

# MINUTES

## TC 1.4 Handbook Subcommittee

June 29, 2015 / 4:15 – 6:15

Atlanta Hilton Room 311 (3)

1. **CALL TO ORDER**
2. **REPORT FROM FUNDAMENTALS HANDBOOK LIAISON**
  - 2.1. Bass Abushakara (Fundamentals Liaison stopped in to verify the status of the chapter.
  - 2.2. Bob Walker from TC 6.1 stopped by to convey 6.1's thanks for the help with the valve chapter
3. **OLD BUSINESS**
  - 3.1. There were no new comments from the section captain's
4. **NEW BUSINESS**
  - 4.1. All of the outstanding comments were reviewed and incorporated.
  - 4.2. The Charity moved and Marcello seconded a motion to recommend that TC 1.4 approve the Fundamentals volume for publication subject to minor editorial changes.
  - 4.3. Chad will email the chapter to TC 1.4 tonight for their review. He will note the change of the network architecture figure and paragraph
  - 4.4. Dave Kahn will edit Figure 14 labeling the damper types.
  - 4.5. James Del Monaco is the incoming Handbook Chair. Dave Kahn will submit the Fundamentals Volume.
  - 4.6. Special thanks to the Section Captain's **Barry Bridges, Gary Cole, Chad Moore, Charity Young, Kim Barker, Marcello Acosta, and Chris Benson**
5. **NEXT MEETING AND SCHEDULE**
  - 5.1. February 1, 2016 Winter meeting Las Vegas
6. **Adjourn**

Adjourn at 6:05

## TC 1.4 Handbook Subcommittee Attendance List

Present	Name	
X	Chariti Young	
X	Dave Kahn	
X	Kim Barker	
X	Chad Moore	
X	Barry Bridges	
	Gary Cole	
X	Marcelo Acosta	
X	Chris Benson	
X	James DelMonico	
<b>Liaisons</b>		
	Chris Ahne	Applications Handbook Liaison
	Bob Walker	Liaison from TC 6.1 Valves
X	Bass Abushakara	Fundamentals handbook Liaison