



HVAC&R Construction and Design Build Technologies
Annual Meeting June 26, 2011
Montreal, Canada
Yamaska Room– Fairmont Queen Elizabeth Hotel
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	-
3	Dan Kerr	Vice Chair	danker@mcclureco.com	YES	-
4	David Lewis	Member	lewisd@claycorp.com	YES	-
5	Jim Fields	Member	jfields@superiormechserv.com	YES	YES
6	Michael McLaughlin	Chair	mmclaughlin@southlandind.com	YES	YES
7	Peyton Collie	Member	pcollie@smacna.org	YES	-
8	Sean McKeag	Non Quorum Member	Sean.mckeag@aecom.com	YES	-
9	Waller S Clements	Secretary	clementsevns@aol.com	YES	YES
10	Wes Davis	Member	wes.davis@acca.org	YES	YES
11	Angela Lewis	Corresponding Member	aarpke@gmail.com	-	-
12	Billy Austin	Corresponding Member	baustin@shultzeg.com	-	YES
13	Charles Gulledge	Corresponding Member	cgulledge@accorporation.com	-	-
14	Dan Pettway	Corresponding Member	dcpettway@cox.net	-	YES
15	David Brown	Corresponding Member	dbrown@unitedhvac.com	-	-
16	David Underwood	Handbook	d.underwood@isothermengineering.com	-	-
17	David Snowberger	Provisional Corr. Member	dsnowberger@shambaugh.com	-	-
18	Don Prather	Provisional Corr. Member	donald.prather@acca.org	-	-
19	Douglas Moore	Corresponding Member	dougmo@mckinstry.com	-	-
20	Eli Howard	Corresponding Member	ehoward@smacna.org	-	-
21	Filza H Walters	Provisional Corr. Member	fwalters@ltu.edu	-	YES
22	Glenn Hourahan	Corresponding Member	glenn.hourahan@acca.org	-	-
23	Kevin Brown	Provisional Corr. Member	kevin.brown@thelincgroup.com	-	YES
24	Kyle Davis	Corresponding Member	Kyle.davis@harperlimbach.com	-	-
25	Larry Smith	Provisional Corr. Member	larry.smith@lindab.com	-	-
26	Larry Spielvogel	Corresponding Member	spielvogel@comcast.net	-	YES
27	Mark Terzigni	Corresponding	mterzigni@smacna.org	-	YES
28	Matt Nelson	Corresponding Member	mnelson@brewer-garrett.com	-	-
29	E. Mitchell Swann	Programs	swann@mdcsystems.com	-	YES
30	Michael Quinn	Corresponding Member	mquinn@ccair.com	-	-
31	Mike Vaughn	Staff Liaison	mvaughn@ashrae.org	-	-
32	Roger Wehby	Corresponding Member	rwehby@nashville.com	-	-
33	Suzanne LeViseur	Corresponding Member	Slevisieur@haddeng.com	-	-
34	Andrews Rhodes	Visitor	arhodes@southlandind.com	-	YES
35	Alison Fee	Visitor	afee@smacna.org	-	YES

Draft 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 10:05AM, Sunday, June 26th, 2011. Attendees are listed above. Quorum Established with five (5) voting members present. 	INFO	-
002	Approval of Las Vegas Meeting Minutes: <ul style="list-style-type: none"> Motion that the draft minutes of January 24, 2010 Las Vegas Meeting be approved was seconded: Motion Approved with a 5-0-0 CV. 	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 	INFO	-
004	Review of Upcoming ASHRAE Meetings <ul style="list-style-type: none"> Jan 21 - 25, 2012: ASHRAE Winter Meeting Chicago, IL June 23 – 27, 2012: ASHRAE Annual Meeting – San Antonio TX Jan 26 - 30, 2013: ASHRAE Winter Meeting Dallas, TX Jan 22 - 26, 2013: ASHRAE Annual Meeting Denver, CO 	INFO	-
005	General Announcements from Section Meeting: <ul style="list-style-type: none"> August 12th is deadline for submitting seminars for Chicago. September 26th is deadline for submitting conference paper abstracts for San Antonio TX. Performance Metrics Protocols – 60% Peer Review between June 13 – 30. UFAD User Guide Re-write is underway by TRG7. Meeting Wednesday morning in Deluth Rm at the Fairmont from 8:00am – 12:00p. Input from Contractor is desired. At 1:00pm Board Meeting at Grand Salon CC Fairmont regarding ASHRAE/NEBB intent to develop the guide for high performance buildings. 	INFO	-

Old Business			
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> • <i>2011-01-30: TC7.2 to prepare an article for ASHRAE Insights summarizing the survey results (contact Fred Turner)</i> • <i>2011-06-26_Kerr prepared insight Article. Distributed to TC for review and feedback. GoToMeeting planned for July to review.</i> 	<p>McLaughlin/ Kerr to distribute for review and feedback</p>	<p>June 30 2011</p>
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><i>2011-01-30: Intend to email a modified introduction letter about TC7.2 to the ASHRAE member to raise awareness of TC7.2.</i></p> <p><i>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 messages are sent and how to login to see them. Jodi Scott is also a marketing Contact for ASHRAE.</i></p>	-	Complete
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> <ul style="list-style-type: none"> • <i>2011-01-30: TC to identify content to raise awareness and inform the ASHRAE contracting members thru email distribution.</i> • <i>2011-03-23: Content for this topic is now carried in Item #012. Item Closed</i> 	-	Complete

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> <ul style="list-style-type: none"> 2011-03-23: <i>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.</i> 	-	Closed
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” <ul style="list-style-type: none"> 2011-03-23: <i>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</i> 	-	Closed
11.01.30-04	<p>Content of Google Groups (collaborative) and Google Site (committee only).</p> <ul style="list-style-type: none"> To be discussed and developed in subsequent conference calls. 2011-06-26: Google Site is up and available for information sharing. Web address is as noted below. Please contact Dan Kerr if you have not already gained access to the site. https://sites.google.com/site/ashraetc72 	-	Closed
11.01.30-05	<p>TC5.2 is developing a Duct Design Guide. Request for TC7.2 members to participate in the review of this Guide.</p> <ul style="list-style-type: none"> Contact TC5.2 if interested in participating in the development/review. TC5.2 meets Monday 8am – 12pm [Duct Design Guide Review Committee] 2011-06-26: Mark Terzigni and Wes Davis to provide regular updates on design guide progress and timing for feedback so TC7.2 members can engage at the appropriate time. 	Terzigni Davis	Provide Update at next meeting
-END-			

Next Meeting

- **Complete** - McLaughlin to set up a conference call early July to discuss the following:
 - Development of Programs submitted for Chicago:
 - ASHRAE Insights Article feedback
 - Progress on Action Items in Minutes

Adjournment

- **Meeting adjourned at 11:52pm**
- **Next GoToMeeting to be held: July 20th at 1:00pm EST.**

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Access Code: 892-803-562

<https://www2.gotomeeting.com/join/892803562>