

Meeting Location: Chicago, IL

Meeting Date: Monday, January 26, 2015
10:15am – 12:00pm, Kimball (5th)

Attendees: Wayne Webster*, Chair
Jennifer Leach*, Vice-chair
Kristin Schaefer, Secretary
Michael Bilderbeck*
Larry Spielvogel
Mitchell Swann
Duane Wolf
Richard Rooley
Farooq Mehboob
Art Geissleri
Scott Fanning
Lee Millies
Monte Troutman
Adam Doublestein
Ujjval Vyas
Bill O'Donnell
Judith Maxwell
Norm Maxwell
Leon Shapiro
Maya Ayoub

Date Issued: June 29, 2015

1. Welcome, Introductions & Committee scope
2. Roster Review
3. Approval of Minutes from Seattle Meeting (6-0-0,CV)
 - a. Moved by Jen, Second by Mike Bilderbeck
4. TC Chairs Report
 - a. Honors and awards for TC's. Deadline is September 1, 2015.
 - b. Update your bio.
 - c. Each TC should review the ASRHAE Code of Ethics.
 - d. New MTG's bridging TC's.
 - e. Input for tracks for annual meeting in St. Louis and input for ALI Learning Courses.
5. Sub-Committee Reports

- a. Membership
 - i. Rolling off: Leon Shapiro, Richard Rooley, Farooq Mehboob, Michael Bilderbeck, Warren Hahn
 - ii. Coming on: Mike Connor, Larry Spielvogel, Scott Fanning, Samir Traboulsi (?)
 - iii. Changes: Kristin Schaefer to CM and Webmaster, Jennifer Leach to Secretary
- b. Ethics(Richard Rooley)
 - i. No report
- c. Programs (Leon Shapiro, not present)
 - i. Feedback from this morning's workshop "Can't We All Get Along" was well received. Over 100 people in attendance. Standing room only.
 - ii. Ethics case studies program is tomorrow at 8:00.
 - iii. Discussion of combining case studies for a publication. There was a good discussion about the viability of this concept.
 - iv. Atlanta topics:
 - 1. Ethics 101 – Workshop directed at basic level. YEA is the focus group. Avoid YEA committee meetings. Review ASHRAE Code of Ethics. Review typical ethical cases. (Chair – Mitchell Swann) along with Kristin Schaefer and others.
 - 2. Ethics Case Study – (Chair – Mike Bilderbeck) with Scott & Wayne
 - v. Orlando topics:
 - 1. Forum – Ethical drivers involving engineers, contractors, etc.
 - 2. Seminar – Design build survival guide with TC7.2.
 - vi. Future Topics
 - 1. Conference papers for Orlando meeting. Abstracts due March 6, 2015.
Potential topics include:
 - a. Specifications and ethical implications
 - b. Ethics of the bidding process
 - c. Starting your own business
 - d. Ownership transitions
 - e. Documenting technical designs and calculations

- f. Basic understanding of ethics
 - g. Change orders
 - h. Who designs the work?
 - i. Contractor ethics from the POV of the professional engineer
 - d. Website (Kristin)
 - i. Update the roster for the website.
 - ii. Send content to Kristin
 - e. Publications (No chair)
 - i. No report
- 6. New Business
 - a. Jen to send out an email to generate interest in Conference Papers for Orlando.
- 7. Adjourn