

Voting Member  
Dennis Knight  
Michael J King  
Angela Lewis  
Suzanne LeViseur  
Billy Austin  
Chris Wilkins  
Chuck Gulledge (arrived at 9:50AM) – DAL – should he be off as VM?

Absent Voting Members  
Lisa Rosenow  
Charlie Shieh

Corresponding Member  
David Allen  
Krishnan Gowri  
Benjamin Welle  
Elyse Malherek  
David Shipley  
Holly Bailey  
Greg Dobbs  
Jason Atkisson  
Michel Tardif  
Oliver Baumann  
Reijo Hanninen  
Mitchell Swann

Guest  
Roy Hubbard  
Francois Garde  
Jim Pegues  
Bill Chadwick  
Thomas Laine  
Pekka Metsi  
Statton Stafford  
Edwin Hormquist

- A. **Call to Order** – 8:18AM - *Knight*
- B. **Roll Call** – *Knight* – completed 8:23AM – 6 out of 8 VM present
- C. **Introductions** – *Knight* – completed 8:22AM
- D. **Review of Agenda** - *Knight*
- E. **Approval Of Minutes from Annual Meeting 2010 Albuquerque Meeting** – *Knight* – 6-0-0
- F. **Roster Review** - *Knight*
- G. **Subcommittee Reports**
  1. Handbook – *Allen*: Chapter 57 of Applications – “Integrated Building Design” – Chapter revisions were approved in Albuquerque.
    - a. *Knight* reported on last year’s effort. Also reported on turning over subcommittee to David Allen
  2. Research – *Wilkins*: No activity to report. Possible BIM & O&M TC 7.3 shared RTAR?
  3. Programs – *Lewis*:

- a. **2011 Annual Conference**  
June 25-29, 2011  
Montreal, Quebec, Canada  
*Net-Zero Buildings*
    - o TC 2.6 – Acoustics – wants to partner with us for a forum.
    - o Paper session – Michael Tardif has submitted abstract for conference paper-accepted and under review
    - o Dennis is chairing a paper session also.
  - b. **20112 Winter Conference**  
January 21-25, 2012  
Chicago, Illinois  
*The Impact of HVAC&R on Our Daily Lives*
    - o IBD track available. Leaning effort toward this meeting. - reviewing as new business
4. Specifications – King – reported on subcommittee meeting.
    - a. Detailed why subcommittee came to be. (ASHRAE conduit for comments to CSI in 2004 – particularly in division 23). CSI specs are under continuous maintenance so our input is automatically added. www.masterformat.com is web site anyone can submit changes to.
    - b. Would like to propose that we request input from specific TC's on sections that need work. (Particularly rooftops – small, large, custom.) Some hierarchy is needed on some types of equipment.
    - c. Talked about Unifomat, ASTM's version of specifications? which incorporates cost estimating. Also used for pre-outline specs (preliminary project descriptions).
    - d. Chair asked for volunteers to be added to Mike King's subcommittee.
  5. Special Publications – *Gulledge*. – *nothing to report*.
  6. Webmaster – *Rick Dames*: Website has been created, needs work.

#### H. Old Business

1. CSI/ASHRAE UniFormat Collaboration – King – *See specification subcommittee report*.
2. TC 7.1 Liaisons to Other Committees:
  - a. BIM Steering Committee – *Request for Standing Column Authors for Journal - This will become a multi-disciplinary task group (MTG)*.
3. ALI IBD Course – *Gulledge* – *20 in attendance at course on Saturday. but course is complete so doesn't need to be on Old Business*.
4. Guideline for the Quality and Content of MEP Plans – *There was a discussion on the proposed title, purpose, and scope. The conclusion was that Holly Bailey would redraft her summary of the subcommittee's recommendation that more information be requested from the submitter. Need update.*
  - a. Holly indicated no additional comments back from original commenter. Due to lack of interest, closed out from old business.

#### I. New Business

1. **Programs for Montreal and Chicago: An entire track is devoted to integrated building design in Chicago.**
  - a. Get list from Lewis of 13 suggestions for Chicago
  - b. Holly suggested BIM for Dummies (number 13)
  - c. Billy had an expansion of an idea – restructuring our offices?
  - d. Discussion about the futuristic way an office may be operated especially considering the different generations and their thought processes.
2. **Energy Modeling Conference April 4-6, 2011 – in Atlanta:**

3. **Other: None.**

J. **Next Meeting:** Monday, June 27, 2011, Montreal, Quebec, Canada

K. **Adjournment: 10:07AM**