Call to Order – John Harrod

a. Roll Called 2:21 pm
b. 7 out of 12 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 the Las Vegas Agenda.

ACTION ITEMS

Handbook Chapters
a. Frank Mills to pull together justifications for Chapter changes.

OLD BUSINESS

NYC Winter Meeting Minutes Approval - Settle
a. Settle called for corrections.
b. Motion: Lawson, Approve Meeting Minutes
c. Second: Traylor
d. Discussion: none
e. Vote: 7-0-0, approved.

NEW BUSINESS

Acknowledgment of Scholarship Funding
a. Boggie Setty and his wife were acknowledged for funding a $3000 per year academic scholarship. Other members were encouraged to provide similar funding.

LIAISON REPORTS

TAC Section 9 Report – John Harrod Reporting
a. New Advanced Energy Guidelines are being worked on.
   1. Moving from 30% to 60% reduction in energy.
   2. Feb 14-25 first peer review
   3. K-12 Design Guideline is expected to be published late this winter.
   b. The Google Discussion Groups is not flexible enough, ASHRAE is looking for other options

RAC Section 9 Report – Cox
a. At one time there was more money than projects, now there are more projects than money to allocate.

TC 9.6 Healthcare – Carl Lawson
a. Hospital Design Guide is expected to be published by Chicago (2012).
   b. Forum in Montreal.
Monday January 31, 2011

c. A new Operations and Maintenance Guideline is being written for Hospitals. Carl is looking for assistance in writing it.

TC 9.7 Educational Facilities – Frank Mills Attended Mtg.

a. No Report.

STANDARDS

Standard 55.1

a. No Report

Standard 62.1

a. No Report

SPC-170P Ventilation of Health Care Facilities

a. No Report

Standard 180 - Standard Practice for Inspection and Maintenance of Commercial-Building HVAC Systems – Carl Lawson

a. Is now out for public review; 45 day review period.
b. To be published by Montreal.

Standard 189.1 – Setty & Lawson

a. Now accepted as code in AZ.
b. TX, NY, FL, & CA are looking into accepting it as code.
c. There is lots of interest, 40 Voting Members.
d. It is expected to be better than USGBC.

Standard Project Committee SSPC 90.1

a. No Report

SUBCOMMITTEE REPORTS

Justice Facilities Subcommittee Report – Doug Fitts

a. Working on a Design Guide.

Research Subcommittee Report – Bob Cox & Harrod

a. Co-Sponsor Research in Natatoriums (TC1.12 Sponsor):
   1. Input of air flow into the breathing zone.
Monday January 31, 2011

2. Source capture at pool deck
3. Use of UV in Natatoriums
4. Suitable Ductwork for Natatoriums
5. Previous work Statement on evaporation at pool surface.
   b. Research Promotion – $2.3 million of work to do, $1.3 collected annually to do the work.

Handbook Subcommittee Report – Mills

Summary of Handbook Chapters

Chapter 2 – Retail – Completed

Chapter 3 – Commercial and Public Buildings - Completed

Chapter 4 – Places of Assembly – Completed

Chapter 5 – Hotels, Motels and Dormitories – Completed
   a. Superficially changed.

Chapter 8 – Justice Facilities – Completed

Chapter 21 – Museums, Galleries, Archives, and Libraries – Completed
   a. Extensively changed.

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

Discussion on New/Changed Chapters

b. Natatorium – New Chapter
c. Atriums – New Chapter?
d. Change Chapter 5 – Hotels, Motels, & Dormitories to Hospitality?
e. Mixed Use Development?
f. Scope and justification needs to be pulled together for Chapter changes. Frank Mills will pull together justifications for Montreal.

Program Subcommittee Report – Traylor

The following table was updated to reflect discussions and decisions.
<table>
<thead>
<tr>
<th>PROGRAM TITLE</th>
<th>TYPE</th>
<th>SCHEDULE</th>
<th>PRIORITY</th>
<th>CHAIRMAN</th>
<th>PRESENTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC for Sports Venues in Cold Climates</td>
<td>FORUM</td>
<td>Montreal</td>
<td>1</td>
<td>Jeff Traylor</td>
<td>Micheal Khaw, Tim McGinn, Darrel Boice</td>
</tr>
<tr>
<td>Large Office building – Design &amp; Continuous Cx</td>
<td>FORUM</td>
<td>Montreal</td>
<td>2</td>
<td>Jeff Traylor</td>
<td>Bob Cox, Mark Scott, Carl Lawson</td>
</tr>
<tr>
<td>Achieving energy target in large commercial buildings</td>
<td>FORUM</td>
<td>Montreal</td>
<td>3</td>
<td>Jeff Traylor</td>
<td>Bogie Setty, Frank Mills, Walter Horn, Rick Herman</td>
</tr>
<tr>
<td>Energy Retrofits for Large Buildings</td>
<td>FORUM</td>
<td>Montreal</td>
<td>4</td>
<td>Ron Westbrook</td>
<td>Bogie Setty, Bob Cox, Ron Westbrook</td>
</tr>
</tbody>
</table>
### PROGRAM TITLE

<table>
<thead>
<tr>
<th>Type</th>
<th>Schedule</th>
<th>Priority</th>
<th>Chairman</th>
<th>Presenters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Criteria &amp; Energy Conservation in Justice Facilities</td>
<td>FORUM</td>
<td>X</td>
<td>Montreal</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>SEMINAR</td>
<td></td>
<td></td>
<td>Snehal Desai</td>
</tr>
<tr>
<td></td>
<td>CONF. PAPERS</td>
<td></td>
<td></td>
<td>Frank Mills</td>
</tr>
<tr>
<td></td>
<td>TRANSACTIONS</td>
<td></td>
<td></td>
<td>Sabasten Sequin</td>
</tr>
<tr>
<td>Nanitoriums</td>
<td>FORUM</td>
<td>X</td>
<td>Montreal</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>SEMINAR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CONF. PAPERS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TRANSACTIONS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hospitality Case Studies</td>
<td>FORUM</td>
<td></td>
<td>Chicago</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>SEMINAR</td>
<td></td>
<td></td>
<td>Mark Showman</td>
</tr>
<tr>
<td></td>
<td>CONF. PAPERS</td>
<td></td>
<td></td>
<td>Elia Sterling (?)</td>
</tr>
<tr>
<td></td>
<td>TRANSACTIONS</td>
<td></td>
<td></td>
<td>Hoy Bohanan</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Chris McGee</td>
</tr>
<tr>
<td>Stratification control issues and solutions</td>
<td>FORUM</td>
<td></td>
<td>Chicago</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>SEMINAR</td>
<td></td>
<td></td>
<td>Gig Settle</td>
</tr>
<tr>
<td></td>
<td>CONF. PAPERS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TRANSACTIONS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mixed Use</td>
<td>FORUM</td>
<td>X</td>
<td>Chicago</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>SEMINAR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CONF. PAPERS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TRANSACTIONS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benchmarking ventilation &amp;</td>
<td>FORUM</td>
<td></td>
<td>San Antonio</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>SEMINAR</td>
<td></td>
<td></td>
<td>Elia Sterling (?)</td>
</tr>
<tr>
<td></td>
<td>CONF. PAPERS</td>
<td></td>
<td></td>
<td>Frank Mills?</td>
</tr>
</tbody>
</table>
### PROGRAM TITLE

<table>
<thead>
<tr>
<th>TITLE</th>
<th>TYPE</th>
<th>SCHEDULE</th>
<th>PRIORITY</th>
<th>CHAIRMAN</th>
<th>PRESENTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indoor air quality for large buildings</td>
<td>CONF. PAPERS</td>
<td></td>
<td></td>
<td>Tyler Lewis</td>
<td></td>
</tr>
<tr>
<td>Do we need an Atria HB Chapter?</td>
<td>FORUM</td>
<td>X</td>
<td></td>
<td>San Antonio</td>
<td>Frank Mills</td>
</tr>
<tr>
<td>What do we need in Hospitality HB Chapter for global applications?</td>
<td>FORUM</td>
<td>X</td>
<td></td>
<td>San Antonio</td>
<td>Elia Sterling</td>
</tr>
<tr>
<td>What do we need in Places of Assembly HB Chapter?</td>
<td>FORUM</td>
<td>X</td>
<td></td>
<td>Dallas</td>
<td>Lou Kelter</td>
</tr>
</tbody>
</table>

- **Motion**: Motion to accept prioritization of NYC Seminar - Fitts.
- **Second**: Kittler
- **Discussion**: None
- **Vote**: 8-0-0, approved Motion to accept prioritization of NYC Seminar

### Webmaster – Westbrook

- **Google Groups** for now.
- **Looking at using Google Sites**

### Motion to Adjourn

- **Motion**: Lawson
- **Second**: Fitts
- **Discussion**: None
- **Vote**: 8-0-0