

Meeting Location: Atlanta, GA

Meeting Date: Monday, June 29, 2015
10:15am – 12:00pm, Room 305 Atlanta Hilton

Attendees: Wayne Webster*, Chair
Jennifer Leach*, Vice-chair
Kenneth Fulk
Art Gessler
Kristin Schaefer
Mitchell Swann
Larry Spielvogel
Francisco
Mike Connor
Leon Shapiro
Duane Wolf
Lee Millies
Richard Rooley
Michael Bilderbeck*

Date Issued: June 28, 2016

1. Welcome, Introductions & Committee scope
2. Roster Review
3. Approval of Minutes from Chicago Meeting (7-0-0,CV)
4. TC Chairs Report
5. Revision plans for ASHRAE publications – (respond to Mark Owen, Staff Liaison, Publications Committee - all published more than 10 years ago)
 - a. ASHRAE Member’s Survival Guide – Contracts
 - b. 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
 - c. ASHRAE Member's Survival Guide, Pt. 2 -- Avoiding Pitfalls in Engineering Practice
 - d. ASHRAE Member’s Survival Guide – Design/Build – Mitch Swann
6. Atlanta Programs
 - a. Sunday, June 28, 1:30 PM-3:00 PM SEMINAR 15 Rules of Engagement: Ethics and Young Professionals

- b. Tuesday June 30, 8:00 AM-9:30 AM SEMINAR 36 If You Build It, Will The Come? The Next Design-Build Guide
 - c. Tuesday, June 30, 1:30 PM-3:00 PM SEMINAR 51 Fellows Debate: Attorneys Will Love BIM
7. Sub-Committee Reports
- a. Programs – Leon Shapiro
 - i. Future
 - ii. Orlando:
 - 1. Proposals due August 10th
 - 2. Tracks reviewed
 - 3. Put ethics program in “The Great Debate”? Case Studies. Use Building Code examples (Bilderbeck)
 - 4. Seminar DB Survival Guide with TC7.2, Part 2 (Swan)
 - 5. Commissioning is not part of Handover with COF (Rooley)
 - iii. St. Louis:
 - 1. CP Abstracts due September 14th
 - 2. Seminars due February 8th
 - 3. Tracks reviewed (Professional Skills)
 - iv. Statics for Atlanta:
 - 1. 52 Tech papers, 36 presented
 - 2. 153 CP Abstracts, 138 CP Abstracts Approved, 74 Papers received, 67 papers approved and presented in 21 CP Sessions
 - 3. 104 Seminars submitted, 66 presented
 - 4. 15 Workshops submitted, 5 presented
 - 5. 10 Forums submitted, 4 presented
 - v. Others
 - 1. Specifications and ethical implications
 - 2. Ethics of the bidding process
 - 3. Starting your own business
 - 4. Ownership transitions

5. Documenting Technical Designs and Calculations
 6. Documenting Design and Construction Concerns
 7. Basic understanding of ethics
 8. Change orders
 9. Who designs the work?
 10. Contractor ethics from the professional engineer's viewpoint
 11. Liabilities with Retirement, Dropping License, or Insurance
 12. What Documents are authoritative for Court Proceedings?
 13. CEC Requests for Atlanta
 14. Ethics Programs suited for younger members
 15. Project management. Best Practices
 16. Management of Cross-teams
 17. Mock Arbitration
 18. Risk Management.
 19. How Can Good HVAC Practice Be Better Served in the Education and Training of Young Entrants?
 - b. Webmaster (Schaefer): New website development software. Must recreate. Should be developed by this fall. Kristin will send an email with the link to the newly created site when it's "live."
 - c. Ethics (Rooley):
 - d. Publications (Maxwell) – Not present. No report
 - e. ALI (ASHRAE Learning Institute)
 - f. Secretary & CC – Jennifer Leach
 - g. Publications (O'Donnell) – Not present. No report.
8. New Business
- a. eLearning module for Ethics requested by Steve Comstock: Would like Kristin to develop content as a paid consultant. May conflict with her responsibilities to PDC.
 - b. Possible conflicts using copyrighted NSPE case studies
 - c. Rooley would like us to consider the impact of our merger with IAQA. How do we reach out to them?

- d. Bilderbeck would like to reach out to CAMEE (a group within ACEC) to co-sponsor programs for St. Louis.
- 9. Monday, Jan 25, 2016: 10:15 AM-12:00 PM Orlando
 - Name, Voting Status, Year Appointed - Year Roll-Off (July)
 - Wayne Webster, Chair, VM 2011 – 2016
 - Jennifer Leach, Vice Chair, Secretary, VM 2012 - 2016
 - Warren Hahn, VM 2011 - 2015
 - Norm Maxwell, VM 2013 – 2017 Program
 - Lawrence Spielvogel, VM 2015 - 2019
 - E. Mitchell Swann 2013 - 2017
 - Scott M Fanning VM 2014 – 2018
 - Michael C Connor VM 2015 – 2019
 - Samir R Traboulsi VM (Non Quorum) 2015 – 2019
 - Kristin L Schaefer Webmaster
 - Michael Bilderbeck, VM 2011 - 2015
- 10. Adjourn