AGENDA
TC 5.10 Kitchen Ventilation Main Committee Meeting
Wednesday, June 17th, 2020, 2:00PM – 5:00PM EDT, (11:00 AM-2:00 PM PDT)
Teams Web Meeting – Join info. available on TC5.10 Basecamp or 5.10 Website

1. Call to Order and Introductions –

2. Quorum Call –
Voting Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Year</th>
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<tbody>
<tr>
<td>Mr. Jason Greenberg, PE</td>
<td>2023</td>
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<tr>
<td>Mr. Derek Schrock</td>
<td>2022</td>
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<tr>
<td>Mr. Russell Robison</td>
<td>2020</td>
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<td>Mrs. Cherish Samuels, PE</td>
<td>2023</td>
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<td>Mr. Jason Brown</td>
<td>2023</td>
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<tr>
<td>Mr. Keith Page</td>
<td>2023</td>
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<td>Mr. Mark Skierkiewicz, PE</td>
<td>2023</td>
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3. Commitment to the ASHRAE Code of Ethics – 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.

4. TC Membership
[www.ashrae.org/joinatc](http://www.ashrae.org/joinatc)

Levels of Membership:
- Provisional Corresponding Member – Automatic roll-off after 2 years
- Corresponding Member
- Voting Member – Non-quorum
- Member – Non-voting
- Member – Voting

5. TC 5.10 Roster Update – Looking for new officers and voting members.
*Russ R – rolling off after Summer 2020 meeting.*

6. E-mail Aliases
   A. Chair: tc0510@ashrae.net
   B. Vice Chair: tc0510.vch@ashrae.net
   C. Secretary: tc0510.sec@ashrae.net
   D. Handbook: tc0510.hbk@ashrae.net
   E. Program: tc0510.pro@ashrae.net
   F. Research: tc0510.res@ashrae.net
   G. Standards: tc0510.std@ashrae.net
   H. Webmaster: tc0510.web@ashrae.net

7. Approval of Minutes from Winter Meeting in Orlando, FL
8. Announcements
   A. TC/TG Chair Breakfast Announcements - Derek

9. Reports –
   A. ASHRAE Liaisons - TC 5 Section Head (Larry Smith)
      1. TC Reorganization News – Larry/Russ R
   B. Handbook – Greg DuChane
   C. Research – Derek Schrock
   D. Program – Jimmy Sandusky
   E. EnergyStar/DCKV transition from Emerging Technology - Tanja
   F. Webmaster Report – Vern Smith
   G. SSPC 154 Ventilation for Commercial Cooking Operations – Fuoad Parvin
   H. UL – Mark Skierkiewicz
      Interest in Canada in using NFPA-96 – the next edition will also reference the appropriate Canadian standards.
   I. SSPC 189.1 – Looking for liaison options
   J. 90.1 – Looking for liaison options
   K. 62.2 / Residential kitchens -?
   L. ASHRAE Design Guide – David John

10. Old Business
   A. Revision of TC 5.10 Title and Scope – Take a vote
      Current Scope, as confirmed by ASHRAE
      1. Kitchen Ventilation
      2. TC 5.10 is concerned with the design, construction installation, commissioning and sustainable operation of code-compliant commercial kitchens
      Proposal for New
      3. Kitchen Ventilation
      4. TC 5.10 is concerned with the design, construction installation, commissioning and sustainable operation of code-compliant commercial and residential kitchens
      5. Thoughts??
C. “Do some more research on the TC 5.10 TPS” – Update? Derek

11. New Business
   A. (15 minutes) Vision statement options. Open the floor to comments. Vote possible?
   B. Vote to Approve 1778-RP
   C. Do some more research on the TC 5.10 TPS.

12. Announcements:
   1. Andre Saldivar rolls on as chair as Chair, Derek Schrock moves to Vice Chair, David John rolls on as Secretary. July 1, 2020 is the effective date.

   2. Mark S. will roll on as the program subcommittee chair on July 1, 0202.

13. Adjourn
Virtual Meeting Tips – ASHRAE TC 5.10 Summer Conference

We will be hosting our upcoming meeting TC 5.10 Meeting virtually.

Meeting Link: https://zoom.us/j/92931478874?pwd=Umcyc0dSNERFVjIteGNYWWEzWWdiz09

Here are tips to help make our meeting successful for everyone:

**AUDIO:**
*Connection Type:* ensure the meeting control panel is set to the correct audio input and output device.
*Ensure clear audio.* Use a connected or Bluetooth headset or earbud with microphone.
*There is no need to announce your arrival to the meeting.* We will do a roll call and when your name is called, please unmute yourself to reply.
*Ensure you are muted* unless you need to speak. Always keep the mute on even if you think you are not making noise, the group can hear everything. Use the mute function within the meeting platform instead of any mute functions on your audio hardware. A facilitator may mute your line for you if the audio is distracting to the meeting.

**VIDEO:**
*Webcam video is encouraged,* *(However we may ask to disconnect your video output if the meeting slows due an excessive video data fee)*.
*Adjust your Camera Height* – Camera height should be eye level. Use books, boxes, or a laptop stand to raise the height of your camera.
*There is no need to get fancy.* Wear something you would not be embarrassed by if you ran into your boss at the grocery store!

**CHAT:**
*Use Chat* instead of speaking when:
- For quick replies (yes, no, agree, disagree.)
- Stepping away from the meeting
- Sharing a hyperlink
- Audio or video quality problems