

Meeting Location: Kansas City, MO

Meeting Date: Monday, June 24, 2019

10:15am – 12:00pm, GGWC A306 Hilton (Floor 3)

Attendees: Duane Wolfe, VM (Chair)
James Arnold, VM (Vice-Chair, Secretary)
Mike Connor, VM
Kenneth Fulk, VM
Michael Cooper, VM
Larry Spielvogel, VM
Lee Millies, VM
Mike Bilderbeck, VM
John Pruett, CM
Wayne Webster CM
E. Mitchell Swann, CM (Programs Chair)
Pam Duffy, PCM
Jennifer Leach, CM
Ryan MacGillivray, CM
David Evers, CM
Samir Traboilsi, CM
Nohad Boudani, Guest
Ricson Chude, Guest

Programs Sponsored or Co-sponsored in Kansas City:

Sunday, June 23, 1:30pm-3:00pm, Workshop 20 (Intermediate), Your Ethics Tool Box: Building a Framework for Ethical Decision-Making With Case Studies

Sponsor: TC1.7, Michael Bilderbeck

Monday, June 24, 2:15pm-3:45pm, Debate 2 (Advanced), College of Fellows Debate: Does Climate Change Pose a Liability Risk to Engineers?

Sponsor: TC1.7 & College of Fellows, Mitchel Swann

Tuesday, June 25, 8:00am-9:30am, Seminar 58 (Basic), Be a Better Human: Top 10 Soft Skills to Take Your Career to the Next LLevel

1. Welcome & Introductions (Duane) A quorum was declared.
2. Committee scope (Duane)

TC1.7 will educate the ASHRAE membership in business, management and general legal matters, which touch and concern the HVAC industry and its members. The committee will enable this education through the selection of speakers and offers for programs, and through the publication of articles and other educational materials.

3. Review the Code of Ethics: (Duane)

As members of ASHRAE or participants in ASHRAE committees, we pledge to act with honesty, fairness, courtesy, competence, integrity and respect for others in our conduct.

- a. Efforts of the Society, its members, and its bodies shall be directed at all times to enhancing the public health, safety and welfare.
 - b. Members and organized bodies of the Society shall be good stewards of the world's resources including energy, natural, human and financial resources.
 - c. Our products and services shall be offered only in areas where our competence and expertise can satisfy the public need.
 - d. We shall act with care and competence in all activities, using and developing up-to-date knowledge and skills.
 - e. We shall avoid real or perceived conflicts of interest whenever possible and disclose them to affected parties when they do exist.
 - f. The confidentiality of business affairs, proprietary information, intellectual property, procedures, and restricted Society discussions and materials shall be respected.
 - g. Each member is expected and encouraged to be committed to the code of ethics of his or her own professional or trade association in their nation and area of work.
 - h. Activities crossing national and cultural boundaries shall respect the ethical codes of the seat of the principal activity.
4. Roster Review (Duane) Duane is Chair, Jim Arnold the current Vice Chair, Mitchel Swann will head programs subcommittee; Pam Duffy will become the secretary and webmaster.

5. Approval of Minutes from prior meeting (Atlanta, 1/19) Ken Fulk moved adoption, Mike Cooper second, Unanimous approval.
6. TC Chairs Report (Duane) –
 - a. Orlando Programs due Aug 2, 2019
 - b. Listed Tracks for Orlando
7. Sub-Committee Reports
 - a. Programs – Jim Arnold
 - i. Two programs for Kansas City, see first page.
 - ii. Possible Program for Orlando:
 1. Delegated Design
 2. Professional Engineering License +30 – Michael Cooper
 3. Project Delivery Methods
 4. Ethics Case Examples – Mike Bilderbeck
 5. Fellows Debate – Larry Speilvogel
 - iii. Possible Programs for Chicago
 1. Mock Trial / Arbitration – Discussion in Orlando
 - b. Website – Pam Duffy will take over Website and Basecamp administration
 - c. Publications - requested updates on publications from members.
 - d. Ethics Committee – No Formal Meeting in Kansas City
- Ethics Subcommittee to be disbanded
8. Old Business
 - a. Revisions to publications
 - i. ASHRAE Member's Survival Guide – Contracts. Mike Bilderbeck will reach out to an attorney.
 - ii. ASHRAE Member's Survival Guide, Pt. 2 — Avoiding Pitfalls in Engineering Practice. Mike Bilderbeck will continue looking at this and report back in Atlanta.
 - iii. ASHRAE Member's Survival Guide – Design/Build (Mitchell Swann) – looking for attorneys - For design build. Mitch wants to involve TC7.2 as a cosponsor.
9. New Business - Samir was named a distinguished lecturer. One topic of his topics is ethics in the built environment.
10. Next Meeting: Monday, June 24, 2019, 10:15am-12:00pm, Kansas City, MO
11. Adjournment at 11:25 am.