Draft Notes
E4C Envelope & Embodied Energy Subcommittee
Thursday, December 2, 2021
11:00 pm to 1:00 pm ET

Chair: *Tom Culp, Birch Point Consulting*
Vice Chair: *Emily Lorenz, IIBEC*

1. **Call to Order**—Chair Culp welcomed members and guests and called the meeting to order at 11:06 am ET.

2. **Roll Call / Establish Quorum**—Lorenz called roll. Guests were asked to put their names and affiliations into the chat.

Name	Organization		Name	Organization	
*Culp, Tom (chair)	Glazing Industry Code Cmte; Aluminum Extruders Council	X	Humble, Jonathan	Amer Iron & Steel Insitute	X
*Lorenz, Emily (vice chair)	Intl Inst of Building Enclosure Consultants	X	*Johnson, Greg	Natl Multifamily Housing Council	X
Altenhofen, David	RWDI	X	Kochkin, Vladimir	National Association of Homebuilders	X
*Ashley, Danielle	Johns Manville	X	*Ross, Bob	Austin Ind. School District	X
*Belcher, Matt	Enhanced Bldg Systems	X	Ross, Loren	American Wood Council	X
*Brooks, Scott	Disney	X	Sanders, Helen	Façade Tectonics Inst.	X
*Burton, Richard	City of Lincoln, NE	X	Spiriev, Bistra	GA Finance & Investment	X
Cinnamon, Tony	Wiss, Janney, Elstner	X	Tillou, Mike	PNNL	X
*Churchill Norbert, Zepherinus	CARICOM		VanGeem, Martha	Masony Alliance for Codes and Standards	X
*Clausing, Chris	Clausing Builders	X	Weston, Teri	Air Barrier Assoc of Amer.	X
Crandell, Jay	American Code Council's Foam Sheathing Coalition	X	Witco, Christin	City of Boulder, CO	X
DeWein, Mike	North Branch Services	X	Zani, Andrea	Permasteelisa	X
Guttman, Maureen	Energy Solutions	X			

  * also member of full committee

3. **Assign Note Taker**—Emily Lorenz will take notes for the first meeting. Each subcommittee member is expected to take notes at a meeting. When taking notes, please stick to the facts but leave names out unless it is for those making motions and seconds. Generally, subcommittee meetings will not be video/audio recorded.

4. **Review/Approve Agenda**—Chair Culp reviewed the agenda. Considered approved by unanimous consent.

5. **Meeting conduct**—Chair Culp reminded subcommittee members that they are all expected to avoid antitrust discussion, identify representation or conflicts of interest, and abide by the code of ethics.

   a. Antitrust Reminder—we will be discussing pricing related to cost effectiveness, but best to use historical prices or average values that have been compiled by an independent body.

   b. Identification of Representation / Conflict of Interest ([CP#7](#) Section 5.1.10) —key wording from the policy statement is transparency. It is ok to represent client interests, they just must be disclosed. Must reveal if you are working with a client, even if you aren't representing them at the ICC. Disclosure can be done verbally when a proposal comes up. Suggested that ICC develop a form where conflicts can be disclosed, and the subcommittee will self-police disclosures.

   c. [Code of Ethics—Chair Culp reminded everyone of ICC's code of ethics and reminded individuals to behave professionally and politely.](#)

6. **New Business**

   a. Welcome; Introductions of members—members introduced themselves and disclosed clients.

   b. Review scope

      i. Common scope for all subcommittees:

         1. Evaluate each assigned code change proposal for likely energy savings, construction cost, constructability, & integration with other provisions

         2. Documentation

         3. Evaluate whether appropriate for base code, glide path, zero energy appendix, or other appendix.

         4. Flag proposals if impacting a standing working group

         5. Submit recommendations to the E4C or majority and minority reports if consensus cannot be reached

         6. Subcommittee *may* alter, augment, or combine related proposals to develop better overall code provisions

      ii. Envelope and Embodied Energy Subcommittee (C402)

         1. Common scope, plus:

         2. Opaque envelope criteria

         3. Fenestration criteria

         4. Envelope air leakage

         5. Embodied energy & GHG emissions of materials

         6. Existing buildings – envelope

   c. Member duties

  i. Attend all meetings of your subcommittee (and E4C, for voting members), with few exceptions. You must be present to vote – use of proxies is not allowed.

  ii. Abide by ICC Code of Ethics and policy on identifying representation / conflict of interests. You do not have to recuse yourself from discussion or voting on proposals, we only ask that you disclose any conflicts of interest.

  iii. Be familiar with each proposal, and consider all salient issues and points of view.

  iv. Take on your proportional share of the SC & E4C workload.

  v. Notify ICC if you change, or are about to change, employers. This will cause your committee appointment to be terminated, although you'll be allowed to reapply from your new position.

  vi. Outside of official committee meetings, do not make public statements as an ICC representative (if someone asks, suggest they talk to ICC staff).

  vii. Do not share draft documents outside of SC & E4C members – tell people that they need to wait until drafts are officially posted by ICC. Proposals can be shown or summarized to stakeholder groups for feedback (for consultants, for example) but any questions about specific instances should be directed to ICC staff.

d. How we will operate

  i. Open discussion considering all points of view.

  ii. May also need recommendation from another subcommittee or working group.

  iii. Following discussion, vote to recommend one of the following (everything we do is a *recommendation* to the consensus committee):

  iv. Move proposal forward either as submitted or with modifications for:

    1. Main body of code

    2. Glide Path appendix, or

    3. Separate appendix

  v. Disapprove proposal

  vi. Return to proponent for additional information or changes

  vii. Can also combine related proposals to create SC-generated proposal

  viii. Simple majority vote, but we hope to achieve greater consensus.

  ix. Abstentions

    1. Abstain if you have an undisclosed conflict (or just don't vote), or if you missed most of the discussion.

    2. Don't abstain just because something is contentious or doesn't impact your employee – our responsibility is to be familiar with all proposals. Ask questions!

  x. Provide reason statement for action taken.

  xi. If no consensus, SC report can show side-by-side facts for full committee.

  xii. Proposals can be brought back later for reconsideration, with simple majority vote of SC

      xiii. We can request PNNL assist with cost effectiveness analysis, but it will not be the default situation.

   e. Proposal summary; grouping of proposals

      i. Monograph has been published. Will be udpated with editorial changes

      ii. Assignment of proposals to subcommittee have been placed in Teams. Staff will circulate a spreadhseet with assigned proposals to subcommittees.

      iii. Culp spreadsheet does not correspond to official assignments. It will be updated.

      iv. There is no formal process for coordination with IECC Residential committee. There should be an informal process among subcommittee members. Will deal with this issue on an individual basis depending on the proposals.

      v. Need to deal with ~ 68 proposals over ~ 11 meetings between now and end of May. (Full committee wants to finish their work in June)

         1. Bring up big topic areas first -- complicated, controversial, high impact, and/or multiple proposals that might be combined.

         2. This will allow subcommittee to provide initial feedback, possible strawman on support / opposition, identify where more info or coordination with other groups might be needed.

         3. Proponent and others can work together outside subcommittee meeting to bring back additional info, modifications, combined proposal.

         4. Individual and/or more straightforward issues will be brought up second

      vi. Order?

         1. Thermal bridging: CEPI-30,33,40,45

         2. Air leakage

         3. Roofs, fenestration, opaque insulation, other

   f. Future meeting: 11 am - 1 pm ET on Dec 16, 2021

7. **Adjourn—**Meeting was adjourned at 1:02 pm ET.

There is a folder "for the consensus committee" and "for posting to website.