1. Introduction of Members and Guests
Meeting called to order at 2:15pm.
Self introductions were done.
Sign-up sheet was circulated for attendees.

2. Meeting Agenda & Minutes
Established quorum with 7 voting members present: Fenton, Borrowman, Wolgamot, Sluga, Smith, Vallort, Caylor, Young, Scrivener (bold indicating presence at meeting)

Agenda changed to reflect proper committee subchairs

Vote on Meeting Minutes (Moved Eric Smith; Seconded Jim Young; 6-0-0 CNV)

3. Report on Section Head Meeting
Fenton reported on highlights of meeting:
- Stressed agendas & minutes on time
- Reminder of member of adherence to ASHRAE Code of Ethics
- Outstanding TC within Section recognition rolled out
- Electronic update of Activities Sheet & Roster
- Please review & update your ASHRAE Bio on the website

4. Liaison Reports:
   a. Research (John Shonder)
   i. 1514-WS has been dropped from the plan, if we want to proceed we need to update references and resubmit with new number as soon as possible
   ii. 1602-RP (mixed refrigerant) requested that contact with the PI to deal with payment schedule issues
iii. 1634-RP (sustainability guide) contract is pending

iv. Request that John Shonder be added to the PES correspondence in future projects

b. IIAR (Eric Smith)

Eric presented a report on IIAR Standards under review. IIAR 2 public review comment period ended January 6, 2014, and about 700 comments total were submitted. Target for Standard 2 is to be complete by October 2014. IIAR 4 was also released for public review, 50 comments were received. Target for completion is Spring 2014. Standards for Start-up Commissioning and SOPs were recently submitted. IIAR Conference is coming up in March in Nashville, TN.

c. Low GWP Multidisciplinary Task Group (Doug Scott)

For refrigerants with GWP less than 150. Report from conference call are attached to the end of the minutes.

TC 10.1 discussed and renewed Doug Scott’s liaison status with the MTG.

5. Committee Reports:

A. Handbook – Fenton acting

Electronic updates were sent by Fenton last week

Chapter 4 Overfeed Systems: Eric Smith moved to approve the changes (excluding questions, only changes) with minor edits (a spelling correction and one issue with dual units) that he electronically submitted; Jim Young seconded; 6-0-0 CNV (Sluga, Vallort & Pearson (International) not in attendance)

Chapter 13 Secondary Coolants: Jim Young moved to approve the changes excluding any questions or comments not changed in the document; Eric Smith seconded; 6-0-0 CNV (Sluga, Vallort & Pearson (International) not in attendance)

B. Research – Tom Wolgamot

Tom introduced John Shonder, RAC Liaison to Section 10 & highlighted topics covered at Research Chairs’ Breakfast
Research brainstorming session for the entire Section 10 planned in Seattle 5-7 pm
1569-TRP PES will be done in Executive Session at end of meeting

C. Standards – Bruce Griffith
Written report was submitted by Bruce and attached to the end of the minutes.

D. Programs – Dan Dettmers
Upcoming meetings:

Seattle – June 2014

**Deadline for Seattle is February 13, 2014.**
Applicability of ASHRAE Refrigeration Commissioning Guide to Industrial
  Caleb Nelson (CTA), Wayne Borrowman, other
  Dan Dettmers (chair)
Pending ASHRAE Staff approval
Industrial Refrigeration for YEA members: Cold chain basics (fish)
  Doug Reindl (chair), Don Cleland (Massey University), Eric Smith
  Compressor performance rated vs. applied (resubmit)
    Doug Scott (chair), others

Chicago – January 2015
Industrial Refrigeration for YEA members: Brewery
  Dan Dettmers (chair), two others
  Tour of Bergyle & Revolution Brewing companies

Atlanta, GA – June 2015
  TBD

Orlando, FL – January 2016
  TBD

E. Webmaster – Ryan Hoest
Website is up to date. Website address is [http://tc101.ashraetcs.org/](http://tc101.ashraetcs.org/).

F. Membership –
Rolling off in June: Caylor
Possibly off in June: Sluga (2016, but retired, Fenton will confirm)
Added members: Bruce Griffith, Richard Love (International), Todd Jekel (if Sluga is no longer going to attend ASHRAE)

Requested any visitors interested in becoming a corresponding member should give Fenton your contact and ASHRAE member number.

G. ALI Coordinator – Dan Dettmers
   No report.

6. Old Business
   Refrigeration Commissioning Guide available for free download at ASHRAE website

6. New Business
   A. None.

7. Announcements
   The next meeting will be in Seattle, WA on June 28 – July 2, 2014.

8. Adjournment at 4:15pm
   Motion to adjourn Jim Young; seconded Wayne Borrowman; 6-0-0 CNV
Figure 1  Low GWP Report (Doug Scott)

Figure 2 Standards Report (Bruce Griffith)
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