

Meeting Location: Las Vegas, NV

Meeting Date: Monday, January 30, 2017

10:15am – 12:00pm, Promenade Floor: Turin

Attendees: Jen Leach, VM (Chair)
Duane Wolfe, VM (Vice-Chair)
Mike Bilderbeck, VM
Jacob Rooks, Guest
Adam Doubblestein, CM
Leon Shapiro, VM
Mike Connor, VM
Lee Millies, VM
E. Mitchell Swann, VM
Wayne Webster, CM
Larry Spielvogel, VM
Samir Traboulsi, VM-NQ
Kenneth Faulk, CM
William Dempsey, Guest
Michael Cooper, VM
James Arnold, NVM (Program Chair)
Kate Vawter, PCM
Jerry Lemens, PCM
David Evers, PCM
Richard Rooley, VM
Amir Jokar, Guest (Section Head)

Date Issued: Draft, Not Approved

Programs Sponsored or Co-sponsored in Las Vegas:

- Saturday January 28 @2:00PM: ethics/programs sub-committee in the main floor lobby
- Monday, January 30 @11:00AM: Seminar 30: Electronic Project and Document Management: An Introduction and ASHRAE's System (Las Vegas Floor: Augustus III/IV)
- Tuesday, January 31 @11:15AM: Seminar 52: College of Fellows Debate: Codes and Standards Help. Alternatively, Do They Inhibit Excellence? (Las Vegas Floor: Augustus I/II)

1. Welcome, Introductions & Committee scope (call to order at 10:20am)
2. Review of Committee Scope: 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:

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:
 - a. Dwayne Wolfe reviewed the roster to establish quorum. (listed in attendance above)
 - b. Term(s) ending 6/2017: Mitchell Swann
 - c. Add Jim Arnold as VM for year beginning 6/2017.

- d. Eliminated the Ethics Subcommittee and incorporated that function into the Programs Subcommittee.
 - e. Management Team (2017-2018):
 - i. Jennifer Leach, Chair
 - ii. Duane Wolfe, Vice-Chair
 - iii. Scott Fanning, Secretary
 - iv. Jim Arnold, Programs Sub-committee Chair
 - v. Kristin Schaefer, Webmaster
5. Approval of Minutes: Approval of Minutes from St. Louis (Larry moved, Mitchell second, approved by voice ballot)
6. TC Chairs Report (Jen)
- a. We need to update our documents. Also, ASHRAE discourages using Dropbox or similar public document portals since we may give up copyright protection when doing so.
7. Sub-Committee Reports
- a. Programs – Jim Arnold
 - i. Jim Arnold proposed to have Cal State professor, Dr. Lacey speak on professional ethics (engineers and contractors). There is no specific proposal from her. There was a question as to whether a single speaker session was okay (answer: these are discouraged). Mitchell felt we needed more specific information on her presentation. Jim said he would post her proposal on the Basecamp for the TC to review.
 - ii. Jen gave Jim the info needed to prepare a submission, and that the TC can vote on it prior to the 2/1/17 submission deadline.
 - iii. Mike B suggested that perhaps we could role Dr. Lacey's presentation into the case study program that the TC was preparing for Long Beach. Dr. L can speak first and then we go into the regular program. Jim will get the info from her ASAP. This will be a Long Beach program.
 - iv. Dr. Lacey could be a candidate for the CEC fee-waiver program.
 - v. Richard Rooley brought up a COF program they are planning on whether ASHRAE should have a code of ethics. Could Dr. L be a good person for that debate panel? Could she participate on both? Probably. Co-sponsor the COF

debate: "There's No Purpose in Having A Code of Ethics". This is for Long Beach and TC 1.7 will co-sponsor.

- b. Ethics subcommittee held 2 meetings since there were 2 groups of people meeting in 2 separate bars.
 - i. Richard Rooley: Quality of design is falling steadily (it is thought); are we building the next generation of failures? Why is this? Does this fit into the "Earth, Wind and Fire" track in Chicago? Probably. We will propose it for Chicago. From RR.
 - ii. Engineers on Trial: You Decide. This would be a mock trial lite. Just 2 people, 1 presenting one side and 1 presenting the other. The audience then breaks into groups to decide guilt or innocence. This would be based on an actual design/build case. This will be a Long Beach program. Leon suggests using the Palmer House's auditorium for this (would need to reserve it); and using local atty's to get involved. Discussion on having a mini-track at the Atlanta Expo. Leon thinks this is a bad idea because it appears that the Expo is trying to put on programs that compete with ASHRAE. Others feel this is not as much a problem as Leon thinks. Jen said that CEC brings these concerns to the Joint Expo Committee, and that they listen. Decision is to co-chair with TC 7.2 and let 7.2 be the sponsoring committee. This is for Long Beach.
 - iii. "Do We Need Environmental Health in Buildings" is another potential topic for a program. From Richard.
 - iv. Mike B: What other issues are coming from State Boards? Some states are decoupling the state test from the time before they can be licensed (i.e. you can take the PE test immediately after college, and then wait the __ year waiting period before being licensed). This could be good for Chicago. Is there enough material for a program?
 - v. Leon: His insurer has both lawyers and a P.E. on its staff. Will that person talk at a program? Leon will find out for an insurance program. MC also is thinking about an insurance program (i.e. differences between professional liability, general liability, and bonding). What does your insurance really cover? Good

for a mini-track in Atlanta for the Expo? Professional Liability Mythbusters could be a title for this session.

- c. Website: Kristin was not present, but the website is up to date with the latest copies of our meeting minutes.
 - d. Publications - Norm Maxwell was not present. Will Norm continue in this position?
8. Liaisons: Amir Jokar, Section Head, requested that we complete activity reports in a timely fashion.
9. Old Business
- a. Revisions to publications
 - i. ASHRAE Member's Survival Guide – Contracts
 - ii. 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
 - iii. ASHRAE Member's Survival Guide, Pt. 2 — Avoiding Pitfalls in Engineering Practice (Mike B.)
 - iv. ASHRAE Member's Survival Guide – Design/Build (Mitchell Swann)
 - v. JL asked each of the people who “own” these documents to report back to her on the status of each.
 - b. MCAA “Publication Change Orders, Productivity, Overtime, A Primer for the Construction Industry” and make recommendations for ASHRAE to resell to members at a very large discount?
 - i. Steve Comstock asked us if TC 1.7 could endorse this to be sold as an ASHRAE-endorsed document. Too many negative comments came from TC 1.7 members who were not com
 - ii. Motion: “ASHRAE not endorse the MCA Publication”. (Motion by Mitchell Swan, seconded by: Mike Bilderbeck) Discussion: This is a good construction document, but ASHRAE should not be telling the construction industry their business. ASHRAE members would get a substantial discount on this, and ASHRAE would get some royalties. Is this a sufficient reason to endorse it? This publication offers advice on how to achieve change orders (often against the

engineer's advice & design), if we endorse this could that endorsement be used by an attorney against an engineer by showing that ASHRAE had endorsed the publication?

iii. Motion Approved; Vote: 8 yes; 0 no; 1 abstention

10. New Business

- a. The Ethics eLearning module is nearing completion and scheduled to ready for release at the Winter Conference. This could be a TC 1.7-endorsed learning module. We will ask Kristin to submit it to us to review before publication.
- b. A possible ASHRAE research project to pay for and produce materials, such as a video and/or publications on engineering ethics in HVAC&R. This was submitted by Larry Spielvogel who left the meeting before discussion on this, so it will be carried over to the Long Beach meeting. Mike B asked if this is in the purview of 1.7 since research is not within the 1.7 scope; we would have to amend the scope of the TC to be able to do this.
- c. Richard Rooley stated that the incoming ASHRAE president has an agenda that includes more emphasis on residential; should ASHRAE continue to promote this beyond his tenure, as well other international engineering issues beyond his tenure?
- d. Additional discussions on publications or Handbook chapters that are applicable to locations around the world that go beyond what is now found in the HB that is geared toward US and European climates.
- e. Perhaps set up an international track (including business issues) in the future.

11. Next Meeting: Monday (6/26) 10:15 am – 12:00 pm Nieto (R-2)

12. Adjourn (11:53am)