

Technical Committee 9.07 Educational Facility Air-Conditioning Applications

Meeting Minutes from June 21, 2009 Annual Meeting – Louisville, KY

Meeting Location – Kentucky International Convention Center Room 202

Meeting Time – 1:00 PM

TC 9.07 Chair Ron Westbrook called the meeting to order at 1:05 PM

Agenda

- **Roll Call** - A current official roll sheet was not available for this meeting. In lieu of a roll sheet, a membership roster was reviewed and a sign-in sheet was passed around to the attendees. From the membership roster, it was determined (7) voting members plus the chair were present, constituting a quorum of the (13) active voting members.
 - Chair Westbrook informed the committee several voting members were rotating off the committee due to expiration of terms, and some members coming on. Post July 1, the voting membership number will be (9). Chair Westbrook solicited corresponding members present to consider changing their status to voting members to maintain voting roster number at approximately (12). Interest of at least two present corresponding members was confirmed.
- **Introduction of Members and Guest** – all attendees introduced themselves in name, and indicated their professional affiliation and status relative to committee affiliation. (17) members and guests were recognized.
- **Agenda Review** – Agenda items was emailed to members prior to meeting, and a flash memory drive was passed around for visitors.

Old Business

- **Chicago TC Meeting Review** – minutes were not available from the Chicago meeting. Program and meeting activities were reviewed by Chair Westbrook to the committee.
- **Chicago Meeting Minutes Approval** – minutes not available
- **Review and confirm TC 9.07 title, purpose, and scope** – This agenda item was waived.

Liaison Reports

- **TAC Section 9 Report** – Section 9 head, Van Baxter, addressed the committee regarding the current membership expirations. Baxter affirmed new full committee members are needed to maintain a membership number around (12) including committee chair.
- **Environmental Health** – No report
- **Handbook** – Howard McKew addressed the committee on the review of Handbook Applications chapter (6), “Education Facilities”. McKew invited the committee to provide any revisions to the chapter by January 2010 to meet Handbook committee review and approval in June 2010. McKew noted the areas of any additions or revisions should be in the context of:
 - Sustainability
 - Commissioning
 - Operation & Maintenance
 - Retro-Commissioning

McKew also suggested the following topics be included where applicable with edits to the Handbook chapter

- Security (questions should this be a reference to Applications chapter 52)
- Facility management
- Building automation management
- New technology for the specific chapter
- Benchmarking
- Value engineering

Itzhak Maor indicated he will email an electronic copy (MS Word) to the membership for review and comment. Itzhak will consolidate all the review comments, revisions, additions, and deletions in a format to be prepared for a vote at the Orlando meeting. A review date deadline will be approximately three weeks from the submittal date.

- **Other TC's (reports)** – none

Subcommittee Reports and Business Activities

- **Membership Subcommittee Report**
 - Roster Review and Update – Roster was read by Chair Westbrook. No updates noted.
 - Subcommittee and Liaison Assignments – None
- **Research Subcommittee Report** – No report
- **RTAR's and Research project proposals** – Chairman Westbrook updated the committee on the RTAR regarding the K-12 low end humidity level affect on teaching/learning effectiveness. Westbrook will submit the RTAR to the committee for review and comment by mid July 2009. Concurrent research was noted and discussed that will occur this upcoming school year in Canada public schools.
- **Handbook Subcommittee Report** – no report
- **Program Subcommittee Report** - Melvin Glass, Program Subcommittee Chair listed potential ideas for Winter 2010 meeting in Orlando related to case studies for K-12 Advanced Energy Design Guide. Discussion was to solicit/provide proposals of case studies of schools in humid climates and urban applications. Also any commissioning case studies of schools (K-12 or higher ed) was proposed as potential presentation topics. Melvin Glass reminded the deadline for topic submittals is in the near future. Filza Waters was not present (came post meeting to discuss), but Chair Westbrook discussed her potential topic proposal of higher education campus energy master planning.

New Business

- **Website and electronic communications** – Chair Westbrook indicated a Google groups has been established for TC 9.7, and invitations have been sent to the full committee. Committee members are encouraged to utilize this medium for open discussions and communications. This will be a more efficient communication channel than the ASHRAE TC 9.07 website. However, the ASHRAE website will not be replaced by the Google group.
- **Open discussion** – none
- **Next meeting** - Discussion of Orlando optional meeting times was initiated by Chair Westbrook. Possible times was presented as a hand vote to committee members. Options were Sunday afternoon at 1:00 PM or 3:00 PM, or Tuesday afternoon at 1:00 PM. The majority of hand votes favored 1:00 PM Sunday afternoon. Many at the committee agreed the Sunday 3:00 PM is acceptable if 1:00 PM was not available.
- Ken Gill mad a motion to adjourn at 2:05 PM, Melvin Glass second the motion. Motion was passed by unanimous verbal vote by the committee. **END OF MINUTES.**