

MINUTES

Meeting Location: JW Marriott Tampa, Fort Brooke (2)

Meeting Date: Monday 6/26/23 at 10:30 AM - 12:00 PM EDT

Programs Sponsored or Co-sponsored June 2023:

1. **Welcome & Introductions** – Chair Duffy called the meeting to order at 10:30am.
2. **Committee Scope** – Chair Duffy stated the committee’s scope.
3. **Statements** – Chair Duffy stated the commitment to ethics. It was also stated that the meeting proceedings would utilize ASHRAE’s simplified rules of order.
4. **Quorum Check** – Secretary Timberman reported the committee met quorum requirements for business.

Voting Members

Name	Present
Pamela Duffy	x
Michael Cooper	x
Julia Timberman	x
Jennifer Leach	x
Robin Bryant	x
Kenneth Fulk	x
Mitchell Swann	X
Samir (MNQ)	
Muhammad Saeed (MNQ)	

5. **Approval of Minutes from prior meeting.** Meeting minutes from the January 2023 meeting in Atlanta were presented. [Robin moved to approve the minutes, M Copper seconded the motion, motion passed.](#)
6. **TC Chairs Report** – Pam attended the TC chair breakfast. All of the information from the TC Chair’s breakfast has been posted to [the TC’s basecamp project in the folder for this meeting.](#)

- 7. Industry Roundtable** – Mike Cooper organized the industry roundtable, held Friday, June 23rd at Marriott Waterside. Notes included:
- Need to coordinate better with ExCom to make sure they attend.
 - Add to host committee’s check list to help get the panelist.
 - Start the panelist search earlier.
 - Michael Copper will head up the industry roundtable for Chicago.
 - GAS & Pub Ed are also working on a roundtable for Chicago, Michael will coordinate with them as well.
- 8. Salary & Benefits Member Survey**
- On April 28, ExCom reported to the Board of Directors they approved the development of an annual salary survey for members. It was mentioned that [this is coming back up before members council on 6/27](#).
- 9. TC Communications** – Pam reported that the website and basecamp project for our TC is still active. As of 2/11/23 – Pam has culled old members and added new members to the basecamp project. Website <https://tc0107.ashraetcs.org/> Basecamp <https://3.basecamp.com/3106353/projects/1256953>
- 10. Programs**
- 2023 Tampa Bay Annual Meeting - Program Submissions – Status Update
 - i. We discussed a total of 6 programs and 4 were slotted. Were the other 2 submitted & rejected, or were they not submitted?
 - ii. Feedback for future meetings:
 1. Your Ethics Tool Box - [needs to be slotted for 90 minutes, because otherwise it will only be for 1 hour.](#)
 2. Engineer to Entrepreneur: Case Studies in Business Ownership – [Really well attended, lots of questions. Would like to do it again in 2 years.](#)
 3. **The other two sessions**, *College of Fellows Debate: Engineers Have An Obligation To Decarbonize* and *Confidence and Competence: Striking the Perfect Balance* had not happened by the time of the meeting.
 - iii. [How do we get the data from CEC about how many people attended each session?](#) Pam has sent an inquiry to Tara Thomas.
 - 2024 Chicago Winter Meeting ([Conference Tracks](#))
 - i. Only track of interest to our committee is Project Delivery Methods.
 - ii. Pull Planning / CPM (Swann per 2/15 email) – per 6/9 Programs meeting, potentially join forces with TC 7.2 (Elise & Heather)
 - iii. Deadline for Seminars – August 2nd, 2023
 - iv. [Swann is working on 3 program submissions that TC 1.7 could jointly sponsor.](#)
 - 2024 Indianapolis – Update
 - i. Conference Papers for Summer 2024 Indianapolis
 1. **Need Volunteers to write abstracts and author (or co-author) papers. Must be completed by end of this meeting. – Abstracts will probably be due middle of Nov.**
 1. The first step is an abstract (up to 400 words).
 2. Final paper is no more than 8 single-spaced pages in length total (includes text, tables, figures, etc.).

2. Topics

- a) How to Structure a Project Team to ensure 1 person is responsible – a & g combined – Jen & Robin to write
- b) How to Get Your Act Together & Get Organized
- c) Writing Effective Meeting Notes - combine with e. – Jen to write???
- d) What Does an Effective Project Schedule Look Like
- e) Writing Effective Memos and Letters
- f) How to Prioritize when Everything is Important - Pam
- g) Team Communication & Collaboration - Jen to write w/ Robyn (hybrid a&g)
- h) Jim Arnold, Mike Bilderbeck, Ken Fulk, Elise Kiland, and Filza Walters all agreed to help support as-needed. The group discussed that a small committee could likely pull together numerous abstracts rather quickly and get them submitted ahead of the November deadline. Pam and Jen to coordinate small-group meetings.

3. Seminars, Debates, Forums

1. Do we know of anyone that may be able to lead a session on **Common Professional Liability Issues?**
 - i. Business Resilience – Michael, this could also potentially be a journal article.
 - ii. We will discuss this in Chicago
 - iii. Add the tracks for Indy to the agenda
2. **Master Idea List**

11. New Business

- Guest Speakers at ASHRAE Conferences (Swann)
 - i. Mitchell noted in a 2/15/23 email that it is challenging to get non-ASHRAE members as speakers (ex: lawyers) because speakers are still required to pay a registration fee. Speakers from outside the industry can provide significant value to ASHRAE members. Potentially provide this feedback to CEC/TAC.
- Open Discussion as Time Allows
 - i. 2040 MEP Pledge with Goals for 2030
 1. The group of people who are thought to be matter experts on carbon reduction strategies who have created a significant amount of data. They would like ASHRAE to absorb them, and support their research.

12. Next Meetings

13. Adjourn Michael Copper motioned to adjourn.