

Minutes

ASHRAE TC1.7

Business Management & General Legal Education

Meeting Location: Virtual

Meeting Date: Friday, June 19 2020

10:00am-1:00pm EDT, Zoom

Attendees:

Members	Position	Voting Term Ending	Comments	Attendance
Duane Wolf	Chair (2018-2020)	2020		X
Jim Arnold	Vice-Chair (2019-2020)	2022		X
Pam Duffy	Secretary (2019-2020)	-	Rolling on, 2024	X
Norm Maxwell		2022		
Mike Bilderbeck		2020		
Michael Cooper		2020	Rolling on, 2024	
Adam Doublestein		2023		
Ken Fulk		2022		X
Lee Millies		2020		X
Richard Rooley		2020		X
Leon Shapiro		2020		-
Mitchell Swann		2022		X
Wayne Webster		2023		X
Jay Kohler	TAC Chair	-		
Jennifer Leach	TAC Section 1 Head	-	Rolling on, 2024	
Ahmed Kashef	Research Liaison	-		
Craig Wray	Standard Liaison	-		
Farooq Mehboob			Guest	x
Ryan MacGillivray			Guest	X
Frank Gallo			Guest	X
Joe Chin			Guest	X
Julia Call			Guest	X
Kristin Schaefer			Guest	X
Larry S			Guest	X
Samir Traboulsi			Guest	X
Steve Sill			Guest	X
Candace			Guest	X
Scott Fanning			Guest	X
Cindy Callaway			Guest	X

Programs Sponsored or Co-sponsored at this conference:

- **Monday, June 22nd, 8:00am** - Why Company Culture Is Important to Attract and Retain Employees

- **Tuesday, June 30th, 1:40pm** - Technical Consultants aren't 'Designers of Record,' so No E&O Insurance is Needed ([link](#))
 - **Wednesday, July 1st, 1:40pm** - It's Not a Hot Potato! Engineers Cannot Delegate Design as They See Fit. ([link](#))
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1. Welcome, introductions, quorum check (Duane)
 - The meeting was called to order at 10:13 EDT. Attendance was taken for voting members and a quorum was established.
2. Committee scope (Duane)
 - The committee's scope was reviewed.
3. Review the Code of Ethics: (Duane)
 - The code of ethics was reviewed.
4. Roster Review (Duane)
 - The committee currently has 12 members. Moving into next year, the committee has 9 members, which should help establish quorum. Richard asked if there are still provisions for voting members from overseas that do not count against quorum. Duane said that he would check.
5. Approval of Minutes from prior meeting
 - Ken Fulk motioned to approve the minutes. Lee Millies seconded the motion. A vote was called and the meeting minutes were approved.
6. TC Chairs Report (Duane)
 - TC Chair's Breakfast was held over virtual conference. An update was provided about the TC merging, although our TC remains not affected. Program proposals are due by Monday, August 3 2020.
7. Sub-Committee Reports
 - Programs – Jim Arnold
 - i. Ethics Roundtable – Kristin provided an update on the Ethics roundtable which was intended to take place during the Austin conference. Because this is intended to be an interactive session, Mike Bilderbeck is re-directing the session to Chicago. Mike, Jennifer, and Kristin have re-submitted their session for the Chicago meeting.

- ii. Mitchell – TC 7.2 and 7.3 – post-COVID operating, maintaining facilities. What obligations do designers have? What obligations do owners have? What legal ramifications may be out there?
 - iii. Ideas for next Annual conference:
 1. Jim – standard of comfort in
 2. Kristin Schaefer – streamlining internal documents for effectiveness; what is needed, what is not.
 3. Operation of Teams - Richard – MBTI – understanding how different people on the team work together.
 4. Ryan – recreating the mock trial. Jim volunteered to take on any special roles required for the event.
8. Old Business
 - Discussion on publications and research will be deferred to the next meeting.
9. New Business
 - Pam – article for ASHRAE publication – discussion of business management topics. Pam to investigate a series with ASHRAE journal or other publications.
 - i. Best practices – what have we learned from making decisions quickly?
 - ii. Best practices – what have we learned from re-opening businesses early?
 - iii. Best practices – how to network virtually – professionally and sales.
 - Discussion regarding virtual conferences
 - i. The group held an open discussion about the pros and cons of virtual meetings for this committee. Members that have previously been unable to attend our meeting (travel, health, conflict, or otherwise) were now able to join. Farooq mentioned that nothing can replace in-person, particularly for conference attendees new to ASHRAE. The committee can opt to have more virtual meetings in-between the in-person sessions if desired.
10. Next Meeting: Monday, January 25, 2021, 10:15am-12:00pm, Chicago, IL
 - Ryan noted that limitations by the State of Illinois restrict large gatherings. A decision will be made on the status of in-person meetings by October.
11. Adjourn