

Meeting Location: Dallas, TX

Meeting Date: Monday, January 28, 2013
10:15am – 12:00pm, Majestic 7

Attendees: Michael Connor*, Chair
Wayne Webster*, Vice Chair
Jennifer Leach*, Secretary
Michael Bilderbeck*
William Coad*
Norm Maxwell
Leon Shapiro*, Program Chair
Lawrence Spielvogel*
Farooq Meboob*
Richard Rooley*
Mitchell Swan
Kristen Shaffer
Duane Wolfe
Ron Bailey
Jeff Gaitlin
**Voting Members*

Date Issued: June 13, 2013

1. Welcome & Introductions
2. Review of committee scope
3. Review of roster
4. Approval of Minutes from San Antonio Meeting (postponed)
5. TC Chairs Report
 - a. Requested each TC review ASHRAE's Code of Ethics.
 - b. New TAC presentation template for local chapter presentations
 - c. 50% DRAFT Refrigeration Commissioning Guide out for review

- d. Employment discipline added to ASHRAE bio
 - e. Electronic & Present Meetings (EMP) for TC
 - f. New MTG (multi-disciplinary task group) – six
 - g. Call for TC Volunteers for technical programs review
 - h. TC's can have subcommittee meetings via web
6. Sub-Committee Reports
- a. Membership – New roster and officers
 - i. Chair: Mike Connor
 - ii. Vice Chair: Wayne Webster
 - iii. Secretary: Jen Leach
 - b. Programs (Leon Shapiro)
 - i. Plenary 1: Ethical Practice by Engineers (330) – TC1.7 is the primary source for ethics education within ASHRAE. Moderated by Norm Maxwell. Sound system challenges. Early feedback is good. Biggest complaint was length of program – too short.
 - ii. Seminar 19: The Road Less Traveled (65) – TC1.7 co-sponsored by TC7.2 and TC9.11 was well received.
 - iii. Topics for Denver & New York
 - 1. For New York? – The Ethical Practice by Engineers as it relates to the submittal process (hold at Javitz) - Request 90 minutes. (Norm will Chair)
 - 2. Ethical Case Studies (Leon will Chair)
 - 3. Technical information about Products from Vendors (Winter Meeting)
 - 4. Practice Management
 - 5. Quality control and mentoring
 - 6. Forum in Denver to discuss topics
 - 7. Ownership Transitions for Denver (Jen will Chair) Mitch will solicit attorney for Denver Program about Mergers & Acquisitions
 - 8. Motion to present topics to CEC for Denver and New York as listed above (6-0-0 CNV)

- c. Website (Jen Leach)
 - i. In progress
 - d. Publications (William O'Donnell, not in attendance)
 - i. Updating the Design Build Survivor Guide. Send a draft to the committee for review.
 - ii. Mike B. creating presentations for CTTC to present as Ethical Case Studies
7. Old or New Business
- a. Comments and concerns about Standard 188 (Prevention of Legionellosis Associated with Building Water Systems)
 - i. Jen will email to TC members for review
 - ii. Comments to Mike by February 28th
 - iii. Guideline 12 (Minimizing the Risk of Legionellosis Associated With Building Water Systems) language puts less risk on the design professional
 - b. Addition of Ethics Sub-committee?
 - i. Will allow for separate meeting time.
 - ii. More than just programs? Add publications?
 - iii. Take ownership of the ASHRAE Code of Ethics? Is there a committee already doing this? Ad-hoc? (6-0-0, CNV)
 - c. Creation of a Handbook Chapter? Include information from the Survival Guides. Table for further discussion in Denver.
8. Adjourn