

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING  
ENGINEERS, INC.  
1791 Tullie Circle, N.E.  
Atlanta, GA 30329  
404-636-8400

TC MINUTES COVER SHEET

TC/TG/TRG NO. \_\_\_\_\_ TC 5.2 \_\_\_\_\_ DATE June 15, 2021

TC/TG/TRG TITLE Duct Design \_\_\_\_\_

DATE OF MEETING June 15, 2021 3:30pm EST LOCATION Virtual \_\_\_\_\_

MEMBERS PRESENT	TERM TO	MEMBERS ABSENT	Y E A	EX-OFFICIO MEMBERS AND ADDITIONAL ATTENDANCE
Chris Van Rite, Chair	6/30/21			
John Constantinide, Vice Chair	6/30/21		X	
Cindy Bittel, Secretary (CM)				
Dr. Stephen Idem, Programs	6/30/23			
Randy Young, Membership	6/30/23			
Kevin Gebke	6/30/23			
Robert Reid	6/30/23			
Wes Davis	6/30/21			
John Gierzak	6/30/21			
Ralph Koerber	6/30/21			
Scott Hobbs	6/30/22			
Vikram Murthy *	6/30/23			
Akshay Bhargava	6/30/23		X	

**\* Member Non-Quorum**  
**CM = Corresponding Member**  
**PCM = Provisional Corresponding Member**  
**G = Guest**

## DISTRIBUTION

All Members of TC plus the following:	
TAC Section Head	Kevin Marple
TAC Chair	Dustin Meridith
2021 Handbook Liaison (Fundamentals)	Dr. Bass Abushakra
2020 Handbook Liaison (Systems & Equipment)	Florentino Rodriguez
Research Liaison	Dennis L Loveday
Standards Liaison	Kwang Woo Kim
Chapter Tech Transfer	Somasundaram Natarajan
Staff Liaison	Steven J Hammerling

**AMERICAN SOCIETY OF HEATING, REFRIGERATION AND AIR-CONDITIONING  
ENGINEERS**

**1791 Tullie Circle, N.E.  
Atlanta, GA 30329**

**ASHRAE Winter Conference – Virtual Meeting**

**TC 5.2 Duct Design**

**Tuesday June 15, 2021  
Time: 3:30-6:00 PM EDT  
Virtual Meeting – Zoom**

**TC 5.2 Duct Design**

6/15/2021

3:30:00 PM– 6:00:00 PM EDT

ASHRAE Platform: Zoom

**Link:** <https://ashrae-org.zoom.us/j/91769965867?pwd=TWdCQU80ZWRtektNNDBoNnltSzJldz09>

**Details:** Meeting ID: 917 6996 5867

Passcode: 652369

Find your local number: <https://ashrae-org.zoom.us/u/a6KAgVtW1>

**1) Call to Order**

**2) ASHRAE Code of Ethics Commitment – Chris Van Rite**

“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 interest. (See full Code of Ethics: <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>.)”

**3) Introductions and Attendance**

- a) Recognise attendees
- b) Quorum was reached with        voting members (*out of 12*)
- c) Quorum requires 7 voting members present
- d) Corrections/additions and approve agenda

**4) Virtual Winter Meeting Minutes January 12, 2021**

- a) The DRAFT minutes were posted to Basecamp in the Files > Minutes folder for Voting Members to review.
- b) Minutes approved by letter ballot vote on Monday, May 24, 2021 with a vote of 8-0-0-4 (approve/reject/abstain/absent) Chair Voting.
- c) Approved FINAL minutes are uploaded to the TC Web Page and to Basecamp.

**5) Special Announcements**

- a) ASHRAE Mission – To serve humanity by advancing the arts and science of heating, ventilation, air conditioning, refrigeration and their allied fields.

- b) ASHRAE Vision - A healthy and sustainable built environment for all.
  - c) TC 5.2 Scope - TC 5.2 is concerned with the design, characteristics and construction of all types of ductwork for the handling of air and other gases, but does not include chimneys.
  - d) Virtual Meeting Protocols – John Constantinide
- 6) **TC 5.2 Items** – Chris Van Rite, John Constantinide
- a) Strategic Plan references \*\*
- 7) **Herman and Dorothy Behls Endowment** \*\* – Dr. Stephen Idem
- a) Who was Herman Behls
  - b) Purpose of Endowment
    - i) To fund suplimental travel grants for travel to ASHRAE conferences
  - c) Who is elegible
    - i) YEA members slected from applications submitted
  - d) Report on status of awards
  - e) Follow-up on action item from June Virtual meeting:
    - i) Create at least one (1), with the goal of six (6), additional endowed Travel Grants through the ASHRAE Foundation for Young Engineers in ASHRAE (YEAs) in critical positions or with critical knowledge to travel to ASHRAE Annual and Winter Conferences.
      - 1. Can include additional fundraising through endowment
- 8) **Section 5 and TAC Report** – Kevin Marple
- 9) **Subcommittee Reports**
- a) **Ducted Return Recommendation to ASHRAE Covid-19 Task Force** - Chris Rusch – Overview and Publication in ASHRAE Journal
  - b) **Membership** \*\*- Randy Young, Chair
    - i) Recognize new Provisional Corresponding Members (PCMs) since June 2020.
      - 1. Mr Miguel Angel Ruiz Tataje 5-13-21
      - 2. Mr Sarp Hamamcioglu 1-15-21
    - ii) TC 5.2 will reach out to the following market segments for additional engagement and representation:
      - a) Duct Design Engineers;
      - b) Academics and Researchers Focused on Duct Design;
      - c) Code Authorities/Authorities Having Jurisdiction;
      - d) Building Owners/Managers and Owner Authorized Representatives; and
      - e) General Contractors, Mechanical/Sheet Metal (including SMACNA) Contractors, and Associated Technicians.
  - b) **2021 Handbook of Fundamentals** – Chris Van Rite
    - i) Status report
  - c) **Programs** \*\* - Steve Idem
    - i) **Planning** \*\* - Organize at least one (1) ASHRAE Chapter seminar every six (6) months addressing a topic within the scope of TC 5.2.

- d) **Duct Design Guide \*\* (DDG) - Pat Brooks**
  - i) Updates:
    - a) Duct Design Committee reviewed the complete Duct Design Guide
    - b) Corrections and updates were sent to Cindy Michaels of ASHRAE in November 2020.
    - c) Cindy has been very busy and has not had a chance to review the updated Guide. She hopes to get to it within the next couple of weeks
  - ii) Follow-up after publication\*\*:
    - a) Create an education program utilizing content from the Duct Design Guide.
    - b) Create a plan to publicize the Duct Design Guide education program to ASHRAE and non-ASHRAE members.
  
- e) **Duct Fitting Database\*\* (DFDB) - Pat Brooks**
  - i) Game Plan for completion in two years while team members are still active
  - ii) Follow-up after publication\*\*:
    - a) Create a user guide assisting practitioners with utilizing the Duct Fitting Database, with a timeline for publication of the user guide.
    - b) Organize at least one (1) conference workshop or a TC-sponsored session that trains professionals on the Duct Fitting Database and accompanying user guide.
  
- f) **Research – Kevin Gebke**
  - i) Bob Reid – RTAR Proposal “Duct Take-offs, Taps”
  - ii) Brandon Cudequest – WS 1919 Overview
  
- g) **Codes & Standards Interaction - Ralph Koerber**
  - i) ASHRAE Standard 90.1 Mark Smith, Jeff Boldt
  
- h) **Webmaster - Akshay Bhargava**
  - i) TC 5.2 Website: <https://TC0502.ashraetcs.org/>
  
- i) **Historian - Bob Reid**
  - i) Herman Behls library and papers

10) ADI Research Report (Time Permitting) Chris Van Rite

11) Deadlines

12) Notifications

### 13) Action Items

TC 5.2 Duct Design Action Items			
Number	Description	Assigned to	Status
2	Write content for the Duct Design chapter of the Fundamentals Handbook related to gypsum board.	Larry Smith, Ralph Koerber, and John Hamilton	Under review

### 14) New Business

### 15) Adjournment

Upcoming Meetings:

2022 ASHRAE Winter Conference --- Las Vegas --- January 29-February 2, 2022

2022 ASHRAE Annual Conference --- Toronto, ON --- June 25 – 29, 2022