked Board members to comment on recent proposals rather than those prior to the January meeting.

AI 6

Publishing and Education Council Budget Adjustments

Mr. Harrison referred to two budget adjustments approved by Publishing and Education Council as reported in the council’s information report ([click here](#)):

- (1) To increase income by \$30,000 by reinstating the purchase prices for existing and new AEDGs

- (2) To reduce expenses by \$45,000 by creating new digital *Insights* and cease publication of printed *Insights*

He noted these were significant changes and requested that Board members provide input for the council's consideration.

Related to AEDG pricing strategy, he reported that DOE provides approximately \$100,000 per guide plus \$250,000 from the national labs to run calculations used in the guides. Free download of the guides was instituted in fall 2007 and has been quite successful, resulting in broad distribution, which DOE continues to publicize. Return to a purchasing structure will likely reduce circulation and thus reduce ASHRAE's accomplishing the mission of broad distribution. Mr. Harrison asked for further input on this decision.

Concern was expressed about charging for AEDGs based on excellent publicity that had resulted from free downloads.

Mr. Fields asked whether the saturation point had been reached for the guides and also cautioned that ASHRAE should not adopt a "give-away" mode for publications that have broad appeal and application. He added that giving the guides free may affect their perceived value. He pointed out that the cuts this council made were difficult but necessary decisions based on economic concerns.

Mr. Fulk suggested that an administrative fee for each download would help offset some of the cost.

Mr. Harrison pointed out that ASHRAE had demonstrated to DOE its ability to produce and disseminate the technical information in the guides and as a result DOE was providing financial support. Mr. Holness gave a status report on development of future guides for the 2009-2012 and subsequent years, and noted ASHRAE needed DOE's continued financial support to produce these guides.

Mr. Harrison solicited input on the decision to stop publication of printed *Insights*.

Mr. Pettway pointed out printed *Insights* was a personal reward for members and chapters to be motivated to continue their service to ASHRAE, and discontinuing printed *Insights* would be a disservice.

Mr. Dwyer noted overseas delivery of printed *Insights* was delayed and caused a loss of its impact, whereas electronic publications would be received promptly and be more effective.

Mr. Fields reported that the number of pages in printed *Insights* had been reduced over the last few years but publishing it electronically would allow more coverage and prompt delivery.

Mr. Littleton expressed concern about relying on only electronic communication to publicize Society meetings and give official meeting notices as required in the bylaws.

Mr. Harrison requested that the Publishing and Education Council reconsider these two budget adjustments based on input provided by the Board.

NEXT CONFERENCE CALL MEETING

Mr. Harrison announced the next conference call meeting would be on Monday, March 16, beginning at 9:00 a.m. EDT.

ADJOURNMENT

The meeting was adjourned at 10:05 a.m.

A handwritten signature in black ink, appearing to read 'J. Littleton', with a horizontal line extending to the right.

Jeff H. Littleton, Secretary

gfc/Rev. 2009-04-30

Distribution: Board of Directors
Society Rules Committee
Staff Directors

Attachments: A. Council and Committee Information Reports
B. Board Governance Transition Team – Charge and Structure



February 20, 2009

To: Board of Directors
From: Gloria F. Cofer
Subject: Information Reports to Board

As President Harrison announced at the Board meeting on January 28 in Chicago, we are sending you information reports from meetings held during the Chicago meeting. Click on a report title and this will take you to the report. To return to the list below, click on the number, e.g., 3, in the upper right corner of the first page of each report.

1. [Members Council Report – October 25, 2008](#)
2. [Members Council Report – January 26-27, 2009](#)
3. [Publishing and Education Council Report](#)
4. [Technology Council Report](#)
5. [Executive Committee Report](#)
6. [Advocacy Committee Report](#)
7. [Planning Committee Report](#)
8. [Society Rules Committee Report](#)
9. [Finance Committee Report](#)

Note: Within each report, links have been added between references to attachments and the references themselves.

The above documents in both Word and PDF format will be placed on the following web site link by Monday, February 23:

<http://files.ashrae.biz/bod>
Username: bod_user
Password: 1ewrjfk

If questions please contact me. Thanks.

/gfc

**Members Council Report to the Board
From Meeting of October 25, 2008**

Information Items:

1. Members Council approved the following charters during their October meeting:
 - Colombia Section located in Bogota, Colombia and sponsored by the Central Florida Chapter
 - East India Section, located in Kolkata, India and sponsored by the India Chapter
 - Virginia Commonwealth University Student Branch, located in Richmond, Virginia and sponsored by the Richmond Chapter
 - BMS College of Engineering Student Branch, located in Bangalore, India and sponsored by the South India Chapter
 - Florida Institute of Technology Student Branch, located in Melbourne, Florida and sponsored by the Spacecoast Chapter

2. Members Council approved a motion to change the name of the Emirates Falcon Chapter to the ASHRAE Falcon Chapter because their local laws limits the use of the word “Emirates” to government organizations.

3. The Region-At-Large (RAL) will organize a regional conference, technical sessions and a small exhibition in the UAE in accordance to the current ASHRAE rules. This event will provide financial support to the RAL.

4. Members Council approved a motion to arrange all future Sub-Region Chair (SRC) training in the RAL during their CRC. Having the SRC training during the region’s CRC will save on cost and time. In addition to having the SRCs train during their CRC, Members Council Objective 1 (Effective Training for the Region-At-Large) was completed by an ad hoc committee and approved by Members Council. RAL training will be held in conjunction with and directly preceding the RAL CRC. This too will eliminate travel time and expense of traveling to two separate meetings in the region; having visiting staff and Society officers at the CRC will help with the training and is an added benefit. Electronic webcasts could be used for both the training and CRC workshop training for those who cannot attend the training. Those attending the training in the RAL should include the DRC, ARC, RVCs and SRCs. Although the SRCs receive training during the ASHRAE annual meeting, it was determined that subjects such as leadership skills, chapter management, chapter officer training, training on Society’s organization and goals would be beneficial.

5. Members Council approved the revisions made to Rules of the Board 3.970, Region-At-Large Sub-Region Chair Qualifications and responsibilities and will send to the Board of Directors for their approval at the 2009 Winter Meeting in Chicago.

6. Members Council approved a motion to revise Rules of the Board, Volume 3, Sections 3.300.003, Committee Elections, A.2 and 3.300.003, C.2 in order to help the committees get more familiar with the proposed candidates. This motion will be sent to the Board of Directors for their approval at the 2009 Winter Meeting in Chicago.

7. Members Council approved a motion from the Membership Promotion Committee to increase the dues structure of the Affiliate grade beginning 2009-10 to ease the transition of Affiliate member grade to Associate member grade. The Affiliate member grade for the first year is \$50; 2nd year \$70; and the 3rd year \$90. The dues structure for the Affiliate grade has not had an increase since the grade was formed in 2004. This increase will reflect the value of services and inflationary increases. This motion will be sent to the Board of Directors for their approval at the 2009 Winter Meeting in Chicago.

February 13, 2009

Date



Gordon V.R. Holness, Chair

**Members Council Report to the Board
From Meeting of January 26-27, 2009**

Information Items:

1. Due to the 2009-10 draft budget showing a deficit of \$729,300, the Finance Committee assigned each council a specific dollar amount to reduce their budgets because \$250,000 was needed to reduce the deficit. Members Council was assigned \$93,200 in budget cuts. The Members Council committee chairs were asked to evaluate and prioritize their programs. The following are the 2009-10 budget reductions from Members Council to the Finance Committee:
 - \$50,000 – CEC Budget: (Elimination of Plenary Session, keynote speakers (2) for Winter and Annual Meetings)
 - \$13,200 – MP Budget: (Strategic Plan Promotion)
 - \$10,000 – MP Budget: (Exhibit Booth Promotion)
 - \$10,000 – CTTC Budget: (Satellite Broadcast – 2010 will be a webcast only)
 - \$10,000 – Regions Budget: (reduced chapter visits by 1/3 for transportation reimbursement; beginning 2009-10 all regions will have a cap on reimbursement of transportation)

Total Reduction: \$93,200
2. The council determined that each region will set a CAP on transportation effective Society year 2009-2010.
3. Members Council will send a recommendation to the Finance Committee to set policy that will increase Society dues annually based on the needs of Society with a note that raising dues should not be tied to additional benefits.
4. Members Council approved the 2009-10 Research Promotion campaign and regional goals of \$2,077,100. As of January 20, 2009, the RP Committee has raised \$559,426 of the 2008-09 goal, which is \$16,418 (3%) more than last year at this same time. RP conducted a very successful “Lunch and Learn” Go-To-Meeting electronic seminar on “Resources: Brochures, Displays and PowerPoint presentations” for RP chairs and chapter presidents. The electronic seminar was well received and will be an every other month event for chapters. Chapters participation in the Full Circle program increased from 127 chapters last year to 133 this year, a 5% increase. Participation in the Regional Full Circle also increased with 11 of the 14 regions completing. P. Ole Fanger will be featured on the 2009-10 Commemorative Coin. Mr. Fanger was very much respected in the ASHRAE community and was Senior Professor at the International Centre for Indoor Environment and Energy at the Technical University in Denmark. He was also known for his work in the field of indoor air quality and ventilation; most notably, his theory on “sick building syndrome.” His work is credited with demonstrating that poor air quality in

homes can cause asthma and allergies in children, and that poor air quality in work places decreases productivity.

5. This year's CTTC satellite broadcast/webcast is scheduled April 22, 2009 and the theme is "Clean, Lean and Green: IAQ for Sustainable Buildings." The broadcast/webcast will air 1:00 PM – 4:00 PM (EST); online registration for this event will begin March 2 (for site coordinators/webcast viewers) and March 16 for satellite viewers. Last year, the satellite broadcast reached approximately 20,206 viewers at 1,285 sites and the webcast was expanded to reach 43 countries outside of the US and Canada; the broadcast received a 93% approval rating from 1,265 respondents. Due to budget constraints, this will be the last satellite broadcast/webcast. Next year, Spring 2010, will be a webcast only; this will save approximately \$10,000.
6. As of January 6, 2009, a total of 126 visits have been confirmed for forty-four (44) of the seventy-five (75) lecturers participating in the 2008-09 ASHRAE Distinguished Lecturers Program. Seventeen (17) non-budgeted visits have been confirmed in addition to the 109 DL visits budgeted for 2008-09. Twenty-nine (29) of seventy-five (75) lecturers participating in the DL program this year are from countries outside of the US (Argentina, Brazil, Malaysia, Egypt, Canada, Colombia, Denmark, Kuwait, Malaysia, Mexico, United Kingdom, Serbia, Singapore, Thailand and Hong Kong). To date sixteen (16) visits have been confirmed for lecturers to chapters outside of the US in Canada, Mexico, Brazil, Philippines, Indonesia, Singapore, Malaysia, Hong Kong, Thailand, Kuwait, India, Portugal, Qatar and the United Arab Emirates. Evaluations indicate DLs continue to be well received by the chapters and attendance for DL visits exceeds average chapter meeting attendance.
7. In response to Strategic Goal 3.4, "Provide tools to enable chapters to become a local focus for education and community outreach," CTTC has disseminated the BS+30 Kit developed by the Washington Office to all chapters December 2008. Also, CTTC will feature a PowerPoint presentation highlighting Bill Harrison's presidential theme, "Maintain to Sustain – Top Four Opportunities for O&M Improvement," in ASHRAE Insights Newsletter and will provide access for chapters via a link on the CTTC webpage.
8. Members Council approved recommendations for the Exceptional Service Award, Distinguished Service Award, Distinguished Fifty-Year Award, 2008 Paper Awards and Committee "Pass-through" Awards as shown in Attachment A. The Honors and Awards Committee requested the assistance of Members Council to solicit nominations for the F. Paul Anderson and ASHRAE Award of Distinguished Public Service by February 28, 2009. The committee did not receive nominations for these awards by the December 1, 2008 submittal deadline. Nominations for both awards require a letter of nomination and a current ASHRAE biographical record. The Honors and Awards Committee received a nomination for the Lou Flagg Award after Members Council concluded their business meeting in Chicago. A letter ballot will be sent to the Honors and Awards Committee for

approval of this nomination. Assuming approval of this recommendation, a letter ballot to Members Council will follow. If approval is given by Members Council, the candidate will be notified and the award presented in Louisville at the 2009 Annual Meeting. The Honors and Awards Committee has identified a qualified ASHRAE member who will be nominated for a National Academy of Engineering (NAE) Award this Spring.

9. The Conferences and Expositions Committee (CEC) developed a new ASHRAE paper format called Conference Papers to help shorten the timetable for the review and publication of papers for ASHRAE conferences. The format will consist of the submittal of abstracts, submission of papers 6-8 pages in length and single blind reviews of papers. It is expected that the new format will increase the number of papers submitted and increase the documentation of information presented at ASHRAE conferences.

10. The Net-Zero and Beyond Conference is scheduled March 29-31, 2009 and will be held at the Hyatt at Fisherman’s Wharf in San Francisco, California. The registration fees are \$625 Member and \$725 Non-Member. Online registration began December 8, 2008 and to-date there are 71 registered; online registration will close March 6, 2009. AIA in San Francisco and USGBC are endorsing this conference, their members will receive registration at the ASHRAE member rate. There are also five (5) sponsors for this event: P2S Engineering; Rumsey Engineering, Inc.; Golden Gate Chapter; Taylor Engineering; and IES.

11. The ASHRAE 2012 Annual Meeting is scheduled June 23-27, 2012 at the Grand Hyatt Hotel in San Antonio, Texas. The following are the registration fees for the 2009-10 ASHRAE Winter and Annual Meetings in Orlando, Florida and Albuquerque, New Mexico:

Member Preregistered	\$470
Member Onsite	\$610
Nonmember Preregistered	\$630
Nonmember Onsite	\$770
One day member	\$230
One day nonmember	\$280

12. The 2010 IAQ Conference tentatively entitled “Airborne Infection in Enclosed Environments-Ventilation, IAQ and Energy,” is tentatively scheduled mid-November 2010 and will be held in Kuala Lumpur, Malaysia. This is the first IAQ conference that will be hosted outside of the US.

13. Members Council approved the following charters during their January meeting:

- Big Island Section located in Kona, Big Island, Hawaii and sponsored by the Hawaii Chapter
- Northern Section, located in Fort Collins, Colorado and sponsored by the Rocky

Mountain Chapter

- ADTBAT Section (Association pour le Développement des Technologies du Bâtiment en Abitibi-Temiscamingue), located in Rouyn-Noranda, Québec, Canada and sponsored by the Montreal Chapter
 - University of Kragujevac Student Branch, located in Serbia and sponsored by the Danube Chapter
14. Approximately 359 student members were in attendance at the Student Program in Chicago and the third ASHRAE Student Congress was held with twenty-four (24) participants from different student branches.
 15. ASHRAE is partnering with the Georgia Institute of Technology and the Georgia Engineering Alliance during National Engineers Week. The theme is “Introduce a Girl to Engineering Day” and will be held February 14, 2009 as part of E-Week. ASHRAE will be the lead Society for E-Week in 2011.
 16. ASHRAE continues to be an Affiliate level member of JETS (Junior Engineering Technical Society). This partnership offers the following opportunities: sponsor and present award during JETS own student design competition for high school students; highlight ASHRAE and our industry in the JETS quarterly journal; free K-12 materials to use in ASHRAE’s K-12 outreach; name recognition on the JETS website and promotional material.
 17. The number of student members as of December 31, 2008 is 5,583; the number was 5,091 for the same period last year. The Student Activities Committee has implemented the 16-40-40 Student Transfer Program. This program includes a promotional brochure that outlines the program and highlights the careers and achievements of former ASHRAE student members who transferred to Associate member grade of the Society; a My Space page was created as a forum where graduating students can network and share information regarding the HVAC&R industry; and a monthly email blast to all chapter student activity chairs, chapter presidents and upcoming graduating student members containing career tips, industry facts, highlights of young industry leaders and ASHRAE member benefits. There has been a 21% increase in student transfers from calendar year 2007 to calendar year 2008.
 18. Lorraine Kapka has been nominated as the new Student Activities ABET/TAC representative; a final vote will take place at the June 2009 ABET Board of Directors meeting. The ABET/EAC representative for Student Activities, Robert Bittle, will present a post BS curriculum HVAC coursework proposal “ASHRAE Body of Knowledge” to the ABET Board of Directors in Fall 2009. The proposal will suggest mandating 30+ hours of HVAC related coursework beyond a BS degree before taking the engineering exam.
 19. Ten (10) research projects for the Senior Undergraduate Project Grants are currently underway for the 2008-09 year; forty-three (43) applications were received for the 2009-

10 program and thirteen (13) projects were selected. The highest rank submittal will be invited to present their grant project at the ASHRAE 2010 Winter Meeting in Orlando. There are currently 251 active ASHRAE student branches. The second Annual Student Branch Advisor of the year award was presented to Manuel Belino of the Mapua Institute of Technology Student Branch.

20. The Solar Decathlon competition is scheduled October 12-20, 2009 and will be held at the National Mall in Washington, D.C.; twenty (20) teams have been selected to participate in this event. These teams have also been assigned to the local ASHRAE chapter in their area; chapter experts have been identified to mentor the teams in the design process. Resources have been offered to each team at no cost, including the ASHRAE 2004-2007 Handbook CD+, HVAC Simplified, ASHRAE Green Guide and Standards 55, 62.2 and 90.2. ASHRAE has identified twelve (12) volunteers from Region III to participate as observers in this 2009 event. Each observer will be assigned to a cluster of two (2) houses for eight (8) days. ASHRAE is partnering with ASES (American Solar Energy Society) and is offering free memberships to team members. The Solar Decathlon Ad Hoc Committee is working with the Department of Energy (DOE) on ASHRAE's involvement as an Associate level sponsor which will mandate a \$25,000 cash contribution. The Solar Decathlon worked alongside the AHR Expo to select a solar home near the location to the ASHRAE 2010 Winter Meeting in Orlando to display at the expo.
21. The Young Engineers in ASHRAE (YEA) Mixer in Chicago attracted 200 young professionals and students. The hospitality suite attracted more than 100 visitors in the course of three (3) hours. During the Chicago meeting, YEA Committee members were in the registration area greeting guests and inviting them to the YEA events.
22. The YEA Leadership Weekend will be held May 15-17, 2009 at the newly renovated ASHRAE Headquarters in Atlanta, Georgia; registration for this event will open in late February with an expected goal of 50 participants. YEA plans to explore the possibility of PDH credits during the leadership weekends. In order to promote the technical resources of ASHRAE, YEA plans to develop a brief presentation on how young members can use the ASHRAE Pocket Guide and plans to incorporate this into training efforts where it may be appropriate.
23. YEA will be participating in the Membership Promotion Committee marathon by hosting a young member recruitment and retention workshop/Go-To-Meeting in late February or early March 2009.
24. In conjunction with TAC, YEA developed a brochure as a resource to assist young professional members in better understanding all of the technical committees and how they can get more involved with them. Also, YEA has continued to collaborate more with the USGBC Emerging Green Builders group and are planning to work through ASHRAE members who are actively involved with USGBC to test collaborative programs at the

local level.

25. The total number of new membership applications received July-December 2008 for Associate grade and Member grade was 4,528; 777 Member grade applications were reviewed between this period and of those 219 were from International countries. As of December 2008, Society membership was 50,864 (Members paid: 42,930; Members unpaid: 2,413; Students paid 4,425; Students unpaid: 1,096). Total membership as of December 2007 was 48,881 (Members paid: 41,423; Members unpaid: 2,367; Students paid: 3,887; Students unpaid: 1,204). Since the implementation of the Developing Economies Program (January 2008), 256 existing members renewed their membership and 112 became new members through this program.
26. Michelle Swanson, of the Rocky Mountain Chapter was recommended to the Honors and Awards Committee for the 2007-08 Lincoln Bullion Award.
27. A Membership Marathon will be held in the Spring and will include a series of eight brief learning sessions for MP chairs to attend remotely. The goal is to utilize star performers to help moderate the Go-To-Meeting sessions.
28. In answer to BOD Action Item 10 (06/25/08): to implement a Sustainable in Action Program, guidelines for host committees to establish sustainable projects during the ASHRAE Winter and Annual meetings were developed and approved by Members Council (see Attachment B).
29. In answer to ExCom Action Item 41 (04/08): to draft guidelines for appointing regional representatives in geographical areas experiencing expansion of ASHRAE membership activities; and Action Item 8 (06/25/08): Members Council to develop a process for periodically evaluating areas of potential membership growth to determine if regional representatives in addition to existing ASHRAE support is needed. The description below is recommended for the Regional Representative and will be included in the Manual for Chapter Operations in Section 13.2, Regional Officers, L., Regional Representatives. Members Council considers both action items complete.

L. Regional Representatives (03-06-29-28):

An "optional" regionally appointed position to assist the DRC as needed. This person should have demonstrated experience in the region (former RVC, DRC, Nominating Committee, etc.), with desire to assist the region in an official capacity. This person will visit chapters, sections, or areas without chapters as required to assist and counsel.

- Regional Representatives should have demonstrated experience in the Region, (i.e. past DRC, RVC, Nominating, Delegate, etc.)
- Regional Representatives should have the desire and means to assist the Region in promoting ASHRAE activities.

- Regional Representatives should have current knowledge of ASHRAE goals, objectives, and opportunities.
- Regional Representatives should have working knowledge of ASHRAE membership goals, objectives and rules.
- Regional Representatives should be able to effectively communicate with the regional members in the area of growth
- Regional Representatives should have working knowledge of PAOE information to help Chapters and Sections and Student Branches to comply and report
- Regional Representatives should have communication and networking skills to promote ASHRAE activities.
- Regional Representatives should have working knowledge of grass roots committee objectives, such as Student Activities, Young Engineers in ASHRAE, Research Promotion, Membership Promotion and Chapter Technology Transfer.
- Regional Representatives should know and understand their regional financial and people resources and capabilities
- Regional Representatives should promote recognition of ASHRAE members using the H&A Program opportunities.
- Regional Representatives should attend the CRC and other regional activities as recommended by the DRC.
- Regional Representatives should be recommended and appointed by the DRC for a term of 3 years.
- Regional Representative transportation expenses should be reimbursed per the current ASHRAE Transportation policy, and may be supplemented by the Regional Fund.

February 13, 2009

Date



Gordon V.R. Holness, Chair

Award Recommendations for Members Council Approval

Motion: The Honors and Awards Committee recommends to Members Council that the recommendations for the Exceptional Service Award, Distinguished Service Award, Distinguished Fifty-Year Award, 2007 Paper Awards, and Committee “Pass-through” Awards be approved.

Background: This recommendation is made in accordance with Section 2.411.003.5, Volume 2, Standing Rules, General Rules, Board, Council and Committees. All candidates have been screened and selected in accordance with approved H&A Committee procedures. Four or more negative votes by Members Council are required to defeat the election of candidates for the Distinguished Service Award, Exceptional Service Award, and Distinguished Fifty-Year Member Award.

Fiscal Impact: Included in the H&A Committee budget.

1. Exceptional Service Award

1. Mark Hegberg
2. *Giustino Mastro
3. Hugh McMillan
4. Andy Persily
5. Thomas Sobieski

2. Distinguished Service Award

1. Hoy Bohanon
2. James Coogan
3. Stephen Duda
4. Steven Emmerich
5. David Geary
6. Klas Haglid
7. Michael Hart
8. Jan Hensen
9. John L. Harrod
10. Gus Mastro
11. Kirk Mescher
12. Keith Newcomer
13. Bert Phillips
14. Wayne Reedy
15. Robert Risley

ATTACHMENT A

Distinguished Service Award (continued)

16. Ginger Scoggins
17. Peter Simmonds
18. John Wells

*Candidate approved to receive Distinguished Service Award and Exceptional Service Award.

3. Distinguished 50-Year Member Award

1. Lloyd Barnard
2. John Chato
3. Edward Daly
4. Arthur Garbarion
5. George Jackins
6. Prem Jain
7. George Jarik
8. Morton Kroll
9. Max Lipshultz

4. COMMITTEE “Pass-through” Awards

Award	Recommendation
1. Lincoln Bouillon Award	Michelle Swanson, Rocky Mountain Chapter
2. Chapter Program Star Award	Robert Laneve, Cleveland Chapter
3. Dan Mills Technical Award	Oscar Cobb, Detroit Chapter
4. Government Activities Award	Puerto Rico Chapter
5. William J. Collins Research Promotion Award	Rob Craddock, Regina Chapter
6. Milton W. Garland Commemorative Refrigeration Award for Project Excellence	Cesar Luis dL. Lim, Philippines Chapter
7. Refrigeration Comfort Cooling Award for Project Excellence	Russell L. Heiken, Central Florida Chapter
8. Environmental Health Award	H.E. (Barney) Burroughs
9. Service to ASHRAE Research Award	Chris Wilkins
10. George B. Hightower Award	Paul Mclea
11. ASHRAE Journal Paper Award	James Cummings and Charles Withers, Jr. for “Problems Related to Air Handler Leakage,” January 2008
12. Standards Achievement Award	Charles Dorgan
13. Student Activities Achievement Award	Ashish Kadam, Western India Chapter

ATTACHMENT A

5. 2008 PAPER AWARDS

2008 Crosby Field Award

- NY-08-052 – “*Performance of Local Ventilated Hood 1: A General Ventilation Working Environment*” by Kee-Chiang Chung, Ph.D., Tsai Kuo-Pao, and You-Hsuan Wang

2008 Transactions Paper Awards

- SL-08-020 – “*Calculating Center-Glass Performance Indices of Glazing Systems with Shading Devices*” by John L. Wright, Ph.D., P. Eng.
- SL-08-050 – “*Field and Laboratory Evaluation of a New Ramping Technique for Duct Leakage Testing*” by Iain S. Walker, Ph.D., and Darryl J. Dickerhoff
- NY-08-010 – “*Experimental Seismic Performance Evaluation of Integrated Isolation/Restraint Systems for Heavy HVAC Equipment*” by Saeed Fathali, Ph.D., P.E., and Andre Filiatrault, Ph.D.
- SL-08-031 – “*Design Issues in Commercial Open-Loop Heat Pump Systems*” by Kevin Rafferty, P.E.

2008 Willis H. Carrier Award

- SL-08-001 – “*Experimental Investigation of Reflection of Airborne Noise at Duct Terminators*” by *Alexander P. Michaud, and Kenneth A. Cunefare, Ph.D.

* **Alexander P. Michaud is the winner.**

2008 Poster Presentation Awards

- NY-08-052 – “*Performance of Local Ventilated Hood 1: A General Ventilation Working Environment*” by Kee-Chiang Chung, Ph.D., Tsai Kuo-Pao, and You-Hsuan Wang
- SL-08-059 – “*Design Charts for Combined Chilled Ceiling Displacement Ventilation System*” by Nesreen Ghaddar, Ph.D., Kamel Ghali, Ph.D., Ralph Saadeh, and Amer Keblawi

ATTACHMENT B

Guidelines for Society Annual & Winter Meeting Host Chapter Conference Sustainability Project

Goal: To offset the carbon footprint made by the Annual or Winter Meeting

Sustainability Project: The project should be in relation to design engineering, material supply or construction and could vary from adding insulation, to new windows, to renewable energy such as solar heating, photo-voltaic, etc. The project should be ethical and not self serving.

Funding: ASHRAE will make up to \$20,000 of funding available per program with the intent that the host chapter raise additional contributions for the project and creatively seek in kind donations of engineering time, materials and labor to support the project.

The fund-raising for the project will be a part of the local chapter's research promotion campaign. The Host Chapter in the specific region will be able to earmark a percentage of their traditional Research Promotion Campaign to help fund the project.

Responsible Parties: Conference Host Committee, Conference Sustainability Project Chair, Director and Regional Chair (DRC) of Hosting Region, Chapter Research Promotion Chair and ASHRAE Research Promotion Staff

Host Committee :

- Submit project plan to Conferences and Expositions Committee for approval a year prior to their meeting. (i.e. June 2009 for June 2010 meeting)
- Appoint a Conference Sustainability Project Chair (CSP-Chair) to help coordinate local activities. This should not be a current RP Chair.
- CSP Chair, Host Chair, Chapter RP Chair and any support committee to meet with RP Staff in the spring/early summer to outline the project, job responsibilities, budget, details and campaign timeline. This should take place at least 2-months prior to the Region's CRC.
- CSP-Chair, Chapter RP Chair and DRC to announce/explain project at CRC and ask for support/pledges from Chapters to be fulfilled by December. Pledges should not be accepted that are more than 15% of the Chapter Goal for RP.
- CSP-Chair, Chapter RP Chair, DRC and RP Staff to plan special recognition at Annual Meeting to thank donors and chapters at the Regional Dinner or project dedication.

Research Promotion Chapter Chair and RP Staff

- The local RP Chair and RP staff will raise funds to offset the \$20,000 budgeted seed money. RP Staff to send out "Thank You" letter/pledge confirmation letter immediately after CRC, signed by DRC and CSP-Chair, to the Chapter BOG to thank them and reiterate the amount they pledged, campaign timeline and details.
- RP Staff to send monthly progress reports between Sept & October and bi-weekly reports November & December to DRC and CSP-Chair.
- RP Staff to adjust, re-evaluate plans to take into account money raised in January.
- RP Staff to publish article in Insights to highlight project and thank donors.

**Report to Board of Directors
From Publishing and Education Council
Meeting of January 27, 2009**

Information Items to Board

Publishing and Education Council (PEC) Major Motions (No Board Action Requested)

1. PEC voted to approve and recommend to the Finance Committee the Fiscal Planning Subcommittee adjustments to the PEC 09-10 budget as shown below equaling a net fiscal improvement of \$202,300. (10-1-0 CNV)

Background: The Fiscal Subcommittee made the following proposed revisions to the PEC 09-10 budget in response the Finance Committee target of a \$189,000 adjustment by PEC.

Program	Net	Comments
Create new digital Insights and cease publication of print edition	\$45,000 (reduced expense)	Savings result from elimination of printing & postage costs. Net accommodates funding to design & implement a new electronic publication to fulfill Insights' editorial mission: Heighten awareness of Society activity & Promote ASHRAE events. It should be noted this proposal does not shift promotional content to publication in Insights because the Journal is a more expensive print option & the business plan to maintain Journal advertising rests on the Journal's perception as a technically oriented publication to compete commercially with trade publications.
Reduce HPB Magazine Print Run	\$20,000 (reduced expense)	Savings in printing costs. A more strategic circulation development plan has been developed relying on targeted directory sources of non-ASHRAE names.
Reinvigorate Careers Center at www.ashrae.org with new vendor arrangement	\$30,300 (income increase)	A business development model with a new career services vendor has been negotiated, which if approved, will yield an estimated minimum of \$30,300 in additional income over the amount currently budgeted for this activity (\$40,000). Based on market projections this is a conservative estimate. No investment in 09-10 is required.
Reinstitute purchase prices for existing and new AEGD	\$30,000 (income increase)	Providing free downloads of the AEDG series is estimated to result in a failure to capture digital income of \$12,000 during 09-10 from existing & upcoming guides. Impact on print income of the free downloads for existing & upcoming guides are conservatively estimated at a loss of \$22,000. Considering that printing costs are also avoided from reduced print sales, the net impact is estimated at a \$30,000 lost opportunity for income.
Implement NYSERDA DataComm Workshops	\$52,000 (income increase)	This is net income. ASHRAE has been awarded a grant for \$240,000 to organize two datacenter energy efficiency workshops with NYSERDA. The net is achieved from distribution of publications.

Implement Reprint License for Standard 170	\$25,000 (income increase)	ASHRAE has negotiated a license to include Standard 170 in the Guidelines for Design and Construction of Healthcare Facilities. ASHRAE will receive \$7 for each Guideline sold. It is estimated that 20,000 copies will be distributed during the 3 year cycle of the Guidelines.
Allow for one year free download of IAQ Design Guide only	0	For one year ASHRAE will permit downloading of the “book” portion of the IAQ Design Guide. The accompanying CD will only be available as a “for sale” item with the print edition of the “book.” This is contingent upon \$50,000 in additional funding being provided by EPA & allocated to PEC budget in 09-10. At the end of one year the PEC will evaluate the fiscal impact of the free downloads.

These adjustments total \$202,300.

2. PEC voted to approve and recommend to the Finance Committee the PEC 09-10 budget as shown in the December 31, 2008 Financial Statement with the addition of adjustments as recommended by the Fiscal Planning Subcommittee of PEC yielding a net improvement of \$202,300 over that December 31 statement. (11-0-0 CNV)
3. PEC voted to authorize staff to proceed to launch the online Handbook in July 2009 and price it to protect the Handbook CD+ Sales. (11-0-0 CNV)

Background: This action responds to a Member’s Council referral in September 2006 to create a new online format for the Handbook utilizing “Google” technology to integrate the 4 Handbook volumes. PEC investigated various business models to launch the Online Handbook. PEC believes that making the Handbook available online positions the Society to appeal to a more global market as well as to better meet younger customer expectations in a digital age. The business model selected allows the program to be implemented at a small financial risk and lets the marketplace dictate the value and direction of the Handbook CD+ and the Online Handbook. The approved model calls for the Online Handbook to be offered as a subscription based product at member and nonmember pricing. At the current time, there are no plans to discontinue issuance of the Handbook in paper form with enclosed CD as the no-cost member benefit. This does, however, offer ASHRAE additional member options that can be explored in the future to better meet member needs and fiscal objectives. This action helps PEC respond to ASHRAE’s Strategic Plan Direction 2: Provide accessible on-demand learning and Direction 4: Serve and attract a global membership.

Fiscal Impact: With a very conservative sales estimate, impact to 09-10 Society budget is (\$18,000). If sales are greater than anticipated or if Handbook CD+ sales are not impacted as much as is called for in the model, program will be break even or better. Expense and sales income are already included in the council’s 09-10 budget.

eLearning Subcommittee

The following is the list of eLearning courses now available and schedule for upcoming courses.

Course	Launch date	# of Modules	PDH
HVAC			
HVAC Systems	April '06	13	35
Fundamentals of Controls	Jan '08	12	47
DDC Controls	Apr '08	3	12.5
Standards			
Standard 90.1	Oct '07	15	29
Standard 62.1	May '08	15	29
Standard 90.1 for Architects	Nov '07	18	18
Library			
ASHRAE Library	Oct '07	--	--
Short courses			
25+ short courses	Various	25+	Various
<i>Course</i>	<i>Launch date</i>	<i># of Modules</i>	<i>PDH</i>
Refrigeration			
Fundamentals of Refrigeration	Oct '08	6	9
Refrigeration Equipment	Nov '08	6	11.5
Air Conditioning			
AC System Design Manual	Jan '09	16	24.5
Sustainability			
Advanced Energy System, Small Retail	Nov '08	7	8
Advanced Energy Systems, Small Office	Jan '09	7	7
Short courses			
25+ short courses	Various	25+	Various
<i>Course</i>	<i>Launch date</i>	<i># of Modules</i>	<i>PDH</i>
<i>Refrigeration Applications</i>	Jan '09		

Sustainability			
Sustainable Buildings & High Performance Systems Design	Feb '09		30
Electricity			
Fundamentals of Electricity	Feb '09		
Building Electrical System Design	March '09		
Building Electrical Energy	March '09		
Data Centers			
Data Communications: Thermal Guidelines	March '09	3	
Data Communications: Power Trends	Feb '09	3	
Data Communications: Liquid Cooling Guidelines	April '09	5	
Data Communications: Design Considerations	April '09	12	

On August 12, 2008 ASHRAE held an eLearning Advisory Session with Elsevier including local members from New York City and selected PEC members. Conclusions reached include:

Develop blended solutions to allow companies, organizations, and associations to learn in group settings through a combination of electronic, print, and in person training. Develop group courseware with more clarity/structure around the business model, offerings, pricing for group training.

Further research opportunities to partner with AIA and other groups that reach architectural markets in order to capitalize on the need to help “architects need to learn more about engineering needs.” For all courses, be extremely cognizant of the concept of integration in developing courses for engineers along the lines of “Integrating Design and Operation”.

Explore developing software/enhanced functionality in Phase III courses. Any inclusion of software-like functionality would require a significant investment of time and money to develop and just as importantly to maintain (particularly for things like compliance/regulations). Caution will be required.

Provide more/better decision making tools for potential customers both on the web site and in any printed materials and collateral. Extremely important to communicate value and how eLearning can lead to greater profitability for the firm. Be more prescriptive in describing/detailing individual courses and more importantly how they relate to other courses. Identify courses or groups of courses that satisfy the needs of individuals at various points in their careers (fresh out of school, changing careers, back from the

military, etc.). Be more specific in highlighting benefits of purchasing training for employees:

- Increased profitability/productivity
- Solve day-to-day problems
- Reduce amount of damaged/returned equipment
- Quickly train new hires

To add real world value, add to the eLearning library an intelligent search engine to help a user find instruction on specific topics. This would be another layer of functionality that could help persuade owners of the value for a firm.

Implement a system to provide baseline statistics on course usage and customer satisfaction (total time, number of logins, number of modules completed, exam scores, and client satisfaction ratings). A core part of the customer satisfaction system will include allowing the user to provide information about what they liked and didn't like.

Need to formalize a process to update courses when standards are revised.

In Phase III, Focus on developing the courses that customers will need and *buy* as opposed to publishing what is convenient. The challenge in pursuing such a publishing model is can ASHRAE provide content for eLearning when the effort is voluntary and review by cognizant committees is required. Should a new model be developed? Phase III development needs to be tackled jointly by Elsevier and the ASHRAE eLearning Subcommittee of PEC.

The following topics will be seriously analyzed for consideration in the Phase III rollout:

- ASHRAE Building Energy Labeling
- Designing for & Meeting EUI targets
- Building Information Modeling (BIM)
- Commissioning new Buildings
- Building Operations & Management
- LEED Certification for HVAC Engineers
- Standard 189P (Standard for the Design of High-Performance Green Buildings except Low-Rise Residential Buildings)
- Designing for Specific Codes
- Rather than LEED instruction, how to make buildings sustainable that tie into LEED
- Update to 07 versions of standards & keep updated
- Building Modeling

Functional Subcommittee

The Functional Subcommittee recommended approval of the Historical Committee's revised and simplified Manual of Procedures (MOP).

Journal Advertising Sales Subcommittee

ASHRAE Journal completed a strong calendar 2008 calendar year as the number one publication in terms of market share in the HVAC&R market segment. Year to date advertising sales is at budget and in excess of last year's year to date.

The first circulation audit of High Performing Buildings magazine has been completed and promotion plans are being refined to take advantage of circulation audit reports in ad sales.

Research Journal Subcommittee

There are currently 412 print subscribers to HVAC&R Research, 71 online subscribers, 14 IP access subscribers.

145 papers were submitted for publication in 2008.

The subcommittee reviewed the white paper prepared on conference paper publication and discussed potential impacts on HVAC&R Research. The subcommittee will continue to monitor discussions by the Conferences and Expositions Committee and will provide its recommendations to PEC when CEC's recommendations are known.

Certification Committee

Certification Committee continues to work with the Professional Development Committee (PDC) and the eLearning Subcommittee of PEC regarding topics covered in certification programs that are not already covered in ASHRAE courses. The committees have discussed how to be more synergistic. A liaison was assigned to the PDC and the Certification Committee chair is a member of the eLearning subcommittee. Staff conducted a survey of certification-earners and will use the obtained feedback to instruct marketing decisions for the Certification Committee, the PDC, and the eLearning Subcommittee.

The committee continues to work closely with staff in marketing and promoting ASHRAE's certification programs. As new topics or areas of certification are identified, the committee will seek advice on the market viability for topic. The committee may also determine that a certification program with a small market potential is necessary to serve a need in the industry.

The committee continues to work toward making ASHRAE's certification programs international. For example, based on industry feedback, staff will identify geographic areas in which ASHRAE certification programs generate some interest, but not enough to justify the creation of an on-going testing center. In these areas, it may be possible to work with local chapters and other contacts to set up "one-shot" certification exams using ASHRAE-identified proctors and testing sites.

The committee continues to actively solicit ideas for new certification programs from TAC, TCs and individuals.

The next certification program will be Commissioning Process Management Professional (CPMP).

Reports on Certification Programs:

- **Healthcare Facility Design Professional (HFDP)**

Liaison: Billy Austin

This program was developed in close collaboration with ASHE and launched at the 2007 Long Beach Annual Meeting. The examination is now available 200 testing centers in 22 countries with 242 registrants including individuals who passed the exam and those approved but not yet taken the exam. 184 individuals have earned the HFDP certification. The HFDP program is scheduled for review and update starting in July 2009.

- **High Performance Building Design Professional (HBDP)**

Liaison: Brian Lynch

This program was developed in collaboration with IESNA, MCAA, USGBC and GBI. It was launched at the 2008 Salt Lake City Annual Meeting and the examination is now in 200 testing centers in 22 countries. There have been 178 registrants including individuals who passed the exam and those approved but not yet taken the exam. 81 individuals have earned the HBDP certification.

- **Operations & Performance Management Professional (OPMP)**

Liaisons: Martin Weiland & Tom Phoenix

This program was developed with APPA, GSA, BOMA and NATE and launched at the 2009 Chicago Annual Meeting with 51 registrants and an additional eight registered to take the exam in March. The program is designed for those individuals who serve as “team leader” of a staff of building operations technicians.

- **Commissioning Process Management Professional (CPMP)**

Liaisons: Darryl Boyce & Amy Musser

This program is being developed by BCA, IESNA, MCAA, NEBB, SMACNA, TABB, and University of Wisconsin-Madison. Launching at the 2009 Louisville Annual Meeting, the program is being designed for individuals who oversee the commissioning process targeting building owners, facility managers, design engineers, commissioning providers, and others who need to understand the process of commissioning. The examination has been drafted and the final review will take place in Atlanta on February 20-21, 2009.

Electronic Communications Committee (ECC)

ECC organized into four focus teams for regional/chapter support, e-meetings, podcast/webinars and speaker bureau/international translations.

President Harrison and ECC announced the availability of the free electronic meeting technology for ASHRAE groups. Ten web based GoToMeetings licenses allow members worldwide the ability to conduct web meetings with video, at any time, at no cost to members. ASHRAE staff was trained on GoToMeeting and GoToWebinar. A webcam was donated by Mr. Hallstrom to the Society to allow for live video during meetings. ECC will be promoting use of

emeetings as a way to conduct more effective meetings at a much lower cost with less environmental impact.

ECC created an emeeting web page (www.ashrae.org/emmeting) that supports enhanced electronic communications within ASHRAE worldwide. This page has training, links, best practices, electronic meeting schedulers (Doodle), and emeeting organizer information.

ECC expanded the ASHRAE.net position alias system to include regions and chapters. Over 2000 grassroots members can now communicate among themselves more effectively. This program was announced January 2009.

ECC enhanced the ashrae.org web site with interactive map to find Regions and Chapters.

ECC reviewed and rated Regional web sites and worked with DRC's to upgrade sites using best practice sharing.

ECC's on-going projects include:

- Producing a white paper on the use & benefits of using Google Groups.
- Completing a review of web translation options technology limitations & accuracy.
- Reviewing options for managing region/chapter meeting registrations & payments electronically.
- Reviewing the potential use of RSS feeds for certain web content.
- Producing a white paper on room server methodology/document sharing at ASHRAE meetings.
- Conducting an ASHRAE web meeting with each Regional DRC to show them how simple it is.
- Alerting staff, TC & Standard chairs of emeeting capabilities to improve worldwide member communications at a lower transportation & CO₂ cost.
- Working with CTTC and staff on potential plan to minimize webinar/satellite broadcasts without impacting quality or number of attendees.
- Continuing to work with Ad-hoc on electronic advancements & ASHRAE Building Energy Labeling.
- Fine tuning, improving & promoting the ASHRAE.net position alias email system.

Handbook Committee

Committee liaisons to TCs are emphasizing inclusion of chapter content on net-zero-energy building (NZEB) design. Guiding resources are expected to include the Vision 2020 document and the NZEB (formerly 70%) Advanced Energy Design Guide series.

New Ch. 35, Sustainability, from TC 2.8 will appear in 2009 *Fundamentals*.

The committee took the following actions in response to recommendations from the 2007 HVAC Applications Volume Workshop:

- Approved expanding chapters on retail, educational commercial & public buildings to include information on retrofit, sustainability, commissioning operation & maintenance.

- Assigned volume chairs & liaisons to work with TCs on adding information on dedicated outdoor air systems (DOAS) to appropriate existing chapters.
- Deferred action on establishing an online (“Web-centric”) Handbook in favor of pending council consideration of staff recommendations.

During the next year, TCs are being challenged to develop and submit at least one CD+ feature for the next edition of the HandbookCD+. To help, the Handbook Committee is sponsoring Seminar 43, “Enhancing Your Chapters for ASHRAE’s HandbookCD+”. A demo was available at the 2009 Chicago Winter Meeting in the ASHRAE bookstore next to Registration at the AHR Expo.

The committee plans to survey TCs regarding the quality and effectiveness of Handbook training sessions. This feedback will be used to modify the training as needed.

Staff was assigned an action item to investigate options for Web-based manuscript submission of Handbook chapters, similar to Manuscript Central for papers.

Historical Committee

The committee will conduct three Leadership Recall interviews to include Kent Peterson and Bill Harrison at the 2010 Orlando Winter Meeting.

The committee is planning a seminar for the 2010 Orlando Winter Meeting on Sustainable Urban Design – An Historical Perspective and is planning a transactions session 2011 Las Vegas Winter Meeting on history of casino design.

The committee organized a Transactions Session on the history of refrigeration and air conditioning entitled “The History of Cold” and it was presented at this 2009 Chicago Winter Meeting.

A series of “historical minutes” will be published in *Insights*, space permitting starting in February 2009.

The committee is revising the Chapter and Regional Historians Manual.

Professional Development Committee

The PDC continues to oversee the creation of new courses and revision of existing courses to ensure that the ALI’s course offerings are current and timely, while also supporting such Society initiatives as Sustainable Design, Vision 2020, Net Zero Energy Buildings, Globalization, and Certification.

The Online Seminar Series for Fall 2008 included 11 sessions with 414 registrants and the Fall 2007 Series had 10 courses with 480 registrants.

At the 2009 Chicago Winter Meeting 15 courses were presented. There were 476 advance registrants and over 600 total registrants. On a per course percentage basis, this number is tracking fairly consistently with registrations for previous Winter Meetings. At the 2008 New York Winter Meeting 894 individuals registered for 21 courses.

ALI has supported five chapter programs this year, reaching almost 100 individuals, including programs in Mexico and Canada. At this time last year, we were negotiating four chapter programs. There has been increased interest this year so additional chapter programs are in negotiation.

Three in-company seminars have been presented this fiscal year, reaching approximately 80 people. ALI is in negotiation with two additional companies. This time last year, seven seminars had been presented to three companies.

Six ALI seminars were presented at four non-ASHRAE industry meetings, including ones in Germany and Canada. More than 200 people attended these seminars.

The following slate of 12 online seminars will be presented in the ALI's Spring 2009 session. The registration form is now available on the ASHRAE website and promotional materials are being implemented.

SPRING 2009 Online SERIES	
Seminar Date	Seminar Title
March 23, 2009	Desiccant Dehumidification Systems
March 25, 2009	Complying with Standard 90.1-2007 HVAC/Mechanical
April 1, 2009	Complying with Standard 90.1-2007 Envelope/Lighting
April 6, 2009	Determining Energy Savings from Performance Contracting Projects: Measurement and Verification
April 8, 2009	Exceeding Standard 90.1-2007
April 9, 2009	Complying with Requirements of ASHRAE Standard 62.1-2007
April 14, 2009	Leadership Skills for Engineering Leaders: Situational Leadership
April 16, 2009	Life Cycle Costing (LCC) Analysis
April 20, 2009	Understanding & Designing Dedicated Outdoor Air Systems (DOAS)
April 27, 2009	MasterFormat 2004 for HVAC Specifications
May 4, 2009	Natural Ventilation
May 6, 2009	The Commissioning Process in New & Existing Buildings & Guideline 0

PDC has approved the following slate of courses for the 2009 Louisville Annual Meetings with some alternates.

SC	Title	Last Presented
	Introduction to Green Buildings & Sustainable Construction	Winter 09
	Understanding Proposed Standard 189.1	Winter 09
	Air-to-Air Energy Recovery Systems	NEW
	Low Temperature Radiant Heating/ High Temperature Radiant Cooling (or Panel Heating and Cooling)	Winter 09
	The Commissioning Process & Guideline 0	NEW
PDS	Title	Last Presented
	Using Standard 90.1 to Meet LEED and Federal Tax Credit Requirements	Winter 09
	Data Center Energy Efficiency	NEW

To speed up the course approval and development process, the PDC has implemented a policy and process for e-mail ballot voting on course proposals between PDC meetings and conference calls.

A Business Plan for educational programs/courses to be offered at the ASHRAE Foundation Learning Center by the PDC. The BOD allocated @21K to be used toward this endeavor, intending to cover costs of marketing, promotion, and other expenses. Two or Three courses will be delivered prior to the 2009 Louisville Annual Meeting.

PDC has made resource materials available to Elsevier in support of many eLearning modules and courses.

Publications Committee

The Current Publications Review Subcommittee is conducting a survey of TCs responsible for active publications to determine if technical information contained in the publications is current or needs revision and if the publications could be updated with information on sustainability and/or net-zero-energy building (NZEB) design. Request forms were sent to relevant TCs and Section Heads and results will be compiled into a prioritized list of publications with potential for such revisions. A plan will then be developed to facilitate revising selected publications.

Notable publications completed since June 2008 include the following:

- *90.1-2007 User's Manual*
- *Load Calculation Applications Manual*
- *ANSI/ASHRAE Standard 62.1-2007, Ventilation for Acceptable Indoor Air Quality, Spanish Edition* (Translated by members of ACAIRE, the Colombian HVAC&R engineering association. The manuscript was received in early January, prepared, printed & made available at the 2009 Chicago Winter Meeting.)

The following is a complete list of items published since June 2008:

- **Conference-related items**
Salt Lake City *Transactions*
Chicago preprints
Chicago Conference Meeting CD
- **HVAC&R Research issues**
July 2008
September 2008
November 2008
- **CDs, DVDs, and other electronic media**
Integrated Building Design Satellite Broadcast DVD
PDA version of the Pocket Guide

- **Books**

90.1-2007 User's Manual
 Load Calculation Applications Manual
 The ASHRAE Guide for Buildings in Hot and Humid Climates, 2nd ed.

- **Standards**

Standard 164.1-2008
 Standard 103-2007
 Guideline 1.1-2008
 Standard 111-2008
 Standard 18-2008
 Standard 133-2008
 Standard 171-2008
 Standard 180-2008
 Standard 182-2008
 Guideline 26-2008
 Standard 170-2008
 Standard 145.1-2008
 Standard 118.1-2008
 Guideline 24-2008
 Guideline 4-2008
 52.2 Addenda Supplement
 62.2 Addenda Supplement
 15 Addenda Supplement
 62.1 Addenda Supplement
 Standard 17-2008
 140 Addenda Supplement
 Standard 90.1-2007 SI version
 Standard 135-2008
 Standard 62.1-2007 Spanish translation (translated by ACAIRE)

Committee members were assigned to liaise with TCs about publications running behind in their development schedule.

ASHRAE Journal is celebrating its 50th anniversary by republishing articles from its first 50 years. One article will be republished in each issue through March 2010. Most of the articles were written by early industry leaders. A special design was created to give the articles a historical feel.

The proposed publications status is as follows:

Title	Responsible Committee	Date Exp to Receive	Current Status	Expected Publish Date	Comments
Books					
Dampers and Airflow Control	TC 1.4	In hand	Editing ASAP	Summer 2008 Jan 2009 April 2009	

Contamination in Datacomm Centers	TC 9.9	In hand	Editing ASAP	Nov 2006 Nov 2007 June 2008 June 2009	
Underfloor Air Distribution Design Guide	SP 124	Early 2009	Development	Uncertain	
Thermal Guidelines for Data Processing Environments, 2nd ed.	TC 9.9	Feb-09	In hand	Spring 2009	
Design Considerations for Datacomm Equipment Centers, 2nd ed.	TC 9.9	Feb-09	In hand	Spring 2009	
Best Practices for Datacomm Facility Energy Efficiency, 2nd ed.	TC 9.9	Feb-09	In Hand	Spring 2009	
30% Better AEDG, Highway Lodging	SP 102 Committee	Feb-09	Writing Stages	June 2009	
Advanced IAQ Design Guide	ASHRAE/EPA	Feb-09	Writing Stages	Nov 2008 June 2009	
30% Advanced Energy Design Guide for Existing Buildings	SP102 Committee AEG-EB Project Committee	Mar-09	Writing Stages	Oct 2008 June 2009	
30% Advanced Energy Design Guide for Small Healthcare Facilities	SP 102 Committee	Aug-09	Writing Stages	Nov 2009 (for GreenBuild Conf.)	
PHVAC and PHVAC Solutions Manual 2009 revisions		Uncertain	Revising	Summer/Fall 2009	
Pocket Guide 2009 revision		Uncertain	Revising	Summer/Fall 2009	
Datacomm Facility TCO Analysis	TC 9.9	Uncertain	Uncertain	Uncertain	
ASHRAE Terminology of HVAC&R revision	TC 1.6	Uncertain	Planning Stages—online wiki?	Uncertain	
50% Better AEDG, Big Box Retail	SP 102 Committee	Uncertain	Planning Stages	Uncertain	
50% Better AEDG, Small Office Buildings	SP 102 Committee	Uncertain	Planning Stages	Uncertain	

50% Better AEDG, Small Retail Buildings	SP 102 Committee	Uncertain	Planning Stages	Uncertain	
50% Better AEDG, K-12 Schools	SP 102 Committee	Uncertain	Planning Stages	Uncertain	
Design Guide for Duct Systems	TC 5.2; RP-1180	Uncertain TC has not yet approved	Comm Development	June 2004 Sept 2004 Uncertain	
Title	Responsible Committee	Date Exp to Receive	Current Status	Expected Publish Date	Comments
Cleanroom Design Guide	TC 9.11	Uncertain	Beginning writing stages	Jan 2010	
Laboratory Design Guide, Revision	TC 9.10	Fall-10	Planning Stages	2010	
Manual of Practice for Integrated Building Design	TC 7.1	Uncertain	Project underway	Jan 2008 Uncertain	Tentative pub date Jun 2008
HVAC Design Guide for Hospitals and Clinics, Revision	TC 9.6	Uncertain	Planning Stages	Uncertain	
Engineering Concepts in Supporting Community Containment Measures During Public Health Incidents	TC 9.6	Uncertain	Planning Stages	Uncertain	
A Practical Guide to Seismic Restraint Revision	TC 2.7	Uncertain	Planning Stages	Uncertain	
PMP Guide	SP 115	Uncertain	Writing Stages	Uncertain	
District Cooling Guide	SP 97 TC 6.2	Uncertain	Underway	July 2009	
CDs					
Acoustical Analysis CD	TC 2.6	Uncertain	TC approval pending	Jan 2005 June 2005 2006 2008 Uncertain	
T-Method Duct Design Software	TC 5.2	July 2007	Revised scope being developed	January 2004 June 2004 June 2006 Jan 2008 June 2008 Uncertain	Awaiting approval

Weather Data Viewer		Uncertain	Uncertain	Uncertain	
Thermal Comfort Tool		Uncertain	Uncertain	Uncertain	
IAQ CD	TC 2.3 & 2.4	June 2009	TC scanning papers; complete Jan. 2009	2007 Oct 2007 Fall 2009	Scanning nearing completion, hoping to be ready for Oct IAQ Conf

INFORMATION REPORT TO BOARD OF DIRECTORS
From Technology Council
Meeting of January 27-28, 2009

1. Technology Council observed an email moratorium starting one week before the Council meeting in Chicago. The goal was to allow Council members time to clear off their desks at their day-jobs and to prepare for the meeting without having to face a last minute email deluge. The Council plans to repeat the one week moratorium before the annual meeting in Louisville.
2. TRG4, TRG7 and RAC made progress reports on their recent activities. This information is being compiled for submission to the Planning Committee per their request.
3. Dave Knebel was assigned an Action Item at the Fall Tech Weekend Meeting to prepare a white paper regarding suggestions that ASHRAE to "Develop, Maintain, and Support" Cooling/Heating Load Calculation and Energy Analysis Programs. The draft document was distributed to the BOD prior to the Chicago meeting. The report was discussed by Technology Council and no new actions were recommended as a result.

STANDARDS COMMITTEE:

1. Budget Issues:

1. Standards Committee discussed the budget adjustments proposed for 2009/2010. Below are the concerns and suggested ideas for other budget adjustment options:
 - a. The Standards Committee supported the concept of charging \$1000 to fast track refrigerant applications for Standard 34. An ad hoc committee will have this process in place by July 1, 2009.
 - b. Standards Committee discussed the concept of charging organizational members on PCs a fee to be an organizational member. Standards Committee feels very strongly that this is not a good idea. The concern was that this would appear to some to make ASHRAE's process less open and could have political implications.
 - c. Standards Committee discussed other budget adjustments suggestions:
 - i. Society should review the travel reimbursement policy for cost savings.
 - ii. Increase membership dues and/or include a line item that would allow members to donate money to support standards activities in addition to donations to research.
 - iii. Only provide complimentary copies to project committee members.
 - iv. Increase the sales price of standards.
 - v. Offer standards electronically on-line only (not downloadable) for a fee or use a service such as Fed Ex print on demand to decrease printing costs.
 - vi. Offer a Society meeting fee rate that allows members to attend only committee meetings and not to attend technical sessions.
 - vii. Consider not offering a full registration waiver for presenters.
 - viii. Decrease the meeting space at the winter and annual meetings by requiring subcommittees to meet via conference calls or web meetings prior to the meetings.
2. Standards Committee discussed the likelihood of a need for additional expediting funds

to cover the costs of interim meetings for 90.1 and 189.1 for the 2008-2009 Society Year. SPC 189.1 will be requesting approximately thirty conference calls with an estimated cost of \$1500 and an estimated cost of \$3000 for travel reimbursement for the February 2009 face to face meeting. A face to face meeting for SSPC 90.1 has already been approved for April 2009 with an estimated cost of \$7000. SSPC 90.1 will be meeting in Atlanta to minimize cost. Staff is going to review their budget but is concerned that they may exceed the budgeted expenses for 2008-2009 and will report to the Tech Council Chair if it becomes an issue.

3. Highlights of Other Standards of Particular Interest:

- a. Standards Committee is working with the Presidential Ad Hoc Committee on residential energy and IAQ to develop a direction for ASHRAE in the area of residential energy and IAQ standards.
- b. An action item was assigned to SPLS to track meeting and other costs in work plans to better manage interim meeting costs.
- c. Standards Committee has asked the SPLS liaison to SGPC 0 and GPC 1 to see if the project committees can develop a chapter program on maintenance instructions for High Performance Buildings. The program would focus on how to ensure that these instructions are complete, provide permanent retraining tools, and address the operation of systems specific to high performance buildings.
- d. ANSI/ASHRAE Standard 62.1-2007, *Ventilation for Acceptable Indoor Air Quality*. The 2008 Supplement is now available and includes addenda *a (Sections 3 and 5 Cleanup)*, *b (Appendices C, D, and F Cleanup)*, *e (References)*, *f (Pool Decks)* and *h (NAAQS Table)* to Standard 62.1-2007.
- e. ANSI/ASHRAE Standard 62.2-2007, *Ventilation and Acceptable Indoor Air Quality in Low-Rise Residential Buildings*. The 2008 Supplement is now available and includes addenda *a (garages)*, *b (intermittent ventilation)*, and *k (deletes Exception 4.1a)* to Standard 62.2-2007.
- f. ANSI/ASHRAE/IESNA Standard 90.1-2007, *Energy Standard for Buildings Except Low-Rise Residential Buildings*. Appeals for addenda *as (envelope opaque assembly)* and *at (envelope fenestration requirements)* were filed at ANSI by Larry Spielvogel on February 14, 2008. ASHRAE filed a response on July 14, 2008. The ANSI Executive Standards Council (ExSC) dismissed the complaint without a hearing. An appeal of the ANSI ExSC decision was filed with the ANSI Appeals Board by Larry Spielvogel on September 8, 2008. The ANSI Appeals Board dismissed the complaint without a hearing. The first public review of addenda *ar (adds requirements to determine wattage of exterior lighting equipment)*, *as (modifies Zone Controls in Section 6.5.2.1 and modifies 6.5.7.2 "Fume Hoods")*, *at (clears up inconsistencies and conflicts regarding damper requirements)*, *au (Alternative Compliance Path to Airside Economizers for Unitary Equipment)*, and *av (modifies the requirements of Section 9.1.2 Lighting Alterations)* began December 5, 2008. SSPC 90.1 will be considering an addendum that revises to Tables 5.15-1 and 5.5-8 and Appendix A regarding metal roofs, which, if approved will go out for public review in the spring. The 2008 Supplement to Standard 90.1-2007 is now available.
- g. ANSI/ASHRAE Standard 90.2-2007, *Energy Efficient Design of Low-Rise Residential Buildings*. SSPC 90.2 is considering revisions to its current TPS to help the committee

reach its goal of 30% improvement to the standard by 2010 and to make the TPS consistent with the 90.1 TPS. There will be no 2008 Supplement as no new addenda have been approved for publication since the 2007 edition of the standard.

- h. ANSI/ASHRAE/IESNA Standard 100-2006, *Energy Conservation in Buildings*. The *TCLS and SPLS Liaisons* are meeting with TC 7.6 to revise the standard and to get assistance in finding a Chair for the project committee. The intent is to develop this revision quickly in response to needs by several federal agencies and the industry as a whole.
- i. BSR/ASHRAE/USGBC/IESNA Standard 189.1P, *Standard for the Design of High-Performance Green Buildings Except Low-Rise Residential Buildings*. ASHRAE, USGBC, and IESNA have approved the reconstituted committee roster for SPC 189.1. The committee now has 34 voting members and 5 non-voting members. The SPC will be meeting on January 27th and 28th to review the previous draft and to hear comments from the public. The SPC is holding face to face meeting in California on February 23-24, 2009. USGBC and IESNA have approved placing the document on continuous maintenance upon publication. SPLS approved a revised work plan for Standard 189.1.
- j. Standards Committee requested that a letter be sent by President William Harrison on behalf of SSPC 161, *Aircraft Quality Within Commercial Aircraft*, to the U.S. Federal Aviation Administration, European Aviation Safety Agency and International Civil Aviation Organization to either adopt Standard 161 or to investigate and determine the requirements for bleed air contaminant monitoring and solutions to prevent bleed air contamination.

4. Title, Purpose, and Scope (TPS) Changes approved

- a. Standard 41.3, *Standard Method for Pressure Measurement*
- b. Standard 23, *Method of Testing for Rating Positive Displacement Refrigerant Compressors and Condensing Units*
- c. Standard 185.2, *Method of Testing Ultraviolet Lamps for Use in HVAC&R Units or Air Ducts to Inactivate Microorganisms on Irradiated Surfaces*

5. Other Standards Committee Items of Interest:

- a. To date during the 2008-2009 Society Year, Standards Committee has processed the following:
 - i. 379 Project Committee roster changes
 - ii. 34 Publication Drafts
 - iii. 50 Public review drafts
 - iv. 244 Public Review Comments
- b. The fall public review cycle was conducted entirely through the online comment database.
- c. Standards Committee approved placing Standard 160, *Criteria for Moisture Control Design Analysis in Buildings*, on continuous maintenance upon publication of the document.
- d. Standards Committee recommended Dr. Charles E. Dorgan for the recipient of the Standards Achievement Award.

6. Status of Other Organization's and International Standards

a. Intersociety Representatives

- i. The next meeting of the Green Building Initiative's Full Technical Committee has been scheduled for February 11-13, 2009. The committee will review and discuss comments from the committee and the public regarding the GBI Proposed American National Standard 01-200XP: *Green Building Assessment Protocol for Commercial Buildings*. ASHRAE is represented on this committee by Bill Coad. The meeting will be held in Washington, DC, and is open to the public.
- ii. ASHRAE TC 2.6 expects to appoint an intersociety representative to ANSI/ASA 12, *Noise*, at its meeting in Chicago.
- iii. Dakers Gowans and Dennis Landsberg have volunteered to represent ASHRAE on the US TAG to ISO/TC 242, *Energy Management*.

b. ANSI Standards Tracking

The AMOS-I reviews every issue of ANSI Standards Action to identify public review drafts or project initiation notices that may be of interest to ASHRAE SPCs and TCs. The members themselves may comment or they may suggest that ASHRAE submit comments as an organization. The following actions have been taken since the 2008 Technology Weekend.

- i. **USGBC**, the US Green Building Council, announced the initiation of a new standard, *BSR/USGBC LEED™ EB O&M-200x, LEED™ for Existing Buildings: Operation and Maintenance*, in the June 20, 2008 edition of ANSI Standards Action. The PINS (Project Initiation Notification System) notice was sent to several PC and TC chairs. ASHRAE, ACCA, and USGBC held a conference call on October 6, 2008, to resolve potential overlap of this proposed standard with ANSI/ASHRAE/ACCA Standard 180, *Standard Practice for Inspection and Maintenance of Commercial HVAC Systems*. USGBC indicated that they would get back to ASHRAE within a week of February 2, 2009 in response to an email sent from Doug Tucker. However, as of February 19, 2009 ASHRAE has not received a response.
- ii. **AHAM**, the Association of Home Appliance Manufacturers, announced the initiation of a new standard, *BSR/AHAM PAC-1, Portable Air Conditioners*, in the August 22, 2008 edition of ANSI Standards Action. The PINS notice was sent to TC 8.11.
- iii. **ACCA**, the Air Conditioning Contractors of America, announced the initiation of a new standard, *BSR/ACCA Manual D 1 -200x, Residential Duct System Design* (revision of ANSI Man "D"/ ACCA 1-2002) in the October 24, 2008 edition of ANSI Standards Action. The PINS notice was sent to TC 5.2.
- iv. **AMCA**, the Air Movement and Control Association, announced the public review of *BSR/AMCA 510-2004 (R200x), Methods of Testing Heavy Duty Dampers for Rating* (reaffirmation of ANSI/AMCA 510-2004), in the October 24, 2008 edition of ANSI Standards Action. The public review notice was sent to TC 5.2 and TC 5.8.
- v. **AMCA**, the Air Movement and Control Association, announced the public review of *BSR/AMCA 520-2004 (R200x), Laboratory Methods of Testing Actuators* (reaffirmation of ANSI/AMCA 520-2004), in the October 24, 2008 edition of ANSI

- Standards Action. The public review notice was sent to TC 5.6.
- vi. The **Green Building Initiative** announced the public review of BSR/GBI 01-200x, *Green Building Assessment Protocol for Commercial Buildings*, in the October 24, 2008 edition of ANSI Standards Action. The public review notice was sent to TG 1, TC 2.8, TRG 4, TC 6.7, TRG 7 SBOMC, TC 7.1, TC 9.6, TC 9.7, and SSPC 90.1.
 - vii. **AHAM**, the Association of Home Appliance Manufacturers, announced the initiation of a new standard, BSR/AHAM HRF-1-200x, *Energy and Internal Volume of Refrigerating Appliances* (revision of ANSI/AHAM HRF-1-2007, in the October 24, 2008 edition of ANSI Standards Action. The PINS notice was sent to TC 8.9.
 - viii. **ASME** announced the initiation of the revision of ASME PTC 4.3 1968 (R1991), *Air Heaters*, in the October 24, 2008 edition of ANSI Standards Action. The PINS notice was sent to TC 6.1.
 - ix. **UL**, Underwriters Laboratories, announced the public review of revisions to BSR/UL 1995, *Heating and Cooling Equipment*, in the October 24, 2008 edition of ANSI Standards Action. The PR notice was sent to SSPC 15.
 - x. **BICSI**, Building Industry Consulting Service International, announced the public review of BSR/BICSI 002-200x, *Data Center Design Standard and Recommended Practices*, in the November 14, 2008 edition of ANSI Standards Action. The public review notice was sent to TC 9.9.
 - xi. **USGBC**, the U.S. Green Building Council, announced the initiation of a new standard, BSR/USGBC LEED™ ND-200x, *LEED™ for Neighborhood Development*, in the November 21, 2008 edition of ANSI Standards Action. The PINS notice was sent to TG 1, TC 2.8, TRG 4, TC 6.7, TRG 7 SBOMC, TC 7.1, SSPC 90.1 and SSPC 191.
 - xii. **ASTM** announced the initiation of a new standard, BSR/ASTM F2520-200x, *Standard Specification for Reach-In Refrigerators, Freezers, Combination Refrigerator/Freezers, and Thaw Cabinets*, in the December 5, 2008 edition of ANSI Standards Action. The PINS notice was sent to TC 10.7.
 - xiii. **ASABE**, the American Society of Agricultural and Biological Engineering, announced the public review of BSR/ASAE EP282.2-SEP93 (R200x), *Design Values for Emergency Ventilation and Care of Livestock and Poultry*, in the December 5, 2008 edition of ANSI Standards Action. The PINS notice was sent to TC 2.2.
 - xiv. **AMCA**, the Air Movement and Control Association, announced its intent to designate AMCA 99, *Standards Handbook*, as an American National Standard in the December 12, 2008 edition of ANSI Standards Action. The PINS notice was sent to TC 5.1.
 - xv. **UL**, Underwriters Laboratories, announced the public review of BSR/UL 60335-2-34-200x, *Standard for Safety for Household and Similar Electrical Appliances - Part 2: Particular Requirements for Motor-Compressors* (identical national adoption and revision of ANSI/UL 60335-2-34-2005), in the December 26, 2008 edition of ANSI Standards Action. The PR notice was sent to TC 8.1.
 - xvi. **AABC**, the Associated Air Balance Council, a new ANSI Organizational Member, submitted an application for accreditation as an ANSI Accredited Standards Developer and proposed operating procedures for documenting consensus on proposed American National Standards. The notice appeared in the January 16, 2009 edition of ANSI Standards Action and was sent to TC 7.7 and TC 7.9.

- c. Canvas Method Standards:
 - i. ASHRAE participates in the review of standards in the fields of HVAC&R developed by other American standards developers. ASHRAE's participation is either solicited by the standards developer directly or prompted by staff review of ANSI Standards Action.
 - 1. **AHAM**, the Association of Home Appliance Manufacturers, announced the initiation of a new standard, *BSR/AHAM PAC-1, Portable Air Conditioners*, in the August 22, 2008 edition of ANSI Standards Action. The PINS notice was sent to TC 8.11, and ASHRAE has been included on the review panel for this standard.
- d. ASHRAE Standards submitted to US TAGs for adoption as an ISO Standard
 - i. ANSI requires that standards submitted for approval as an American National Standard also be submitted to the US Technical Advisory Group (US TAG) corresponding to the relevant ISO Technical Committee (ISO/TC) for consideration for adoption as an International Standard.
 - 1. ANSI/ASHRAE Standard 133, *Method of Testing Direct Evaporative Air Coolers*, was submitted to the US TAG to ISO/TC 86, Panel 6, on September 5, 2008.
 - 2. ANSI/ASHRAE Standard 182, *Method of Testing Absorption Water-Chilling and Water-Heating Packages*, was submitted to the US TAG to ISO/TC 86, Panel 6, September 5, 2008.
 - 3. ANSI/ASHRAE/ASHE Standard 170, *Ventilation of Healthcare Facilities*, was submitted to the US TAG to ISO/TC 205, Panel 4, on September 5, 2008.
 - 4. ANSI/ASHRAE Standard 161, *Air Quality within Commercial Aircraft*, was submitted to the US TAG to ISO/TC 20 on August 22, 2008. TAG submitted the document to the Chairman of ISO/TC 20, who expressed an interest in identical adoption of the standard. A request was sent to the chairman of SSPC 161 for recommendations of a working group convenor in order to initiate the process.
- e. Recent ISO TC and WG meetings and items of interest –
 - i. ASHRAE will host the next ANSI International Forum (AIF) meeting in Atlanta on February 3, 2009 and a training class on use of the ISO standard template on February 4-6, 2009.

ISO/TC 86 – Refrigeration and Air-Conditioning

- i. ISO/CD 5149, *Refrigerating systems and heat pumps – Safety environmental requirements*, is under consideration for advancement to the Draft International Standard stage. US review of ISO/CD 5149 is led by the US TAG to ISO/TC 86 and is supported by an ad hoc committee of ASHRAE SSPC 15.
- ii. SC 1/WG 1 intends to meet in Chicago during the ASHRAE Winter Conference to discuss a proposed new work item titled, *Refrigerating systems and heat pumps – Qualification of tightness of components and joints*.
- iii. ISO/DIS 5151, *Non-ducted air conditioners and heat pumps - Testing and rating for performance*, received approval from SC 6 for circulation as a Final Draft International Standard, but the project was cancelled in February because it missed the deadline for submittal of the approval draft.

- iv. ISO/DIS 13253, *Ducted air-conditioners and air-to-air heat pumps -- Testing and rating for performance*, received approval from SC 6 for circulation as a Final Draft International Standard, but the project was cancelled in February because it missed the deadline for submittal of the approval draft.
- v. ISO/DIS 15042, *Multiple split-system air-conditioners and air-to-air heat pumps -- Testing and rating for performance*, received approval from SC 6 for circulation as a Final Draft International Standard.
- vi. ISO/CD 19298, *Water chilling packages using the vapor compression cycle*, was circulated to SC 6 as a Committee Draft in 2007, with the comment period closing on January 18, 2008. Once published, this standard may be considered for joint adoption by AHRI and ASHRAE to replace ARI 550/590 and ASHRAE 30.
- vii. SC 8/WG 3 met in New York on January 17-18, 2008, and in Munich, Germany on April 16-17, 2008, to develop ISO 12810, *Fluorocarbon refrigerants – Specifications and test methods*, which will be based on ARI 700/700C. The next meeting is planned for Chicago in 2009.
- viii. ISO 817, *Refrigerants – Designation and safety classification*, was approved by SC 8 to advance as a Draft International Standard.
- ix. The TC 86 ballot for disbandment of SC 5, *Testing and rating of household refrigerating appliances*, passed. The work programme of SC 5 was transferred to IEC last year.
- x. ISO/TC 86/SC 7, *Commercial refrigerated display cabinets*, met in Milan, Italy on October 1, 2008 to discuss a standard being developed in parallel with CEN/TC 4/WG 1.

ISO/TC 142, *Cleaning equipment for air and other gases*

- i. ASHRAE recently assumed administration of the US TAG to ISO/TC 142 on behalf of ANSI.
- ii. ISO/FDIS 21220, *Particulate air filters for general ventilation -- Determination of the filtration performance*, failed the approval ballot and will be sent back to TC 142 for further study.
- iii. The committee review of ISO/CD 29463, *High efficiency filters and filter media for removing particles in air (parts 1 through 5)*, closed on August 15, 2008. The US TAG voted in favor of advancement of these standards to the next stage, and the ballots were approved by the TC.
- iv. The committee review and ballot of ISO/CD 29464, *Cleaning equipment for air and other gases – Terminology*, closed on September 6, 2008. The US TAG voted against advancement of this to the next stage, but the ballot was approved by the TC.
- v. The US hosted the plenary meeting of ISO/TC 142 in Philadelphia on December 6-8, 2008, in conjunction with the INDA conference.

ISO/TC 180/ SC 4 – *Solar Energy – Systems – Thermal Performance, Reliability and Durability*

- i. ISO/DTS 11924, *Test methods for the assessment of protection from extreme temperatures and pressures*, is to be advanced to publication.

- ii. ISO/WD 9459-4, *System performance characterization by means of component tests and computer simulation*, was approved by SC 4 for submittal to ISO as a Committee Draft.

ISO/TC 205 – Building Environment Design

- i. ISO/TC 205 met on November 10-12, 2008 in Delft, Netherlands.
- ii. ISO 23045:2008, *Prescriptive guidelines to assess energy efficiency of new buildings – Guidelines for new buildings*, has been published.
- iii. ISO/CD 11368, *Energy performance of buildings - Methodology to assess the overall energy and environmental impact by using a holistic (complete) approach*, has been circulated for committee review.
- iv. ISO/CD 16815, *Building environment design – Design and evaluation of indoor thermal environment*, has been approved for advancement to the DIS stage.
- v. Working Group 4, *Indoor air quality*, is considering the development of standards covering IAQ in industrial premises and buildings and mechanical ventilation systems for residential apartments.
- vi. ISO/TC 205 decided to reestablish WG 7, *Indoor visual environment*.
- vii. ISO/CD 11855-1, *Radiant heating and cooling systems - Part 1: Definition, symbols, and comfort criteria*, and ISO/CD 11855-2, *Radiant heating and cooling systems - Part 2: Determination of heating and cooling capacity*, completed committee review and were approved for advancement to the DIS stage.
- viii. ISO/TC 205 and ISO/TC 163, *Thermal performance and energy use in the built environment*, have both submitted proposed scope changes to the ISO/TMB for approval. ANSI and other countries have asked the TMB to defer a decision on the TC 163 scope change because it infringes on the current activities of ISO/TC 205. ISO has convened a meeting on February 10, 2009, to discuss the scope and activity conflicts between these two TCs.

ISO/PC 242 – Energy Management

- i. The US TAG to ISO/PC 242 held a meeting on January 13-14, 2009, in San Francisco, CA, to prepare the US position and comments on the latest working draft of ISO 5001, *Energy Management*.
- ii. ISO/PC 242 will meet on March 9-12, 2009 in Brazil.

7. Code Interaction

- a. **ASHRAE proposals to the ICC** - The ICC code proposals are due April 24, 2009. No proposals had been approved by the cognizant SSPCs to be considered at the Winter Meeting. Proposals will be reviewed by CIS via a conference call before the submission deadline. Proposals will be submitted on behalf of SSPC 34, 62.1, 62.2, 90.1, and 180.
- b. **ASHRAE proposals to NFPA** -NFPA proposals are not due until fall 2009. Proposals will be considered at the Annual Meeting in Louisville.
- c. **ASHRAE proposals to IAPMO UMC:** Proposals to the UMC are due February 2010 and will be considered by CIS at a later date. IAPMO USEC: This is the Universal Solar Energy Code. A comment was submitted to update references to ASHRAE Standard

93-2003 *Methods of Testing to Determine the Thermal Performance of Solar Collectors and ASHRAE Standard 95-81 RA Thermal Testing of Residential Solar Water Heating Systems.*

RESEARCH ADMINISTRATION COMMITTEE:

1. Tech Council approved that tentative research project 1335-TRP, “*Effects of Typical Inlet Conditions on Air Outlet Performance,*” be awarded to the University of Nevada, Las Vegas for a period of 22 months at a total cost to ASHRAE of \$125,762.
2. Tech Council approved that tentative research project 1344-TRP, “*Cleanroom Pressurization Strategy Update – Quantification and Validation of Minimum Pressure Differentials for Basic Configurations and Applications,*” be awarded to Engsysco, Inc. for a period of 24 months at a total cost to ASHRAE of \$119,000.
3. Tech Council approved that tentative research project 1360-TRP, “*How do Pressure Drop, Efficiency, Weight Gain, and Loaded Dust Composition Change throughout Filter Lifetime,*” be awarded to RTI International for a period of 24 months at a total cost to ASHRAE of \$185,220.
4. Tech Council approved that tentative research project 1383-TRP, “*Develop a Radiant System Module for the Simulation and Analysis of Spaces and Systems,*” be awarded to Wrightsoft Corporation for a period of 23 months at a total cost to ASHRAE of \$147,687.
5. Tech Council approved that tentative research project 1455-TRP, “*Advanced Control Sequences for HVAC Systems – Phase I Air Distribution and Terminal Systems,*” be awarded to Taylor Engineering, LLC for a period of 24 months at a total cost to ASHRAE of \$160,000.
6. Tech Council approved that tentative research project 1509-TRP, “*Study the Degradation of Typical HVAC Materials, Filters and Components Irradiated by UVC Energy,*” be awarded to the University of Dayton Research Institute for a period of 15 months at a total cost to ASHRAE of \$137,563.
7. RAC awarded tentative research project 1460-TRP, “*Design Specifications for Wet-Bulb Aspirator Apparatus,*” to the University of Wisconsin for a period of 12 months at a total cost to ASHRAE of \$88,476.
8. RAC awarded tentative research project 1487-TRP, “*The Development of Simplified Rack Boundary Conditions for Numerical Data Center Models,*” to the University of Colorado for a period of 18 months at a total cost to ASHRAE of \$84,714.
9. RAC expects to release for bid in spring 2009 the following 10 RAC-approved work statements pending satisfactory completion of all RAC approval conditions:
 - a. 1369-TRP, “*Design Guidelines to Prevent Snow Causing Shutdown of HVAC Systems*” sponsored by TC 5.2 – Duct Design. ASHRAE Strategic Research Plan Goal: C1, D1, A6, E2
 - b. 1409-TRP, “*Stability of Candidate Lubricant for CO₂ Refrigeration*” sponsored by TC 3.2 – Refrigerant System Chemistry. ASHRAE Strategic Research Plan Goal: D2, D3

- c. 1413-TRP, “*Developing Standard Procedures for Filling Weather Data-Gaps during Analysis of Measured Building Energy*” sponsored by TC 4.2 – Climatic Information. ASHRAE Strategic Research Plan Goal: A7, C1, C4
 - d. 1415-TRPC, “*Thermal and Lighting Performance Metrics of Tubular Daylighting Devices*” sponsored by TC 4.5 – Fenestration. ASHRAE Strategic Research Plan Goal: A7, C1, C3, E1, E2.
 - e. 1420-TRPC, “*Inlet and Discharge Installation Effects on Airfoil (AF) Centrifugal Plenum Plug Fans for Air and Sound Performance*” sponsored by TC 5.1 – Fans. ASHRAE Strategic Research Plan Goal: B2.
 - f. 1478-TRPC, “*Measuring Air-tightness of Mid- and High-Rise Non-residential Buildings*” sponsored by TC 4. 3 – Ventilation Requirements and Infiltration. ASHRAE Strategic Research Plan Goal: A1, B2.
 - g. 1493-TRPC, “*CFD Shootout Contest - Prediction of Duct Fitting Losses*” sponsored by TC 5.2– Duct Design. ASHRAE Strategic Research Plan Goal: C6.
 - h. 1502-TRPC, “*User Interface Design for Advanced System Operation*” sponsored by TC 1.4 – Control Theory and Application. ASHRAE Strategic Research Plan Goal: A7, B2, C6.
 - i. 1522-TRPC, “*Establishment of Design Procedures to Predict Room Airflow Requirements in Partially Mixed Room Air Distribution Systems*” sponsored by TC 5.3 – Room Air Distribution. ASHRAE Strategic Research Plan Goal: A6, B2, C6, D1.
 - j. 1544-TRPC, “*Establishing Benchmark Levels of Commercial and Institutional Hot Water Use by End Use*” sponsored by TC 6.6 – Service Water Heating Systems. ASHRAE Strategic Research Plan Goal: A1, A2, A3, A6, A7, C1, C2, C4
10. RAC reviewed ten work statements and none were accepted as-is, 6 were conditionally accepted, and 4 were returned with comments. The conditionally accepted work statements will be released for bid once the responsible Research Liaison is satisfied that all approval conditions have been met by the TC/TG or SSPC.
11. RAC reviewed twelve RTARs for addition to the Society’s Research Implementation Plan and 4 were accepted, 5 were returned, and 3 were rejected. All RTARs that were reviewed will be returned to the sponsoring committee with specific feedback comments from RAC.
12. Current commitments for FY 2008-2009 research total \$2,113,852. This leaves \$554,248 in uncommitted funds that can be allocated to new project payments this fiscal year without exceeding the budget. If all ten pending tentative research projects (TRPs) and three unsolicited research proposals (URP) are approved for funding at this meeting, we will still have \$102,647 in uncommitted funds for this year. Current commitments for FY 09-10 total \$1,148,647. The draft FY 09-10 budget for projects, grants and awards is \$2,913,200 due to an especially good fundraising year in 07-08.
13. The RAC ad hoc committee responsible for the headquarters “Living Lab” continues to work with their counterparts on the Building Committee’s Technical Advisory committee to develop plans and disseminate detailed information on the capabilities and performance of the Living Lab to the TCs and others for research and general information. The first set of building data that will be made available in spring 2009 via the internet are to be sub-metered power consumption data for the various systems. It is expected that institutional responsibility for the Living Lab will reside with RAC after this transition period.
14. Four nominations were received for the 2009-2010 New Investigator Award and Dr. Amir Jokar of Washington State University - Vancouver was selected as the recipient.

15. A total of 31 applications were considered for the 2009-2010 graduate student grant-in-aid program. The following 20 students will receive a \$10,000 grant:

<u>Name</u>	<u>University</u>
Craig Bradshaw	Purdue University
Brian Coffey	UC – Berkeley
Matthew Elliott	Texas A&M University
Wei Feng	Syracuse University
Elliott Gail	University of Texas, Austin
Kate Goldstein	University of Texas, Austin
Priscilla Guerrero	University of Texas, Austin
Neil Hayes	Washington State University
Angela Lewis	Pennsylvania State University – LMC #1
James Liangchung Lo	University of Texas, Austin
Kathryn Matlack	Georgia Institute of Technology
James McNeill	University of Colorado, Boulder – LMC #2
Danielle Monfet	Concordia University
Mohammad Nejad	Pennsylvania State University
William O'Brien	Concordia University
Selen Okcu	Georgia Institute of Technology
Thomas Thorsell	Syracuse University
Cassandra Wiese	University of Nevada
Zhao Xinzhi	University of Nebraska, Lincoln
Wangda Zuo	Purdue University

Angela Lewis of Penn. State and James McNeill of University of Colorado – Boulder hold the added distinction of being named the 2009-2010 Life Member Club grant recipients as the top one and two rated applicants, respectively. These two grants are supported by a financial contribution from the club.

16. The Research Advisory Panel (RAP) presented to the TCs the following eleven goal topic areas for review and feedback:

Goal Topic	Goal Champion	Preliminary TC List
Maximize actual operational energy performance of buildings & facilities	Martha Hewett (RAP.BldgOpEffic@ashrae.net)	TC 1.4, 1.5, 4.4, 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 7.7, 7.8, 7.9, 9.8, TRG7.SBOMC, TG3, BPM
Progress toward cost-effective net-zero energy buildings	Jim Brodrick (RAP.NetZero@ashrae.net)	TG 1, TC 1.10, 4.4, 4.7, TRG 4, 5.5, 6.7, 6.8, 6.9, 7.1, 7.4, 7.6, TRG 7, Sect. 9, 10.1, 10.5, AEDG
Residential retrofit energy efficiency	Larry Markel (RAP.Residential@ashrae.net)	TG 3 & 4, TC 4.1, 4.7, 5.11, 6.3, 6.5, 6.6, 6.7, 6.8, 6.9, 6.10, 8.9, 8.11, 9.5, AEDG
Quantification of IEQ benefits	Bill Fisk (RAP.IEQ@ashrae.net)	EHC, IAQ DG, BPM, Sect. 2, 5, 7, 9, TC 1.12, 4.7, 4.10
Energy Standards Development, Compliance & Enforcement	Steve Taylor (RAP.Stds@ashrae.net)	Sect. 4 & 9, TC 1.4, 1.5, 1.8, 1.10, 5.5, 6.6, 6.7, 6.8, 6.9, 6.10, 7.1, 7.4, 7.5, 7.6, TG1 & 3, AEDG, BPM
Building Information Modelling of energy efficient, high performing buildings	Hywel Davies (RAP.BIM@ashrae.net)	BIM, TC 1.5, 1.6, TG3, Sect. 4, 5, 6, 7, 8, 9
Load calculation methods, energy calculation methods and design procedures suitable for low energy and net-zero energy buildings	Jeff Spitzer (RAP.BldgCalcs@ashrae.net)	TG 1, TC 4.1, 4.3, 4.4, 4.5, 4.7, 4.10, 7.4, 7.5, 7.6, TRG 4, AEDG
Natural refrigerants and refrigerant charge reduction	Zahid Ayub (RAP.Refrig@ashrae.net)	REF, Sect. 10, TC 9.5, 9.3, 9.2, 9.1, 8.11, 8.9, 8.8, 8.6, 8.5, 8.4, 8.2, 8.1, 3.8, 3.3, 3.2, 3.1, 1.3
Improve specific components of HVAC&R systems	Wayne Reedy (RAP.Components@ashrae.net)	TC 1.3, 1.11, 3.1, 5.1, 5.2, 5.5, 6.3, 6.6, 6.10, 8.1, 8.2, 8.3, 8.4, 8.5, 8.8, 8.9, 8.11, TG8, REF
Support of Advanced Energy Design Guides	Don Colliver (RAP.AEDG@ashrae.net)	TG 1, TC 1.10, 4.4, 4.7, TRG 4, 5.5, 6.7, 6.8, 6.9, 7.1, 7.4, 7.6, TRG 7, Sect. 9, 10.1, 10.5
Transform engineering and architectural education	Alison Kwok (RAP.EDU@ashrae.net)	TC 1.1, 1.3, 3.1, 2.5, 2.8, 7.1, PDC, SAC, YEA

The topics were developed based upon the results from a survey of Society and grass root membership that was conducted last summer. It is expected that the final version of the 2010-2015 Research Strategic Plan will consist of approximately half this number of goal topics.

TECHNICAL ACTIVITIES COMMITTEE:

1. The executive committees of TAC and the Conferences and Expositions Committee (CEC) met for the first time in Chicago to discuss potential changes to the Society's technical program and the program-related concerns of some or all TCs. The meeting helped to give TAC members a better understanding for why these potential changes are needed or would be useful to the TCs or ASHRAE as a whole. CEC in turn was able to use TAC as a sounding board for their potential changes and gain constructive feedback from the perspective of the TCs. The group plans to meet again in Louisville to continue this process.
2. As the first step in response to the Region-at-Large (RAL) referral from the Lebanese Chapter that the climatic weather zones for major cities in RAL countries be identified to allow proper application of ASHRAE Standard 90.1 and Std. 169, TAC member and SSPC

169 (weather data) chair, Dru Crawley, has agreed to bring this request before the SSPC for further consideration and to report back.

3. With assistance from RAC, the following completed ASHRAE research projects have been identified that appear to address, to some extent, the RAL referral from the Lebanese Chapter for research to be done on the use of HCFC replacement refrigerants in high ambient condition areas:

- 859-RP, *Capacity and Power Demand of Unitary Air Conditioners and Heat Pumps under Extreme Temperatures and Humidity Conditions* - 1997
- 1173-RP, *Improvement and Validation of Unitary Air Conditioners and Heat Pump Simulation Models for R-22 and HFC Alternatives at Off-Design Conditions* - 2008

Two additional projects, which were sponsored by the Air Conditioning Research Institute (ARTI) and the California Energy Commission, were also identified and the MORTS will attempt to get copies or links to these reports as well.

4. A training webinar for TC chairs on how to update TC rosters for next year was held earlier this month and about 20 TCs participated. This is the first time that TAC has used this type of technology and the participant feedback so far has all been very positive. Future plans are to do more training webinars and to investigate options for saving and posting the more effective webinars on the ASHRAE website.
5. In response to a request from Pub/ED Council for a consumer brochure on selecting and maintaining residential HVAC equipment, TC 9.5 reported that they have a 90% draft of the brochure ready and expect to finalize in Louisville after reviewing it with Pub Ed staff. TC 9.5 is very interested in working with ASHRAE on helping develop the marketing plan for providing consumer information.
6. The scope of TC 5.3, Room Air Distribution, has been changed as shown:

TC 5.3 is concerned with the distribution, diffusion and conditioning of air within rooms and similarly treated spaces. It includes consideration of the principles of air distribution, air diffusion and performance characteristics of all types of air terminal devices, fan coils, chilled beams and high/low pressure assemblies (boxes) or components, including associated or related accessories for both supply and extract air.

7. The scope and title of TC 6.5, ~~Radiant and Convective Space Heating and Cooling~~ has been changed as shown:

TC 6.5 is concerned with all types of sensible radiant space heating and cooling systems, ~~which primarily employ thermal radiation. These systems may incorporate in-space or central convective systems. Energy sources include electric, gas, oil, solid fuels, and alternative energy resources.~~ Typical applications are high or medium-temperature radiant elements, ~~beam~~, spot, or total area radiant heating panels or thermally active slabs for ~~total area~~ heating and cooling, ~~radiant/competitive (hybrid, load data sharing) HVAC systems, and in-space convective heaters.~~

8. The scope of TG1.Opt has been changed as shown below:

TC 10.3 is concerned with all energy aspects of energy and power utilization of systems and equipment for comfort and service, assessment of their impact on the environment, and development of analysis techniques, methodologies and solutions for environmentally safer, sustainable low-energy buildings identifying, developing and disseminating optimization techniques that enhance the performance of HVAC&R components, systems and building systems that are not application or tool specific. TC 10.3 is focused on the fundamentals of optimization techniques (such as: mathematical formulation, constraints handling, multi-objective optimization, approximation techniques, robust optimization, etc).

REFRIGERATION COMMITTEE:

1. REF will appoint a steering committee to coordinate the development of the CO₂ chapter for the 2010 Refrigeration volume of the ASHRAE Handbook. TC 10.3 is responsible for the chapter and members from other Section 10 TC's including 10.1, 10.7 and 10.10 have been asked to expedite the development review the chapter.
2. REF discussed concerns related to the EPA's proposed ban on the manufacture of R-22 containing equipment. A motion recommending that ASHRAE provide a formal opinion or position on the subject failed in REF. However, REF believes that the technology and design related information currently exists in ASHRAE to allow air conditioning and refrigeration systems to be designed and installed without the use of R-22.
3. REF is developing an approach for design guides on energy efficient refrigerated facilities and refrigeration systems and plans to submit a proposal to the Special Projects Subcommittee for consideration at their Annual Meeting in Louisville. Included will be benchmarking, energy efficiency and otherwise sustainable refrigerated facilities and refrigeration systems.
4. REF will consider the need for ASHRAE guidelines on refrigeration system commissioning. REF will survey the need and consider submission of a title, purpose and scope to Standards Committee.
5. REF approved Russell Heiken, PE, Wade Conlon, PE, and Robert Symmes, PE as winners of the ASHRAE Comfort Cooling Award for their project titled Carlisle Regional Medical Center. The Comfort Cooling Award will be presented at the Annual Meeting in Louisville.
6. REF approved Cesar Luis, PE, as the winner of the Milton Garland Award for his project titled San Fernando Brewery Refrigeration Modernization Project. The Milton Garland Award will be presented at the Annual Meeting in Louisville.
7. REF approved Doug Reindl and Todd Jekel as the winners of the inaugural George Briley ASHRAE Journal Article Award for their article titled *Heat Recovery in Industrial Refrigeration*. The award will be presented during the REF meeting at the Annual Meeting in Louisville.

ENVIRONMENTAL HEALTH COMMITTEE:

1. EHC continues work on 2008-2009 MBO's 1 & 2 to produce a quantitative description of safe building water and safe building air for use in the Vision 2020 NZEB initiative to define the benchmark for claiming no degradation of safety in the indoor environment.
2. EHC led a cross-disciplinary committee to develop a strategic approach to airborne infectious disease research. The committee drafted a strategic plan of research topics, a list of potential co-funders, and ASHRAE committees to be involved. EHC will sponsor the first RTAR, *Role of HVAC in Transmission of Infectious Agents in Buildings and Intermodal Transportation*, for submission to RAC this spring.
3. The Environmental Tobacco Smoke (ETS) Position Document (PD) that was reaffirmed by the BOD in Salt Lake City has been posted on the ASHRAE website. In response to an action item from Technology Council, EHC has reviewed the PD and determined the format is in compliance with the current ROB requirements for PD's and that no further revisions were necessary.
4. A draft of the Airborne Infectious Diseases (AID) PD was distributed to Technology Council prior to the Chicago Meeting. The PD committee plans to incorporate a couple of minor, editorial changes and issue the PD for letter ballot approval shortly after the Winter Meeting.
5. The Unvented Combustion Appliances (UCA) PD committee met in Chicago to discuss their latest draft PD. The committee aims to submit a draft for approval before June.
6. The committee to revise the Indoor Air Quality (IAQ) PD was appointed and has met three times via conference call. A draft is anticipated for the Annual Meeting in June.
7. The steering committee for ASHRAE's IAQ 2010 Conference titled *Airborne Infection Control – Ventilation, IAQ and Energy* was appointed and met in Chicago. IAQ 2010 will take place November 10-13th, 2010 in Kuala Lumpur.
8. EHC approved H. E. (Barney) Burroughs as the winner of the Environmental Health Award. This award will be presented at the Annual Meeting at Louisville.

SPECIAL PROJECTS SUBCOMMITTEE:

1. Special Projects approved the initiation of a new Cooperative Special Project for ASHRAE's participation in the DASH High Performance Building Database consortium and project.

ASHRAE is co-managing this effort with the Green Building Alliance (GBA). The only commitment by ASHRAE at this point is the time and participation of Bruce Hunn, which is covered by regular salary allocations. Several organizations have been approached for funding for the DASH effort including Roy A. Hunt Foundation, Kresge Foundation, and others. A business plan is being developed in conjunction with Wellspring, a non-profit organization in Pittsburgh. Part of that plan will deal with funding.

2. A detailed report of the status of active special projects was made at the meeting. Items of particular interest are summarized below.

3. **SP 118 (Advanced Energy Guide for Existing Buildings – Business Case)** – The publication date for this document has been pushed back to June 2009 (Louisville meeting). The original contract with L&S was for \$125K, but the last \$20K has not yet been paid and the contract will be renegotiated to a lower amount. That money is allocated to a second contractor, Lord Green Real Estate Strategies, to “rewrite” the document into a more business oriented document.

Three of the five chapters have been completed by the second contractor (business editor) and the \$20K will cover one more chapter. An additional \$5K will be needed for the last chapter and should be available from the existing budget.

4. **SP 119 (Carbon Emission Calculation Tool)** – Two workshops had previously been organized and conducted to identify the issues involved in this work, which resulted in a Statement of Work for a feasibility study and tool development. DOE is now going to fund an NREL study which is expected to address most of the issues in that Statement of Work.

This Carbon Tool PC will continue to monitor the NREL study and act as a resource, but no additional money is required or requested at this time. They will continue to report to the BPM SC and to the Special Projects Subcommittee. The project will remain open but inactive as a placeholder for possible future activity

5. **SP 123 (Standard 90.1 Building Energy Benchmarks)** – The purpose of this project is to have a standard set of benchmarks available to be used so that different proposed addenda to 90.1 can be officially compared against 90.1-2004 to see if the 2010 standard has achieved the proposed 30% reduction. The DOE Benchmarks to be used have now been completed and a draft ASHRAE web site has been developed. The web site will be officially set up after the benchmarks are reviewed by ASHRAE. Initially, the link to the site will be from the Special Projects website

It was agreed at the BPM SC meeting that the benchmarks used by ASHRAE should be consistent with those used by DOE and that the weighting factors should be consistently applied with CBECS used for existing buildings and Dodge data used for future construction.

6. **SP 124 (Underfloor Air Distribution Design Guide)** – This project originated with TRG7-UFAD with the goal of updating the current UFAD Design Guide. The original target was to have a draft ready at the Salt Lake City meeting (June 2008) but the target was subsequently revised to the Chicago meeting (January 2009). One challenge within the committee has been polarization between two very strong sides (component versus system-based).

On January 8, 2009; Jim Woods resigned as Chair of the project committee. It has been recommended (and TAC approved) that Dan Int-Hout move from Vice Chair to Chair of the committee and that Jim Megerson be named as Vice Chair.

The recommendation from this Subcommittee and the message to the TRG as they move forward is that they will be provided with new leadership, staff support, and the funding/resources for a major working meeting this spring. The deliverable by Louisville will be a 90% draft document that would be reviewed and updated and ready for approval for publication by Orlando. If that cannot be accomplished, other options will be considered by the Special Projects Subcommittee at the Louisville meeting.

OPERATIONS SUBCOMMITTEE:

1. Costas Balaras and Kay Thrasher provided a thorough summary of issues the BOD is currently discussing. The Operations Subcommittee members appreciated the presentation Costas and Kay provided that can be used as a quick reference when they communicate these points to their respective standing committees. The Operations Subcommittee members felt this presentation was very valuable and look forward to a similar presentation during the next Operations Subcommittee meeting
2. The Operations Subcommittee members discussed Tech Council MOP changes related to the Operations Subcommittee. All the current MOP discussion related to the Operations Subcommittee is proposed to be moved into the Tech Council Reference Manual. Those standing committees, such as RAC, provided MOP revision suggestions to the Functional Planning Subcommittee through the standing committee vice chair. It was suggested that the Operations Committee description in the Reference Manual be augmented to include a more clear description of the Operations Subcommittee objectives and the expected roles and responsibilities of its members.
3. A majority of the meeting time was dedicated to the standing committee chairs reporting the activities of their committees. The Operations Subcommittee members felt this was the most valuable part of the meeting. The chairs both reported their activities and spent time discussing overlap of these activities with the other Tech Council standing committees. It was suggested that future meetings also include sufficient time for this interaction between the standing committee chairs to facilitate resolution of current issues and planning for future collaborations. The standing committee chairs also decided that for future meetings, the chairs should be prepared to share an electronic file consisting of bullet points of the items each chair reports. These files can then be shared between the chairs so each chair is prepared to discuss the relevant items with his/her committee.
4. No position documents were ready for the Operations Subcommittee to review prior to Tech Council acceptance. Several position documents are likely to reach the Operations Subcommittee for review and Tech Council consideration prior to or during the June Tech Council meeting. The status of all the position documents was discussed and there are no further updates to report.

FUNCTIONAL/ FISCAL PLANNING SUBCOMMITTEES:

1. The budget for 09/10 was cut by \$44,000 by increasing revenues and decreasing travel expenses.
2. An action item was assigned to Steve Bushby to talk with members of BACnet to determine the implications of charging a fee for issuing BACnet vendor IDs as a potential revenue source for the 2009/2010 fiscal year. It was later reported that the BACnet Committee strongly opposed such fees.
3. Functional Planning approved current revisions to the Tech Council MOP and will continue to incorporate additional revisions. It is planned to submit it to Tech Council for approval by letter ballot in the Spring.

4. A Fiscal Reference Manual for the council was approved.

BUILDING PERFORMANCE METRICS STEERING COMMITTEE:

The Building Performance Metrics (BPM) Steering Committee provides oversight and guidance for four Project Committees – Performance Metrics Protocols, Performance-based Energy Benchmarks, Carbon Emissions Calculation Tool and High Performance Building Database/DASH. The following is a summary of the activities-to-date, proposed timelines for action items and sought guidance from the BPM Steering Committee by the respective Project Committees:

Performance Metrics Protocols – Jeff Haberl

1. The special publication that is being developed (*Performance Measurement Protocols for Commercial Buildings*) has gone through a series of technical reviews by not only the Project Committee and BPM Steering Committee but also other specialty Project Committees, Standards Projects Committees and ASHRAE Technical Committees. Based upon the various received comments, the document's organization and discussions on IAQ have been modified.
2. ASHRAE Staff have been involved in editing the various special publication sections since the middle of November. A preliminary 95% review draft has been circulated to the PC and the new series of comments has been integrated into the latest version of the special publication.
3. A 95% review draft is scheduled to be issued to the BPM Steering Committee members and all other commentors on/before 01/15/09.
4. The target date to have the special publication "ready-to-publish" is the 2009 ASHRAE Annual Meeting in Louisville.
5. The PC will provide 'continuous maintenance' of this special publication and is proposing to pursue the development of an ASHRAE Guideline with TC 7.6 Systems Energy Utilization based upon feedback from users of the special publication.

Performance-based Energy Benchmarks – Rick Hermans

1. DOE published in November 2008, the 16 standard benchmark building input files for computer simulation of Standard 90.1-2004 – information that the PC has been waiting for since its inception.
2. DOE released on December 30, 2008 its determination of the efficiency of Standard 90.1-2004 relative to Standard 90.1-1999 as required by both the Energy Conservation and Production Act and the Energy Policy and Conservation Act.
3. The results of the 2004 determination produced new determination numbers for the 1999 version of 90.1. It is further anticipated that the determination process for 90.1-2007 will produce even different determination numbers for the 2004 version of 90.1. These modifications have set the precedent for ASHRAE to establish its own base 90.1-2004 EUI from which to measure any performance improvement.
4. The 2004 determination process used different 'national weighting factors' than what was used in the 1999 determination process. This provides another opportunity for ASHRAE to

produce its own weighting factors that would remain consistent for subsequent determination processes and the measurement of progress in future versions of 90.1.

5. The following “next steps” are proposed by the Project Committee –
 - a. Request the BPM Steering Committee to establish the process of validating the Benchmark input files,
 - b. Request the BPM Steering Committee to validate and approve the input files,
 - c. PC to develop national weighting factors for ASHRAE,
 - d. PC to finalize and publish the web page.

Carbon Emissions Calculation Tool – Hal Levin

1. DOE has decided to fund a study that will answer many, if not all, of the questions developed during the second Workshop by this PC in May 2008. These questions addressed the best source of data and the degree of resolution needed for a proper GHG Emissions Tool and became the basis for the Statement of Work that the PC developed for potential funding sources.
2. At this time there are no details of the DOE/NREL contract task descriptions that the PC can review and comment upon.
3. The PC is proposing that it serve as the source of external review and comments on the NREL project until a determination can be made of the adequacy, accuracy and usability of the NREL product.
4. Additional notes:
 - a. E3 has developed a GHG emission tool for the California Energy Commission that will be publicly available soon.
 - b. The USGBC has made a tentative agreement to provide some funding toward the development of the GHG Emissions Tool defined in the PC’s Statement of Work (if the NREL project is not as thorough in detail as defined in the PC’s Statement of Work).

High Performance Building Database/DASH – Alan Traugott/Bruce Hunn

1. The first meeting of the Project Committee will take place during the 2009 ASHRAE Winter Conference in Chicago.
2. Bi-monthly conference calls between the four DASH Working Groups and the Consortium have taken place since the 2008 ASHRAE Annual Meeting in Salt Lake City. A summary of the DASH Working Groups’ scopes and activities are given below –
 - a. Clearinghouse – determination of what High Performance building data is available and at what level of detail as well as what organizations/firms are collecting what data.
 - b. Marketing/Outreach – identification of potential uses of data, what other organizations should be invited to join the Consortium and how data should be displayed/reported.
 - c. Protocols/Metrics – determination of measures of performance for High Performance buildings (e.g. what to measure, where to measure & how often), and standard protocols and benchmarks.
 - d. Repository – determination of scope, architecture, and operation of DASH database, access levels, fee and data anonymity issues.

Fund raising discussions are currently taking place with the Roy A. Hunt Foundation, USGBC, Kresge Foundation and Wellspring Worldwide. An update of any action, approvals or PC scope changes will be provided to Tech Council after the BPM Steering Committee Meeting in

Chicago.

BUILDING INFORMATION MODELING COMMITTEE:

The following is a report on the status of projects being undertaken by the BIM Subcommittee (the subcommittee) of Technology Council and the schedule for completion of the projects.

Of a general nature the subcommittee has not conducted any conference call meetings since late October. Prior to that the subcommittee had conducted three meetings (a face to face meeting at the ASHRAE Annual Meeting in June in Salt Lake City and then two conference call meetings, one in late July and one in early October). A face to face occurred at the ASHRAE Winter Meeting on Saturday afternoon January 24th.

Projects are in response to three core activity areas established by the subcommittee, which are as follows, and are supported by a set of MBOs that support each of these areas:

1. Educate members on BIM and related matters as they affect ASHRAE interests.
2. Represent the society in general where needed with outside interests.
3. Identify who is doing what directly or indirectly within ASHRAE related to BIM and getting that integrated within the Society through the BIM Steering Committee.

The following table provides the activities being undertaken, the schedule and the status as of January 12, 2009.

Education of members

The initiatives below are captured in subcommittee action plan.

Activity	Schedule	Status
Publication in the ASHRAE Journal of three BIM – related articles	September, January and June	September article published, January article drafted and available for publication and June article under development. These three articles are being undertaken by TC 7.1 members who are also involved with the subcommittee. An additional article will be drafted by Stephen Rosen of Autodesk (a member of the subcommittee) that will address data exchange between BIM and energy analysis software.
Publication of a BIM Guide for ASHRAE members	January	Final draft sent to subcommittee members for review in advance of January meeting. There is still some work to do on this document and final approval by the subcommittee will likely be held up until February or March.
Development of Power Point presentation on BIM with instructor notes	April	Initial thoughts on format, target audience and length completed. Nothing drafted to date as requires availability of the BIM Guide noted above.
Educational programs at	January, June	Seminar entitled “Building Information Model

Society meetings		(BIM) Application Issues for the Integrated Design Process” scheduled for January meeting in Chicago lead by TC 7.1. Planning to submit a seminar with TC 7.1 and 1.5 for June meeting on “BIM 101” and also working with GPC 20 on a seminar focused on the work associated with RP 1354.
Enhance Distinguished Lecturer (DL) List with additional speakers on BIM	December	Complete. Current list of DLs reviewed and two with BIM capability identified and nominated (Knight and Wilkins).
Web conference on BIM	May	No action to date. Requires availability of PPT noted above.
Communications with TCs and others related to coordination of BIM-related research projects	December	Complete and provided to RAC for implementation. A “one pager” to describe the concept of coordinating BIM-related research and developing a BIM-related strategic plan for research was prepared and is available to attach to a communication to TCs in conjunction with RAC for implementation.

Representation of ASHRAE to external BIM-related initiatives

Activity	Schedule	Status
Identify organizations with whom ASHRAE should have some involvement	November	Complete. Organizations identified are: Construction Specifications Institute, Open Geospatial Consortium, buildingSMART™ alliance, AIA and AGC.
Do an environmental scan on organizations identified and determine the appropriate level of involvement needed with each and who is best equipped to be the ASHRAE point of contact (POC) with them.	January	Initial work done but needs to be completed.
Assign POCs as necessary and initiate contact and work with them.	Ongoing beginning in January	TBD with the exception of the buildingSMART™ alliance mentioned above and the Open Geospatial Consortium AECOO test bed, which already have assigned liaisons from ASHRAE.
Establish an ftp site or server where an environmental scan of each organization can be presented and POCs can enter information on their work with each organization.	January	Exploring with ASHRAE staff creation of such a site, noting that there is a subcommittee list server under Technology Council that could serve that purpose (but would be available to the general public).

Coordination of ASHRAE initiatives related to BIM

Activity	Schedule	Status
Identify ASHRAE committees and other entities within ASHRAE that would have some involvement with or logical interest in BIM.	October	Initial identifications completed.
Identify what each entity identified is doing and develop a high level environmental scan of their BIM-related activities	December	No action taken to date.
Assign a liaison from the subcommittee to each entity	December	No official action taken, although a number of members of the subcommittee are members of other committees within ASHRAE that are/will be on the list.
Develop suggested collaborative actions with each entity and initiate communications with them concerning those actions.	January	No action taken to date.
Initiate and continue collaborative efforts and report on the results of those efforts.	Ongoing beginning in January	No actions taken to date (although there are already collaborative actions already taking place with some TCs and one GPC, which this effort will help formalize and institutionalize).

Date

Andy Persily, Chair

REPORT TO BOARD OF DIRECTORS
From Executive Committee
Meeting of Wednesday, January 28, 2009


INFORMATION ITEMS:

1. The Foundation Board of Trustees reported its decisions on providing funding for the ASHRAE Learning Institute for the current and next fiscal years and on funding of scholarships based on funds available and economic constraints. Requests that could not be honored at the present time are temporary and may be considered in the future based on economic changes.

2. The following meetings have been scheduled for spring 2009:
 - BOD conference call – March 2
 - BOD conference call – March 16
 - Orientation for BOD nominees – March 19-20
 - Executive Committee meeting – March 20-22
 - Finance Committee conference calls – March 23, 25 and 27

2009-01-28

Date



William A. Harrison, President

**REPORT TO BOARD OF DIRECTORS
From Advocacy Committee
Meeting of Sunday, January 25, 2009**

INFORMATION ITEMS:

1. ASHRAE Washington Office published the report "Achieving National Goals for Buildings: Challenges and Opportunities Facing a New President and Congress." The report was sent to the Obama Administration, members of Congress, and federal agencies. It has been posted on the change.gov website.
2. ASHRAE Washington Staff continues to participate in critical community building activities including the HVAC Alliance Roundtable, the STEM Education Coalition, and the 2030 Coalition. ASHRAE maintains its leadership role as convener of the "High-Performance Buildings and Energy Efficiency Roundtable" and chair of the "High-Performance Congressional Caucus Coalition." The HPBCCC is holding monthly Congressional briefings. Most recently, ASHRAE organized a briefing "Introduction to High-Performance Buildings" which attracted ~90 participants.
3. Advocacy packets and tools for the chapters continue to be developed. The most recent packet focused on "Additional Licensure Requirements for Engineers" or ASHRAE's opposition to the B+30 requirement to sit for the PE exam.
4. In response to a DOE Federal Register notice calling for consortia interested in providing feedback to the Department on the development of high-performance green buildings, ASHRAE led the formation of the High-Performance Commercial Green Building Partnership. This notice was in response to Section 421 of the Energy Independence and Security Act (EISA). A solicitation relative to Section 422 of EISA is expected shortly, and ASHRAE will be prepared to take the lead in responding to the solicitation. The Partnership is awaiting formal recognition from DOE. Details are available at www.hpcgbp.org.
5. ASHRAE Leadership (Harrison, Holness, Bellenger, Littleton) met with government agencies and building community organizations in Washington, November 6-7. Organizations visited were EPA, DOE, FEMP, NIBS, BOMA, USGBC, ACEEE, ASE, GSA, ACCA, and AHRI. Discussions helped build relationships and expand opportunities for cooperation.
6. Advocacy committee is developing a program for the Annual Meeting in Louisville on "Buildings & HVAC&R in the First 100 Days" which will focus on initiatives by the Obama Administration and how they are affecting the building community.
7. The EPA issued notices on future allocations of R-22 and bans on new equipment using only virgin R-22. Many within the HVAC&R community expressed a desire for ASHRAE to take a position. Given the heavily manufacturer-centric character of the discussions, it was decided that ASHRAE would not get involved in this discussion.

January 25, 2009

Date



Gordon V. R. Holness, Chair

REPORT TO BOARD OF DIRECTORS

From Planning Committee (PLC)
Meeting of Friday, Jan 23, 2009

INFORMATION ITEMS:

1. In accordance with the purpose of the PLC to assist the Board to think strategically in planning for the future, the committee has formed subcommittees that are engaged in the following activities:

- A. A subcommittee is evaluating progress on the existing strategic plan to determine strategies that have been successfully implemented and strategies that require further work.

Additionally, Board ideas generated in a strategic planning session at the June, 2008 meeting were prioritized by the Board and presented at the October, 2008 Board meeting. This prioritization has been refined to cluster like-ideas (see **Attachment**).

The subcommittee's work and the prioritized list will be used to review and evaluate progress on the current strategic plan. The committee will recommend actions to the Board that build on accomplishments and incorporate new strategies to meet the needs of members and customers. Recommendations will be discussed with the Board during a conference call meeting in spring 2009.

- B. A subcommittee has developed a proposed **Process** for continuous strategic planning that will be sent to leaders of the councils with a request for council planning subcommittees to provide input on the process by the end of February. This process will be submitted to the Board for consideration in June 2009.
 - C. The PLC is considering making recommendations to the Board on activities that will further implement empowerment for the BOD, councils and committees. Examples are financial training for incoming Board members and voting status of committee chairs on councils.
 - D. PLC has developed a template to assist in developing job descriptions for all positions in ASHRAE from Board, council and committee levels to the chapter level. PLC members will present the template to the councils at the current Society meeting. The primary purpose of the job descriptions is to help volunteers understand the requirements of the job(s) they may be considering.
 - E. The PLC Reference Manual is complete and is posted on the PLC web site. The web site is currently up-to-date and will be periodically reviewed and updated.
2. The chair of the Board Governance Implementation Ad Hoc Committee presented to the PLC the proposals for the Board to consider regarding Board governance. PLC provided input on each of the proposals.
 3. The next meeting of PLC is a conference call scheduled from 10:00 am to 12:00 Noon on Thursday, March 12, 2009.



2009-01-24

Date

Thomas E. Watson, Chair

**Society Rules Committee (SRC)
Report to the Board of Directors
SRC Meetings of
August 20, 2008, December 8, 2008 and January 27, 2009**

INFORMATION ITEMS – SRC Meeting, August 20, 2008

1. SRC approved the Advocacy Committee Manual of Procedures dated June 22, 2008, and has asked the Advocacy Committee to consider moving some of the MOP items to its Reference Manual.
2. SRC reviewed the following motion from the Region VI CRC:

That Rules of the Board, Volume 3, Sections 3.300.003, A.2 and 3.300.003, C.2 be modified to incorporate the following language: (underline indicates addition)

3.300.003 COMMITTEE ELECTIONS

A. Standards, Research Administration, Technical Activities

2. Nominations

Prior to the commencement of the Board meeting immediately prior to election, the President-Elect shall notify the Board of the intended members and Chair of these three nominating subcommittees pending election. At the first Board meeting following election, the President shall appoint three subcommittees of three (3) members each from the Board, the chairmen of which shall be members of the Executive Committee. At least one member of each subcommittee shall be a continuing member of the BOD and carry over as a member of the subcommittee for the succeeding year. The remaining two members of the subcommittee shall not have served on the same nominating subcommittee the previous year. The considerations of each subcommittee shall be brought forward to the succeeding year's subcommittee. Individuals elected by the BOD as alternates one year shall automatically be considered potential candidates the following year (99-01-24-31). All matters related to these nominations shall be confidential. (97-06-29-15)

C. Handbook

2. Nominations

Prior to the commencement of the Board meeting immediately prior to election, the President-Elect shall notify the Board of the intended members and Chair of this nominating subcommittee pending election. At the first Board meeting following election, the President shall appoint a subcommittee of three members from the BOD, the chairman of which shall be a member of the Executive Committee. At least one member of the subcommittee shall be a continuing member of the BOD and carry over as a member of the subcommittee for the succeeding year. The remaining two members of the subcommittee shall not have served on the same nominating subcommittee the previous year. The considerations of the subcommittee shall be brought forward to the succeeding year's subcommittee. Individuals elected

by the BOD as alternates one year shall automatically be considered potential candidates the following year (99-01-24-31). All matters related to these nominations shall be confidential. (97-06-29-15)

By consensus SRC agreed that the intent of the motion was acceptable but rewording the motion was recommended so that the process would not be stopped if the timetable was not strictly met. Also, SRC recommended that the wording "...commencement of Board meeting immediately prior to election..." be clarified.

3. At the June 2008 meeting, the Board requested that SRC check the list of policies assigned to the Board as the responsible group for reviewing, recommending changes and interpreting. SRC reviewed the list and agreed the list was correct. The list of policies assigned to the Board is as follows:

- | | |
|--------------------------------|---------------------|
| ∞ Certificate of Consolidation | ∞ Core Values |
| ∞ Bylaws | ∞ Positioning Theme |
| ∞ Vision | ∞ Code of Ethics |
| ∞ Mission | |

INFORMATION ITEMS – SRC Meeting, December 12, 2008

1. SRC approved the revised Society Rules Committee MOP as shown in **Attachment A**.
2. The Board in June 2008 requested that SRC review the decision to assign ROB 1.200.003, Use of ASHRAE Standards in Building Codes, to the Standards Committee. SRC discussed this decision and agreed that the ROB 1.200.003 was correctly assigned.
3. In response to a request from the Board that SRC consider the correctness of leaving blank ROB numbers in the rules such as ROB 1.200.007 that is reserved for future use after the ROB was rescinded. The consensus of SRC was that this practice should be continued.
4. SRC received a request to recommend changes to ROB 1.201.004, section 9, Indoor Air Quality or Ventilation Standards, so that the ROB would comply with the membership vote in June 2008 on IAQ policy questions. SRC developed proposed changes that were sent to the Board for comment prior to the 2009 winter meeting, at which time final recommended changes will be submitted to the Board for consideration.
5. SRC discussed the use of "Conference" vs. "Meeting" for Society meetings and reached the following conclusion: The term "meeting" should be used rather than the term "conference" when referring to Society membership meetings in order to comply with bylaws.
6. During the Board conference call meeting held on December 8, 2008, in which members were elected to standing committees, the Board referred three items to SRC for opinion. The opinions are listed below:
 - a. Should ASHRAE have a rule or guide regarding electing multiple members from one company on standing committees?

During discussion SRC members raised questions regarding whether Board nominating subcommittees should consider balance in the entities serving on committees, and, if so, a definition of "entity" was needed. Also consideration should be given to whether a committee member would be removed if he or she changed jobs during the term that affected his/her "entity" status. SRC members agreed the committee should develop a proposed rule to address the issue and will report a recommendation to the Board.

- b. Should the Board hold council and committee elections at the Winter Meeting rather than in December?

SRC considered whether the timing for notification of election results should be postponed until after the January meeting so that officer and director nominees could be removed from council and committee candidate lists prior to Board vote to confirm the elections. SRC agreed this process should continue as is and no further action was required.

- c. Should the practice of using the ballot priority order of alternates for ranking and breaking ties be continued?

SRC agreed the ballot priority order should continue to be used and no further action was required.

INFORMATION ITEMS – SRC Meeting, January 27, 2009

1. SRC passed a motion to renumber ROB 1.201.004.1, "The Board of Directors shall establish a filing fee for appeal of standards" as ROB 1.201.035 as a more appropriate location.
2. SRC discussed recent Board action to propose to the membership amendment of two bylaws related to restructuring. Since one of SRC's key roles is review of proposed bylaw amendments, SRC stands ready to assist the Board in review of the proposed bylaw amendments if desired.
3. As referenced in the SRC December 12 report to the Board, SRC received a request to consider whether a rule or guideline was needed on prohibiting multiple members from a single company or entity to serve on the same standing committee. SRC has assigned member to develop a proposed rule and, with Board confirmation, SRC will proceed.
4. Editorial changes to the Rules of the Board that SRC has made in 2008-09 are in the Rules Change Log in **Attachment B**.

**AMERICAN SOCIETY OF HEATING, REFRIGERATING
AND AIR CONDITIONING ENGINEERS, INC.**

MANUAL OF PROCEDURES

SOCIETY RULES COMMITTEE

[December 12, 2008](#)

MANUAL OF PROCEDURES (MOP)
SOCIETY RULES COMMITTEE

1 INTRODUCTION

- 1.1 This Manual of Procedures (MOP) details the operating procedures followed in carrying out the general responsibilities of the Society Rules Committee (SRC) as prescribed in the ROB.
- 1.2 The MOP provides a description of some, but not all, of the duties and responsibilities of the SRC chair, members, and staff liaison.

2 GENERAL RESPONSIBILITIES OF THE SRC

- 2.1 Provide information to the Society on the proper conduct of meetings, the rules of order, and the process for changing those rules. The SRC shall prepare training materials as appropriate.
- 2.2 Review all changes to Society rules. Preferably this should be done and reported on before Board consideration. Report findings to the Board of Directors in a timely manner.
- 2.3 Review all actions of the Board for consistency with Society rules. Clarify or return to the Board any actions that are ambiguous or inconsistent.
- 2.4 Initiate, review and/or approve Society rule and MOP changes as authorized by the Board, including maintenance of the MOPs from those committees listed in section 6.
- 2.5 Advise all standing bodies when changes to their rule-related documents are needed. Provide oversight and review of the Rules of the Board for all councils and committees.
- 2.6 Maintain a reference manual for the SRC, containing an operational plan for SRC and the regular review of the rules.

3 RESPONSIBILITIES OF THE CHAIR

- 3.1 Preside over meetings of the SRC.
- 3.2 Prepare reports for the Board of Directors and SRC as required.
- 3.3 Assign a mentor for each new committee members.
- 3.4 Designate tasks groups as needed to discharge SRC duties.
- 3.5 Call additional meetings of the SRC as needed to respond to workload

4 RESPONSIBILITIES OF THE STAFF LIAISON

- 4.1 Maintain all official SRC reports, correspondence, and documentation of SRC actions taken by committee members individually and collectively.
- 4.2 Assist the Chair with preparation of the agendas and supporting documentation for SRC meetings, and provide this information to the SRC members prior to the meeting.
- 4.3 Generate and submit meeting minutes to the Chair for approval prior to distribution to the Committee within 60 days after committee meetings.
- 4.4 Implement actions approved by the SRC.

4.5 Assist the committee as necessary in the management of rule-related documents including any websites.

5 RESPONSIBILITIES OF ALL SRC MEMBERS

5.1 Attend all committee meetings.

5.2 Act as a liaison to one or more councils or committees. Interface with appropriate subcommittees as needed.

5.3 Keep current on all standing documents and rules approved by the Board of Directors or the Membership.

5.4 Fully participate in all assigned activities and complete assignments by the designated time.

6 MOPS MAINTAINED BY SRC

6.1 Executive

6.2 Finance

6.3 Nominating

6.4 Planning

6.5 President-Elect Advisory

6.6 Standards Advisory

6.7 Advocacy

Appendices:

MOPs maintained by SRC

**Rules of the Board
Log of SRC Changes to Rules
2008-2009**

2.424.003.6 When editorial or minor changes are needed to the Rules of the Board, this committee [Society Rules Committee] is empowered to make such changes provided they are reported to the Board of Directors at or before its next scheduled meeting. This committee may designate changes as minor only by unanimous consent. (08-01-20-14)

Based on the above authorizations, SRC has made the following changes to the Rules of the Board from July 1, 2008 through January 27, 2009:

Rule Volume	Section Number	Outline of Change	Reason for Change	Requesting Source	Source Date
2	2.412.002	Replaced "Meetings Arrangements Committee" and "Society Program Committee" with "Conferences and Expositions Committee"	To reflect committee restructure approved by the Board in January 2008 (MA and SPC dissolved; CEC created)	Cofer	2008-07-10
2	2.104.002.2	Replaced " <i>Meetings Arrangements Committee</i> " with " <i>Conferences and Expositions Committee</i> "	To update committee name	SRC chair	2008-12-14
2	2.101.005.3	Removed reference to SPC rule (duplicate)	SPC no longer correct reference; CEC chair determined duplicate rule not needed.	SRC chair; CEC chair	2008-12-15
2	411.003.5	Changed "responsible committee" for two awards from SPC to CEC	To reflect committee restructure approved by the Board in January 2008 MA and SPC dissolved; CEC created)	SRC chair; CEC chair	2008-12-15
2	Volume 2	Replaced "he" and case derivatives to "he or she," "him or her," "his or hers."	For gender neutrality	SRC	2009-01-27
1	1.201.004.1	Renumbered as 1.201.035	Moved to a more appropriate location	SRC	2009-01-27

REPORT TO EXCOM
From Finance Committee
Meeting of Friday, January 23, 2009

INFORMATION ITEMS:

1. Finance Committee requests Members Council explore options for dues increase for the fiscal year beginning July 2010.
2. Finance Committee approved withdrawal of \$1,135,000 from general fund reserves to support cash flow for the HQ renovation during the current year. A withdrawal of \$985K in fixed income securities was made in mid-September, followed by a second withdrawal of \$600K in fixed income securities in December.
3. ASHRAE staff and volunteers are to be commended for the fiscal performance year to date. Revenues are \$7.1M this year compared with \$6.4M last year; expenses are the same; so we are \$600-700K ahead of last year.
4. Finance Committee recommends to Members Council that transportation caps be put in place in all regions for CRC's, region meetings and chapter visits. The forecast for 08-09 CRC transportation expenses is \$98K over budget. The Regions need to establish limits on transportation reimbursement to avoid budget overruns. Region XIII has a policy in place that caps transportation reimbursement at one rate for travel within the region and another rate for travel to the US. Other Regions need to limit transportation expenses and should be encouraged to hold CRCs and other meetings in destinations that aren't expensive to reach. A Members Council ad hoc on transportation will be considering transportation caps at this meeting.
4. Investment subcommittee reports that the fourth quarter results were dismal across equity indices both domestically and globally. Declines were in the 20-30% range for most benchmarks and would have been markedly worse if it was not for a meaningful rally at year end. Clearly we are now in the midst of a severe recession. At the same time, Lesesne Capital thinks investors are underestimating the impact of the massive monetary and fiscal stimulus that the federal government has applied to the economy. And most significantly, the government has made an unambiguous commitment to doing whatever it takes to shore up the financial system, including buying troubled derivatives and other securities and limiting home foreclosures. President Barack Obama's new economic team is impressive, and more moderate than could have been imagined. A massive stimulus package, approaching \$1 trillion, is on the horizon. Brannon and Lesesne Capital have done a fundamental job in managing our portfolio, our losses relative to the market have and our funds have outperformed the market. There will be no adjustment to the investment forecast at this time. Investment subcommittee will update the figures at the end of the first quarter 2009.

5. Planning subcommittee is working on a financial model to develop a forward looking fiscal plan for Society addressing programs and projects extending beyond 2 years. Another project is in progress for evaluating the financial plans for new programs and products as well as existing ones. This is in response to the Business Plan for a Global Society (Strategies for a Global Environment 5.0).
6. Finance Committee recommends continuing the freeze of three staff positions included in overhead expenses. This will save \$154,350 for the Overhead budget.
7. The Board of Directors can decrease their budget by \$61,800 by eliminating the Washington Fellow and WISE intern. Delaying the Development Officer position would save \$200,000. We need to have contingency plans in place for deeper budget cuts if revenues falter or expenses climb. The Council liaisons will advise the Councils to be prepared for further cuts. Councils will be asked for additional cuts if the Board chooses to hire the Foundation Development Officer.
8. Finance Committee feels that only one officer should attend CRCs for the foreseeable future to reduce travel expenses. Dan Pettway will take this recommendation to the Planning Subcommittee of Members Council which he chairs.

January 23, 2009
Date


Lynn G. Bellenger, Treasurer

TRANSITION TEAM STRUCTURE

Charge: *To develop a detailed proposal for structural and process changes in the governance of ASHRAE that will enable the BOD to focus on strategic issues facing the organization and to better address today's and tomorrow's challenges and opportunities.*

Size of about 15 members: including eight from the current Governance Ad hoc, plus about eight “new” members all from the BOD.

Sub-teams

BOD committees (about 5 to 7 people): Charged with defining the BOD level committees in detail.

Charge: To develop a detailed structure for the BOD committees that will address operations, planning, program evaluation and customer service. This structure will address committee leadership and composition, required bylaw, ROB and MOP changes, and the flow of actions and information among these committees, the full BOD, Councils and Standing Committees. Also, to consider schedules at Winter and Annual meeting, including committee and BOD meetings, reporting and BOD oversight processes.

Councils and Standing Committees (about 3 to 5 people): Charged with defining the role of BOD members on the Councils and Committees.

Charge: To develop a detailed description of the role of BOD members on Councils and Standing committees, with the goal of transitioning the workload of BOD members from committee operations to strategic issues, while maintaining the link between the BOD and these bodies. Issues to address will include, but not be limited to, Council leadership and BOD ExOs on Standing Committees.

BOD Orientation and Development (about 3 to 5 people): Charged with defining the processes and programs needed to focus the BOD members on governance.

Charge: To develop an educational program for BOD members on non-profit governance that will begin with the orientation of new BOD members and continue throughout their tenure on the BOD. This effort would include the development of a working definition of high-impact governance for ASHRAE and a BOD governance mission.