



TC 9.07 Chair Ron Westbrook called the meeting to order at 1:00 PM

AGENDA -

Roll call – A membership roster was reviewed and a sign-in sheet was passed around to the attendees. From the membership roster, it was determined initially a quorum was not present. Additional committees arrived later in the meeting and a quorum of (4) voting members plus the chair were present, constituting a quorum of the (9) active voting members.

Introduction of Members and Guest – all attendees introduced themselves in name, and indicated their professional affiliation and status relative to committee affiliation. (15) members and guests were recognized. Two guest arrived post meeting start, names recorded on the sign in sheet.

Agenda Review – Agenda items was emailed to members prior to meeting and made available to visitors

OLD BUSINESS

Orlando TC Meeting Review – Reported the seminar proposed in Orlando was accepted and will be part of Albuquerque meeting. Seminar 55, “Campus Master Planning” will occur on Wednesday June. Filza Walters will moderate, with TC 9.7 members Ron Westbrook and David Handwork presenting. The seminar is co-sponsored by TC 9.6, TC 7.6, and TC 6.02.

The handbook revision for Chapter 6 of the Applications Manual was lead by Itzhak Maor. Comment period closed June 26, 2010. Chair Westbrook noted Itzhak and Dawan also addressed natatoriums and data centers within the application chapter. Motion was made to accept the handbook revisions, approved unanimously 5-0-0.

Prior minutes were provided prior to the membership prior to the meeting and reading of the minutes waived. Melvin Glass noted part of the discussion was regarding programs was not included on Orlando minutes. Westbrook suggested the subcommittee report substitute for documentation in lieu of amending the current written minutes. Motion was made by Melvin Glass to approve the minutes, second by Dawan. Minutes were approved unanimously 5-0-0.

Review and confirm TC 9.07 title, purpose, and scope – Chair Westbrook read the title purpose and scope of TC 9.07 for those present. There was no discussion.

LIAISON REPORTS

TAC Section 9 Report –Section Head Van Baxter addressed the committee and reported on the sections activities. Van recognized Ron Westbrook’s service as committee chair with a certificate and personal affirmation.



Environmental Health – No report

Handbook – As noted in old business, the handbook chapter revisions were completed, voted and approved by the TC 9.7 membership. Howard McKew was present and affirmed the good work lead by Itzhak.

Other TC's (reports) – none

SUBCOMMITTEE REPORTS

Subcommittee Reports and Business Activities

- **Membership Subcommittee Report**

Roster Review and Update – Westbrook discussed the membership positions current and into the next year. David Handwork will remain on as secretary, but will not be a voting member for the 2011 meetings. Westbrook encouraged the attendees to update the membership role circulated at the meeting, and for attendees desiring to be a voting or corresponding member to respond accordingly.

Research Subcommittee Report – No report

- **RTAR's and Research project proposals** – RTAR submitted in conjunction with Canadian research investigating the affects of low humidity in K-12 schools (learning and retention).

Programs – Melvin Glass reported on the current program for the Albuquerque meeting and solicited discussion ideas for Las Vegas and Montreal meetings. Westbrook noted a need for defining a theme to correspond with future meeting parent themes. Three outstanding themes discussed in prior meetings are Near Zero Energy Schools, Natural Ventilated Schools, and Environmental Considerations in Schools. With the updated publication of K-12 Advanced Energy Design Guide pending, a program theme related to this publication release related to Near Zero Energy Schools with case studies was recommended by Westbrook.

Frank Mills proposed program of Net Zero Energy Schools (from requirements and advancements in UK) for Las Vegas and a conference paper in regards of strategies of the UK schools. Due to deadlines, a conference paper would not be available for Las Vegas, but could be considered for Montreal. Frank agreed to take leadership on collecting proposals with presenters for future meetings. It was suggested Shanti Pless (NREL) be contacted for support of the presentations. Melvin Glass agreed to take leadership on the Las Vegas seminar abstract submittals, which are due on August 1, 2010.

TC 7.8 representative reported a performance presentation for educations facilities will be an abstract submittal for Las Vegas and requested co-sponsorship from TC 9.7.



There was extensive general discussion on conference paper and presentation topic areas. Raj Setty proposed data should be collected to help support the content for the proposed topic areas. Raj agreed to begin a process of surveys and other means of collecting data and will report back to committee. Several committee members offered assistance and potential data sources.

Melvin reviewed the Las Vegas topic tracks and it was noted not many were not applicable to TC 9.7 scope, except for commissioning and retro-commissioning. There was a great deal of interest from the committee members on this as relevant program, but with time constraints it should be considered for Montreal. Westbrook indicated a lead person is needed to assemble the abstract proposal and assembling of presenters for Montreal meeting; otherwise it would be tabled for the next meeting. Westbrook requested Sarah Matson to take lead, to which she accepted.

Handbook Subcommittee Report – As noted in old business, the handbook chapter revisions were completed, voted and approved by the TC 9.7 membership.

Website and electronic communications – Chair Westbrook encouraged TC 9.7 members to continue utilizing the Google Groups for communications. Westbrook will continue as the administrator of the Google group and webmaster of the ASHRAE TC 9.7 webpage.

Open discussion – none

Next meeting - The next meeting will occur at Las Vegas in January 2011. The same day and time slot will be reserved. However, the committee was advised to check the final meeting day and time prior to arrival to the Las Vegas meeting.

Meeting was adjourned at 2:50 PM, motion made by Melvin Glass, second by Itzhak Maor, unanimous approval.

END OF MINUTES.