

ASHRAE TC 5.4 – Industrial Process Air Cleaning

Draft Meeting Minutes - 2013 Annual Meeting

2:15 - 4:15 P.M. – Monday, June 24th, 2013

Plaza Building – Fourth Floor – Suite 366

Denver, CO

1. Call to order, Self Introduction of Members and Guests: Kevin Marple
  - a. Meeting called to order at 2:21 by Kevin Marple.
2. Membership Roster - beginning 7-1-13: Kevin Marple is outgoing Chair; Andrew Sorenson is incoming Chair and Tim Hudson is incoming Vice-Chair. The roster update form will be completed by Kevin as well as the TC Activity Sheet, and submitted this (Monday June 24<sup>th</sup>, 2013) evening.
  - a. See Attached Sign In Sheet
  - b. First order of business was to discuss committee structure. We currently have 10 voting members. David Hurd has been unreachable, so Kevin will remove him from the roster (currently corresponding member). KJ Choi will roll from a voting member to a corresponding member as his 4 year term is up. Kevin Marple, outgoing chair will also roll to a corresponding member. Wayne Lawton has opted to go to a corresponding member as he is retired and likely won't be able to attend meetings moving forward. Andy Sorenson is the incoming chair. Tim Hudson is the incoming Vice Chair. KJ Choi will be the Program Chair. Bob Burkhead will be the Research Chair. Gerhard Knutson will remain the Standards Chair. That still leaves an opening for secretary and handbook chair. Anyone interested in those positions should contact Andy Sorenson. Otherwise, we'll discuss again in New York. All above mentioned changes take effect July 1<sup>st</sup>, 2013.
  - c. Anyone interested in becoming corresponding members (Geoff Crosby and Ina Parker expressed interest) should contact Andy Sorenson as well.
  - d. 6 voting members were present and a quorum was established.
3. Review and Approval of Dallas Meeting Minutes: Kevin Marple
  - a. Andy Sorenson made a motion to approve the Dallas minutes which was seconded by Wayne Lawton. Vote approved 6-0-0 CV.
4. Report on Section 5 Meeting: Kevin Marple
  - a. Promoting program availability for both New York and Seattle. New York needs to be submitted by August 12<sup>th</sup> and Seattle needs to be submitted by September 23<sup>rd</sup>.
    - i. Biggest takeaway from the Section Head Breakfast was that we need to reach out and make contact with our CEC Section Head, Mike McDermott. Mike will be our advocate and champion our programs for us, and that will give us our best shot at being involved.
5. Committee Reports
  - a. Handbook: Bob Burkhead

- i. Handbook revision was submitted and published in 2012. Next revision will be for 2017.
    - 1. Bob to take an action item to distribute the current section to the committee to review for suggestions for improvement prior to the New York meeting in January.
  - b. Research: Wayne Lawton (RP; RTAR; Other)
    - i. Wayne wasn't able to make the research committee meeting. He did learn that ASHRAE has \$2.9 Million available for research.
      - 1. Monroe discussed the work statement for the oil mist RTAR. Status is still the same. The RTAR has been filed, the work statement has been started, but isn't complete.
        - a. Monroe raised concerns about the viability of another standard at this time. He needs help and honestly the committee lacks expertise in this area and needs some help.
          - i. Kevin to take an action item to reach back out to Dan Rousseau at Nederman. He had committed to join the committee and said he would be at the meeting, but did not show up.
        - 2. Formal submittal of RP1284 is necessary. Action item given to Bob Burkhead to finish the formal write-up (75% complete) to be submitted by August 1<sup>st</sup> for formal publication.
  - c. Standards: Gerhard Knutson
    - i. See Item 6 Below
  - d. Programs: KJ Choi
    - i. KJ Sent around a form detailing the upcoming meetings and their tracks. See form attached here. (Kevin can you please scan and attach here as well??)
    - ii. KJ will make contact with the track chair from the CEC to get him on our side.
    - iii. Action item to Tim Hudson to pass all previously submitted programs to KJ for further review and applicability to upcoming meetings.
    - iv. KJ and Andy Sorenson to discuss potential Donaldson involvement in presenting after the list is received and reviewed from Tim.
- 6. SPC 199 status report: Gerhard Knutson
  - a. Committee met for 4 hours on Friday and 4 hours on Sunday in Denver.
  - b. Committee has a draft that has been cut and pasted from RP 1284, but that draft has been moving slowly for the past 2 years. It's been difficult for the members of this committee involved to commit time to this effort outside of these meetings.
  - c. It was decided that the committee will meet for a 3 day off site meeting July 30<sup>th</sup>-August 1<sup>st</sup> at the Donaldson facility in Minneapolis.
    - i. Committee members all agreed to submit a commented draft (using track changes) to Andy Sorenson by July 15<sup>th</sup>. Andy & Chris Fischer will commit to combining all of those comments prior to the meeting and will disseminate by July 29<sup>th</sup> so the members have a copy to review prior.

1. Intent will be to spend the 30<sup>th</sup> clarifying comments and combining duplicates. Will work through those issues and will dive into to find the holes and needs to be worked on.
  2. The 31<sup>st</sup> and the 1<sup>st</sup> will be used for small group breakout sessions to progress the draft into a useable format.
  3. After that session the committee's hope would be that we would have a draft that needs a slight edit and then will be ready for public review.
7. Website Report: Kevin Marple
  - a. Draft minutes, approved minutes, and agendas have all been posted to the website. Kevin and Andy will work together to find a secretary and work through any other materials that should be posted to the website.
8. Report from section 5 Head (when present)
  - a. Ken Peet is the new section head and was filling in for Gus Mastro. Gus couldn't make this meeting, so Ken stepped in early.
  - b. New activities form presented at this meeting. There is a section at the bottom of the form to enter any questions that we may have for the TAC.
  - c. Reminder to go into your ASHRAE bio and update your employment category. Helps committee chairs in maintaining balance among the committee.
9. Old Business
  - a. NONE
10. New Business
  - a. NONE
11. Next Meeting: 2014 – Monday (MLK) January 20<sup>th</sup>, 2014, New York, NY
12. Adjourn
  - a. Motion made by Wayne Lawton at 3:45

