

1. Call to order
  - a. Chair calls the meeting to order at 11am EST
2. Roll Call
  - a. Present:
    - i. Ric Johnson
    - ii. Paul Messplay
    - iii. Richard Potts (chair)
    - iv. Rich Truitt
    - v. Maureen Guttman
    - vi. Andrea Papageorge
    - vii. Michael Rhodes
3. Administrative
  - a. Chair provides the following overview of work for the committee
    - i. Workload: 28 proposals
    - ii. Deadline: April 12, 2023 (7 meetings)
    - iii. Game plan: 4-5 proposals per meeting
      1. Other considerations: Time limits for discussion, meeting duration, etc.
  - b. Rich Truitt – Some opportunity to get through 5-6 proposals per meeting to keep the last meeting open in case something comes up.
  - c. Rich Truitt and Chair will meet offline to group proposals for consideration
  - d. Kristopher Stenger – Some of these definitions are in the Admin committee and it took them an hour and forty-five minutes. Suggests waiting to see what commercial does with the definitions before taking them on.
  - e. Rich Truitt – Suggests holding off on definitions until sometime in February
  - f. Steve Rosenstock – asked for enough time and notice for proponents and interested parties prior to meetings.
  - g. Ric Johnson – are we going to maintain the 11am time on Wednesdays? Chairs a meeting every Wednesday at this time and will have a hard time showing up for this meeting.
  - h. Chair – Unfortunately every meeting is scheduled from 11-1p
  - i. Rich Truitt – Chair and Rich agreed to switch a time with another subcommittee. Might have been better to reach out to all the subcommittee members.
  - j. Chair – Asks Kristopher if there is an opportunity to move times.
  - k. Kristopher – Can potentially shift the time from 12-2p. The commercial consensus meeting is the next scheduled meeting we have, which starts at 2p est. I don't know if switching to that time will be beneficial. The only other slot we have available is Fridays.
  - l. Ric – If you move it back an hour, sometimes I'll be in the car and can attend that way.
  - m. Rich Truitt – Before we decide, let's poll the rest of the committee members to make sure we don't have conflicts with their calendars.
  - n. Greg Johnson – Mentions potential conflicts with the ASHRAE 90.1 envelope and residential envelope committees. Even if the commercial committee opens, that doesn't necessarily resolve scheduling issues with other stakeholders.
  - o. Chair – Polls the group to see if moving the meetings back one hour is acceptable. Unanimous approval from the members present.

- p. Rich – Suggests reaching out to Heather and Cliff to make sure it's okay.
- 4. Other business
  - a. No other business to discuss.
- 5. Adjourn
  - a. Having no further business to discuss, meeting was adjourned at 11:23am EST