

**TG3.HVAC Contractors and Design Build Firms
Conference Call, September 3, 2009**

Meeting Minutes

Attendees:

Voting Members

George (Billy) Austin, Jr., Chair baustin@dnshultz.com
Micheal McLaughlin, Vice-Chair mmclaughlin@southlandind.com
David Underwood d.underwood@isothermengineering.com
Adrienne Thomle adrienne.thomle@honeywell.com
Waller Clements clementsevns@aol.com
Peyton Collie pcollie@smacna.org

Non-Voting Corresponding Members

Angela Lewis pcollie@smacna.org
Larry Spielvogel spielvogel@comcast.net
Larry Smith Larry.Smith@lindab.com

Guests

Kevin Brown kevin.brown@thelincgroup.com
Joyce Abrams jabrams@ashrae.org
Randy Schrecengost schrecengostrand@stanleygroup.com

Call to Order

Chairman Austin called the meeting to order at 2:00 P.M., Thursday, September 3, 2009. Attendees are listed above.

Old Business

1. Review of available current courses; In-Company/Chapter/Individual/Group learning programs (eL, PDS, SDL, SC); Winter/Summer Conference course offerings; and online seminar series (Spring/Fall)
2. Update on ASHRAE Learning Center Program
3. Update on current Certification program(s) (J. Abrams)

New Business

1. How to work with ASHRAE Staff to determine the current benefits and information that are of particular interest to the Contractors and DB Firms; and encourage/help ASHRAE to publicize, through all possible channels, these particular benefits to these members: It was agreed by those in attendance in the conference call that the current offerings by ASHRAE, in the three areas listed above in Old Business, should and would be of interest to the ASHRAE members in the Contractor and Design Build Firm categories, if these members were fully aware of their existence and how they could be accessed. The results of the survey TG3 directed last year show consistent requests by these members for courses, programs, and certifications that already exist. This demonstrates

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- hat ASHRAE benefits have not been adequately marketing to these 7875 members (see attached ASHRAE Membership Dashboard). We agreed that ASHRAE should send periodic, specifically targeted messages of its offerings and opportunities to Contractors and Design Build Firms, just as we specifically targeted our survey this past Fall.
2. New Action Item – 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 as listed in Appendix C of the Conference Call Agenda (attached). Joyce told us that she would be glad to, and would report back to TG3 on her findings.
 3. New Action Item – 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 Old Business Items #1 - #3 above and those listed in Appendix C of our Conference Call Meeting Agenda. Joyce told us that she would be glad to, and would report back to TG3 on her findings.
 4. New Action Item – Jodi Dunlop and ASHRAE Staff are developing a sign that Larry Smith can then display at the upcoming Design Build Institute of America Conference and Expo in Washington DC, November 5-7, 2009. Larry also needs to request that ASHRAE send him appropriate existing ASHRAE marketing brochures.
 5. Ideas for seminars and forums at Winter and Annual Meetings, beginning at Albuquerque:
 - a. We agreed that it is our goal to sponsor at least one Forum or Seminar at every Winter and Annual Meeting, beginning in Albuquerque.
 - b. We agreed that the formula used in Chicago for our Seminar “How Can Contractors Succeed in a Sustainable World?: Clarifying the Expectations of an Engineer, Contractor and Owner to Deliver a Sustainable Project” is a good model for future seminars. So, for Albuquerque, 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. Ideas for topics, which would always include the Contractor and/or Design Build terms, include:
 - 1) Green buildings
 - 2) Commissioning and retro-commissioning
 - 3) ASHRAE Standard 62.1
 - 4) ASHRAE Standard 90.1
 - 5) ASHRAE Standard 189
 - 6) ASHRAE Standard 170.2
 - 7) Indoor Air Quality
 - 8) Integrated Building Design
 - 9) BIM – design vs. installation

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- c. 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.
 - d. The meetings immediately following Orlando are as follows: Jun 26-30, 2010 – Albuquerque, NM; Jan 29-Feb 2, 2011 - Las Vegas, NV; and Jun 25-29, 2011 - Montreal
6. TG3 Web Site – TG3 agreed that e-mail addresses of the TG3 membership could be listed on the web site, but that the e-mail addresses should be listed with an “at” in place of an “@” for each to keep automated internet crawlers from finding our e-mail addresses.

Next Meeting

December Committee Conference Call – Seminar Themes and Topics; and Coordination Strategy with ASHRAE Marketing Staff – Meeting Date and Time TBA

Orlando Winter Meeting Sunday January 24, 2010
Room to be announced

Adjournment

- Meeting adjourned at 3:00pm