

**TG3.HVAC Contractors and Design Build Firms
Annual Meeting June 21, 2009
Louisville, KY**

Meeting Minutes

Attendees:

Voting Members (Minimum 7 of 13 required for Quorum)

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
Jim Fields jfields@superiormechserv.com
Wes Davis wes.davis@acca.org
Peyton Collie pcollie@smacna.org

Non-Voting Corresponding Members

Angela Lewis pcollie@smacna.org

Guests

John Kuempel, Jr. jkuempeljr@debra-kuempel.com
Kevin Brown kevin.brown@thelincgroup.com

Section Head

Brian Silvetti bsilvetti@calmac.com

Call to Order

Chairman Austin called the meeting to order at 10:30 A.M. Sunday, June 21.
Attendees are listed above.

Approval of Chicago Meeting Minutes

- Motion to approve Chicago Meeting Minutes by Wes Davis and seconded by Jim Fields. Approved: 7-0-0

Review of Subcommittee Chair Positions:

- Research and Standards Subcommittee Chair: Adrienne Thomle
- Programs: David Underwood
- Publications: David Underwood
- Webmaster: Bill Atkinson

New Business - Survey to Determine Needs of Members in the Contractor and Design Build Categories

- The results of the survey of ASHRAE members in the Contractor and Design Build Firms Categories, was previously sent by ASHRAE Member Services, on Wednesday, June 3, to all Chapter Technology Transfer Committee Chairs, Chapter Presidents, the Society Chapter Technology Transfer Committee (CTTC), and the Society Conference & Exposition Committee

- (CEC). On June 11, ASHRAE Members Services sent these survey results to all who were invited to the survey (7,700+).
- Those present reviewed and discussed the TG3 survey results recommendations made by the ad hoc TG3 subcommittee created for this purpose: Adrienne Thomle, David Underwood, Dan Kerr, and Angela Lewis. Motion was made by Jim Fields to approve these recommendations as submitted, seconded by Wes Davis. In discussion before vote, Mike McLaughlin moved that three minor wording revisions be made to this document. This was seconded by David Underwood. The committee voted 7-0-0 to approve the revisions suggested by Mr. McLaughlin. The committee then voted 7-0-0 to approve these recommendations. See Appendix A.
 - Upon approval of these recommendations, a copy of these approved recommendations was given to Brian Silvetti, Section 3 Head of the Technical Activities Committee (TAC). A copy was also e-mailed to Mr. Silvetti. TAC, in turn, will discuss the recommendations, take action on the recommendations that they have authority to act on, and pass on the remaining information to Technology Council. Then, Technology Council will pass them on to the Board of Directors for further study. TAC will be formally reporting to Technology Council on Wednesday, June 24, in Louisville, KY.
 - The floor was then opened for comments on the survey results, TG3 survey recommendations, and how this survey and recommendations should be used to give direction to TG3 going forward. Following are comments made during this discussion:
 1. We should start out with 3-5 top priorities.
 2. Which of the five boxes of material should we start with? The first box (Contractors not involved at Society level) might tend to follow from successful address of the issues listed in the second box (Contractors do not use standards). If contractors understand and value ASHRAE material, they will tend to get involved in the activities associated with the first box.
 3. A core problem is poor communications. Contractors have no idea of how to talk with us, and vice versa.
 4. ASHRAE has been called “the Secret Society” by some in the past, as there was a perception that it was difficult to get involved.
 5. Suggestion that if you write a standard, you must also write an accompanying users manual. This is necessary, as suggestions that standards be written in concise, practical language cannot be realistically expected.
 6. Confusion over practical application of standards. An experiment was done (no reference) with 30 different engineers on the design of outdoor air ventilation on a typical new building design. All outdoor air calculations were different for each of the 30 engineers’ designs.

7. Suggest that standards should not be written in code language, but rather, in best practice language. Simply designing to standards and codes reduces the creativity needed to meet today's energy challenges.
 8. TG3 needs to create a network of liaisons with the 62.1, 90.1, 180, 189, and 189-2 standard committees to begin to create network for keeping contractors and DB firms in loop with existing and new developments with these standards. TG3 will investigate who is already on these standard committees to begin to develop this strategy.
 9. TG3 needs to have a liaison to the CTTC and Membership Promotion Committees.
 10. To create liaison, contact other committee chairs for approval.
 11. Suggest announcements of standards interpretations and public reviews in E-news.
 12. Our action items must be in line with the four ASHRAE directions of the ASHRAE Strategic Plan as follows: 1) ASHRAE will lead the advancement of sustainable building design and operations; 2) ASHRAE will be a world class provider of education and certification programs; 3) ASHRAE will position itself as a premier provider of HVAC&R expertise; and 4) ASHRAE will be a global leader in the HVAC&R community.
- New Action Items from discussion of survey results and TG3 recommendations:
 1. Rosters of 62.1, 90.1, 180, 189, and 189-2 – Review rosters for potential liaisons to TG3 – See Appendix B – Austin, Davis, McLaughlin, Thomle, Underwood
 2. Review current member list for those that might need to change their status or roll off the committee – Austin, with recommendations/coordination from others
 3. Develop theme(s) for topics for next few years; and create list of topics for seminars for the next four national meetings as follows – Full committee discussion via October conference call (TBA):

Jan 23-27, 2010 - Orlando, FL
Jun 26-30, 2010 – AlbuquerqueNM
Jan 29-Feb 2, 2011 - Las Vegas, NV
Jun 25-29, 2011 - Montreal
 - 4. Coordinate with CTTC and Membership Promotion toward getting distinguished lecturers and other speakers at chapter level to consistently and continually update chapters regarding standards and design guides updates, public reviews, new interpretations, and applications – Full committee discussion via October conference call (TBA)

Next Meeting

**October Committee Conference Call – Seminar Themes and Topics; and
Coordination Strategy with CTTC and MP - TBA**

**Orlando Winter Meeting Sunday June 24, 2010
Room to be announced**

Adjournment

- Meeting adjourned at 12:00pm