**Meeting Logistics Notes:**

* Meeting is a web vertical meeting and will occur on November 22
  + Eastern standard time – 1:00-4:00 pm
  + Central standard time – 12:00-3:00 pm
  + Mountain standard time – 11:00-2:00 pm
  + Pacifict standard time – 10:00-1:00 pm
* This meeting is a special web meeting intended to approve critical items for the following topics
  + Addendum proposal ready for public review and publication
  + Addendum Comment responses
  + IECC Proposals
  + CMP responses
  + Formal Interpretation responses
* If we have time at the end of the meeting we will also cover the following;
  + Status of addendum approved at fall meeting for public review
  + Planning for Winter 2025 meeting
  + Updates on Membership
  + Other Business
* The meeting is intended to be a web meeting. Web connections information is shown below:

## <https://ashrae.webex.com/ashrae/j.php?MTID=mce559efb967270a0e8b3e095f7c6d615>

* + Please keep your phones/audio muted.
  + Please raise your hand if in person and if remote use the raised hand function to join the discussion. You will then be recognized by the chair.
  + Please limit comments to new topics or points to make and try not to repeat prior comments.
* Attendance will be recorded if you are logged into the web meeting and we will take attendance for people present at the meetings.
* The agenda order shown may not be followed.
  + All documents that were avaliable and have been loaded to the One\_Hub site and links are provided in the spreadsheet agenda. Some of the documents are preliminary drafts and will be finalized during the fall meeting so they may change. Any document that have already been voted for proceeding by the subcommittees should be in the day 1 folder. Other preliminary documents are in the subcomittee or working group folders on One\_Hub

<https://files.ashrae.org/workspaces/1433065/folders/2611510839>

* + Documents are only available to members and consultants. Meeting documents **should not be share or redistributed and do not use screen capture**.
  + People using AI bots to monitoring meeting will be rejects and contacted separtely by staff and continued us of these tools could result in being removed from ASHRAE 90.1 distribution lists.
* Non-standards action votes will be taken by hand votes and standard actions votes will be taken by ballots emailed to committee members using the on-line voting system unless under some cercumstances a decision by the chair to vote in person may be used. Because of critical addendum approval process we may vote directly during the meeting.

1. **Call to Order (Lord)**
2. **Attendance**
   * **Quorum Determination** (Toto)
3. **ASHRAE Value Statement and Ethic Policy** (Lord)
   * In ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness, and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism, and diversity, and shall avoid all real or perceived conflicts of interest. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We celebrate diverse and inclusive communities, understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and the communities our Society serves. We respect and welcome all.  
     + **Code of Ethics -** [**https://www.ashrae.org/about/governance/code-of-ethics**](https://www.ashrae.org/about/governance/code-of-ethics) **Core Values** - <https://www.ashrae.org/about/ashrae-s-core-values>  
       **Diversity Statement** - <https://www.ashrae.org/about/diversity-equity-and-inclusion-dei>

* **Antitrust** (Lord)

Please comply with the anti-trust requirements which can be found at the following link:

[Anti-Trust Guidelines](https://youtu.be/ykisOzjHyZM)

* + **Meeting Documents** (Lord)

Meeting documents are available to members, consultants and liasons thru One-Hub and will be shared during the meeting. Designated reviewers and quests do not have access. Designated reviewers can get copies of appropriate addenda from the chair or lead for the subcommittee or working group.  
  
No screen shots or recordings shall be used. Documents should not be redistributed.

Documents for the meeting have been and some are still being posted to the One\_Hub site.

<https://files.ashrae.org/workspaces/1433065/folders/2640148147>

1. **Introductions (Lord)** 
   * Introductions of people attending the meeting. Will call on people from the on-line attendee list. Please state your name, company, or organization afflilation and membership satatus in ASHRAE 90.1
2. **Critical Announcements (Lord)**

Due to the focus nature of this meeting, we will only cover critical announcements. Other details on addendum status, Errata, CMP’s and Interpretations is included in backup information.

* + **Membership Information**
    - Window for new membership requests and changes has closed and we are processing the membership requests. We are currently reviewing applications and I will be in contact with subcommittee chairs to review requests. Recommendations are due by Dec 20, 2024. New membership changes will go into effect after winter meeting.
    - Note that we look at attendance and addendum proposals to determine change in status. We also have to maintain balance.
    - Keep your bio information on ASHRAE website updated, and file new membership application if you have employment change, email, or changes to your sources of support. Send to ASHRAE HQ and to Dick Lord, and Emily Toto, and your subcommittee chair. This should be done for both members, **alternates, and consultants.**
    - Consultants and Liaisons must file membership requests. This is also the same for alternate organizational membership.
    - We allow for designated reviewers to be approved to review and help development addendum proposal or respond to CMP’s. Designated reviewer approval must follow standard work and be approved. Designated reviews do not have access to One\_Hub but can be given copies of documents for review and comment by the chair of the working group or subcommittee.
    - A summary spreadsheet of members, consultants and Liaisons will be posted to the One-Hub and is routinely updates. Please do not share or redistribute this spreadsheet.

<https://files.ashrae.org/workspaces/1433065/files/2648588332>

* + **Addenda Status (Lord/Toto)**
  + The following addendum have been released for publication – w, ad, ag, an, au, aw, ay, bb
  + The following adendum are in final galley review
    - For ECB, Addendum ah
    - For MSC, Addenda u and y
  + Addendum proposal from the Fall Atlanta meeting approval schedule
    - Fast Track Addendum Release – 11/29/2024
    - Other Addendum Release – 12/06/2024, with 30 days ending on 1/5/2024 and 45 days (>5 pages) ending on 1/20/2025 which is in time for Winter meeting
    - Question for Emily – Addendum approved at Nov 22, meeting will they make above dates?
    - Fast Track - ai, am,an, as, au, aw, ay, bb (no negative voters, no appeals concerns, no requests for SPLS)
    - Other addendum – ab, af, ao, aq, bd, bf, bg, bh, bi, bj, bk, ba, bp, bq, br
    - The latest addendum spreadsheet is September 17  
      <https://files.ashrae.org/workspaces/1433065/files/2643191720>
    - Addendum az – vote for publication with unresolved objector

1. **Meeting Agenda** (Lord) – This meeting is a special meeting to focus on approval of critical items that we need to get out for public review or to close out.

PNNL may be ready with a determination update but there are no other requests for presentations or from people who want to make a statement.

The following agenda is a preliminary agenda and may change before the meeting and during the meeting we may change the order of the topics.

**Preliminary Agenda**

1. Critical Agenda Topics
   * **Mechanical Subcommittee (Damas)**
     + Addenda XX Proposal for Table 6.8.1-4 SPUV Air Condensers and Heat Pumps (Deary)

<https://files.ashrae.org/workspaces/1433065/folders/2649577201>

* + - Addenda AE Proposal for Table 6.8.1-1, 6.8.1-2 and F-1 Unitary Air Conditioners

<https://files.ashrae.org/workspaces/1433065/folders/2649610434>

* + - Addenda XX Process Load Pipe Insulation

<https://files.ashrae.org/workspaces/1433065/files/2650603359>

* + - Addenda XX
    - Mechanical Proposals for IECC
  + **Envelope Subcommittee (Meyer)**
    - Addendum ay Cladding Support Linear Thermal Bridge

<https://files.ashrae.org/workspaces/1433065/files/2650600675>

* + - IECC Envelope Proposals

<https://files.ashrae.org/workspaces/1433065/files/2650600702>

<https://files.ashrae.org/workspaces/1433065/files/2650600735>

* + **ECB Subcommittee (Athalye)**
    - Addendum XX Elevator Proposal

<https://files.ashrae.org/workspaces/1433065/files/2650612610>

* + - * Addendum at Comment Responses

<https://files.ashrae.org/workspaces/1433065/files/2650759323>

* + - Addendum ar comment Responses

<https://files.ashrae.org/workspaces/1433065/files/2650759361>

* + - * ECB IECC Proposals

???

* + **Lighting and Power (Seeger)**
    - Addendum az motion to move to publication with unresolved commenter
    - IECC Lighting and Power Proposals

Lighting and Power Tables (ASHRAE staff)

1. **Progress Indicator Update**
   * + PNNL Presentation (Rosenberg)
2. **Other Business and Subcommittee Reports**
   * + Mechanical Subcommittee (Damas)
     + Envelope Subcommittee (Meyer)
     + ECB Subcommittee (Athalye)
     + Lighting and Power Subcommittee (Seeger)
     + Format and Compliance (Conrad)
     + Net Zero Operational Carbon Working Group (Waite)
     + Energy Credits Working Group (Tallou)
     + Other Topics

**Backup and Reference Information**

* + **Errata** - Availability of Errata for Standard is available on public website. Be sure to check Errata when working on addenda

<https://www.ashrae.org/standards-research--technology/standards-errata>

* + **Interpretations (Formal and Informal)** Formal and informal interpretations tracking sheet is stored on the One-Hub site at

<https://files.ashrae.org/workspaces/1433065/files/2646273975>

* + - For **formal interpretations** an SSPC approval is required, Please process this request in accordance with Section 10 of the Standards Committee Reference Manual (RM). Formal interpretations require approval of the SSPC so that should be considered in the processing.
    - For **Informal interpretations** please respond within the next 30 days and copy Richard Lord, Emily Toto and Mark Weber on the response.

**Formal interpretations Status -**  We have twfor formal interpretations that are open and overdue.

* + - Denis Bourgeois – ESC
    - Aaron McEwin – LPSC

<https://files.ashrae.org/workspaces/1433065/files/2650835293>

**Informal interpretations Status -**  We currently have 1 informal interpretation open.

* + - Marco Lunati - ECB

<https://files.ashrae.org/workspaces/1433065/files/2650835293>

* + **Continuous Maintenance Proposals –** All continuous maintenance proposals are submitted through the on-line data base and response should be thru the data base. The following link connects to a spreadsheet where the CMP status is listed.
    - We currently have 11 CMP’s that are open and not responded to.
    - Three CMP’s are now overdue and should be addressed as soon as possible
      1. Katrik Patel (MSC) – Accepted for further study and 7 month window was reached on 8/21/2024
      2. Liam Buckley (ECB) – 13 month response time was reached on 8/6/2024
      3. Mitja Lenassi (MSC) - 13 month response time was reached on 8/30/2024

<https://files.ashrae.org/workspaces/1433065/files/2646797724>

* + **Addenda Tracking and Status**Tracking sheet (latest is 9/17/2024) is located on One-Hub site at
  + <https://files.ashrae.org/workspaces/1433065/files/2643191720>

**Live Version –** Reminder that we maintain a live version with addenda changes shown and this should be used to start new addenda. The latest version is stored on One-Hub at

* + <https://files.ashrae.org/workspaces/1433065/files/2643836998>
  + **New Member Training** – New member training was completed on August 25 The session was recorded, and the presentation and recording are available on the One-Hub site at <https://files.ashrae.org/workspaces/1433065/folders/2598134413>
  + **Standard Work –** Standard work and forms have been updated and are available on the One-Hub site at <https://files.ashrae.org/workspaces/1433065/folders/2598131197>
    - We have several new standard work documents that we will release from AES covering designated reviewers and document management and control. Note that some have been trying to use the spreadsheet for Scalar, but the spreadsheet is not up to date and they should use to presentation for Scalar development for the 2025 standard.

<https://files.ashrae.org/workspaces/1433065/files/2598134048>

* + **SSPC 90.1 Newsletter** - We have started an ASHRAE 90.1 newsletter which will be published quarterly to share information regarding ASHRAE 90.1 and related topics. A new Newsletter has been released. Available on One-Hub at <https://files.ashrae.org/workspaces/1433065/files/2633143589>
  + **ASHRAE Journal Articles** – We are no longer supporting the development of a User’s Guide due to very low sales. Instead, we are publishing Journal Articles on key updates to the ASHRAE 90.1 2022 standard as listed below:
    - **Part 1, May 2023 –** Changes to Envelope Requirements.
    - **Part 2, June 2023** **–** Thermal Bridging Requirements
    - **Part 3, July 2023 –** Mechanical Updates
    - **Part 4, Aug 2023** – Energy Credits
    - **Part 5,** **Sept 2023** – Lighting and Power Updates
    - **Part 5,** **Oct 2023** – Mechanical TSPR
    - **Part 7,** **Nov 2023** – ECB Updates

The Journal articles are available at the following locations.

* FTP site in folder Home/Training Materials/2022/90.1-2022 Journal Articles/ASHRAE Journal 2023
* ASHRAE Technology Portal [ASHRAE Technology Portal - ASHRAE Journal Articles](https://technologyportal.ashrae.org/Journal)
* We have approval to share a link public for free access to the articles.

This link will take you directly to the post on [LinkedIn](https://urldefense.com/v3/__https:/www.linkedin.com/feed/update/urn:li:activity:7091835162354724864__;!!OFBJNr4F2A!TJ4nXq3yVcXMHeJXvzc1zaP8LTl2dk-RKT7Gzu0xtlIdQNmQKUW9AOnTLd-YnHz2ZXkkWASYJuevNkdqdvZC$). (It’s also on Facebook and Twitter.)

We are looking for new articles to publish in the Journal. The following have been suggested.

* + - Addendum L and new Addendum AI
    - Definition of AHJ (F&C as completed and ready for publication)
    - New HVAC Efficiency Metrics
    - Credits
    - Others

Please forward additional suggestions to Richard Lord

Also, there are other presentations on the 2022 standards updates stored on One-Hub at <https://files.ashrae.org/workspaces/1433065/folders/2598131215>