

**Meeting Location:** New York, NY

**Meeting Date:** Monday, January 20, 2014  
10:15am – 12:00pm, Midtown (4<sup>th</sup>)

**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 Swann  
John Neubauer  
Judith Mitchell  
Norm Maxwell  
Leon Shapiro  
Bill Coad  
Chris Wilkins  
Adeeba Mehboob  
Traci Hanegan  
Art Giesler  
Kristin Schaefer  
Duane Wolf  
Bryce Johnson  
Rob Risley

**Date Approved:** June 30, 2014

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1. Welcome & Introductions
2. Review of committee scope
3. Review of roster
4. Approval of Minutes from Denver Meeting (9-0-0,CNV)
5. TC Chairs Report
  - a. Report from CEC indicates the Technical and Conference Papers are the best
  - b. Code of Ethics review

- c. Testing remote participation with 10 TC's
  - d. Upgrade your ASHRAE bio!
  - e. Seminar/Forum submissions due February 13<sup>th</sup>.
6. 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. Workshops seem to be extremely well received
    - ii. Review Code of Ethics. Should we try to adopt ownership of the Code of Ethics from the BOD?
    - iii. Develop Ethics Survival Guide
    - iv. Sub-committee members: Norm Maxwell, Kristin Schaefer, Mike Connor, Wayne Webster, Mike Bilderbeck
    - v. Sub-committee meets at 2pm Saturday of Winter and Annual Meetings; location TBD
    - vi. Mike Bilderbeck will spearhead an effort to get approval of our Ethics program for NY PDH's
  - c. Programs (Leon Shapiro)
    - i. Seminar: Ethical Considerations of the Submittal Process: chaired by Norm. Speakers are (1) consultant, (1) sales rep, (1) contractor. This is a resubmission of a program not accepted in New York
    - ii. Workshop: Is the Procurement Process Ethical by ASHRAE? Co-sponsor with College of Fellows
    - iii. Workshop: Ethics Case Studies. Chaired by Mike Bilderbeck. Consider cases that are in line with the ASHRAE Code of Ethics
    - iv. Seminar: The Impact Change Orders. Lead Co-Sponsor with TC7.2 Design Build
    - v. Future Topics
      - 1. In conjunction with College of Fellows and YEA. How can good HVAC design be bettered by the training and education of young engineers?

Include students, YEA members, professor, PE, etc. Consult Kent Peterson for content. Chaired by Leon Shapiro

2. Is Sustainability Ethical? Presented by Samir. Include members of other countries and specifically exclude US?
  3. Ethical tools as a conference paper?
  4. Mock arbitration
- d. Website (Jen Leach)
- i. The website is live! We need to upload the content: meeting minutes, roster, etc.
  - ii. Create links for business resources. Mitch will send to Jen.
- e. Publications (Norm Maxwell)
- i. Mike B has created a presentation 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.
7. 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 Seattle.
8. Adjourn