

**TC5.3 Room Air Distribution
 Subcommittee on Underfloor Air Distribution (UFAD)
 2015 Summer Meeting Minutes
 Atlanta, GA
 Sunday June 28, 2015; 10:15-11:45am
 2nd Floor, Pavilion 6**

1. The meeting was called to order at 10:15 m by Jim Megerson
2. An attendance sheet was circulated. The attendees are listed below.

| Name | Affiliation | e-mail |
|------------------|-------------------------|--|
| Jim Megerson | Design Mechanical, Inc. | jmegerson@dmi-kc.com |
| Randy Zimmerman | Titus | rzimmerman@titus-hvac.com |
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| Curtis Peters | Nailor | cpeters@nailor.com |
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3. The Agenda was reviewed and approved without modification.
4. Meeting Minutes from Chicago were reviewed.
5. Handbook – Currently working on Fundamentals which has very little UFAD content.
6. Publications – The new UFAD User Guide was discussed. A Draft outline was presented to the group. Gus Farris made a motion to accept the Outline with understanding that Authors may make modifications as necessary while the draft is being written. It is anticipated that a draft of the User Guide will be ready for committee review at the Winter meeting in Orlando.

Ken Laudermilk volunteered to approach Bose Thomas with the GSA to see if they are interested in a curtsey review of the draft User Guide.

7. There has been no work done on the ASHRAE Journal Article on the history of UFAD. Ken Loudermilk will contact Mike McQueeney to see if there is still interest in writing this article.
8. Program – Chris Burroughs discussed Seminar 33 that is sponsored by TC5.3 on UFAD Forensics and Troubleshooting. Deadline for Orlando programs is August 10th.
9. Research – Chris Burroughs presented a draft RTAR for comment. Several suggestions were made and Chris plans to modify and submit back to the committee at the Winter meeting in Orlando
10. New Business – Jose Palma discussed that Standard 70 would be reviewing to see if UFAD, displacement and fabric diffusers should be addressed in the standard.
11. Meeting was adjourned.

Respectfully submitted,

James E Megerson, PE, LEED AP
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Kansas City, KS