

Meeting Location: St. Louis, MO**Meeting Date:** Monday, June 25, 2016

10:15am – 12:00pm, Room 203, America's Convention Center Complex

Attendees: Wayne Webster, VM (Chair)
Jen Leach, VM (Vice-chair, Secretary)
Samir Traboulsi, VM
Michael Connor, VM
Scott Fanning, VM
Larry Spielvogel, VM
Mitchell Swann, VM
Duane Wolfe, VM
Jim Arnold, NVM
Michael Cooper, NVM
Michael Bilderbeck, NVM
Ken Fulk, NVM
Judith Maxwell, NVM
Lee Millies, NVM
Richard Rooley, NVM
Leon Shapiro, NVM
David Evers, NVM
Kristin Schaefer, NVM (Webmaster)
Amir Jokar, Section Head**Date Issued:** Draft, Not Approved

Programs Sponsored or Co-sponsored in St. Louis:

- Saturday June 25@2:00PM: ethics/programs sub-committee in "the Great Room" in the main floor lobby
- Sunday, June 26@11:00AM: Seminar 9: Gender Diversity: Will ASHRAE Lead or Lag? (227)
- Tuesday June 28@1:30PM: Seminar 48: The Philosophy and Ethics of the Different Building Industry Professionals (226)
- Wednesday June29@8:00AM: Seminar 50: ASHRAE + STEM = ?! (223)

1. Welcome, Introductions & Committee scope (call to order at 10:15am)
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:

Officers & VM (Voting Members) - Quorum (8 Voting + 1 International, non-quorum)

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	2017
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		

Roster updates:

- a) Secretary – Scott Fanning (2016-2017)
- b) Website – Kristin Schaefer (2016-2017)
- c) Research – n/a
- d) Publications – n/a
- e) Programs – Jim Arnold (2016-2017)

5. TC Chairs Report

- a. St Louis Program stats: 107 slots: 130 conference paper abstracts submitted, 71 presented in 22 sessions; 60 Technical papers received, 28 presented in 9 sessions; 116 seminars submitted 64 presented; 10 workshops submitted, 8 presented; 12 forums submitted, 4 presented, working with CEC to get approvals.
- b. Update your Bio & Roster on ASHRAE website
- c. Considering remote participation options for conference calls & web meetings, ALL courses
- d. Increased priority for Residential Research
- e. Speaker bias disclosure requirement beginning in Las Vegas (1/2017)
- f. Penalty for untimely uploading of presentations
- g. CEC needs paper reviewers
- h. Debates and panel discussions are a new program type beginning in Long Beach (6/2017)

6. Approval of Minutes: Approval of Minutes from Atlanta (Larry moved, Mitchell second (7-0-0-CNV) & Orlando (Larry moved, Duane second, 7-0-0-CNV)
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. Proposed Seminars for Las Vegas:
 1. College of Fellows Debate: Codes Help, Right? (Rooley Submit, Spielvogel Chair), TC1.7 Cosponsor
 2. What Happens on My Property Stays on My Property, Except When It Doesn't (Mitchell submit & chair). SEMINAR, Fundamentals track...Consider TC 2.8 Building Environmental Impacts and Sustainability for cosponsoring
 3. Design-Build as compared to other delivery methods - Cosponsor with TC7.1, TC7.2
 4. Electronic Documents within ASHRAE – Workshop with ECC (Jim Arnold Chair)
 - ii. Long Beach Ideas:
 1. WORKSHOP, Ethics case studies (chair Bilderbeck + Leach and Schaefer speakers)
 2. What is a reasonable rate of return? Ask 90.1 WORKSHOP, (chair:
 3. 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 (WORKSHOP)
 - iii. Previous topics still under consideration for the future:
 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.
 3. Specifications and ethical implications
 4. Ethics of the bidding process

5. Starting your own business
 6. Ownership transitions
 7. Documenting Technical Designs and Calculations
 8. Documenting Design and Construction Concerns
 9. Basic understanding of ethics
 10. Change orders
 11. Who designs the work?
 12. Contractor ethics from the professional engineer's viewpoint
 13. Liabilities with Retirement, Dropping License, or Insurance
 14. What Documents are authoritative for Court Proceedings?
 15. Ethics Programs suited for younger members
 16. Project management. Best Practices
 17. Management of Cross-teams
 18. Mock Arbitration
 19. Risk Management.
 20. How Can Good HVAC Practice Be Better Served in the Education and Training of Young Entrants?
- b. Website The website is live. Kristin will upload minutes as they become approved.
 - c. Publications - Norm Maxwell (not present, no report)
8. Liaisons: Amir Jokar, Section Head, requested that we complete activity reports in a timely fashion.
9. New Business
- a. Tim Dwyer Publications Committee liaison to Section 1 wants recommended actions (abandon, reprint, revise with timeframes) for:
 - i. ASHRAE Member's Survival Guide – Contracts - Last updated in 2002;
 - 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 - Last updated in 2002; **(ACTION: Look into a series of programs to create new content. Refer to Programs above.)**

- iii. ASHRAE Member's Survival Guide, Pt. 2 — Avoiding Pitfalls in Engineering Practice - Last updated in 2003; **(ACTION: Bilderbeck to distribute to Duane, Scott, Ken for review and update)**
 - iv. ASHRAE Member's Survival Guide – Design/Build - Last updated in 2004
(ACTION: Mitchell will send an update to the committee for review in July)
 - b. Who would like to review MCAA 216 page “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? Mark Owen, ASHRAE staff Editor/Group Manager of Handbook and Special Publications says “We have nothing to compete with this. With a TC 1.7 approval, we could add our logo to the publication and begin sales without delay. Incoming ASHRAE President Tim Wentz plans to emphasize the importance of ASHRAE’s relationship with MCAA.” **(ACTION: Wayne will email to the committee. Michael Cooper will review and give comments. Other interested members can review and comment. Return comments to Jen by August 15th.)**
10. Next Meeting: Monday, January 30, 2017, 10:15am-12:00pm, Las Vegas, NV
11. Adjourn (11:55am)