

Meeting Location: Orlando, FL

Meeting Date: Monday, January 25, 2016
10:15am – 12:00pm, Lake Louise B, Orlando Hilton

Attendees: Wayne Webster*, Chair
Jennifer Leach*, Vice-chair
Kenneth Fulk
Scott Fanning*
Mitchell Swann*
Larry Spielvogel*
Mike Connor*
Leon Shapiro
Duane Wolf*
Lee Millies
Richard Rooley
Michael Bilderbeck
Samir Traboulsi*
* Voting Member

Date Issued: June 28, 2016

1. Welcome, Introductions & Committee scope (call to order at 10:20am)
2. Section Head Report (Amir Jokar): Give feedback to TAC by Wednesday morning. Activity form and roster updates due by Tuesday night.
3. 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.
4. Roster Review:

Officers & VM (Voting Members) - Quorum (9 Voting + 2 International)

Name & Status	Term Begins	Term Ends
Wayne Webster, Chair, VM	2014	2016
Jennifer Leach, Vice-Chair, VM	2014	2016
Michael C Connor VM	2015	2019
Scott M Fanning VM	2015	2019
Norm Maxwell, Publications Sub Chair VM	2015	2017
Lawrence G Spielvogel	2015	2019
Mitchell Swann, VM	2013	2017
Duane A Wolf, VM	2014	2018
Samir R Traboulsi VM non-quorum	2015	2019
Richard H Rooley, Ethics Sub Co Chair non-voting		
Farooq Mehboob Ethics Sub Co Chair non-voting		

5. TC Chairs Report

- a. Updated Website <https://te0101.ashraetcs.org>
- b. Member roster <https://tc0101.ashraetcs.org/membership.php> feedback
- c. Email aliases for chairs (example TC0107@ashrae.net)
- d. Publications: Please update publications. (Mitchell is actively working on DB Survival Guide)
- e. Women's Breakfast (Jennifer Update)
- f. Review of programs (Larry commented that the peer review process needs to be improved. Jen and Leon provided feedback that CEC is trying to modify the process to limit frustration on both sides. This led to a long discussion about the ethics of the review process)

6. Approval of Minutes: Atlanta minutes not available. Tabled for approval via email

7. Sub-Committee Reports

- a. Programs – Norm Maxwell (not in attendance)
Saturday 2:00PM ethics/programs sub-committee lobby lounge main floor, turn right from guest elevators (near bellman's desk)
 - i. Programs currently sponsored or co-sponsored in Orlando:

1. Sunday, January 24, 8:00 AM-9:00 AM WORKSHOP 1 (INTERMEDIATE)
Case Studies in Engineering Ethics; Orlando Ballroom V
 2. Tuesday, January 26, 11:00 AM-12:00 PM SEMINAR 55 Don't Call it a Comeback! The New and Improved Design-Build Survival Guide; AHR Expo Convention Centre
 3. Tuesday, January 26, 1:30 PM-3:00 PM SEMINAR 53 (INTERMEDIATE)
Fellows Debate: Commissioning Is Not Part of the Construction Contractor's Turnover Package, The Great Debate; Orange Ballroom
- ii. Rachel Romero, chair of Soft Skills track for St. Louis, requested that TC1.7 do Ethics Case Studies.
 - iii. Proposed Seminars for St. Louis:
 1. Nothing Personal, It's Just Business. God Father Philosophies and Ethics in Construction: POV of Architect, HVAC engineer, Contractor and Manufacturer. Co-sponsor with TC7.2? Chaired by Richard Rooley with an assist by Jen.
 2. ASHRAE + STEM = ??; How do ASHRAE members motivate and promote stem. Chaired by Kristen Schaefer
 3. Potential for Cosponsoring: (1) TC2.8 is doing a program about the 5 characteristics of a client that might be willing to take on new technology. (2) WiA AdHoc is do a program on diversity as a business philosophy.
 - iv. Vegas Ideas:
 1. The Belbin personalities as "acted" out in a workshop. Efficient use of personnel.
 2. Haz Ops as a part of Commissioning? (potential cosponsoring with TC9.2) Differences between commissioning and validation.
- b. Website The website is live. Kristin will upload minutes as they become approved.
 - c. Publications - Norm Maxwell (not present, no report)
8. Liaisons: Agreed we would keep it informal.
 9. New Business

- a. Mitchell attended ABA Construction Forum and attended (participated in?) a program that asked the question: Do licensed engineers have a fiduciary responsibility that precludes us from advocating a position or approach that might be in our cannon of ethics? AIA COE says the architect should advocate “green” practices to their clients. Consider drilling into the topic in the future. Ujvel Vyas is a potential resource/speaker.
 - b. Mike reported that Steve Comstock is interested in allowing Krisitn to develop an e-learning module on ethics. TC1.7 will oversee the effort and provide QC.
10. Next Meeting: Monday, June 27, 2016, 10:15am-12:00pm, St. Louis, MO
 11. Adjourn (12:30pm)