1. Call to Order – 2:15 PM

2. Attendees:
   - Larry Brand
   - Paul Sohler
   - Tom Neill
   - Bill Roy
   - Cory Weiss
   - Mehdi Doura
   - Nicolas Lemire – HBC Liaison
   - Jennifer Guerrero-Ferreira

3. Handbook Chapters
   - 2016 Systems and Equipment Ch. 31 – Automatic Fuel Burning Systems
     - Chapter 31 is due 4/11/2015.
     - Final approval to be voted at ASHRAE winter meeting (Chicago) in Jan 2015.
     - David Herrin to write some paragraphs on Impedance to be included on chapter 31 – Bill Roy to coordinate.
     - Tom Butcher to write a paragraph on solid fuels – Jennifer Guerrero to coordinate.

   - 2016 Systems and Equipment Ch. 35 – Chimney, Vent, and Fireplace Systems
     - Chapter 35 is due 5/9/2015
     - Final approval to be voted during ASHRAE Annual meeting (Seattle, 2014)
     - To be further revised on next edition.

   - 2017 Fundamentals Ch. 28 Combustion and Fuels
     - Chapter 28 is due 4/12/16

4. Dropbox – so far it is working well, feedback for Google Docs has not been positive by other TCs.

5. Other business – Mehdi Doura has volunteered to take on the Handbook Chair duties after ASHRAE Annual Meeting 2015.

6. Action Points

   Jennifer Guerrero
   - Create a clean version for Ch. 31 and Ch. 35.
   - Update Dropbox folder with all working files and clean versions.
- Follow up on solid fuels write up.
- Set Ch. 35 for final voting during TC Annual meeting.
- Submit Ch. 35 to ASHRAE.

Bill Roy
- Follow up with David Herrin on the impedance write up.

All meeting attendees
- Review the chapters on Dropbox.

Meeting Adjourned – 4:05PM

ATTENDEES CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Larry Brand</td>
<td>Gas Technology Institute</td>
<td><a href="mailto:larry.brand@gastechnology.org">larry.brand@gastechnology.org</a></td>
</tr>
<tr>
<td>Paul Sohler</td>
<td>Crown Boiler/TC6.10 Chair</td>
<td><a href="mailto:paul@crownboiler.com">paul@crownboiler.com</a></td>
</tr>
<tr>
<td>Tom Neill</td>
<td>Mestek/TC6.10 Sec</td>
<td><a href="mailto:tneill@mestek.com">tneill@mestek.com</a></td>
</tr>
<tr>
<td>Cory Weiss</td>
<td>Field Controls</td>
<td><a href="mailto:cweiss@fieldcontrols.com">cweiss@fieldcontrols.com</a></td>
</tr>
<tr>
<td>Mehdi Doura</td>
<td>Lochinvar</td>
<td><a href="mailto:mdoura@lochinvar.com">mdoura@lochinvar.com</a></td>
</tr>
<tr>
<td>Bill Roy</td>
<td>Goodman</td>
<td><a href="mailto:bill.roy@goodmanmfg.com">bill.roy@goodmanmfg.com</a></td>
</tr>
<tr>
<td>Jennifer Guerrero-Ferreira</td>
<td>Bekaert/TC6.10 HBC Chair</td>
<td><a href="mailto:jennifer.guerrero@bekaert.com">jennifer.guerrero@bekaert.com</a></td>
</tr>
</tbody>
</table>