Call to Order – Cecily Grzywacz
   a. Roll Called 2:16 pm
   b. 13 out of 13 voting members were present- a Quorum is reached.
   c. Self-introductions were made around the room.
   d. Settle passed out sign-in sheet, and copies of Chicago Agenda.

ACTION ITEMS

Guidelines for Historic Buildings Status – Program Subcommittee
Program Track for San Antonio

OLD BUSINESS

Montreal Summer Meeting Minutes Approval - Grzywacz
   a. Grzywacz called for corrections.
   b. Motion: Fitts, Approve Meeting Minutes
   c. Second: Kittler
   d. Discussion: none
   e. Vote: 13-0-0, approved.

NEW BUSINESS

TC 9.8 is to be a Cognizant member of Guidelines for Historic Buildings
   a. Motion: Kelter, Approve Meeting Minutes
   b. Second: Cox
   c. Discussion: none
   d. Vote: 13-0-0, approved.

LIAISON REPORTS

TAC Section 9 Report – Grzywacz
   a. New SHRAE Logo – Rebranding of ASHRAE
   b. International Liaison (Frank Mills) will now not be counted towards the number of attendees needed to meet a quorum.
   c. There is a need for an Existing Buildings O&M Design Guide, call for help.
   d. TC members cannot speak for TC before other bodies (and public) without TC approved position statement.
   e. Upcoming AEDG broad peer reviews.
   f. Looking for TC members for paper reviews and session chairs.
   g. San Antonio, Double Track
      1. Large Building Design
      2. Facilities Management
h. Guideline Recommended for Historic Buildings

RAC Section 9 Report – Cox
   a. This cycle there are only 4 RTARs.
   b. Cox to meet with Handbook Chairs to find out what research is needed.
   c. Consider other co-sponsoring organizations for research.
   d. Hermans – Concentrate on mining existing data for the upcoming Handbooks. Now is the time for TC 9.8 Handbook subcommittee's to do literature search.

TC 9.6 Healthcare – Westbrook
   a. Revised Hospital Design Guide is 90% complete, publication vote in June, publication expected late 2012.

TC 9.7 Educational Facilities
   a. No Report.

STANDARDS

Standard 55.1
   a. Is now in back in business.
   b. Cannot standardize people’s comfort.

Standard 62.1
   a. Now prohibits using chemicals in humidifier steam.

SPC-170P Ventilation of Health Care Facilities

Standard 180 - Standard Practice for Inspection and Maintenance of Commercial-Building HVAC Systems
   a. Addendum is out for public review.
   b. Republication in 2012.
   c. Voted to go on periodic maintenance in lieu of continuous maintenance.

Standard Project Committee SSPC 90.1 - Hermans
   a. 50% reduction in energy from 2004 is very tough to accomplish.
   b. Considering performance requirements.

SUBCOMMITTEE REPORTS
Justice Facilities Subcommittee Report – Rich Vehlow
   a. Is interested in becoming a TC.
   b. Looking for new members
   c. Trying to get RTAR completed
   d. Forum National Design Guide

Research Subcommittee Report –
   No report

Handbook Subcommittee Report – Grzywacz

Process for 2015 Handbook Chapters
   a. Year 1 – Review and thought
   b. Year 2 –
      1. Forums & Conference Papers
      2. Peer Review
      3. Organize Seminars
   c. Year 3 – Begin Writing
   d. Year 4 - Approval

Summary of Handbook Chapters
   Chapter 2 – Retail – Chris?
   Chapter 3 – Commercial and Public Buildings – Itzhak Maor
   Chapter 4 – Places of Assembly (Atria) – Frank Mills
   Chapter 5 – Hotels, Motels and Dormitories – Bob Cox
   Chapter 8 – Justice Facilities – Doug Fitts
   Chapter 21 – Museums, Galleries, Archives, and Libraries – Cecily Grzywacz
   Natatorium – Ralph Kittler

Program Subcommittee Report – Traylor
   The following table was updated to reflect discussions and decisions.
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**Webmaster**

- No report

**Motion to Adjourn**

- **Motion:** Kittler
- **Second:** Vehlow
- **Discussion:** None
- **Vote:** 13-0-0

End