

Meeting Location: Denver, CO

Meeting Date: Monday, June

10:15am – 12:00pm, Majestic 7

Attendees: Michael Connor*, Chair
Wayne Webster*, Vice Chair
Jennifer Leach*, Secretary
Michael Bilderbeck*

Filza Waters

Jeff Gatlin

Lee Millies

Ron Bailey

Holly Bailey

Richard Rooley

Larry Spielvogel

Farooq Mehboob

Mitchell Swan

John Neubauer

Judith Maxwell

Norm Maxwell

Leon Shapiro

Bill Coad

Chris Wilkins

Adeeba Mehboob

Traci Hanegan

Art Giesler

Kristin Schaefer

Duane Wolf

Bryce Johnson

Rob Risley

**Voting Members*

Date Issued: October 7, 2013 (Approved 9-0-0, amended)

1. Welcome & Introductions
2. Review of committee scope
3. Review of roster
4. Approval of Minutes from Dallas Meeting (5-0-0,CNV)
5. TC Chairs Report
 - a. Nominations for Hightower Award
 - b. MTG Cold Climate Design Guide

- c. ASHRAE Bios: Update to include employment discipline
 - d. E&P Beta Test to participate electronically. Selected TC's will provide feedback.
 - e. TC volunteers to support content development:
Mitchell Swan, Ron Bailey
 - f. CEC to include a research track at future meetings.
 - g. Thank you letters from Tom Watson.
 - h. Review upcoming program dates
6. Section Head report (Vic):
7. Sub-Committee Reports
- a. Membership – Rolling off (George, Judith, & Ron) Add Mitchell Swan as voting member.
 - i. Chair: Mike Connor
 - ii. Vice Chair: Wayne Webster
 - iii. Secretary: Jen Leach
 - b. Ethics (Richard Rooley)
 - i. Review Code of Ethics.
 - ii. Develop Ethics Survival Guide
 - iii. Sub-committee members: Norm, Kristin Schaefer, Mike Connor, Wayne Webster, Mike Bilderbeck
 - iv. Mike will request a room from Judy Marshall. Shoot for a time slot at 2:00 Saturday.
 - c. Programs (Leon Shapiro)
 - i. Co-sponsor Seminar 8: “The Rules of Engagement for a New Game: IPD Contract Styles and You” (TC7.01 – Mitchell Swan)
 - ii. Larry S. expressed discontent with the Conference Paper review process. Documents are published with no opportunity for public comment. Gives credibility to presenters regardless of qualifications. Consider a disclaimer on the published document.
 - iii. Topics for New York

1. Ethical Considerations of the Submittal Process: chaired by Norm.
Speakers are (1) consultant, (1) sales rep. Find an interested contractor to participate. Deadline for submissions is August 12th.
 2. Special Session: Case Study. Chaired by Jen.
 3. Motion to approve above topics: Norm. Seconded by: Mike Bilderbeck (7-0-2, CNV)
 4. Forum: Should We Change the ASHRE CoE? Chaired by Mitchell Swan. Encourage participation from Richard Rooley. Moved, Bilderbeck; Second Rooley (8-0-1, CNV)
- iv. Future Topics
1. What Documents are authoritative for Court Proceedings?
 2. SAE World Congress has programs on leadership.
 3. CEC Requests for Seattle: Ethics Programs suited for younger members. Project management. Best Practices. Management of Cross-teams. Mock Arbitration. Risk Management.
 4. Forum: Lack of Technical Information on the design documents
 5. How Can Good HVAC be Better Served in the Education and Training of Young Entrants? YEA, College of Fellows & TC1.7. Include an educator and a PE.
- v. Consider Cosponsoring with TC7.2 for a DB track in Chicago.
- d. Website (Jen Leach)
- i. In progress
 - ii. Upload meeting minutes
- e. Publications (William O'Donnell, not in attendance)
- i. Mike B. creating presentations for CTTC to present as Ethical Case Studies
 - ii. Existing publications. Dump them or renew them? Survival Guides: Contracts, Pitfalls in Practice. Design Build. The good bad and the Ugly: documents. Concerns about consolidating into the Handbook for liability reasons.
8. Old or New Business
- a. MTG – BIM. Request by SMACNA with (MCA, ECA) developed a position document that affirms that expectations and standard of care. Document describes what falls on

coordination and what qualifies as a design change. Will email the proposal to the committee for review and discussion in New York.

9. Adjourn