

**Residential Building Committee
Web Meeting Agenda
Friday, December 15, 2017**

**These draft minutes have not been approved and are not the
official record until approved by the Residential Building Committee**

Attendance

15 Voting Members: Quorum = 8

RBC Voting Members 2017-2018 (Term)	Attendance 12/15/17	Ex-Officio Members 2017-18	Attendance 12/15/17
Chris Mathis – Chair (2018)	X	Van Baxter – Board Ex-O	X
Theresa Weston – Vice-Chair (2018)	X	Ginger Scoggins - CO	
Charles Culp (2018)		Lilas Pratt - Staff	X
Chris Gray (2019)	X		
Chris Van Rite (2019)		Consultants 2017-18	
Dan Int-Hout (2020)	X	Craig Drumheller - NAHB	
David Lee (2018)		Glenn Hourahan - ACCA	
David Weishun (2019)	X		
Jeff Inks (2019)	X	Liaisons	
Neil Leslie (2019)	X	Bill McQuade (GGAC)	X
Pankaj Dharker (2020)			
Pat Graef (2020)	X	Guests	
Paul Francisco (2019)	X	Jim Scarborough	X
Richard Karg (2020)	X		
Robert Bean (2018)	X		

Principal Motions¹

Motion 1: The Chair brought the September 21, 2017 Fall web meeting minutes to the floor for approval.

Vote: Motion passed without objection

New and Open Action Items

November 9, 2016 Conference Call Web Meeting			
1	Stakeholders Subcommittee	Develop an Outreach list that is separate from the stakeholders list.	On-going
6	Theresa Weston & RBC Members	Send the list of residential meetings/conferences to Pratt for distribution to RBC members for review and comment	On-going

¹ All motion votes are listed as yes-no-abstain.

January 30, 2017 Las Vegas Winter Meeting			
1	Jim Scarborough	Provide GGAC legislative related information for possible inclusion on the RBC website <ul style="list-style-type: none"> ▫ Mathis to reach out to Scarborough 	On-going
3	Jeff Inks	Lead a task group to write the Reference Manual for RBC <i>Note: Charlie Culp to help</i>	On-going
6	Theresa Weston	Provide a one paragraph description (TPS) of the Buildings conference for use in publicizing/explaining the conference	On-Hold

April 12, 2017 Conference Call Web Meeting			
3	Paul Francisco	Create and distribute a schedule with deadlines (completion, submission, publication) of residential Journal articles.	On-going
7	Lilas Pratt	Check on rules regarding posting Seminar slides from other conferences on the RBC webpage. <ul style="list-style-type: none"> ▫ Will need to be dealt with on a case by case basis 	On-going

June 26, 2017 Long Beach Annual Meeting			
2	Charlie Culp, Rick Karg, Paul Francisco, Chris Mathis, Robert Bean, David Lee	Do a deep dive search on existing residential educational offerings and provide recommendations to RBC in Chicago on what is needed and what RBC should act on. <ul style="list-style-type: none"> ▫ Charlie Culp will call a meeting 	On-going
5	RBC Members	Provide recommendations to Theresa Weston for workshops at the Building Conference Series committee	On-going
6	RBC Committee	Capture the historical residential transactions and request that those be a part of ASHRAE's 125 year anniversary (Action item from Technology Council)	On-going

September 5, 2017 Technical Subcommittee Meeting			
1	Lilas Pratt	Identify persons in ASHRAE for the small/task group to approach regarding question on Active House	On-going
2	Charlie Cup, Dan Int-Hout, Robert Bean	Review Active House documents on Basecamp prior to first meeting of small/task group	On-going
3	Robert Bean	Contact TC 2.1 to determine status of the RTAR on thermal comfort in residences.	On-going

September 21, 2017 Conference Call Web Meeting			
2	Theresa Weston	Prioritize conferences and organizations targeted for presentations	On-going
3	Chris Mathis/ Neil Leslie	Reach out to Kelly Cramm, chair of TAC, regarding TC involvement in future technical programs on residential topics.	On-going
4	RBC Members	Reach out to their respective TC's regarding future technical programs on residential topics.	On-going

December 15, 2017 Conference Call Web Meeting			
✓	Lilas Prat	Send a copy of the GGAC Adhoc report to the RBC members. <i>Secretary's note: Copy sent on 1/5/2017</i>	Complete
2	Theresa Weston	Investigate meeting time options for the Buildings Conference committee in Chicago that don't conflict with the RBC meeting.	New
✓	Rick Karg	Send a list of upcoming conference presentations to Theresa Weston and Lilas Pratt. <i>Secretary's note: List of presentations sent on 2/27/2017</i>	Complete
4	Stakeholders and Conferences SubC	Form a task group to identify and prioritize conference events for ASHRAE participation	New
5	RBC members	Send ideas for Houston technical program to Neal Leslie before the Chicago meeting.	New
6	Neil Leslie	Draft a letter to be sent to TC Program Subcommittee chairs regarding paper/sprograms for Houston and Atlanta	New
7	Lilas Pratt	Distribute letter to TC Program Subcommittee chairs for identified TCs with residential activity.	New
8	Publications	Look into the Houston Research Summit track topic for possible submissions (February 9 deadline)	New
9	Chris Mathis	Ask CTTC how best to get Technical Program content to the chapters. <i>Secretary's note: Recordings of ASHRAE Conference Technical Program Seminars are available to Chapters for \$100. The recordings can be shared with all chapter members at chapter meetings.</i>	New
10	Chris Mathis	Reach out to Charlie Culp regarding help needed chairing the Technical Subcommittee	New
11	Subcommittees	Develop succession plans for chair position	New

December 15, 2017 Conference Call Web Meeting			
12	Subcommittee Chairs	Consider and report on continuity needs for their subcommittees	New
13	RBC members	Reach out to Chris Mathis regarding interest in participating in a TG rethinking ASHRAE's role in the residential market.	New

Meeting Minutes

1. Call to Order – **Meeting convened at 1:02pm.** Quorum was established
2. Review of Agenda
3. Approval of minutes (Sherman)
 - a. September 21, 2017 Web Meeting (*File: [09-21-17_RBC Mtg_Minutes.pdf](#)*)

Motion 1: The Chair brought the September 21, 2017 Fall web meeting minutes to the floor for approval.

Vote: Motion passed without objection

4. Liaison Reports
 - a. Marketing and Communications
 - b. Staff Report (Pratt)
 - c. GGAC Report
 - Bill McQuade recapped the work of the GGAC Adhoc tasked with promoting ASHRAE standards/guidelines in the residential space.
 - They prioritized which standards are most important to the residential space, including Standards 55 and 62.2. The goal is to have codes reference the standards fully rather than just in part.
 - They would also like to determine who else the standards should be promoted such as; contractors, builders, homeowners, etc.
 - The previous Adhoc had developed a report on this that can be redistributed to the committee for the benefit of new members.
 - The new Adhoc is looking to develop materials in collaboration with RBC that can be handed out to the grass roots members for these promotion efforts.
 - GGAC can use the boots on the ground to provide cut sheets and other information to decision makers and at conferences/meetings.
 - Questions raised include: How to influence codes when needed? How to educate regulators? Should materials be provided at home shows or other venues?
 - Suggestion is to get marketing involved.
5. Old Business
 - a. Review of [Action Items](#)

6. Subcommittee Reports

a. Stakeholders (Gray)

- Stakeholders List – SubC is working to parse and prioritize the list of stakeholders previously identified at the workshops. The focus will be on those that are involved in the key ASHRAE area of multi-family market and those that would like to collaborate with ASHRAE.
- Utility Stakeholders – SubC is developing a group of utility stakeholders that will be in attendance in Chicago to bring together in Chicago to discuss what is important to them. Suggestion to have them attend Subcommittee meeting.
- Strategic Involvement with ACCA – The SubC plans to use ACCA as a starting point to determine the best activities to foster collaboration with the identified stakeholders. There are some existing concerns about ASHRAE's collaboration with ACCA. Van Baxter will bring the concerns to the BOD and Tech Council in an effort to mend fences.

b. Publications (Francisco)

- 1821-RP Multi-family Design Guide – The contractor has been approved and contract negotiations are underway.
Secretary's note: The contract was signed and executed the week of 1/2/18.
- Journal Articles – Paul Haydock is leading the efforts on the longer feature articles. Paul Francisco is overseeing the quarterly columns.
- Handbook Index for Residential content – The SubC is rebooting this. A report is expected in Chicago.

c. Conferences & RBC Webpage Maintenance (Weston)

- Buildings Conference Series – The conference committee has been approved and will be meeting in Chicago to develop the call for papers and the timeline.
- The meeting is currently scheduled for Monday morning at the same time as RBC. Theresa Weston will consult with the Andres Dejarlais on possible changes.
- Upcoming Seminars/Presentations – Rick Karg, Robert Bean, and Paul Raymer continue to give training presentations on Standards 62.2 and 55. They will provide a list of upcoming presentations.

Secretary's note: List of presentations sent by Rick Karg on 2/27/2017

- Residential resources and information – Is this information needed on the webpage? There is a need for a conference listing for what is available in the residential market.
- RBC needs to identify the top target stakeholders and the conferences in which they are involved for ASHRAE participation (buy a booth, etc)

d. Programs (Leslie)

- Chicago Meeting Sessions – There are many residential sessions planned for Chicago including the residential mini-track (public sessions at the AHR expo) scheduled 11am to 5pm on Monday. This overlaps with the RBC meeting.
- Houston Annual Meeting – The deadline is February 9 for seminar, workshop, and forum abstract submittals. The SubC will work to drum up interest for programs while in Chicago and provide assistance on the submissions.

- The Houston program has a residential track (modern building in hot and humid climates). There is also a research summit track for sharing research results.
- Atlanta Winter Meeting – The deadline for paper abstracts is probably in February or March 2018. RBC would like to encourage more conference papers in the residential area.
- Suggestions to increase program and conference paper submissions include sending a letter to the Program Subcommittee Chair of TCs involved in residential. Specific TCs will need to be identified.
- Outreach to CTTC – The committee would like ideas on how to disseminate program information to specific chapters.

Secretary's note: Recordings of ASHRAE Conference Technical Program Seminars are available to Chapters for \$100. The recordings can be shared with all chapter members at chapter meetings.

e. Technical (Culp)

- Active House – Subgroup (Culp, Int-Hout, Bean)
- Globalization of Standards – Subgroup to be named
- Research Projects – Status update
- Status of Standard 90.2 – Comment responses are expected to be completed by Chicago. Another public review or an ISC review will follow. The standard is gaining traction.

7. New Business

- a. Succession Planning – RBC needs an effective method for providing continuity in regards to committee membership rollover. Suggestions include: shadowing activities, subcommittee vice-chairs, veterans taking a leadership role. Suggestions are needed on how to get new people on the committee that have time to contribute.
- b. 2017/2018 preliminary plans & MBOs (Mathis)
- c. Task Group on Residential Green Standards
 - ASHRAE has now withdrawn from participation in ICC 700 due to a scope change that created an overlap/conflict with Standard 189.1.
 - As a result, Tech Council has asked RBC to provide recommendations on how to proceed. The task is a strategic rethink of ASHRAE's involvement in the current and future residential green building industry and marketplace. (Ref: ICC 700, 189.2, LEED, etc.)
 - Volunteers are needed for a Task Group to develop recommendations to Tech Council regarding ASHRAE. Volunteers: Jeff Inks, Theresa Weston, Paul Francisco, Neil Leslie

8. Next Meeting

- a. Chicago Winter Meeting
 - RBC Main Committee – Mon, 1/22/18, 9am-12pm, Clark 7 (7th floor, Palmer House)
 - Conferences SubC – Sun, 1/21/18, 8:30am-9:30am, Clark 1 (7th floor, Palmer House)
 - Programs SubC – Sun, 1/21/18, 9:30am-10:30am, Clark 1 (7th floor, Palmer House)
 - Technical SubC – Sun, 1/21/18, 10:30am-11:30am, Clark 1 (7th floor, Palmer House)

Publications SubC – Sun, 1/21/18, 1:00pm-2:00pm, Clark 1 (7th floor, Palmer House)
Stakeholders SubC – Sun, 1/21/18, 2:00pm-3:00pm, Clark 1 (7th floor, Palmer House)

9. Adjourn – **Meeting adjourned at 2:58pm EST**

**Residential Building Committee
Roster & Subcommittees**

2017-2018 Committee (Members Appointed)

Voting Members: R Christopher Mathis (Chair), Theresa A Weston (Vice chair), Robert Bean, Charles H Culp III, Pankaj R. Dharkar, Paul Francisco, Patricia Graef, Chris Gray, Jeff Inks, Daniel Int-Hout, Richard Karg, David F. Lee, Neil Leslie Chris Van Rite, David Weishuhn

Non-Voting Members: Craig Drumheller (Consultant), Glenn C. Hourahan (Consultant), Van Baxter (BOD Ex-Officio), Ginger Scoggins (Coordinating Officer)

2017-2018 Subcommittees:

- Technical: Dr. Charles Culp (Gray, Lee, Inks, Weishuhn, Graef, Int-Hout)
- Publications: Paul Francisco (Bean, Culp, Graef, Karg)
- Stakeholders: Dr. Chris Gray (Weston, Lee, Van Rite, Hourahan)
- Conferences: Dr. Theresa Weston (Lee, Leslie, Graef, Drumheller)
- Programs: Neil Leslie (Bean, Inks, Dharkar)

[Return to Agenda](#)

2017/2018 preliminary plans & MBOs

#	MBO	Status	Due Date	Assigned To	Applicable Strategies	Specific MBO Actions
1	Generate Journal articles to be compiled and used in a special Residential digital issue	On-going	7/1/2018	Publications SubC, Francisco	5A, 1B, 3B, 4A, 4B	<ul style="list-style-type: none"> Articles to be published periodically in the Journal over six to seven months. Published articles to be compiled for an on-line digital issue which will be marketed to targeted residential stakeholders - DIFFERENT that regular Journal marketing efforts.
2	Develop a Residential Multi-family Design Guide	On-going	4/1/2018	Publications SubC, Balaras	4A, 4B, 5A	<ul style="list-style-type: none"> Partner with Developing Economies Committee Look for outside \$ support Request expedited RFP process (Summer 2017 vs. Fall 2017) Publish ASAP, targeting spring 2018.
3	Extend stakeholder outreach to the Utility, Mortgage and Insurance Sectors	New	7/1/2018	Stakeholder SubC, Gray	5A, 2C, 1B	<ul style="list-style-type: none"> Identify additional potential partners and stakeholders for ASHRAE Residential products, especially 90.2 and the Residential Design Guide. Extend our outreach to existing stakeholder partners engaged in residential building performance education and outreach, such as DOE and ICC
4	Extend Residential Training and outreach through professional development offerings, conference presentations and DL programs	New	7/1/2018	Programs SubC. Leslie	3D, 5A	<ul style="list-style-type: none"> Develop residential-focused presentations and program plans for 2017-18 Annual and Winter conferences. Outreach to CTTC, GGAC, and Pub-ED on residential training, programs and support. Work with PDC to develop two residential courses (PPTs) for homeowners and contractors for presentation by ASHRAE members.
5	Extend/Expand the interest in, and membership of, the Residential Building Committee	New	7/1/2018	All, Mathis, Weston	1B, 1C, 2C, 4A, 4B, 5	<ul style="list-style-type: none"> Identify additional representation needed on the RBC. Seek additional members from those interests. Develop proposed new membership plan by 7/1/2018 for consideration by SRC (ROB changes) and Tech Council OPS Subc (MOP changes).
6	Extend role in research supporting the residential built environment.	New	7/1/2018	Technical SubC, Culp, Weston	3A, 5A	<ul style="list-style-type: none"> Survey TCs to identify current residential research already underway. Review additional potential research needs identified from past stakeholder's workshops. Survey targeted stakeholders for potential collaborative research endeavors. <p>Extend our research delivery through continued sponsorship efforts on the Buildings conferences</p>