



HVAC&R Construction and Design Build Technologies
Winter Meeting January 20, 2011
Las Vegas, Nevada
Las Vegas Hilton, Conference Room 12 (H)
10:30am – 12:00pm

Roster Summary & Meeting Attendance					
ID	Attendee	Role	Email Address	Voting	Present
1	Adrienne Thomle	Research/Standards	adrienne.thomle@honeywell.com	YES	YES
2	Bill Atkinson	Webmaster	bill.atkinson@vtmechanical.com	YES	GTM
3	Dan Kerr	Vice Chair	danker@mcclureco.com	YES	YES
4	David Lewis	Member	lewisd@claycorp.com	YES	YES
5	David Underwood	Handbook	d.underwood@isothermengineering.com	YES	-
6	Jim Fields	Member	jfields@superiormechserv.com	YES	YES
7	Michael McLaughlin	Chair	mmclaughlin@southlandind.com	YES	YES
8	Peyton Collie	Member	pcollie@smacna.org	YES	YES
9	Sean McKeag	Non Quorum Member	Sean.mckeag@aecom.com	YES	GTM
10	Waller S Clements	Secretary	clementsevns@aol.com	YES	YES
11	Wes Davis	Member	wes.davis@acca.org	YES	YES
12	Angela Lewis	Corresponding Member	aarpke@gmail.com	-	-
13	Billy Austin	Corresponding Member	baustin@shultzeg.com	-	YES
14	Charles Gullede	Corresponding Member	cgullede@accorporation.com	-	-
15	Dan Pettway	Corresponding Member	dpettway@cox.net	-	-
16	David Brown	Corresponding Member	dbrown@unitedhvac.com	-	-
17	Don Prather	Guest	donald.prather@acca.org		YES
18	Douglas Moore	Corresponding Member	dougmo@mckinstry.com	-	-
19	Eli Howard	Corresponding Member	ehoward@smacna.org	-	YES
20	Filza H Walters	Provisional Corr. Member	fwalters@ltu.edu	-	-
21	Glenn Hourahan	Corresponding Member	glenn.hourahan@acca.org	-	-
22	Kevin Brown	Provisional Corr. Member	kevin.brown@thelincgroup.com	-	YES
23	Kyle Davis	Corresponding Member	Kyle.davis@harperlimbach.com	-	-
24	Larry Smith	Provisional Corr. Member	larry.smith@lindab.com	-	-
25	Larry Spielvogel	Corresponding Member	spielvogel@comcast.net	-	YES
26	Mark Terzigni	Corresponding	mterzigni@smacna.org	-	YES
27	Matt Nelson	Corresponding Member	mnelson@brewer-garrett.com	-	-
28	E. Mitchell Swann	Programs	swann@mdcsystems.com	-	YES
29	Michael Quinn	Corresponding Member	mquinn@ccair.com	-	-
30	Mike Vaughn	Staff Liaison	mvaughn@ashrae.org	-	-
31	Roger Wehby	Corresponding Member	rwehby@nashville.com	-	-
32	Suzanne LeViseur	Corresponding Member	Sleviseur@haddeng.com	-	-
33	David Snowberger	Provisional Corr. Member	dsnowberger@shambaugh.com	-	-

Meeting Minutes

General Business			
Item	Description	Action	Due Date
001	Call to Order & Roll Call: <ul style="list-style-type: none"> Chairman Michael McLaughlin called the meeting to order at 10:30AM, Sunday, January 30th, 2010. Attendees are listed above. Quorum Established with eight (8) voting members present. 	INFO	-
002	Approval of Albuquerque Meeting Minutes: <ul style="list-style-type: none"> Motion that the draft minutes of January 24, 2010 Albuquerque Meeting be approved was seconded with the addition of the following item: Motion Approved with a 6-0-0 CNV. 	INFO	-
003	Review of Appointments: 01/30/2011 – 6/30/2012 Roster <ul style="list-style-type: none"> Chair: Michael McLaughlin Vice Chair: Dan Kerr Secretary: Waller Clements Programs & Handbooks: Mitchell Swann Standards*: Adrienne Thomle Research*: Peyton Collie Webmaster: Bill Atkinson <p>*Noted Change</p>	INFO	-
004	Review of Upcoming ASHRAE Meetings <ul style="list-style-type: none"> Jun 25 - 29, 2011: ASHRAE Annual Meeting - Montreal CD Jan 21 - 25, 2012: ASHRAE Winter Meeting Chicago, IL June 23 – 28, 2012: ASHRAE Annual Meeting – San Antonio TX 	INFO	-
005	General Announcements from Section Meeting: <ul style="list-style-type: none"> Upcoming Broad Peer and Public Reviews to be aware of: <ul style="list-style-type: none"> Energy Efficiency Guide for Existing Commercial Buildings [60% draft] 50% Advanced Energy Design Guide for K-12 School Buildings [60% draft] Performance Measurement Protocols: Best Practices Guide [60% draft] 50% Advanced Energy Design Guide for K-12 School Buildings [90% draft] Standard 100 – Energy Conservation in Existing Buildings Comprehensive Public Review March (Commercial & Residential). Rewrite on Integrated Building Design (TC 7.1) Technical Council Steering Committees on BIM, Advanced 	INFO	-

	<p>Energy Design Guides, Building Performance Metrics, and Building Safety and Security.</p> <ul style="list-style-type: none"> • CEC is available to provide feedback on abstracts prior to due date. • “Help Wanted” Section on ASHRAE Website is available for TC’s to advertise requests for help. • Make sure your Passport is active for going to Canada. 		
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Old Business			
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Item	Description	Action	Due Date
002	<p>TG3 Survey Results</p> <ul style="list-style-type: none"> • <i>TG3 to utilize survey results to focus future programs, articles and events.</i> • <i>TG3 to prepare an executive summary to submit to ASHRAE Insights for publication.</i> • 2011/01/30: TC7.2 to prepare an article for ASHRAE Insights summarizing the survey results (contact Fred Turner). 	McLaughlin/ Kerr	June 2011
003	<p>TG3 Recommendations from Survey – See Appendix C</p> <ul style="list-style-type: none"> • <i>TG3 to submit an executive summary of survey and the results to the following Section Heads of ASHRAE for further consideration:</i> <ol style="list-style-type: none"> 1. <i>Chapter Technology Transfer Committee Chair</i> 2. <i>Chapter Presidents</i> 3. <i>Society Chapter Technology Transfer Committee (CTTC)</i> 4. <i>Society Conference & Exposition Committee (CEC)</i> 5. <i>Certification Committee</i> 6. <i>Electronic Communications Committee Chair</i> 7. <i>E-newsletter Chair</i> 8. <i>The Standards Committee Chair for the following ASHRAE Standards 62.1, 90.1, 180, 189.1 and 189.2</i> 9. <i>ASHRAE Member Services Chair</i> 10. <i>ASHRAE Membership Promotions Chair</i> <p>2011/01/30: Executive Summary included with TC7.2 Introduction Letter and distributed to TC chairs and key ASHRAE committees.</p>	-	Closed
007	<p>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.</p> <p>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</p>		

	<p>section 5 better section to be in.</p> <p>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).</p> <p>07-14-2010 Update: Conference call held 07-14-2010 to discuss revised scope. Consensus reached on the following:</p> <p><i>“TG3 is concerned with facilitating the mutually beneficial communication of Contractors and Design Build Firms with the entire ASHRAE membership to enable the delivery of resource efficient, high performance buildings”.</i></p> <p><i>Chair to investigate TC9.5 to ensure scope does not overlap.</i> Chair made contact with TC9.5 and confirmed no overlap in scope.</p> <p><i>Chair to work with section head to submit for approval to convert to a TC at next TAC meeting (October).</i> TG3 officially converted to TC7.2 with Title “ HVAC&R Construction and Design Build Technologies”</p> <p>ASHRAE desired the TC name to indicate a technical focus.</p>	-	Closed
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</i> • Conference call occurred July 6th, 2010 and discussed the following: • TG3 to submit duct pressure testing program for Las Vegas • TG3 to prepare central plant program that includes presentation by Dan Kerr and two others focused on the City Center Project. TG3 also working to coordinate a tour of the Central Plant with ASHRAE. <p>Seminars submitted and approved by ASHRAE and AHR.</p> <ul style="list-style-type: none"> • Public Session 1: A Practical Guide for Reducing Air Leakage in HVAC Air Systems. • Seminar 37 Integrated Design-Build Delivery: Project Case Studies. 	McLaughlin	Closed
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</p>	-	Closed

	<p>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.</p> <p>Ideas for topics, which would always include the Contractor and/or Design Build teams, include:</p> <ul style="list-style-type: none"> • Green buildings • Commissioning and retro-commissioning • 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 <p>Target project for Las Vegas was the City Center. Unsuccessful in securing a building tour or speakers from the City Center Project.</p>		
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> <p>Google Groups website for TC7.2 is now active. https://sites.google.com/site/ashraetc72 http://tc72.ashraetcs.org</p> <p>WebSites are active. Content for sites to be opened as a new item. Kerr to resend to members that have not responded yet for second chance to sign up. Google Site will become the primary means for TC7.2 committee to post and distributed documents with automated email notification.</p>	-	Closed
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 Contactors and Design Build Firm members. Joyce told us that she would be glad to, and would report back to TG3 on her findings.</p> <p>2011-01-30: Intend to email a modified introduction letter about TC7.2 to the ASHRAE member to raise awareness of TC7.2.</p> <p>2011-03-23: Met with Kim Fulcher of ASHRAE Marketing who identified an avenue for contacting targeted members of ASHRAE with TC 7.2 specific messages. A message was sent out last month about our TC's Scope. McLaughlin to follow up on where these message are sent and how to login to see them.</p>	Austin McLaughlin	July 2011 Conference Call
013	TG3 asked Joyce Abrams if she would contact the appropriate	Austin/Kerr	July 20101

	<p>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>2011-01-30: TC to identify content to raise awareness and inform the ASHRAE contracting members thru email distribution.</p> <p>2011-03-23: Content for this topic is now carried in Item #012. Item Closed</p>		<p>Conference Call</p>
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New Business			
Item	Description	Action	Due Date
11.01.30-01	<p>TC7.2 has a meeting scheduled with TC9.5 to discuss opportunities for working together to achieve. Meeting is scheduled for Tuesday February 1 at 6:30pm in the Las Vegas Hilton, Conference Room 13 (H):</p> <p>2011-03-23: TC's discussed scope and mission. Concluded that TC's area of focus does not overlap, but do present opportunities to work together and/or learn best practices for reaching out to the public. TC's will continue to communicate and look for opportunities to collaborate.</p>	<p>McLaughlin Austin</p>	<p>Closed</p>
11.01.30-02	<p>Review Content for Forum "A Contractor's Link to ASHRAE":</p> <ul style="list-style-type: none"> • Slides reviewed, modified and ready for use at Forum. 	<p>FYI</p>	<p>02/01/2011</p>
11.01.30-03	<p>Seminar Topics for Montreal are due February 14, 2011</p> <ul style="list-style-type: none"> • Understanding Cold Weather Construction and its impact on Design Decisions. • US Construction vs Canadian Construction Process • Balancing Cost/Quality/Time, Checks & Balance – Chicago for both Contractors & Engineers • Designing for Cost Effective Strategies for minimizing SM costs without impacting design/performance, Resource Efficient Design. Value Engineering that Actually Adds Value. • "Branded Seminar" <p>2011-03-23: TC.2 submitted two seminars – "Baby It's Cold Outside" and "Integrated Project Delivery – A Case Study". The IPD seminar was accepted and will occur on: Monday, June 27, 2011 from 9:45 AM to 10:45 AM</p>	<p>Swann McLaughlin</p>	<p>Closed</p>

11.01.30-04	Content of Google Groups (collaborative) and Google Site (committee only). <ul style="list-style-type: none">To be discussed and developed in subsequent conference calls.	Kerr McLaughlin	March 2011
11.01.30-05	TC5.2 is developing a Duct Design Guide. Request for TC7.2 members to participate in the review of this Guide.	Terzigni	March 2011
	-END-		

Next Meeting

- **Complete** - McLaughlin to set up a conference call early March to discuss the following:
 - Results of Meeting with TC9.5
 - Results of Programs submitted for Montreal
 - Feedback on Sponsored Seminars and Forum
 - Progress on Action Items in Minutes –
- **Montreal Summer Meeting 2011. Times and locations to be announced, but most likely Sunday at 10:30am – 12:00pm as usual. Conference and GoToMeeting will not be available.**

Adjournment

- **Meeting adjourned at 12:15pm**
- **Interim GoToMeeting held 03-23-2011 with meeting updates as noted above.**