



**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 (7) 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. (17) members and guests were recognized. One guest arrived post introductions but is included in the attendance number afore recorded.

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

**OLD BUSINESS**

---

**Louisville TC Meeting Review** – minutes were provided prior to the membership prior to the meeting and reading of the minutes waived. Motion was made by Melvin Glass to approve the minutes, second by Jason Attikison. Minutes were approved unanimously 9-0-0, CV.

**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.

**Environmental Health** – No report

**Handbook** – Progress report was provided by Itzhak Maor with discussion with Howard McKew being present. Maor provided the most current draft updated version of the Handbook Chapter 6 prior to the Orlando meeting. Committee review and comments was solicited, but needed within the next week. Deadline for the Handbook revisions is February 2010. Howard McKew encouraged the committee work on the suggested details that may not be included in the current revision due to the time constraint. The suggested topics to be expanded in detail include commissioning, security, and sustainability. There was no general membership discussion.

**Other TC's (reports)** – none



## **SUBCOMMITTEE REPORTS**

---

### **Subcommittee Reports and Business Activities**

- **Membership Subcommittee Report**

Roster Review and Update

Roster was read by Chair Westbrook.

Subcommittee and Liaison Assignments – None

### **Research Subcommittee Report** – No report

- **RTAR's and Research project proposals** – No report

**Handbook Subcommittee Report** – Handbook report was included in the liaison report prior in the meeting.

## **SUBCOMMITTEE REPORTS**

---

- **Chair position** – Chair Westbrook indicated his term will expire at the June 2010 meeting and Itzhak Maor will assume the chair position.
- **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.

**END OF MINUTES.**