

Meeting opened at 1.00pm. Meeting chaired by Ron Westbrook. Due to absent secretary meeting minutes were not recorded. These minutes were prepared by Chairman Ron Westbrook based on recall of discussions that took place. These minutes are draft only and not official until approved by committee vote.

### **AGENDA -**

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Roll taken with 15 members and guests in attendance. Six voting members were in attendance, plus chairman to establish a quorum. Sign in sheet attached. A brief moment of silence was taken to commemorate the recent passing of Milton Goldman, TC 9.7's first and past chairman.

### **OLD BUSINESS**

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**Long Beach Summer Meeting Minutes Approval:** Minutes were distributed, moved to accept as written, approved 6-0-0 CV.

**TC 9.07 Title, Purpose, Scope statement review.** Title, scope and purpose were read. No revisions.

**TAC Report:** TAC Chairman Anand Seth was present. Anand introduced himself as the new section head replacing outgoing section chair Matt Hargan. Copies of the Handbook, Program, and Research and Technical Activities reports to TAC council are attached.

**Advanced Energy Design Guide update:** Society Presidential committee member Don Colliver addressed the TC to discuss the publication of the Advanced Energy Design Guide for K-12 schools, and thanked the TC members for their contributions. Don reported that the ASHRAE had completed the first printing of the manual prior to the Winter meeting. First copies of the print version were available in the ASHRAE bookstore. ASHRAE will make the manual available for free by download to ASHRAE members. The AEDG committee is looking to emphasize distribution of the manual to school business officers and maintenance staff, in addition to Architects and Engineers.

### **NEW BUSINESS**

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**Advanced Learning Institute Courses:** Ideas for courses were encourage. An ALI course for the Advanced Energy Design guide course was discussed, but after considerable discussion it was decided that TC9.7 would request a forum in Salt Lake city to get member and society feedback on offering ALI courses for instruction on the AEDG manuals.

**Roster:** A new committee roster worksheet was submitted after the Dallas meeting. Society has not yet provided the TC with the updated roster. There are new vacancies in voting membership due to some inaugural committee members appointments having expired. Guidelines for membership selection were reviewed: New attendees present at any meeting will be added as corresponding members. Advancements to voting memberships will be made by seniority in corresponding member status combined with proven record of attendance at prior meetings. Committee officer and liaison positions: Co-chairman, secretary, and subcommittee chairs shall be voting members. Liaisons can be corresponding members. Candidates must be nominated by current member and approved by committee vote.

### **LIAISON REPORTS**

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**Technology Transfer (Glass):** Melvin Glass was appointed the CTTC liaison for section 9. CTTC will be presenting a free Satellite broadcast on Integrated Building Design on April 16, 2008. Details will be released soon.

### **SUBCOMMITTEE REPORTS**

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**Membership Subcommittee Report (Stripling);** Roster still contains inaccuracies. Roster revisions will be made. Three Voting membership positions are vacant. Chris will review with Ron and make recommendations for advancing current corresponding members into voting memberships and submit to society.

**Research Subcommittee Report: Research chairman vacant.** Lou Kelter volunteered to serve as the TC's Research chairman. Following discussion on the impacts of low humidity on the indoor environment for K-12 schools in cold climates, Lou volunteered to prepare an RTAR and conduct a literature search for prior research.

**Handbook Subcommittee Report (Maor):**

Revisions to chapter 6 were made and published in the 2007 Applications Handbook. Itzhak reported that one review comment was received since publication. Itzhak addressed the reviewers suggestions and reported that revisions will be made in the next handbook revision.

**Program Subcommittee Report (Glass):** A lengthy discussion ensued on programs centered around the new Advanced Energy Design Guide for K-12 schools:

Forum or Seminar? Discussions took place on what course committee should follow for promoting and educating ASHRAE members on the recently published Advance Energy Design Guide for K-12 school facilities. A suggestion was made to conduct a forum to get member and society input about offering ALI courses to educate members on use of the AEDG manuals. Another idea was to prepare a seminar introducing the Advanced Energy Design Guide. This would introduce users to the AEDG with information on its development, and applications of it's building envelope, HVAC, and daylighting recommendations, and explain the use of the tables and reference standards. Possible speakers will include Don Colliver, Shanti Pless, and John Murphy from the development team. Shanti also suggested Mike Nicklas and Merle McBride who worked on the building envelope and day lighting sections as possible contributors. Another AEDG based suggestion was either a seminar or symposium on case studies of applications of the AEDG in the real world. A case study would be presented for new or renovated facilities in different climate zones which were built in accordance with the AEDG and achieving the 30% energy reduction. Chairman suggested that this would be a better transactions program with peer reviewed papers required for each case study. Last program idea discussed was a seminar about going beyond AEDG toward zero energy schools. Further discussion of this topic was tabled. The TC agreed to submit abstracts for the following future programs:

Forum (SLC): Should an ASHRAE Learning Institute course be developed for instruction on the Energy Design Guides? Melvin Glass volunteered to moderate this forum. Melvin Glass will prepare the abstract and submit.

Seminar (SLC): Introduction to the Advanced Energy Design Guide for K-12 Educational Facilities. Speakers: Shanti Pless, John Murphy, Don Colliver. Chairman: Melvin Glass. Melvin will prepare the abstract and submit.

Transactions (Chicago): Case studies in real world applications of the Advanced Energy Design guide: Papers would address how energy savings were achieved using the AEDG in different climate zones. Note, papers must be peer reviewed at least 6 months prior to the scheduled presentation. A call for papers will be needed.

**Website**

Chair Ron Westbrook reported that the TC website was updated prior to the meeting. A link to the free energy design guide will be added to the website. He is researching adding a secure member area to the website for the membership to use for committee business.

**ASHRAE**

*Technology for a Better Environment*

**Technical Committee 9.7**  
**January 20, 2008**

**Educational Facilities Air-Conditioning Applications**

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

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