Residential Buildings Committee Chicago Winter Conference In-Person Meeting AGENDA Monday, January 22, 2024 8:30 AM - 11:30 AM CST

ATTENDANCE

Voting Members:		Guests:	
William Healy – Chair (2024)	Х	Masih Alavi	Х
Rachel Romero – Vice Chair (2024)	Х	Chip Barnaby	X
Carol Marriott – Process Chair (2024)	Х	Robert Bean	Х
Michael Pouchak – Communications	Х	Núria Casquero-Modrego	Х
Chair (2024)			
Michael Blanford (2024)	Х	Kristen Cetin	Х
Darcy Carbone (2026)	Х	Scott Grefsheim	Х
Wes Davis (2026)	Х	Auralee Macpherson	Х
Steven Emmerich (2024)		Ralph Koerber	Х
Philip Fairey (2025)	Х	Nik Krueger	Х
Jingjuan "Dove" Feng (2026)	Х	Walter Roberson	Х
Jaap Hogeling (2025)	Х	Chandra Sekhar	Х
Li Lan (2026)		Michelle Shadpour	Х
Yashkumar Shukla (2023)	Х	Li Song	Х
Xudong Wang (2026)	Х	Jim VerShaw	Х
Pawel Wargocki (2026)	Х	Iain Walker	Х
		Theresa Weston	Х
Ex-Officio Members:		Haoran Zhao	Х
Steven Sill – Board Ex-O	Х		
Ashish Rakheja (Coordinating Officer)			
ASHRAE Staff:			
Derrick Nesfield – Staff Liaison	Χ		

Motion #1: Mike Pouchak moved, Carol Marriott seconded to approve June 26, 2023, meeting minutes as presented.

Vote: 11-0-0, CV

Motion 2: Rachel Romero moved, Wes Davis seconded to have the Residential Buildings Service Award be presented at Annual Plenary.

Vote: 12-0-0, CNV

NEW AND OPEN ACTION ITEMS

Full Committee

January 22, 2024 - Chicago Winter Conference (In-Person)

- AI 1: Bill Healy and Rachel Romero to send input and feedback to Tech Council, via the Operations Subcommittee Meeting, about ASHRAE's new 3-year Strategic Plan and meet with hired consultant from Planning Committee.
- Al 2: Bill Healy to reach out to 62.2 chair for recommendations on instructors for 62.2.
 - POC: Marian Goebes

June 7, 2023 - Web Meeting

• Al 4: Bill Healy to contact CEC. Complete

December 15, 2022 - Web Meeting

- Al 1: Derrick Nesfield to send journal article to RBC Committee members for review and comment. Note: Members to provide feedback on article by end of calendar year.
 Complete
- Al 2: Derrick Nesfield to work with subcommittee chairs to set up future meetings. Complete

Communication Subcommittee

Sunday, January 21, 2024 – Chicago Winter Conference (In-Person)

- Al 1: Yash Shukla to reach out to John Constantinide to get updated list of DL topics.
- Al 2: Staff to send ASHRAE In the House DL Presentation to Marketing for update to presentation format.
- Al 3: Robert Bean to add Cold Climate Design Guide topic to ASHRAE In the House DL presentation.

Thursday, December 21, 2023 - Web Meeting

- Al 1: Mike Pouchak to verify DLs with residential as part of their topics list (https://reportviewer.ashrae.org/Default.aspx?rn=DistinguishedLecturers Listing Topics).
 Complete
- Al 2: Rachel Romero to update Reference Manual to include DL Slide procedure. On-going
- Al 3: Derrick Nesfield to add new eLearning folder under Communications Subcommittee folder in Basecamp. On-going

Al 4: Derrick Nesfield to create archive folder for completed ASHRAE Journal articles.
 Complete

October 19, 2023 – Web Meeting

• Al 3: Dove Feng will add topics to Future DL Topics folder. Complete

March 8, 2023 – Web Meeting

• Al 2: Bill Healy to review the Topics List and let us know what to pursue for the next RIB. On-hold

Process Subcommittee

January 21, 2024 – Chicago Winter Conference (In-Person)

• Al 1: Staff to send out doodle poll to determine monthly meeting schedule for remaining Society Year (February 2024 – June 2024).

December 15, 2023 - Web Meeting

 Al 1: Derrick Nesfield to contact Stephanie Reiniche to determine how a non-DL speakers/subject matter experts can do a lecture on topics discussed during meeting.
 Closed

MEETING NOTES

- Call to Order
 - Welcome & introductions Meeting convened at 8:37 AM CST (Quorum Achieved)
- 2. Review of Agenda (Healy)
- 3. Review of <u>Action Items</u> (Healy)
- 4. Report from Staff (Nesfield) *No report*
- 5. Approval of Minutes June 26, 2023, Full Committee Meeting (*Committee Vote*) (File: 06-26-23_ACM_RBC_AGENDA_MeetingMinutes_FinalDraft_v2.pdf)

Motion #1: Mike Pouchak moved, Carol Marriott seconded to approve June 26, 2023, meeting minutes as presented.

Vote: 11-0-0, CV

- 6. Report from BOD Ex-Officio (Sill)
 - Steven Sill presented the ASHRAE Leadership Presentation to the committee.
- 7. Report to CO (Rakheja)
 - ASHRAE currently working on a 3-year Strategic Plan.
 - Ashish Rahkeja encouraged committee members to send input and feedback to Tech Council.

- Rakheja also noted that RBC should reach out to hired consultant for the Planning Committee.
- ASHRAE Board of Directors has approved the Center of Excellence for Building Decarbonization.

AI 1: Bill Healy and Rachel Romero to send input and feedback to Tech Council via the Operations Subcommittee Meeting and meet with consultant from Planning Committee.

- 8. Process Subcommittee Update (Marriott) see Attachment 1 for meeting notes from January 21, 2024
 - P.1A. Complete brainstorming meetings to identify Strategic Direction Complete
 - **P.1B.** Complete white paper with Strategic Plan **75% Complete**
 - Latest draft of RBC Strategic Plan has been uploaded to Basecamp.
 - Draft to be completed by end of SY.
 - During yesterday's meeting, one of biggest topics of discussion was determining who the audience is and how best to reach them.
 - **P.1C.** Identify method to translate Strategic Plan to yearly action plan for RBC.
 - **P.1D.** Amend Reference Manual with plan to update Strategic Plan.
 - Rachel Romero to update Reference Manual with Strategic Plan once final draft is completed.
 - **P.2A.** Develop mechanism to best embed residential content in ASHRAE Conferences.
 - P.3A. Identify best approach to engage chapters and regions on residential topics.
 - Develop shared document on Strategic Planning to other committees.
- 9. Communications Subcommittee Update (Pouchak) *see Attachment 2 for meeting notes from January 21, 2024*
 - **C.1A.** Identify means of sharing Strategic Plan.
 - **C.2A.** Update current website with residential content and key terms for search engine organization.
 - Updates on website development located on Basecamp under Communications Subcommittee folder.
 - **C.2B.** Create templates for two separate webpages on (1) residential content, and (2) committee operations
 - C.3A. Package and updated presentation materials for DL's and other presenters
 - Continuing updates on ASHRAE In the House Presentation.
 - Most recent update was uploaded to Basecamp.
 - **C.3B.** Publish guarterly manuscripts in ASHRAE Journal.
 - Michael Blanford currently working with Li Lan on a succession plan for RBC Journal Process.
 - RBC members encouraged to participate in writing Journal articles during their terms.
- 10. Review of RBC MBOs (File: 2023-24_ASHRAE MBO Tracking_RBC.xlsx)
 - Committee discussed and updated MBOs.
 - Updated MBO to be presented at Operations Subcommittee meeting.

11. New Business

- Reference Manual Updates
 - Updates to the Reference Manual will include DL slide procedure and addition of Strategic Plan section.
 - When updating the Reference Manual with the Strategic Plan, the committee must consider the following:
 - 1. How often to update the Strategic Plan
 - 2. How to update the plan
 - 3. How best to disseminate plan
 - 4. Identify method to translate to yearly action.
 - Residential Buildings Service Award section to be reviewed and updated as necessary.
 - Journal Process to be reviewed for any necessary updates.
- Technical Assistance Request from GAC (Subject: Windowless Interior Bedrooms)
 - Philip Fairey noted that WIB was discussed by 62.2.
 - Philip Fairey noted that 62.2 is working on a proposal to provide ventilation to spaces without windows.
 - The proposal will cover two sections: High polluting events and Sleep Quality.
 - Pawel Wargocki stated that ASHRAE should take a position that it's not okay to have windowless rooms.
 - Rachel Romero noted that the committee would need to take an actionable plan regarding WIB.
 - Mike Pouchak suggested starting a thread among the committee to gather input/suggestions that would lead to an actionable plan.
- Guideline 46P (see Attachment 3)
 - Bill Healy requested members to send recommendations to Bill Healy for individuals who wish to serve on 46P.
 - Pawel Wargocki has volunteered to serve on 46P.
- ALI Course on 62.2
 - Bill Healy noted that the previous instructor for 62.2 has stepped down and they are seeking new instructors for the course.
 - Carol noted that the committee should find different ways to have the course reach more audiences (e.g. eLearning courses, virtual courses, etc.)
 - Focus on existing residential sectors.
 - Augment course to focus on existing buildings in addition to new construction.

Motion #2: Rachel Romero moves, Wes Davis seconds to have Residential Buildings Service Award presented at Annual Plenary (Vote: 12-0-0, CNV)

Al 2: Bill Healy to reach out to 62.2 chair for recommendations on instructors for 62.2 (POC: Marian Goebes)

- Review of RBC Strategic Draft
 - Carol Marriott presented the latest draft of the RBC Strategic Plan to the committee and provided updates on its progress.
 - During discussion of the Executive Summary/Introduction, two gaps were identified as something the committee needs to address: 1) the understanding of RBC's role within ASHRAE and 2) emphasizing that importance to ASHRAE.
 - To emphasize the value RBC can provide, it was suggested that the committee reach out to residential buildings sector and local chapters to determine values they are seeking from ASHRAE.
 - Ralph Koerber suggested the committee reach out to former members to see if they consider being corresponding members.
 - Mike Pouchak suggested the idea of holding stakeholder events to expand RBC's reach within the residential sector.
 - Carol stated that the final draft should be ready by June 2024.

12. Upcoming Meetings

- Subcommittee Meetings
 - Process: Doodle polls to be sent out for remaining SY
 - Communications: Thursday, February 15, 2024, from 9:00 AM 10:00 AM EST
 - Main Committee: June 2024 at 2024 Annual Conference in Indianapolis, IN

13. Adjourn – Meeting adjourned at 11:23 AM CST

Residential Buildings Committee (RBC) Scope and Purpose from the Rules of the Board (ROB)

2.423.001 SCOPE AND PURPOSE

This committee shall be responsible for identifying major residential trends impacting the practice of HVAC&R, informing the ASHRAE leadership and membership of these trends and their potential impacts, and making recommendations on new activities and policies in response to these trends. In addition, this committee shall serve as a resource to the Society on activities and issues that relate to residential impacts of building technologies including but not limited to ventilation, and thermal organizations that focus on residential buildings. The committee will be responsible for implementation of the residential aspects of the Strategic Plan.

Acronym List

AHRI – Air-conditioning, Heating and Refrigeration Institute

AIA – American Institute of Architects

ALI - ASHRAE Learning Institute

BPI – Building Performance Institute

CEE – Consortium for Energy Efficiency

CM – Corresponding Member of TC

CTTC – Chapter Technology Transfer Committee

DL – Distinguished Lecturer

DOE – US Department of Energy

ETF – Epidemic Task Force

GAC - Government Affairs Committee

H&A – Honors and Awards Committee

HUD – US Department of Housing and Urban Development

ICC – International Code Council

MBO – Management by Objective

MTG – Multi-disciplinary Task Group

NAHB - National Association of Home Builders

NARI – National Association of the Remodeling Industry

PCM - Provisional Corresponding Member of TC

PPIS – Planning, Policy and Interpretations Subcommittee (under Standards Committee)

RESNET – Residential Energy Services Network

RBC - Residential Building Committee

RP - Research Project

RTAR – Research Topic Acceptance Request

SPC – Standard Project Committee

SSPC – Standing Standard Project Committee

TC – Technical Committee

TPS - Title, Purpose, Scope

VM – Voting Member

Residential Buildings Committee 2023-2024 MBOs

MBO #	Description	Comments/Activities supporting MBO
		P.1A. Complete brainstorming meetings to identify Strategic Direction. Lead: Carol Marriott Priority: 1
		P.1B. Complete white paper with Strategic Plan. Lead: Carol Marriott Priority: 1
1	Complete Strategic Planning to guide Committee activities for the next 5 to 10 years	P.1C. Identify method to translate Strategic Plan to yearly action plan for RBC. Lead: Rachel Romero and Carol Marriott Priority: Level 2
		P.1D. Amend Reference Manual with plan to update Strategic Plan. Lead: Rachel Romero Priority: TBD
	Make current ASHRAE	C.2A. Update current website with residential content and key terms for search engine organization. Lead: Dove Feng and Wes Davis Priority: High by 2 nd half of SY
2	residential content more accessible to members, residential partners, and the public at-large	C.2B. Create templates for two separate webpages on (1) residential content, and (2) committee operations Lead: Dove Feng and Wes Davis Priority: High by 2 nd half of SY
		P.2A. Develop mechanism to best embed residential content in ASHRAE Conferences. Lead: Darcy Carbone, Jaap Hogeling Priority: Level 2

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ATTACHMENT 1 – Process Subcommittee Chicago Meeting Notes

RBC Process Subcommittee Meeting Chicago Winter Conference Sunday, January 21, 2024 1:00 PM – 2:00 PM CST

Subcommittee Members: Carol Marriott (Chair), Darcy Carbone, Philip Fairey, Jaap Hogeling,

Pawel Wargocki, Rachel Romero
Not in Attendance: Xudong Wang

Other Committee Members: Michael Blanford, Mike Pouchak, Yash Shukla, Jingjuan "Dove" Feng

ASHRAE Staff: Derrick Nesfield (Staff Liaison)

Guests: Chrissi Antonopoulus, Núria Casquero-Modrego, Patricia Graef, Jacques Moreau, Bill Roy

Meeting convened at 1:00 PM CST (Quorum Achieved)

New Action Items

• Al: Staff to send out doodle polls to determine monthly meeting schedule for remaining Society Year (February 2024 – June 2024).

Old Action Items Reviewed

December 15, 2023 - Process Subcommittee Meeting

 Al 1: Derrick Nesfield to contact Stephanie Reiniche to determine if a non-DL speakers/subject matter experts can do a lecture on topics discussed during meeting. Ongoing

New Business

- RBC Strategic Plan Draft
 - Carol Marriott completed the latest draft of the RBC Strategic Plan and left comments for committee members to consider when reviewing the draft.
 - The draft was posted to Basecamp for committee members to review prior to full committee meeting on Monday, January 22, 2024.

Review of MBO Activities

- MBO #1: Complete Strategic Planning to guide Committee activities for the next 5 to 10 years. (Discussion Deferred)
 - P.1A. Complete brainstorming meetings to identify Strategic Direction (Lead: Carol Marriott)
 - Task has been completed.
 - o P.1B. Complete white paper with Strategic Plan (Lead: Carol Marriott)
 - Carol Marriott stated this task is 75% Complete.
 - Latest draft of RBC Strategic Plan is complete and has been uploaded to Basecamp for peer review and feedback.
 - Strategic Plan to be discussed at full committee meeting.
 - P.1C. Identify method to translate Strategic Plan to yearly action plan for RBC (Lead: Rachel Romero and Carol Marriott)
 - Priority: Level 2
 - P.1D. Amend Reference Manual with plan to update Strategic Plan (Lead: Rachel Romero)
 - Priority: Level 2
 - Rachel Romero to update Reference Manual once Strategic Plan is approved by committee.
 - Vote on updated Reference Manual to take place in June 2024 at the 2024 Annual Conference.

- MBO #2: Make current ASHRAE residential content more accessible to members, residential partners, and the public at-large.
 - P.2A Develop mechanism to best embed residential content in ASHRAE Conferences (Lead: Darcy Carbone and Jaap Hogeling)
 - Priority: Level 2
 - Activities (Action Items assigned to task)
 - Recommend RBC member sit on organizing committee for Building Conference 2025. Commitment would be for two years.
 - This task has been assigned to Michael Blanford
 - Review ASHRAE publications, Standards and Guidelines, and make a clear recommendation to promote with the public at large or for ASHRAE to come up with more performance-based standards.
 - This task has been assigned to Philip Fairey
 - Develop a key decarbonization item checklist (Note: Checklist would be location-based).
 - This task has been assigned to Bill Healy, Jaap Hogeling, and Philip Fairey.
 - Formalize residential tracks for Winter and Annual Conferences, including a call for residential papers.
 - This task has been assigned to Darcy Carbone.
- MBO #3: Identify methods to best engage with ASHRAE members to share residential content and identify member needs.
 - P.3A. Identify best approach to engage chapters and regions on residential topics (Lead: Darcy Carbone, Philip Fairey, Xudong Wang)
 - Priority: Level 3 (Low Priority)
 - Activities (Action Items for this task)
 - Reach out to CTTC to see if we can survey members through CCTC to determine what residential topics would be of interest and what format chapters would like residential information in?
 - Suggested ideas:
 - Fireside chats
 - DL's
 - This task has been assigned to Darcy Carbone
 - Review current DL list and reach out to those specific members who are currently presenting on a variety of residential topics about adding some additional residential content
 - Specific topics such as
 - Cold climate heat pumps
 - Indoor environmental quality
 - Resilience
 - Decarbonization for residential buildings
 - This task was assigned to Yash Shukla
 - Nominate additional DL speakers (two paths)

- Review speakers from cold climate convention held in March 2023, connect with them and ask if they will become a DL on cold climate topics for residential
- Review TC list and pick ones residential or heat pump focused and reach out to them during ASHRAE meetings to determine if they can nominate CCHP residential DLs
 - Alternatively, ASHRAE Staff can reach out to a TC on our behalf
- Darcy Carbone and Carol Marriott have been assigned to this task.

Next Meeting

- 2024 Chicago Winter Conference
 - Communications Subcommittee Meeting (In-Person) Sunday, January 21, 2024, from 2:00 PM – 3:00 PM CST
 - Full Committee Meeting (In-Person) Monday, January 22, 2024, from 8:30 AM 11:30 AM CST

Meeting adjourned at 2:15 PM CST

ATTACHMENT 2 – Communications Subcommittee Chicago Meeting Notes

RBC Communications Subcommittee Meeting 2024 Chicago Winter Conference Sunday, January 21, 2024 2:00 PM – 3:00 PM CST

Subcommittee Members: Michael Pouchak (Chair), Michael Blanford, Wes Davis, Jingjuan "Dove"

Feng, Yashkumar Shukla, William Healy

Other Committee Members: Carol Marriott (Chair), Darcy Carbone, Philip Fairey, Jaap Hogeling,

Pawel Wargocki, Rachel Romero

Not in Attendance: Steve Emmerich, Li Lan ASHRAE Staff: Derrick Nesfield (Staff Liaison) Guests: Chrissi Antonopoulus, Robert Bean

Meeting convened at 2:15 PM CST (Quorum Achieved)

New Action Items

- Al 1: Yash Shukla to reach out to John Constantinide to get updated list of DL topics.
 - Yash noted that John Constantinide, who serves as subcommittee chair of DL, can also help identify additional speakers to add residential to their topics list.
- Al 2: Staff to send In the House DL Presentation to Marketing for update to presentation format.
- Al 3: Robert Bean to add Cold Climate Design Guide topic to ASHRAE In the House DL presentation.

Open Action Items Reviewed

December 21, 2023 – Communications Subcommittee Meeting

- Al 1: Mike Pouchak to verify DLs with residential as part of their topics list (https://reportviewer.ashrae.org/Default.aspx?rn=DistinguishedLecturers Listing Topics).
 - Theresa Weston stated that she added ASHRAE In the House to her list of DL residential topics.
 - Robert Bean stated that ASHRAE 55 should be added to DL list as a residential topic.
 - It was stated that Robert Bean's DL Topic, Thermal comfort, should also be added as residential topic to DL list.
- Al 2: Rachel Romero to update Reference Manual to include DL Slide procedure. On-going
 - Reference Manual to be updated in June 2024.
- Al 3: Derrick Nesfield to add new eLearning folder under Communications Subcommittee folder in Basecamp. On-going
- AI 4: Derrick Nesfield to create archive folder for completed ASHRAE Journal articles.
- Al 5: Derrick Nesfield to create document for Attachment 1 and post it on Basecamp. Complete
- Al 6: Derrick Nesfield to create document of past published columns and articles.
 Complete

November 16, 2023 - Communications Subcommittee Meeting

- Al 1: Steve Emmerich and Yash Shukla to review July '23 ASHRAE In the House DL Presentation for new and existing content. On-going
 - Theresa Weston provided notes on July '23 DL Presentation.
- Al 2: Mike Pouchak and Derrick Nesfield to reach out to Theresa Weston and Chris Mathis for historical reference on DL presentations. Closed
- Al 4: Mike Pouchak to reach out to TC's about creating eLearning modules based on list posted on Basecamp. Complete

(https://3.basecamp.com/3106353/buckets/1154136/documents/5348085389).

 Secretary's Note: Derrick Nesfield reached out to ASHRAE Manager of Professional Development Karen Murray, per Stephanie Reiniche's suggestion, to determine the proper course of action for requesting development of eLearning modules.

October 19, 2023 – Communications Subcommittee Meeting

- Al 3: Dove Feng will add topics to Future DL Topics folder. Complete
 - o Cold Climate Heat Pump added to Future DL Topics list.
 - o Moisture Control in Residential Buildings added to Future DL Topics list.

June 25, 2023 - Tampa In-Person Meeting

 Al 1: Staff to add podcast to RBC webpage. (Note: This should be completed by ASHRAE Staff) Complete

Review of MBO Activities

- MBO #1: Complete Strategic Planning to guide Committee activities for the next 5 to 10 years.
 - C.1B. Identify means of sharing Strategic Plan. (Lead: Mike Pouchak)
 - Considered high priority by second half of the Society Year.
 - On-going process.
 - Discussed during Process Subcommittee meeting earlier today.
 - The latest RBC Strategic Draft was posted to Basecamp to be reviewed by committee members prior to the full committee meeting on Monday, January 22, 2024.
- MBO #2: Make current ASHRAE residential content more accessible to members, residential partners, and the public at-large.
 - C.2A. Update current website with residential content and key terms for search engine organization (Lead: Dove Feng and Wes Davis)
 - Considered high priority by second half of the Society Year.
 - Notes from meeting under Communications Subcommittee folder on Basecamp

(https://3.basecamp.com/3106353/buckets/1154136/documents/67096862 52).

- Wes and Dove to set up another meeting to discuss the website.
- C.2B. Create templates for two separate websites. (Lead: Dove Feng and Wes Davis)
 - Considered high priority by second half of the Society Year.
 - Directly related to current action item for demo webpage (see C.2A).
- MBO #3: Identify methods to best engage with ASHRAE members to share residential content and identify member needs.
 - C.3A. Package and updated presentation materials for DL's and other presenters (Lead: Yash Shukla)
 - Theresa Weston has provided notes on July '23 ASHRAE In the House DL Presentation.
 - C.3B. Publish quarterly manuscripts in ASHRAE Journal (Lead: Mike Blanford, Li Lan)
 - Michael Blanford, Li Lan, and ASHRAE Journal Staff met in November 2023 to discuss succession plan for RBC Journal process.
 - No new updates.

Next Meeting

- 2024 Chicago Winter Conference
 - Full Committee Meeting (In-Person) Monday, January 22, 2024, from 8:30 AM 11:30 AM CST

Meeting adjourned at 2:53 PM CST

ATTACHMENT 3 - Guideline 46P

GPC 46P - Proposed Guideline Authorized November 2021

Design and Construction Practices for Controlling Humidity in Residential Buildings

1. PURPOSE:

The purpose of this guideline is to provide guidance and best practices for controlling moisture and humidity, in the design and construction of new residential buildings.

2. SCOPE:

This guideline is to assist in the design and construction of new residential dwellings (e.g., single family attached and detached, and multifamily). It covers all systems and spaces including attics, basements, crawl spaces, and common areas in multifamily housing and applies to all climate zones. The guideline is to address building performance testing and diagnostic considerations and best practices. The guideline excludes buildings with transient occupancies such as hospitality and dormitory facilities and the building operational phase. It does not incorporate guidance for testing/diagnostic or remediation/ restoration practices after the building is occupied.