

# ASHRAE TC 7.3 Operations and Maintenance Management Meeting Minutes

Tuesday, January 15, 2019

1:30 – 3:30 PM

Omni Hotel, North Tower, Floor M4, Grand Ballroom A

## Voting Members Present

|                  |                |                |
|------------------|----------------|----------------|
| Sonya Pouncy     | Mina Agarabi   | Mike Brambley  |
| David Norvell    | Richard Danks  | Mike Gallagher |
| Orvil Dillenbeck | Cedric Trueman |                |

## Others Present

|                        |                         |                       |
|------------------------|-------------------------|-----------------------|
| Zhigang Xu - Guest     | David Underwood - Guest | Claude Garcia - Guest |
| David Cantrill - CM    | John Frugard - CM       | Wayne Webster - CM    |
| Julia Day - CM         | Heather Platt - CM      | Forest Yount - CM     |
| David Chabot - Guest   | Catherine Tinkler – PCM | Jamie Kono - Guest    |
| Reece Williams - Guest | Matt Harper - Guest     | Bill Aldrite - Guest  |
| Frank Caleo - Guest    | Rob Faulke - CM         |                       |

1. Call to Order by Sonya Pouncy at 1:05 PM
2. Welcome
3. ASHRAE Code of Ethics Commitment – TC Chairman – Sonya Pouncy  
In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interests. (See full Code of Ethics: <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>.)
4. Agenda was reviewed and accepted with one addition.
5. Introductions of members and guests
6. Voting Member Roll Call – 8 of 13 members are present, so quorum was present for the meeting.
7. Visitors & Reports/Information from other Committee Representatives
8. Approval of Minutes from June 26<sup>th</sup>, 2018 meeting in Houston, TX. – Moved and 2<sup>nd</sup>, vote was passed 7-0-0, with chair not voting.
9. Announcements by Chair:
  - A. Conferences & Expositions Committee (CEC) are looking for volunteers.
  - B. CEC Call for Reviewers: 2018 Annual Meeting and others. Contact Tiffany Cox ([tcox@ashrae.org](mailto:tcox@ashrae.org)) and copy TC Chair & Vice Chair
  - C. Content Request from Publications Committee – looking for writing opportunities for AHRAE journal as well as other pubs  
Proof of Guideline 4 – received a copy of proof from Davidge – Steve Sills reported that there were 10 comments, all approved and submitted. *CORRECTION: While members of TC 7.3 may be serving on GPC 4, the TC itself does not have any jurisdiction over the Guideline developed by the GPC. As such, TC 7.3 will NOT be reviewing the galley proof.*

- D. New MTG and TC – Pouncey announced there are newly formed TC2.10 on Resilience and Security and new MTG Health and Wellness in the Built-Environment
- E. Feedback for Proposed Move to TWGs in lieu of TC – Pouncey distributed a document from the Society regarding a reorganization of the TC's. Consolidate the functional groups so that people can participate better in the TC's and the programs. Please provide your feedback directly to the Sarah Maston. Mike Brambley stated that he was opposed to the proposal to reduce the number of TC's. He believes the number of TC's provides leadership opportunities as well as specificity in subject areas. Richard Danks also expressed caution regarding this potential change.

**10. Liaison and Other Reports**

- A. MTG on Effective Building Operations (Michael Bobker / Sonya Pouncy)  
MTG met this morning with several members of TC7.3 present. Orvil Dellenbeck reported that one of the things ASHRAE was missed in the technical material is addressing management such as building owners or management staff. MTG will be looking closely at Guideline 32.
- B. SPC 221P (Rob Falke) – Rob Falke reported the proposed standard to score the level of performance of a system once it is installed. Public review ended in May 2018, 166 comments were received, the committee responded to comments and then had 450 pages of notes related to comments. Currently the standard is in full public review which started in December 2018.
- C. Julia Day reported that there is a new handbook chapter and looking for reviewers on TC7.3 Richard Danks and Cedric Trueman are interested in helping with the review.

**11. Sub-Committee Reports:**

- A. Education: Julia Day was unable to attend due to schedule conflict. Mina Agarabi reported on the purpose of the Education subcommittee. She also reported they have organized a writing workshop for YEA and are planning another workshop at future conference to cover 7.3 topics. Thinking about doing happy hour as opposed to traditional meetings.
- B. Handbook: Orvil Dellenbeck reported chapter 39 is now with editors. Orvil asked for a vote from TC to push it forward to publish with minor editorial corrections as needed after the proofs. It was moved and 2<sup>nd</sup>, vote was 7-0-1 with chair not voting. Motion passed.
- C. Program: Mina Agarabi reported that there was a very strong program from this TC at this conference. There were two seminars. There are nine tracks for Kansas City and Mina would like to have ideas submitted to her. Even if you do not have a full seminar, she can combine with others to make a full seminar. Some ideas were best practices for O&M, guideline 32 and have owners, maintenance and contractor's perspective, cheap buildings but well maintained and high-end buildings poorly maintained. Please reach out to Mina with any ideas that you may have. Her entire list is available on Basecamp.
- D. Standards: Steven Sill stated regarding GPC-4 that during the subcommittee, Davidage Warfield reported that it is done and had received 10 comments, all have been approved and sent to publication. Regarding GPC-32, TC7.3 is the cognizant author of this guideline and it will need to be revisited every 5 years. A member of the subcommittee would like to produce a "Best Practice" guide for Operations and Maintenance which may need to reach out to other organizations like BOMA.
- E. Research: Neither Michael Bobker nor Davidage were present. John Frugart reported on RP1650 (identify training requirement for high performance building operations) first draft of the final report from the PI and reviewed in the Atlanta meeting. RP1650 - not cost extension until May 2019.
- F. Webmaster: Terrance Rollins was not present to provide a report.

## 12. Old Business

## 13. New Business

- A. Feedback from sessions in the O&M Track – It was reported that the O&M session on standard 180 was located adjacent to show. That was a good move that increased attendance. S\It was also reported that the sequence of operations session was good as it addressed multiple people from owners, to designers, to maintainers, etc.

- B. Chair's Goals for 2019

Pouncey reported that she would like to mix things up a little. She has asked the subcommittee goals to discuss their needs and goals. David Underwood reported that the presidential theme for next year is O&M. Section 7 is related to building performance, good to review our written scope. She would like their publications that show the role of O&M is seen as equally important to building design. She would like to remove barriers from subcommittees so that they can excel. Would like to collaborate better with other 7 TC's. She would like the TC to have additional influence in ASHRAE publications. She would like regular reviews on all O&M related ASHRAE publications. She would like an enhanced focus on operations and management. Heather Platt reported that there is no limit on pages in the handbook.

- C. Sub-committee Goals and Needs for 2019

- i. Orvil Dillenbeck reported that he would like to concentrate on management in the coming year.
- ii. Julia Daly reported that she would like to get caught up and connected to others. She sees opportunities for the occupants to provide education. Possibly develop an ALI.
- iii. Mina Agarabi reported that she would like to keep the great work that is already going and expand the pool to include contractors, owners and other stakeholders into the mix. She would like to see how that O&M can be in the forefront instead of an afterthought. Try to survey the membership and find out what they are running into in their day-to-day. Would like to concentrate on a good submission for Orlando. There is also an extended abstract option now from ASHRAE.
- iv. Steve Sills reported that he would like to have more liaisons to more standards and also to produce more papers for publication.

- D. Sonya Pouncey reported that there is now an activity form which she needs to submit to society.

- E. Sonya Pouncey reported that all need to check the roster and provide any required updates.

- F. Sonya Pouncey reported that we had our first TC7.3 Dinner on this past Sunday. She would like to continue that tradition on Sundays during the conferences.

- G. Sonya Pouncey announced that society is pushing to have interim subcommittee meetings online prior to the regular conferences. The society uses GoTo Meeting. Orvil proposed that the online meeting have a specific topic and invite only the people that are involved in that topic. Cedric suggested that the calls be subcommittee specific so that it is easier to schedule.

## 14. Sonya Pouncey reported that the next meeting will be:

- A. Kansas City, MO, June 22 – 26, 2019

- i. Full Committee- Tuesday, 1:00 – 3:30 PM

- ii. Subcommittees- Sunday, 1:30 -3:00 (Education & Training); Monday 2:15 – 4:15 (Standards & Program); Monday 4:15 – 6:15 (Research & Handbook); Tuesday 8:00 – 9:00 (RP-1650)

- B. Remote Participation Needs

- C. Other

## 15. Meeting Adjournment at 3:29 PM.