

Meeting Location: Orlando, FL

Meeting Date: Monday, February 3, 2020

10:15am – 12:00pm, Hilton Orlando Lake Virginia A

Attendees: Duane Wolfe, VM (Chair)
James Arnold, VM (Vice-Chair)
Pam Duffy, PCM (Secretary)
E. Mitchell Swann, VM (Programs Chair)
Mike Connor, VM
Kenneth Fulk, VM
Mike Bilderbeck, VM
Jennifer Leach, CM
Michael Cooper, VM
Lee Millies, VM
Joe Chin, PCM
Wayne Webster CM
Ryan MacGillivray, CM
Farooq Mehboob, CM

Programs Sponsored or Co-sponsored in Orlando:

- **Tuesday, February 4th** – College of Fellows Debate – Designers Have No Obligations to Make Maintenance and Operation an Important Consideration in Design

1. Welcome & Introductions (Duane)

- Meeting called to order at 10:17am
- Introductions around the room.

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. We will avoid all conflicts of interest, and behavior that is discriminatory and/or harassing.

- The full ASHRAE Code of Ethics is available at <https://www.ashrae.org/about/governance/code-of-ethics>

4. Roster Review (Duane)

- Duane reviewed current membership of the committee. TC 1.7 has 12 voting members, and 6 members roll off after Austin meeting.
- Jennifer Leach, Pam Duffy, and Mike Connor will roll on as voting members beginning in 2020.
- We will reduce the total number of members to 9.
- Mike Cooper volunteers as Secretary.

5. Approval of Minutes from prior meeting (Kansas City, 6/24/2019)

- The minutes are posted for review on Basecamp and on the [TC 1.7 website](#)
- Jennifer Leach noted a typographical error in the date on the meeting minutes. Pam Duffy will make the change and post to Basecamp and TC website.
- With this change, Mike Cooper moved to approve the minutes and Mitchell Swann seconded. Vote: 7-0-0, motion is approved.

6. TC Chairs Report (Duane)

- Basecamp is here to stay. TCs are expected to utilize this platform.
- Tracks were announced for Austin with a professional development track, program submissions are due 2/10/2020.

7. Sub-Committee Reports

- Programs
 - i. Austin, TX (June 27 – Jul 1, 2020)
 1. The committee will submit two programs for Austin. The College of Fellows Debate (Mitch) and NSPE Ethics (Mike B).
 2. TC 1.7 will co-Sponsor the two submissions from TC 7.2
 - ii. Chicago, IL (January 23-27, 2021)
 - iii. Phoenix, AZ (June 26-30, 2021)
 - iv. Las Vegas, NV (January 29- Feb 2, 2022)
 - v. Toronto, ON (June 25-29, 2022)
 - vi. Other Future Ideas:

1. Mock trials
 2. Using outside consultants for energy modeling – do those people have any experience with design / do they have insurance to cover themselves.
 3. Dependence on delegated design
 4. Advocating for green buildings that are not in the fiduciary interest of the owner. Obligation to protect public healthcare vs. obligation to manage the money of project. Climate adaptation obligation.
 5. Use of manufacturer's computer program and then the PE stamp's covers it. For example, VRF systems for piping design, IAQ ionizers for reduced ventilation airflow, etc.
 6. Is construction a product or a service?
 7. What are the things that cause your project to not be successful (for example, not be on budget). Or, what happened during CxA that caused the entire project to go out off the rails. Pre-mortems to identify possible risks.
 - Website – Pam Duffy - <https://tc0107.ashraetcs.org/>
 - Publications - Duane Wolf
 - i. Refer to old business.
8. Old Business
- Revisions to publications
 - i. The Good, the Bad and the Ugly (Documents and E-mails): What Every ASHRAE Member Should Know About How Documents and Emails are Used in Litigation, DVD edition
 1. Kay Thrasher reached out to committee regarding updating or sunseting this publication. It was last published in 2002.
 2. This DVD is a recording of a mock trial event we hosted at a previous meeting.
 3. Duane reported that he exchanged emails with Kay and expressed that our committee does not currently have the same quantity of attorneys on the committee as we had previously. The committee discussed that we can utilize ASHRAE members that can play attorneys in a mock trial.
 4. The mock trial event has been earmarked for Las Vegas.

5. Ryan took the action to get the video from the last arbitration in 2017.
Once that is distributed to the team, we will meet on a WebEx.
 - ii. A Practitioners Guide to Engineering Management
 1. Our TC was tasked to review this book. Duane had emailed it out to the committee in September 2019. It is currently in 2nd review. Our feedback has been that an editor needs to review this document to tighten it up.
 - iii. ASHRAE Member's Survival Guide – Contracts
 1. The ask is to validate the current content or retire the material.
 2. From KC meeting minutes, Mike B. was to reach out to an attorney.
 3. Mike B. will get feedback in 2 months.
 - iv. ASHRAE Member's Survival Guide, Pt. 2 — Avoiding Pitfalls in Engineering Practice
 1. From KC meeting minutes, Mike B. was to reach out to an attorney.
 2. Mike B. will get feedback in 2 months.
 - v. ASHRAE Member's Survival Guide – Design/Build (Mitchell Swann)
 1. From KC meeting minutes, Mitchell was looking for attorneys to support this effort. In addition, Mitchell was seeking co-sponsorship from TC 7.2 HVAC & R Construction & Design Build Technologies.
 2. Mitch noted that he will take a look at this and provide feedback soon.
9. New Business
- Research – Demographics and Salary (Pam)
 - i. Pam Duffy discussed the idea for a industry-specific survey to uncover demographic and salary data. She mentioned that other organizations such as ASME and ASCE already support annual or semi-annual surveys, but no data specific to the HVAC industry exists.
 - ii. Some members mentioned that other organizations already provide salary data, but not demographic data.
 - iii. The first step will be to put together an RTAR. Pam to get in touch with RAC liaison to determine best path for success.

- iv. Some committee members mentioned industry organizations that may be willing to co-sponsor such research depending on the scope, including ACEC, Smacna, ACCA, and AHR Expo.

10. Next Meeting: Monday, June 29, 2020, 10:15am-12:00pm, Austin, TX

11. Adjourn

- Mike Cooper moved, Ken Fulk seconded. The meeting was adjourned at 11:43am.