**TC/TG/MTG/TRG MINUTES COVER SHEET**

(Minutes of all Meetings are to be distributed to all persons listed below within 60 days following the meeting.)

TC/TG/MTG/TRG No. **TC 7.7**

DATE **January 14, 2019**

TC/TG/MTG/TRG TITLE **TESTING AND BALANCING**

DATE OF MEETING **January 14, 2019** LOCATION: Pine Room, Omni

<table>
<thead>
<tr>
<th>MEMBERS PRESENT</th>
<th>YEAR APPTD</th>
<th>MEMBERS ABSENT</th>
<th>YEAR APPTD</th>
<th>EX-OFFICIO MEMBERS AND ADDITIONAL ATTENDANCE</th>
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<tr>
<td>Tom Cappelin</td>
<td>2015</td>
<td>Mark Hegberg</td>
<td>2017</td>
<td>Justin Garner</td>
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<td>Byron Hagan</td>
<td>2016</td>
<td>Richard Rose</td>
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<td>Frank Spevak</td>
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<td>John Hamilton</td>
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<td>Gerald Kettler</td>
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<td>Robert Moss</td>
<td>2017</td>
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<td>Gus Faris</td>
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<td>Donald Prather</td>
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<td>Jason Hauska</td>
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<td>Tom Schlachter</td>
<td>2017</td>
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<td>Shilei Ma</td>
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<td>Gaylon Richardson</td>
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<td>Larry Felker</td>
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<td>Goran Djordjevic</td>
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<td>Welsey Roberts</td>
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<td>Tiffany Suite</td>
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<td>Jeffrey Schools</td>
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<td>Darryl DeAngelis</td>
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**DISTRIBUTION:** *All Members of TC/TG/MTG/TRG plus the following:*
Note: These draft minutes have not been approved and not the official, approved record until approved by the TC.

MINUTES
TC 7.7 TESTING AND BALANCING
ANNUAL CONFERENCE
MONDAY – January 14, 2019 (2:15 – 4:15 pm)

1. CALL TO ORDER
   Chairman Prather asked all guests to provide contact information on one of the
   sign-in sheet that was being passed around.
   • Attendance: 6 of 9 voting members present – quorum is present
   • Chairman reviewed the ASHRAE Code of Ethics

2. INTRODUCTIONS
   Chairman Prather asked those attending to introduce themselves and identify the
   organization or company they represent.

3. APPROVE MINUTES FROM LAST MEETING
   Minutes from the Chicago meeting were passed out. After a brief discussion, a
   motion to accept the minutes as presented was made by Mr. Schlachter and
   seconded by Mr. Moss. The motion was passed by committee consensus.

4. RECOGNIZE LIAISONS
   Bill Murray, New Research Liaison introduced himself and offered to assist in RACs
   and RTARs

   Craig Messmer, TAC Section Head, described the new direction for TCs and
   requested response to the TC consolidation structure within 30 days. All
   Committee/corresponding members should send their comments to TC 7.7
   Chairman, Don Prather, at Donald.prather@ACCA.org
   See attached ‘Reorganization Feedback Form’

5. DISCUSS ISSUES FROM TC BREAKFAST
   Chairman Prather briefly covered the information provided at the TC Chairman’s
   breakfast, (See attached handout).
6. SUBCOMITTE REPORTS

A. Handbook - Mark Hegberg
   No update.

B. Program - Tom Schlachter
   - See attached Program Sub-Committee Report Handout

C. Membership – Donald Prather
   Chairman Prather reported current voting members are:
   Thomas Cappelin, Byron Hagan, John Hamilton, Mark Hegberg,
   Robert Kelleher, Donald Prather (chair), Robert Moss (secretary),
   Richard Rose, and Thomas Schlachter (vice-Chair).
   There are 4 voting members rolling off and there are 4 new voting members
   coming on at the next meeting.

D. Research - Frank Spevak
   - TC 7.7 is currently cosponsor, along with TC 5.3 of RP-1741,
     “Understanding Fan Coil Components and How They Relate to Energy
     Consumption and Energy Modeling”
   - Mr. Tom Schlachter gave an update on Progress on RP-1741. Noted
     testing will likely take 6 more months.
   - Mr. Faris suggested using special pubs to advocate research
   - See attached Program Sub-Committee Report Handout
   - Summary:
     - 7 RTARs reviewed – 6 accepted with comments, 1 rejected
     - 5 WS reviewed – 2 conditionally accepted, 3 returned to TC
     - Reviewed 2 funded extension requests
     - Reviewed contractor selection for one project
     - Innovative Research Grants – reviewed pre-proposals and will be asking
       4-5 to provide full proposals
     - Homer Addams award nominations for a graduate student performing
       ASHRAE research are due
     - Recipient of Service to ASHRAE Award is Jensen Zhang for work in TCs
       2.3, 4.3 and 4.10

E. Journal - Justin Garner
   - Mr. Richardson suggested articles and seminars on the precision and
     accuracy of monometers and thermometers, sighting the misunderstanding
     and misuse of these instruments in the field.
   - Mr. Garner made a similar case pic-valves.

F. Standards
   STD 111 - Gaylon Richardson
   STD 111 expected to go to publication after this ASHRAE meeting
   GPC 11 - Tom Schlachter
   GPC 11 completed and published.
G. Education – Mark Hegberg
   No update

H. Web Master – Don Prather
   Mr. Prather reported that the web is up to date.

7. LIASON REPORTS FROM OTHER TC’S OR ORGANIZATIONS

TC 1.2 Instruments & Measurements - Frank Spevak
   • Mr. Spevak noted that the entire series of Standards 41.x series has been updated at this time. The most recent update was Standard 41.2.

TC 1.4 Control Theory & Application - Mark Hegberg
   • No update

TC 5.2 Duct Design – Gus Faris
   • Standard 215-2018 -- Method of Test to Determine Leakage of Operating HVAC Air Distribution Systems (ANSI Approved) is published.

TC 5.3 Room Air Distribution - Byron Hagan & Gus Farr
   • Addition of Air Curtains has been approved

TC 5.6 Control of Fire & Smoke - Gerald Kettler
   • Nothing new to report

TC 6.1 Hydronic & Steam Heating Equipment & Systems – Mark Hegberg
   • No Update

TC 7.9 Building Commissioning- Justin Garner
   • SPCC 300 ‘Commissioning Process of Buildings and Systems’ will now cover commissioning of existing buildings.

TC 9.10 Laboratory Systems – Gaylon Richardson
   • Added testing for cross flow
   • Presentations on modeling

AABC – Gaylon Richardson
   • Nothing to report

NEBB – Jeff Schools
   • Annual meeting next April
   • TAB committee rewriting training program
NBC- Steve Burns
- Annual conference April 4-6, 2019
- NBC is expanding it’s options for class room training for recertification.
- NBC will be releasing it’s updated procedural standards in 2019.
- NBC is updated / rewriting its course material for TAB Supervisor.

SMACNA – No liaison

ACCA – Don Prather
- New ACCA CEO, Barton James

TABB – John Hamilton
- Now has 22 certified TABB labs
- Several new ANSI certified TABB standards

8. OLD BUSINESS
- No old Business was discussed.

9. NEW BUSINESS
- Larry Felker asked if Smoke Damper testing falls under TC 7.7 and asked for assistance in promoting this testing

10. ADJOURN
    Motion to adjourn was made @ 4:15pm by Mr. Richardson, second by Mr. Moss and accepted by committee consensus.

NEXT MEETING:
Kansas City, MO  Monday, June 24, 2019  2:15 – 4:15 pm