

**TG3.HVAC Contractors and Design Build Firms
Annual Meeting June 27, 2010
Albuquerque, New Mexico
Albuquerque Convention Center, Centro Del Sol (Lobby Level)
10:30 – 12:00**

Meeting Attendees

Roster Summary & Meeting Attendance				
Attendee	Role	Email Address	Voting	Present
Billy Austin	Chair	baustin@shultzeg.com	YES	YES
Michael McLaughlin	Vice Chair	mmclaughlin@southlandind.com	YES	YES
Waller S Clements	Secretary	clementsevns@aol.com	YES	YES
David Underwood	Program/Handbook	d.underwood@isothermengineering.co	YES	-
Adrienne Thomle	Research/Standards	adrienne.thomle@honeywell.com	YES	YES
Jim Fields	Member	jfields@superiormechserv.com	YES	YES
David Lewis	Member	lewisd@claycorp.com	YES	-
Sean McKeag	Non Quorum Member	Sean.mckeag@aecom.com	YES	-
Bill Atkinson	Webmaster	bill.atkinson@vtmechanical.com	YES	-
Peyton Collie	Member	pcollie@smacna.org	YES	-
Wes Davis	Member	wes.davis@acca.org	YES	YES
David Brown	Corresponding	dbrown@unitedhvac.com	-	-
Kyle Davis	Corresponding	Kyle.davis@harperlimbach.com	-	-
Charles Gulledge	Corresponding	cgulledge@accorporation.com	-	-
Glenn Hourahan	Corresponding	glenn.hourahan@acca.org	-	-
Eli Howard	Corresponding	ehoward@smacna.org	-	-
Dan Kerr	Corresponding	danker@mcclureco.com	-	YES
Suzanne LeViseur	Corresponding	Slevisur@haddeng.com	-	-
Angela Lewis	Corresponding	aarpke@gmail.com	-	-
Douglas Moore	Corresponding	doug@mckinstry.com	-	-
Matt Nelson	Corresponding	mnelson@brewer-garrett.com	-	-
David Olson	Corresponding	davidolson@imshvac.com	-	-
Dan Pettway	Corresponding	dcpettway@cox.net	-	-
Michael Quinn	Corresponding	mquinn@ccair.com	-	-
Larry Spielvogel	Corresponding	spielvogel@comcast.net	-	YES
Roger Wehby	Corresponding	rwehby@nashvillemachine.com	-	-
Filza Walters	Corresponding	av9126@wayne.edu	-	-
Kevin Brown	Corresponding	kevin.brown@thelincgroup.com	-	-
Larry Smith	Corresponding	Larry.smith@lindab.com	-	-
Mike Vaughn	Staff Liaison	mvaughn@ashrae.org	-	-
Mark Terzigni	Visitor	mterzigni@smacna.org	-	YES
Brian Silvetti	Section Head	bsilvetti@calmac.com	-	YES
Mitchell Swann	Corresponding	swann@mdcsystems.com	-	-

Meeting Minutes

General Business			
Item	Description	Action	Due Date
-	Call to Order & Roll Call: <ul style="list-style-type: none"> Chairman Billy Austin called the meeting to order at 10:35AM, Sunday, June 27th, 2010. Attendees are listed above. Quorum Established with six (6) voting members present. 	INFO	-
-	Approval of Orlando Meeting Minutes: <ul style="list-style-type: none"> Motion that the draft minutes of January 24, 2010 Orlando meeting be approved was seconded with the addition of the following item: <ol style="list-style-type: none"> Item #2f – Group discussed the option of continuing as a Technical Committee and will research for continued discussion at Albuquerque meeting. Motion Approved with a 6-0-0 CV with addition of #2f noted below. 	INFO	-
	Additions/Revisions to Agenda <ul style="list-style-type: none"> Added agenda item to discuss the option of continuing group as a Technical Committee (TC) (Refer to Item #007) 	INFO	-
-	Review of Appointments: 7/1/02008 – 6/30/2010 Roster <ul style="list-style-type: none"> Chair: Billy Austin Vice Chair: Michael McLaughlin Secretary: Waller Clements Programs & Handbooks: David Underwood Research & Standards: Adrienne Thomle Webmaster: Bill Atkinson 7/1/2010 – 6/30/2012 Roster <ul style="list-style-type: none"> Chair: Michael McLaughlin Vice Chair: Dan Kerr Secretary: Waller Clements Programs & Handbooks: Mitchell Swann Research & Standards: Adrienne Thomle Webmaster: Bill Atkinson 	INFO	-
	Review of Upcoming ASHRAE Meetings <ul style="list-style-type: none"> Jan 29 - Feb 2, 2011 – ASHRAE Winter Meeting Las Vegas, NV Jun 25-29, 2011 – ASHRAE Annual Meeting - Montreal Canada 	INFO	-
	General Announcements from Section Meeting <ul style="list-style-type: none"> Forum 4 CEC Committee Feedback – Monday Program Subcommittee Chair Training – Tuesday 	INFO	-

Old Business			
Item	Description	Action	Due Date
001	<p>ASHRAE's TG 3 Charge: Continual improvement of ASHRAE services for HVAC Contractors and Design Build Firms, and ASHRAE's ability to attract this group into ASHRAE. We feel strongly that more active involvement of this group would lead to a more balanced ASHRAE, and strengthen the support of ASHRAE as a whole.</p> <ul style="list-style-type: none"> Refer to Item 007 for discussion related to TG3's charge 	INFO	-
002	<p>TG3 Survey Results – See Appendix B</p> <ul style="list-style-type: none"> TG3 to utilize survey results to focus future programs, articles and events. TG3 to prepare an executive summary to submit to ASHRAE Insights for publication. 	McLaughlin	July 2010 Conference Call
003	<p>TG3 Recommendations from Survey – See Appendix C</p> <ul style="list-style-type: none"> TG3 to submit an executive summary of survey and the results to the following Section Heads of ASHRAE for further consideration: <ol style="list-style-type: none"> Chapter Technology Transfer Committee Chair Chapter Presidents Society Chapter Technology Transfer Committee (CTTC) Society Conference & Exposition Committee (CEC) Certification Committee Electronic Communications Committee Chair E-newsletter Chair The Standards Committee Chair for the following ASHRAE Standards 62.1, 90.1, 180, 189.1 and 189.2 ASHRAE Member Services Chair ASHRAE Membership Promotions Chair 	McLaughlin	July 2010 Conference Call
004	<p>Review of currently available certifications, seminars, and courses – See Appendix D</p>	INFO	-
005	<p>TG3 Sponsored Seminar for Monday, January 25, 2:00 – 3:00 PM, at the AHR Expo at the Orange County Convention Center, Room S310E – Construction Management – 1) <i>Will Systems Commissioning Improve the Contractor's Ability to Perform Well?</i> by David Underwood, P.E; and 2) <i>Preconstruction Management Basics for the Mechanical Engineer and Contractor on Design-Build/Design-Assist Projects</i> by Mike McLaughlin, P.E.</p> <ul style="list-style-type: none"> Seminar was well received with good attendance. 	CLOSED	

006	<p>TG3 Sponsored Seminar for Tuesday, January 26, 2:00 – 3:00 PM, at the AHR Expo at the Orange County Convention Center, Room S310E – <i>Cost/Benefit Analysis Methodology and Tools Needed by Owners</i> by Paul Shahriari, Founder, GreenMind, North Fort Myers, FL</p> <ul style="list-style-type: none"> • <i>Seminar was well received with good attendance.</i> 	CLOSED	
007	<p><i>Group discussed the option of converting to a technical committee. A technical committee is typically formed once to address a permanent mission and scope, whereas a Task Group is typically temporary and Ad Hoc to address a particular task. Group affirmed our mission and scope is permanent and believed to offer significant value to the HVAC contractors and Design Build Firms Membership and the ASHRAE community as a whole. It was necessary for the committee to vote at this meeting to continue as TG3, dissolve or become a TC.</i></p> <p><i>Motion was made by Jim Fields to request TAC to permit us to convert to a technical committee was made, seconded and approved with a 6-0-0 CV. Also it was noted the section 3 is not proper section, felt section 5 better section to be in.</i></p> <p><i>TG3 to revise Scope and Mission Statement for review by Group on next conference call in support of our motion to become a technical committee (TC).</i></p>	McLaughlin	July 2010 Conference Call

New Business			
Item	Description	Action	Due Date
007	<p>Formation of New Programs Subcommittee chaired by Mitchell Swann. Subcommittee members: Mike McLaughlin, Dan Kerr, Waller Clements, Billy Austin (others welcome)</p> <ul style="list-style-type: none"> • <i>Chair to establish meeting to discuss program ideas and options with Mitchell Swann with a follow-up Conference Call to be set in July to discuss for the group</i> 	McLaughlin	July 2010 Conference Call
008	<p>TG3 to sponsor at least one seminar or forum at each Winter and Annual Meeting, focused on the interests of Contractors and DB Firms. We'll look for projects in progress or recently completed in the geographical vicinity of Albuquerque that practically demonstrate and educate best practices in the topic we're looking to emphasize. We agreed that it would be a good idea to try to get one of the building tours at these national society meetings to be of the subject project for the TG3 sponsored seminar or forum at the meeting. Ideas for topics, which would always include the Contractor and/or Design Build terms, include:</p> <ul style="list-style-type: none"> • Green buildings • Commissioning and retro-commissioning 	Swann	July 2010 Conference Call

	<ul style="list-style-type: none"> • ASHRAE Standard 62.1 • ASHRAE Standard 90.1 • ASHRAE Standard 189 • ASHRAE Standard 170.2 • Indoor Air Quality • Integrated Building Design • ix) BIM – design vs. installation 		
009	<p>Seminar submissions for Albuquerque that did not make the cut (discuss resubmitting for next meeting):</p> <ul style="list-style-type: none"> • A Practical Guide for Reducing Air Leakage in HVAC Air Systems by Mike McLaughlin • Project Case Study by Dan Kerr • <i>Programs to be considered for Las Vegas</i> 	INFO	-
010	<p>How to work with ASHRAE Staff to determine the current benefits and information that are of particular interest to the Contractor and DB Firm; and encourage/help ASHRAE to publicize, through all possible channels, these particular benefits to these members.</p> <ul style="list-style-type: none"> • <i>TG3 to utilize results of survey to focus future program, articles and events.</i> 	CLOSED	-
011	<p>Discuss implementation and use of new web site.</p> <ul style="list-style-type: none"> • <i>Grouped discussed option to utilize Google Groups as a means to connect constituents with the activities of TG3. Chair to research viability and report.</i> 	Kerr	July 2010 Conference Call
012	<p>TG3 asked Joyce Abrams if she would contact the appropriate members of ASHRAE marketing staff and their I.T. group to see how we might send periodic, targeted messages of ASHRAE offerings to the ASHRAE Contractors and Design Build Firm members. Joyce told us that she would be glad to, and would report back to TG3 on her findings.</p>	Austin	July 2010 Conference Call
013	<p>TG3 asked Joyce Abrams if she would contact the appropriate members of ASHRAE marketing staff to see how ASHRAE might develop a marketing brochure targeted to our 7875 members that highlights the appropriate benefits of our available certifications, seminars, and courses. Joyce told us that she would be glad to, and would report back to TG3 on her findings.</p> <p>Also Billy Austin Jr. received recognition for service as Chair of TG 3 from section head Brian Silvetti at the end of the meeting.</p>	Austin	July 2010 Conference Call

Next Meeting

- **McLaughlin to set up several conference call in July and August to discuss the following:**
 - **Revised TG3 Mission and Scope in support of our motion to become a technical committee (TC)**

- **TG3 Events Log (programs, articles and events) targeted for the next two years, including details of our program for Las Vegas seminar, topic and speakers.**
- **Survey Executive Summary for submittal to specific ASHRAE Chairs**
- **Survey Article for submission to ASHRAE Insights**
- **Las Vegas Winter Meeting 2011. Times and locations to be announced.**

Adjournment

- **Meeting adjourned at 12:00pm**