

**TG3.HVAC Contractors and Design Build Firms
Annual Meeting June 24, 2007
Long Beach, California**

Meeting Minutes

Attendees:

Jim Fields	jfields@superiormechserv.com
Dan Pettway	dcpettway@cox.net
Bill Austin	baustin@dnshultz
Waller S. Clements	clementsevns@aol.com
Micheal McLaughlin	mmclaughlin@southlandind.com
Eli Howard	ehoward@smacna.org
Bill Atkinson	bill.atkinson@utmechanical.com
David Underwood	d.underwood@isothermengineering.com
Wes Davis	wes.davis@acca.org
Glenn Hourahan	glenn.hourahan@acca.org
David Olson	davidolson@ikshvac.com
Larry Spievogel	spielvogel@comcast.net
Peyton Collie	pcollie@smacna.org
Mike Vaughn	mvaughn@ashrae.org

Call to Order

Chairman Fields called the meeting to order at 10:30 A.M. Sunday, June 24.
Attendees are listed above.

Election of Committee Officers

Jim Fields	Chair
Bill Austin	Vice Chair
Bill Atkinson	Secretary

Appointment of Subcommittee Chairs

Bill Austin	Programs
David Underwood	Research and Standards
David Olson	Education and Publications

Appointment of Voting Members

Jim Fields	David Olson
Bill Austin	Waller Clements
David Underwood	Peyton Collie
Bill Atkinson	Micheal McLaughlin
Dan Pettway	Wes Davis

Action Items

- **Prepare a Forum for NYC Meeting – Forum to be called “Missing the Bus what is ASHRAE not doing for the Contractor members?” Moderation is to be by Jim Fields and Dan Pettway.**
- **Investigate States that require continuing education for contractors and what process might be to get ASHRAE programs approved – assigned to Bill Austin. See if our programs can be made available at the local Chapter level.**
- **Look at available literature from ASHRAE, ACCA, and SMACNA to develop a design build starter kit – assigned to David Olson.**
- **Prepare a survey for design build and HVAC contractor members.**

General Goals of Task Group

- **Improve relations between engineers and contractors.**
- **Create a list of what contractors and design build firms might like to have from ASHRAE.**

Next Meeting

Conference Call – tentatively set for August 2nd