



MINUTES

Handbook Committee

January 24, 2016

Hilton Orlando

Orlando, Florida

MEMBERS PRESENT:

Chris Ahne, chair
Nicolas Lemire, 2016S
Paul Lindahl, 2016S
Patrick Marks, 2016S
Michael Patton, 2016S
David Yuill, 2017F chair
Bass Abushakra, 2017F
Van Baxter, 2017F
Sheila Hayter, 2017F
Don Fenton, 2018R chair
Kelley Cramm, 2018R
Jay Enck, 2018R
Scott Fisher, 2018R
Bill Murphy, 2018R
Suzanne LeViseur, 2019A chair
Bryan Becker, 2019A
Bryan Holcomb, 2019A
Harris Sheinman, 2019A
Lynn Werman, 2019A
Mick Schwedler, Board of Directors Ex-Officio
Chuck Gulledge, Publishing and Education Council chair; Coordinating Officer

STAFF PRESENT:

Heather Kennedy, Managing Editor, Handbook
Mark Owen, staff liaison, Editor/Group Mgr., Handbook and Special Publications

VISITORS:

Cris Washburn, Leadership U
Ken Cooper, Technical Activities Committee (TAC)

ADDITIONAL DISTRIBUTION:

Publishing and Education Council
Chapter Technology Transfer Committee

MAJOR PASSED MOTIONS

No.	Motion
2	To <u>not</u> approve/assign a new chapter on radiant heating for 2017 <i>Fundamentals</i> as proposed by TC 6.5 in Attachment C.

ACTION ITEMS

No.	Responsibility	Action Item
1	Owen	Provide liaisons with data ranking the number of sales/downloads/access for each chapter.
2	Owen	Investigate feasibility of asking ASHRAE Handbook Online users “Did you find what you needed?” and/or “Was this information helpful?” to help identify areas needing improvement.
3	All liaisons	Ensure that contact is made with assigned TCs.
4	Training Subcommittee	Prepare for training the TCs in June on the new collaborative authoring tool.
5	Owen	Make available on Handbook Central the customized spreadsheet of overall schedules for the 2017 to 2020 volumes.
6	Functional Subcommittee	Update the Reference Manual on the practice of using the revision history provided by staff to monitor chapter revision status.
7	Ahne	Inform TC 6.5 of the committee’s decision and recommendation regarding Motion 2.

1. Call to Order

Mr. Ahne called the meeting to order at 10:30 a.m. and noted that a quorum was present.

2. Introductions

Mr. Ahne welcomed all attendees. Members and visitors introduced themselves.

3. Approval of Minutes

It was moved and seconded

(1) to approve the minutes of the committee’s June 2015 meeting in Atlanta.

MOTION (1) PASSED, voice vote.

4. Agenda Updates

There were no additions to the agenda.

5. Chair’s Comments

Mr. Ahne reported on visiting the TC/TG Chairs’ Breakfast for Section 7. Points of discussion included Handbook chapter due dates, ASHRAE Handbook Online, and the collaborative authoring tool now in development.

The chair recognized Mr. Cooper, who highlighted the Liaison Guidelines for speaking at TC and Section meetings. He further stated TAC's desire to cooperate with HBC on Handbook development efforts.

5.1 Publishing and Education Council (PEC) update

Mr. Ahne reported that the motion on collaborative tools policy from Electronic Communications Committee passed in the council and in the Board of Directors meetings in Atlanta. The policy defines electronic collaboration as files posted on Internet or network servers, not computers or drives for individual use. It does not include e-mail. ASHRAE-copyrighted material, drafts, and the electronic materials used in their development must be securely stored on ASHRAE-approved servers or services (such as Basecamp, not on Dropbox or Google Docs). Intellectual property contained in posted materials must belong to the group posting, and the group posting must have authorization to post such material.

6. Board of Directors Ex-Officio (BOD ExO) Member Report

Mr. Schwedler gave a brief PowerPoint presentation (Attachment A) of Society announcements and news. He asked members for feedback on extended terms for BOD ExOs. He also asked members who would like to serve in Society positions to self-nominate using the online form or to contact him directly.

7. Coordinating Officer (CO) Report

Mr. Gullidge, PEC chair and CO, reported on changes in the operations of the President-Elect Advisory Committee (PEAC), stating that its focus will now be solely on advising the president-elect. He added that the nominating function will now reside within the councils.

8. Handbook Editor's Report

Mr. Owen provided an update of information on distribution and sales for the current (2012, 2013, 2014, 2015) Handbook volumes and ASHRAE Handbook Online. He reported that, since March 2014, 82% of renewing members have been choosing to receive as their Handbook member benefit the print/CD edition. Another 13% chose the CD accompanied by a subscription to ASHRAE Handbook Online, and a little under 5% have chosen to receive all formats—print, CD, and online—for an additional fee. These results may be skewed toward the online options because the majority of members renew closer to June 30, and most of those members will choose the print/CD option; therefore, they are underrepresented in the results at this point in the year. There are now between 11,000 and 12,000 active subscribers to the online edition.

Members asked for data ranking the number of sales/downloads/access for each chapter (**ACTION ITEM #1: Mr. Owen**) and suggested that online users be asked "Did you find what you needed?" and/or "Was this information helpful?" to help identify areas needing improvement. Mr. Owen will investigate the feasibility of implementing this (**ACTION ITEM #2**).

9. Volume Subcommittee Reports

9.1 2016 HVAC Systems and Equipment

Ms. Kennedy reported on behalf of Mr. Yount, who could not attend, that proofs for 2016S chapters will be going out to TCs soon if they have not already gone. Three chapters remain to be submitted; they are very late, but staff and liaisons have been in communication.

9.2 2017 Fundamentals

Mr. Yuill reported no major issues from the volume/TCs meeting.

9.3 2018 Refrigeration

Mr. Fenton reported that new reviews have been solicited and received for several chapters but that more are still needed. He added that he will be picking up the liaison function for Roberto Aguilo's chapters since Mr. Aguilo resigned from the committee.

9.4 2019 HVAC Applications

Ms. LeViseur reported that the initial volume/TCs meeting for this volume represented a good start in attendance and participation.

10. Subcommittee Reports

10.1 Training

10.1.1 Handbook training for liaisons

Ms. LeViseur reported that training was conducted earlier in the morning with 45 to 50 attendees, with good participation and discussion. Liaisons need to ensure that they make contact with their assigned TCs (**ACTION ITEM #3**). Ms. LeViseur stated that she will need to prepare for training the TCs in June on the new collaborative authoring tool (**ACTION ITEM #4**).

10.2 Functional

10.2.1 Rules of the Board (ROBs)

Mr. Fenton reported no changes.

10.2.2 Manual of Procedures (MOP)

Mr. Fenton reported no changes.

10.2.3 Authors and Revisers Guide (ARG)

Mr. Fenton reported that the work focus has been on the schedule information in Appendix A of the ARG. Mr. Lemire provided a customized spreadsheet for the 2017 to 2020 volumes. Mr. Owen will make this available in Handbook Central (**ACTION ITEM #5**).

10.2.4 Reference Manual

Mr. Fenton reported no changes. The subcommittee was assigned to update the manual on the practice of using the revision history provided by staff to monitor chapter revision status (**ACTION ITEM #6**).

10.3 Electronic Media

Mr. Yuill reported that the subcommittee discussed (1) file-sharing software and (2) using social media to alert users to updates/changes in online Handbook content. Regarding alerts/promotion for new online content, staff confirmed that they curate the information, then inform the cognizant volume chair as well as marketing staff.

10.4 Strategic Planning

Mr. Owen reported on behalf of Mr. Yount the following discussion points from the subcommittee:

Focus on two goals:

1. Keeping the revision process alive
2. Keeping the Handbook relevant and discoverable

Possible actions:

- Pilot with select Sections or TCs to try annual revision cycle in lieu of 4-year cycle (small sprints with annual changes that will be reflected in ASHRAE Handbook Online [AHO]).
- Solicit feedback from AHO users on whether they desire more frequent updates.
- Shift AHO to "official version" if annual updates prove feasible/practical.

Relevant information:

- 42,000 users accessed ASHRAE Handbook Online (AHO) in 2015
- 71,000 sessions
- 400,000 page views, 5.5 page views per session
- Average \$80,000 annual revenue from AHO

Member comments included (1) suggesting a two-year interim online version deadline, (2) adding a note in the print edition to “check the online version for updates,” and (3) the four-year revision cycle is already hard for TCs to keep up with. Mr. Owen added that whatever actions are implemented, they should not “break” the revision process that has generally worked so well for so long.

10.5 International

(No report.)

11. Information Items

11.1 Year 2014-15 MBOs

Mr. Ahne reviewed the status of MBOs for 2015-16 (updates noted in Attachment B).

12. Action Items

Mr. Owen reviewed action items from the June 2015 meeting:

No.	Responsibility	Action Item	Status
1	Staff	Add out-of-sequence updates to the Word base files.	COMPLETE
2	Staff	Provide key (index) terms for download with Word base files.	COMPLETE
3	Staff	Add question (see 10.3) as the new #7 on the chapter review form and renumber to match.	COMPLETE
4	Staff	Convert chapter review form to online form enabling data capture of reviews for Handbook Committee and TC use and make more prominent. Combine with existing online Handbook Comment Form.	COMPLETE (Mr. Owen noted that he opted not to combine the forms, because they serve different purposes.)
5	Cramm	Take proposal to TAC for promotion of Handbook deadlines and schedules to TC Chairs at TC Chair Breakfast by adding information to their handout.	ONGOING

13. Old Business

13.1 TC Workloads

Mr. Ahne reported continual liaison with TAC on this issue, which is ongoing and will be dropped from subsequent agendas.

14. New Business

14.1 Proposed new chapter on radiant heating from TC 6.5

It was moved and seconded

- (2) to not approve/assign a new chapter on radiant heating for 2017 *Fundamentals* as proposed by TC 6.5 in Attachment C.

MOTION (2) PASSED, voice vote.

The consensus of discussion was that the TC should look at incorporating the proposed content into the existing *Fundamentals* chapter on heat transfer (TC 1.3) instead of creating a new chapter. Mr. Ahne will inform TC 6.5 of the committee's decision and recommendation (**ACTION ITEM #7**).

15. Adjournment

The meeting was adjourned at 1:00 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mark S. Owen". The signature is fluid and cursive, with a long horizontal stroke at the end.

Mark S. Owen
Staff liaison
Editor/Group Manager, Handbook and Special Publications

Att. A

ASHRAE Update

ExO Report to Committees



Presidential Ad Hoc: Impact of Centralized Training on CRCs

- Charge: consider effect of centralized training on attendance at Chapters Regional Conferences (CRCs)
- Gathered data and statistics related to attendance at CRCs and Centralized Trainings
- Surveyed past Membership Promotion and Research Promotion Committee chairs to get feedback on experiences
- To present findings at 2016 Winter Conference

Presidential Ad Hoc: Chapter Volunteerism and Engagement

- Developing an easily replicated plan to mobilize, engage and inspire chapter volunteers to bring the message of ASHRAE's mission to the broader community
- Identified three broad areas for further investigation (titles are preliminary and descriptive only)
 - Mentoring/Rewards
 - Facilitating Chapter Participation/Volunteering
 - ASHRAE Message to Broader Community
- To provide final report at 2016 Annual Conference

Presidential Ad Hoc: Building Performance Alliance

- Charge: develop a strategy to create training and tools that will enable building operations staff to meet or exceed a building's design performance potential
- Held a workshop in Washington, D.C., with 11 organizations represented
- Good feedback provided on key questions
- Final committee report expected at 2016 Annual Conference

New Tools

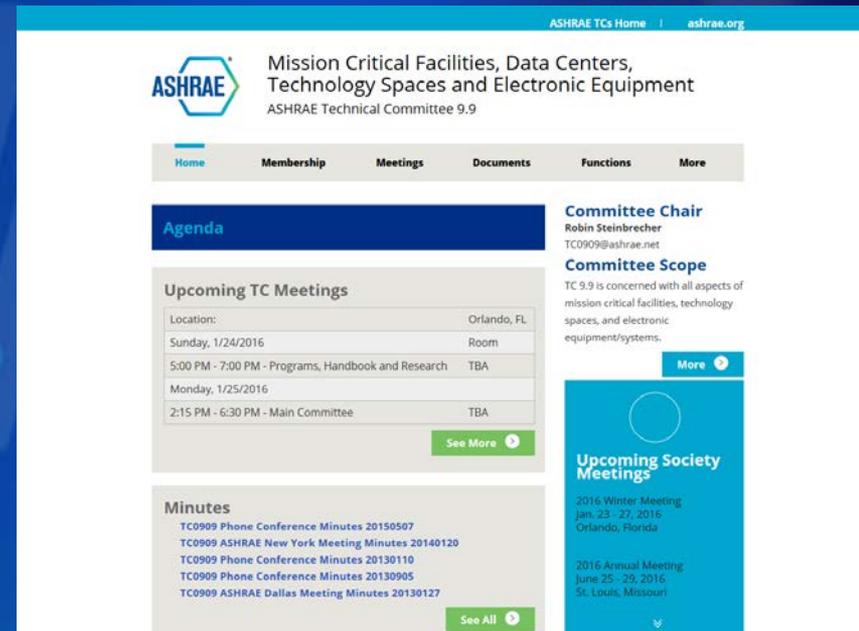
ASHRAE

90.1 ECB, 90.1 Energy Cost Budget (ECB) app

- A tool for modeling compliance with ASHRAE/IES Standard 90.1-2010
 - Automates calculations needed to show a building project's compliance with Standard 90.1-2010 using the Energy Cost Budget (ECB) Method
 - Input project parameters and then calculate proposed design's projected performance and compliance—*no need to build your own spreadsheet.*
 - Output results in Microsoft® Excel® for clients and project records
 - Learn more at 901ecb.ashrae.org

Updated TC Websites

- Goal: to simplify editing process of technical committee websites
- All sites that chose to migrate are now live; ahead of previous goal of 2016 Annual Conference
- Very positive response
- Demo available at www.ashrae.org/TCWebsiteDemo



ASHRAE TCs Home | ashrae.org

ASHRAE Mission Critical Facilities, Data Centers, Technology Spaces and Electronic Equipment
ASHRAE Technical Committee 9.9

Home Membership Meetings Documents Functions More

Agenda

Upcoming TC Meetings

Location:	Orlando, FL
Sunday, 1/24/2016	Room
5:00 PM - 7:00 PM - Programs, Handbook and Research	TBA
Monday, 1/25/2016	
2:15 PM - 6:30 PM - Main Committee	TBA

[See More](#)

Minutes

- TC0909 Phone Conference Minutes 20150507
- TC0909 ASHRAE New York Meeting Minutes 20140120
- TC0909 Phone Conference Minutes 20130110
- TC0909 Phone Conference Minutes 20130905
- TC0909 ASHRAE Dallas Meeting Minutes 20130127

[See All](#)

Committee Chair
Robin Steinbrecher
TC0909@ashrae.net

Committee Scope
TC 9.9 is concerned with all aspects of mission critical facilities, technology spaces, and electronic equipment/systems.

[More](#)

Upcoming Society Meetings

- 2016 Winter Meeting
Jan. 23 - 27, 2016
Orlando, Florida
- 2016 Annual Meeting
June 25 - 29, 2016
St. Louis, Missouri



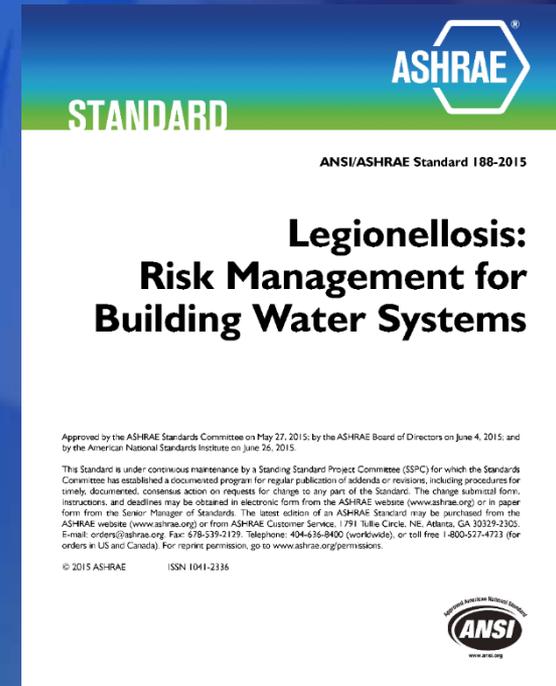
Collaborative Software and Handbook

- Launching document collaboration software for Handbook chapters
- Allows several authors to work on a document together
- Eliminates members having to email large files
- Good record of changes
- Available spring 2016



Legionella – Standard 188

- Establishes minimum legionellosis risk management requirements for building water systems
- Less than two months after publication, portions adopted in New York City following an outbreak that left at least 12 confirmed dead and more than 120 cases of infection





IAQA Update

- Discovering more opportunities for ASHRAE/IAQA collaboration: IAQ 2016, IAQ Position Document
- Full complement of staff on board
- Implemented reciprocal membership discounts
- Current focus is on growth of IAQA through implementation of the new Strategic Plan which centers around Education & Training, Regulatory & Industry Affairs, and Member Engagement

Education & Training

- IAQA University
- Training Courses
- Webinars

Regulatory & Industry Affairs

- Regulatory Affairs
- Industry News

Member Engagement

- Annual Meeting
- Chapters
- Technical Committees

Make Plans to Attend!

- **March 14-16: 6th International Conference on Energy Research and Development**, State of Kuwait
- **April 21: ASHRAE Webcast, Making Net Zero Positive: Solving the Efficiency and Cost Paradox**
- **Jun 25-29: 2016 Annual Conference**, St. Louis, Missouri
- **Aug. 10-12: ASHRAE/IBPSA-USA SimBuild 2016: Building Performance Modeling Conference**
- **Sept. 12-14: IAQ 2016 Defining Indoor Air Quality: Policy, Standards and Best Practices**, Alexandria, Virginia, co-organized by Air Infiltration and Ventilation Centre (AIVC)
- **Sept. 22-23: 2nd International Conference Efficient Building Design: Materials and HVAC Equipment Technologies**, Beirut, Lebanon
- **Sept. 20-22: AHR Expo Mexico**, Monterrey, Mexico

Handbook Committee

MBOs for Society Year 2015-2016

Chair: Chris Ahne

Date: 26 January 2016

Objective	SP Init.	Compl. Date	Fiscal Impact	Responsible Party	Status	Comment
1. Review TC workload distribution with TAC. Verify TCs have sufficient membership to update assigned chapters in timely manner.	2A, 2B	1/16	None	Chair	In progress; staff provided revision history	Verify current TC chapter assignments are viable. <i>Measure:</i> TCs regularly updating content; reported by liaisons, staff.
2. Form subcommittee or other formal tracking system to identify chapters delinquent for updates.	2A, 2B	1/16	None	Functional Subcom; Chair; staff	In progress; revision history provided by staff; Ref Manual to be updated	Action to support identifying chapters and TCs needing help. <i>Measure:</i> subcom or system established by chair.
3. Create and distribute list of resources for TCs needing help to review, update chapters.	2A	6/15	None	ExCom; Functional Subcom	In progress; handout with list of resources given to TCs	Action to support TCs needing help. <i>Measure:</i> resources provided to TCs.
4. Provide training for TCs on collaboration tools.	2A	1/16	None	Training Subcom	In progress	Action to improve TC volunteer time by use of better tools. <i>Measure:</i> training is provided.
5. Provide training video available online for TCs who cannot attend Handbook training	2A	6/16	Unknown	Training Subcom	In progress	Action to improve TC volunteer time. <i>Measure:</i> video uploaded to Handbook Central.
6. Create web form for chapter review.	2A	6/16	None	Elec. Media Subcom; staff	COMPLETE	Action to improve ability of members to provide feedback on chapters and improve quality of Handbook chapters. <i>Measure:</i> web form updated online.

7. Modify ARG Appendix A as single-page Handbook item for TAC section meetings information packet.	2A	1/16	None	Functional Subcom	In progress	Action to improve awareness of chapter update milestones <i>Measure:</i> handout is available at TAC section meetings.
8. Modify ARG Appendix A to more user-friendly version.	2A	6/16	None	Functional Subcom	In progress	Action to improve communication with TC Handbook chairs. <i>Measure:</i> Appendix A is updated.
9. Evaluate possibility of providing dynamic equations for Handbook Online	2A	6/16	None	Elec. Media Subcom; staff	COMPLETE; vendor quote received; alternative approach chosen	Action to improve member benefit of Handbook Online. <i>Measure:</i> report from staff.
10. Provide download option for current Handbook for members without access to CD-ROM.	2A	6/16	None	Elec. Media Subcom; staff	In progress	Action to improve member benefit of permanent access to Handbook <i>Measure:</i> download available.
11. Solicit reviewers for infrequently updated Refrigeration Handbook chapters.	2A	6/16	None	ExCom; Strategic Planning; Chair; 2018R subcom	COMPLETE	Action to increase quality of content in Refrigeration volume. <i>Measure:</i> chapter review forms collected by liaisons.
12. Report out-of-sequence updates in Society publications.	2A	6/16	None	Staff	In progress	Action to increase awareness of Handbook Online member benefit. <i>Measure:</i> Society publications have Handbook-related updates.
13. Evaluate using social media to inform members of Handbook content updates and news.	2A	6/16	None	Elec. Media Subcom; staff	In progress	Action to increase awareness of Handbook Online member benefit. <i>Measure:</i> Society publications have Handbook-related updates.
Additional Recommendations for Strategic Planning: None.						

SP Init. = Strategic Plan 2014 Initiative addressed by objective

CA: mso 26 January 2016

Proposal for a New ASHRAE Handbook Chapter

Submitted by: Paul Raftery, TC 6.5 Handbook Committee Chair

Chapter Title: Radiant Hydronic Systems

Handbook Volume: Fundamentals

Cognizant TC: TC 6.5, Radiant Heating and Cooling

Potential Author(s): Peter Simmonds, Paul Raftery, TC 6.5. members

Potential Reviewers: TC 6.5 members

Justification for New Chapter

To date the information in the ASHRAE Handbooks on radiant heating and cooling systems has been fragmented between chapters in both the Systems & Equipment Handbook (Chapters 6 & 34) and the Applications Handbook (Chapter 54). Fundamental equations were often duplicated due to this fragmentation. The chapters in these handbooks have been recently revised to remove this information and consolidate it into one chapter that discusses the fundamentals of radiant hydronic systems.

Relevant to radiant hydronic systems, this new chapter will provide: concise descriptions of basic engineering principles used in the HVAC&R industry; current design information useful to practicing engineers; and data used in HVAC&R calculations.

Benefit to ASHRAE

Radiant heating and cooling systems can achieve significant energy savings, peak demand reduction, and thermal comfort improvements compared to conventional all-air systems. As a result, application of these systems has increased in recent years particularly in zero-net-energy (ZNE) and other advanced high performance buildings. Radiant heating and cooling systems are growing in popularity and market share in the US. Thus the ASHRAE Handbooks should provide information regarding these systems in as organized and helpful manner as possible. Consolidating essential information into one chapter in the Fundamentals Handbook is a significant step towards this goal.

Input from ASHRAE members

TC 6.5 members will work together to complete the attached draft which we will then circulate for review in advance of the Winter 2016 meeting in Orlando. There will be a separate Handbook subcommittee meeting to discuss this chapter in detail, and to gather comments from all attendees. Following the meeting, we will address the comments and develop a final draft of the chapter for approval at the Summer 2016 meeting.

Please see outline/draft of the proposed chapter attached, and thank you for your time.