

Meeting Location: Hybrid

Meeting Date: Mon, 02/06/23 at 10:30 AM - 12:00 PM EDT in the Walnut Room

Online Link

Programs Sponsored or Co-sponsored January 2023:

Wednesday, February 8, 9:45 AM – 10:45 AM EDT

Michael Copper & Mitchell Swann

Panel 4: And Now for Something Completely Different! Project Delivery in the 21st Century.

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. Additionally, it was stated that the meeting was being held in hybrid format.
4. **Quorum Check** – Secretary Timberman reported that 5 of 6 voting members were present, so the committee met quorum requirements for business.
5. **Approval of Minutes from prior meeting.** Meeting minutes from the June 2022 meeting in Toronto were presented. Motion to approve by Mike Cooper. Jennifer Leach seconded the motion. Minutes were approved by unanimous consent, chair not voting.
6. **TC Chairs Report** – Pam attended the TC chair breakfast on Sunday 2/5. Of interest to our committee was that submissions for conference programs are back up to pre pandemic numbers. 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. **Program Subcommittee Report:**
 - Pam reported the committee met virtually on 1/13 to discuss program ideas and narrow down our submissions for Tampa conference. After discussion of many ideas, the committee decided on a total of 7 programs.
 - Programs Subcommittee Chair Jen Leach added that while this is many more submissions than typical for our TC, the idea is to attempt to develop as many as

possible knowing there will be some attrition. Additionally, we want to provide the Conferences and Expositions Committee (CEC) with a variety of topics.

- Pam shared the 7 topics and indicated we are seeking session chairs and speakers for these sessions.
- A question was asked about the responsibilities of session chairs and speakers. Jen explained the responsibilities of each.
- Two programs were tabled to a future conference:
 - **What does the future of Architecture, MEP, and Contracting firm look like in the age of Decarbonization and ESG?** – Moved to Indy 2024 because none of the meeting attendees indicated that they were interested in chairing or speaking in these sessions in Tampa Bay.
 - **Common Professional Liability Issues** – Moved to Indy 2024 because Jim Arnold indicated he potentially had some contacts that would be willing to speak. Mike Bilderbeck also indicated that the Berkley institute might be willing to present in a session like this. Jim also noted that many cities have universities with ethics institutes we could tap into. Pam suggested that we potentially always submit this session with a common session chair year-to-year, similar to our Ethics roundtable. We would need a volunteer willing to champion this effort.
- Five programs will move forward into submission stage:
 - **Engineer to Entrepreneur** – resubmission from Toronto conference. Change from “panel” to seminar to increase likelihood of this session moving forward.
 1. Session Chair: Pam Duffy
 2. Potential Speakers: TBD
 3. Co-sponsoring committee: YEA (Pam and Jim to coordinate sponsorship)
 - **What company-led DEI programs are effective in the built environment industry?** Panel discussion
 1. Session Chair: Robin Bryant

2. Potential Speakers: Kelley Cram, Mike Cooper, Keith Hammelman, Cindy Cogil (recommendation from Filza), Cherish Samuels (recommendation from Filza)
 3. Co-sponsoring committee: MP DEI subcommittee (Robin to coordinate)
- **Ethical Dilemmas Roundtable**
 1. Session Chair: Julia Timberman
 2. Potential Speakers: Bilderbeck, Leach, Timberman, Duffy
 3. Co-sponsoring committee: N/A
 - **How to Speak Like an Engineer Without... Sounding Like an Engineer? (Communication & Public Speaking)**
 1. Session Chair: Jim Arnold
 2. Potential Speakers: Lynndy Ruddell, Pam Duffy, Karine Leblanc
 3. Co-sponsoring committee: YEA (Jim and Pam to coordinate)
 - **Elevating Women: Confidence in a Male-Dominated World (Soft skills focused for women attendees)**
 1. Session Chair: Jennifer Leach
 2. Speakers: Kelley Cram, Cindy Cogil, Cherish Samuels, Lynndy Ruddell, Julia Keene
 3. Co-sponsoring committee: DEI Subcommittee or MP (Robin to coordinate)
 - **Summer 2024 Indianapolis –**
 - Pam and Jen lead a conversation about Conference Papers, which may be a more suitable solution to ensuring sessions are slotted in a conference.
 - The programs subcommittee proposes a series of papers on Project Management.
 - Ideally, we would like to submit sets of 3 (either 3 papers, 6 papers, etc.)
 - The first step is an abstract (400 words). The abstracts are due in December of 2023, the papers are due in March 2024.

- Pam stated that we would be submitting seminars in addition to the conference papers for Indianapolis, but that conference papers require more planning which is why we are discussing now.
- Proposed topics:
 1. How to Structure a Project Team to ensure 1 person is responsible
 2. How to Get Your * Together & Get Organized
 3. Writing Effective Meeting Notes
 4. What Does an Effective Project Schedule Look Like
 5. Writing Effective Memos and Letters – was a suggested add-on by Keith Hammelman.

8. Old Business –

- Salary & Benefits Member Survey
 - Ken Fulk reported that this motion was referred to a group that does not exist any longer. It was then referred to the Planning Committee, and then referred back to a Member's Council subcommittee. Not much progress has been made, as it seems there are a lot of questions about which ASHRAE group should own this project.

9. New Business

- TC 1.7 Vision for the Future
 - Pam presented the results of the member survey and her vision for a TC 1.7 strategic plan. The survey was sent to 63 people and received 12 responses back.
 - Ultimately, programs are the way we transfer the knowledge within this committee to membership. Therefore, we need to be more strategic and focused on getting as many programs as possible into the conferences.
 - There was some discussion from members regarding creating a plan for building relationships with key committees within ASHRAE, for example, CEC, YEA, MP, CTTC, and other relevant Technical Committees.
 - Pam noted that there are topics this committee covers where we do not currently have expertise on this committee (ex: legal matters, contracts &

agreements, finance). There was some discussion about how to recruit members for the long-term with this experience.

- Another point was brought up regarding whether the topics our TC finds of interest. Check with the incoming ASHRAE president about potential business topics.
- Industry Round Table
 - Our TC is going to start running the industry round table at the summer and winter conference. Michael Copper will be heading this for Tampa Bay.
- Roster Updates
 - New Voting members – Ken Fulk, Mitchel Swan

10. Next Meetings

- **Session Chairs Update Meeting:** February 17th at 3pm EST
- **Full Committee Meeting:** Monday, June 26th in Tampa Bay. Time TBD.
- Next Program Committee conference call before Tampa Bay

11. Adjourn – Jim Arnold made a motion to adjourn, Michael Copper seconded the motion.