

## **MINUTES**

**Meeting Location:** In-Person, Marriott Marquis Chicago, Bronzeville Room

**Meeting Date:** Mon, 01/22/24 at 10:30 AM - 12:00 PM CST

### **Programs Sponsored or Co-sponsored January 2023:**

Sunday January 21, 8AM- 9AM CST  
Seminar 2: ESG: What is Social Responsibility?

Monday, January 22, 8:00 AM – 9:30 AM CST  
Panel 5: Professional Liability: Sliding Doors/Changing Landscapes

Monday, January 22, 3:15 PM – 4:45 PM CST  
Debate 1: College of Fellows Debate: Using AI is Cheating!

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1. Chair Welcome
  - a. Committee Scope
    - i. 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.
  - b. Ethics Statement
    - i. *In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and we shall avoid all real or perceived conflicts of interests. We shall act with care and competence in all activities, using and developing up-to-date knowledge and skills.*

2. Quorum Check – if highlighted they were in attendance.

Pamela Duffy	Voting	Chair
Michael Cooper	Voting	Vice-Chair
Julia Timberman	Voting	Secretary/webmaster
Jennifer Leach	Voting	Member
Ken Fulk	Voting	Member
Mitchell Swann	Voting	Member
Robin Bryant	Voting	Member

Craig Messmer	Non-voting	TAC Chairman
Jason Atkinson	Non-voting	Section Head
Frank Rivera	Non-voting	Chapter Technology Transfer Chair
Ahmed Kashef	Non-voting	Research Liaison
Paolo Kashef	Non-voting	Standard Liaison
Steven Hammerling	Non-voting	Staff Liaison

3. Approval of Minutes from prior meeting - [TC0107 Minutes Tampa - 2023626](#)

- a. Copper moved, Fulk seconded. Minutes approved.

4. TC Chairs Report – Jason Atkinson, Section Head, was in attendance and provided a short report out to the TC. Pam will be posting the slides from the TC Chair breakfast to our basecamp.

- a. Roster Updates –

- i. Mike Copper will be stepping down in July, Julia Timberman will be moving into the chair position in July. Kirby Lee & Robin Bryant have been identified as potential Vice Chair starting in July. Lynndy Hedgcoth has agreed to become the secretary in July.
- ii. Lynndy will be moved to corresponding member, Keith Hammelman will move to voting member. Potentially moving Mike Bilderbeck, Jim Arnold and Kirby Lee to voting members. We will need to have rooster updates completed by mid February.

- b. TC Communications

- i. Website <https://tc0107.ashraetcs.org/>
- ii. Basecamp <https://3.basecamp.com/3106353/projects/1256953>
  - 1. If you aren't on our basecamp please let Pam know.

5. Sub-Committee Reports

- a. Program Subcommittee Report:

- i. Conference Topics – **What Topics do we Want to Submit on for Indianapolis**

1. Panel, Seminar, Forum, Workshop, and Debate - **Proposals Due Monday, February 26**
  - a. A small group of committee members gathered on Saturday, 1/20 to discuss potential program ideas. The new ideas were added to the [Master Idea List](#).
  - b. Topics that were discussed, along with those assigned, can be found in Appendix A.
  - c. There was some discussion about whether it's more conducive to submit fewer, more developed, and higher-priority program proposals, or if we should submit as many proposals as possible. Those with experience on the Conferences & Expositions Committee (CEC) advised that CEC does not consider how many topics an individual TC submits overall, and that each track chair chooses the best programs for their track. CEC members also mentioned it is advisable for program chairs to reach out to the CEC Track Chairs to ask for feedback on their proposals prior to entering them into the proposal system.
  - d. The committee agreed that the working session to finalize and submit abstracts was helpful. **Scheduled a call for Monday, February 19 for all program chairs.** Please email Pam at [tc0107@ashrae.net](mailto:tc0107@ashrae.net) to be added to the meeting.
  
6. Old Business –
  - a. Open [February 2021] Salary & Benefits Member Survey, it is believed that it got derailed. Need to ask Lizzy what the status is. Pam to follow up with Lizzy and report back.
  
7. New Business
  - a. Filza Walters advised that ASHRAE is hosting a new event, the 2024 Women in ASHRAE Leadership Symposium on September 26-27, 2024. Members can find more information here: <https://www.ashrae.org/conferences/topical-conferences/2024-women-in-ashrae-leadership-symposium>
  
8. Next Meetings
  - a. Next Meeting: Monday in Indianapolis: Tentatively Monday 6/24 at 10:30am
  - b. Next Program Committee conference call before Indianapolis: 2/19, 3pm CST
  
9. Meeting was adjourned.

## Appendix A

Presentation to be submitted for Indianapolis - Due 2/26

1. Monitoring Base Commissioning - seminar – Copper, TC 7.9 is commissioning TC
  - a. Tying in new technologies into the build environment
2. Embracing AI from a business point of view, what does that mean from a legal point of view – panel discussion – Robin Bryant,
3. Ethics case studies – Mike Bilderbeck, Scott Fanning, Jen Leach, Julia Timberman, chair
4. Building client relations and how to have professional relationship – Lynndy Hedgcoth, chair, Kirby and Keith

## **AGENDA**

ASHRAE TC1.7

Business Management & General Legal Education

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- a. Potentially combine with 6.
5. CPM Scheduling, project planning, pull planning, lean construction -TC 7.2 with Mitchell
6. Why it's important to note your design process, – Chair Lynndy Hedgcoth, Scott Fanning, Lee, Keith
  - a. Have a panel of speaker who are engineers in different parts of the country and have them talk about the different requirements based on locality.
7. What soft skills are engineers missing – Pam Duffy