

Voting Member
David Allen
Holly Bailey
Greg Dobbs
Michael J King
Angela Lewis
Lisa Rosenow
Chuck Gullede – joined late

Absent Voting Members
Billy Austin
Reijo Hanninen
Charlie Shieh
Chris Wilkins

Corresponding Member
Jason Atkisson
Rich Dames
Richard Hitchcock
Dennis Knight
Suzanne LeViseur
Elyse Malherek
John Pulley
Mitchell Swann
Michel Tardif
Paul Torcellini

Guest
Oliver Baumann
Heather Buckberry

- A. **Call to Order** – 8:18AM - *LeViseur*
- B. **Roll Call** – *LeViseur* – completed 8:23AM – 6 out of 8 VM present (*Gullede* joined late to make 7VM)
- C. **Introductions** – *LeViseur*– completed 8:22AM
- D. **Review of Agenda** - *LeViseur*
- E. **Approval Of Minutes from Annual Meeting 2011 Montreal Meeting** – *LeViseur* – Moved by *Dobbs*,
Seconded by *Rosenow* - 6-0-0
- F. **Roster Review** – *LeViseur* – rolling off *Gullede* and *Rosenow*; willing to roll on – *Malherek*, *Atkisson* and
Knight
- G. **Subcommittee Reports**
 1. Handbook – *Allen* – Got committee set up for start of new cycle. *Furnished* subcommittee report. Discussed what is already printed and what was eliminated from the first printing. Also discussed how committee is going to approach next cycle – looking at what was originally proposed to be in the chapter but was not included but needs to be.
 2. Research – *Wilkins*: No report. BIM RTAR finally approved. Use cases to be provided by *Hitchcock* and *Lewis*
 3. Programs – *Lewis*: *Angela* will provide complete report. They are moving forward on ideas – managing the program matrix. Due date for San Antonio is February 13th.
 4. Specifications – *King* – reported on subcommittee meeting.

- a. 2012 version of CSI master format coming out shortly – 1st Q 2012 - - next will be 2014 (going to a 2 yr cycle)
 - b. Discussed our committee's purpose with respect to reviewing and inputting to CSI - would like to get our scope and purpose expanded
 - c. Membership for the CSI committee is opening up soon- will be allowing some additional associations who will be joining the committee
5. Special Publications – Rosenow (Gulledge not able to come to meetings now). –
- a. 2 part webinar in April
 - b. San Antonio confirmed
 - c. Dallas is submitted – not confirmed yet
 - d. 3 part series of articles were submitted to High Performance Buildings – never published –want to follow up on those
6. Webmaster –Changed to Malherek: Needs to change look of site.

H. Old Business

1. TC 7.1 Liaisons to Other Committees:
 - BIM Steering Committee – Request for Standing Column Authors for Journal -Knight looking for short quarterly column on BIM for the journal
 - Can be different authors – we need to coordinate
 - Dennis will continue to push that and try to coordinate
 - David Allen – has some ideas – should we move to IPD – as charter and scope?
 - Discussion on the specifics of IPD vs Integrated Building Design
 - Practical methods and tools
 - Discussion of the marketplace terminology vs technicality of the issue
 - Australia's method vs US (David Allen)
 - Responsibility issues- ASHRAE's position through the handbook – IBD limited to through design – not even construction
 - Contractual issues – including withholding due to need to proof of performance prior to full payment
 - Turns into design /build because E&O doesn't cover
 - EPC contracts for smaller facilities is essentially where we are going...
- MOTION:** Review TITLE SCOPE and PURPOSE - David- Holly -6-0 passed
- a. Gap between the class content vs. Handbook vs real world (contracts)
 - b. TG Create Recommendations for the whole committee to review
 - c. Lisa, Dennis, David, Mitchell – TG to spearhead
- Create separate subcommittee for the special pubs**
- a. Suzanne – spearheading / coordinating – ACTION ITEM – contact FRED
 - b. Lisa and Angela help
 - c. David write an article
- BIM MTG — Elyse Malherek will be our new rep.
 - BPM MTG – Gregg Dobbs will be our rep.
 - Energy Targets MTG- we probably need to be on this one – Dennis Knight will get additional info
 - Air Handling Unit Efficiency MTG is proposed---- Gregg Dobbs 215-320-3798 will find out
 - Energy – small and medium sized bldgs. MTG- Holly Bailey will get info from Hugh Henderson
- Lisa recommended we have a Liason with TC's in Section 9 –
 - Suzanne will find out the chair of each of the section 9's that are appropriate and find out if we could get their info
 - Lisa – 9.6 will try to get the info
 - Jason – 9.7
 - Holly – 9.1

2. Guideline for the Quality and Content of MEP Plans – *our committee has responded to the initial requester of this- and we have not gotten any further request from him in over a year. We feel this request is now complete. (Holly will provide summary of final discussions with the requester)*

I. New Business

1. **Programs - Lewis**
 - a. Lewis is looking for volunteers and updating us on new info
 - b. Elyse suggested a seminar on “How do I Use?”
2. **GPIC, Penn State Project – LeViseur – Committee moved to support project (moved by Lewis, seconded by Dobbs (7-0-0))**
3. **ASHRAE specialty conference for Practitioner in Atlanta Oct 1-3, 2012 - Knight**
 - a. 2.5 days
 - b. Can take the BEMP exam on last day
 - c. www.ASHRAE.org/emc2012 - where to get info and to submit abstracts (due Feb. 12)
4. *Lewis question - ASHRAE wants to promote attendance and participation – presenters having problems with consistency of commercialism policy review – idea on how to help reviewers be consistent*
5. *Advanced Energy Design Guide looking for reviewers – Large Hospital Design Guide – (see the ASHRAE site)*
6. *Upcoming Conferences – whole bunch listed on ASHRAE site*
7. **Other: None.**

J. Next Meeting: Monday, June 25, 2012, San Antonio, TX

K. Adjournment: 10:10AM