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)
  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)


iv. Future Topics

1. What Documents are authoritative for Court Proceedings?

2. SAE World Congress has programs on leadership.


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


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