

**TG3.HVAC Contractors and Design Build Firms  
Annual Meeting June 22, 2008  
Salt Lake City, Utah  
Hilton, Meeting Salon I (Lobby Level)  
10:30 – 12:00**

**Meeting Minutes**

**Attendees:**

Jim Fields	<a href="mailto:jfields@superiormechserv.com">jfields@superiormechserv.com</a>
Billy Austin	<a href="mailto:baustin@dnshultz.com">baustin@dnshultz.com</a>
Michael McLaughlin	<a href="mailto:mmclaughlin@southlandind.com">mmclaughlin@southlandind.com</a>
David Underwood	<a href="mailto:d.underwood@isothermengineering.com">d.underwood@isothermengineering.com</a>
Wes Davis	<a href="mailto:wes.davis@acca.org">wes.davis@acca.org</a>
Glenn Hourahan	<a href="mailto:glenn.hourahan@acca.org">glenn.hourahan@acca.org</a>
Brad Thomas	<a href="mailto:bthomas@hamlincos.com">bthomas@hamlincos.com</a>
Adrienne Thomle	<a href="mailto:Adrienne.thomle@honeywell.com">Adrienne.thomle@honeywell.com</a>
Waller S Clemens	<a href="mailto:clementsevns@aol.com">clementsevns@aol.com</a>
Jim Young	<a href="mailto:jamyoun@ dow.com">jamyoun@ dow.com</a>

**Voting Members**

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

**Call to Order**

**Chairman Fields called the meeting to order at 10:41 A.M. Sunday, June 22, 2008.  
Attendees are listed above.**

**Approval of NYC Meeting Minutes**

- **Motion to approved NYC Meeting Minutes seconded.**

**Appointments of Chair/Vice Chair and Subcommittee Chairs**

**Chair - Billy Austin  
Vice Chair - Michael McLaughlin  
Secretary - Waller Clemens**

**Appointments of Subcommittee Chairs**

**Programs – David Underwood  
Publications – David Underwood  
Research and Standards – Adrienne Thomle**

### Old Business

1. Propose a jointly sponsored program at Chicago Meeting. **Jointly sponsored programs (ASHRAE-ACCA-SMACNA) are occurring at the local chapter level. The Chicago Meeting program and content is carried in New Business (Closed)**
2. Getting Contractor input on Handbook content and format. (No action)
3. What did we learn from NYC Forum - need improved communication between contractors and engineers. More usable and applicable technical data. **Information to be used in conjunction with survey that is carried in new Business (Closed).**
4. Investigate States that require continuing education for Contractors. Research reveals NC, KY, AL, TX require continuing education credits for Contractors. See if ASHRAE courses be made available at the local chapters. **(Action by Billy Austin)**
5. Look at literature from ACCA, ASHRAE, SMACNA to develop a design build starter kit. **(Ongoing – action by Wes Davis)**
6. Establish liaison to BIM steering committee. **Jim Fields to remain as liaison.**
7. Speaker list for ACCA and SMACNA to review. **Jointly sponsored programs are occurring at the local chapter levels ASRHAE, ACCA and SMACNA. The Chicago meeting program and content is carried in New Business (Closed).**

### New Business

1. Discussed Seminar Program at Chicago Meeting with the following results:

**Proposed Title:** *How can contractors succeed in a sustainable world? Clarifying the expectations of an Engineer, Contractor and Owner to deliver a sustainable project.*

**Proposed Location:** *Convention Center (for maximum exposure to contractors)*

**Program Format:** *Case study with 20 – 25 minute presentations from an engineer, contractor and owner on the expectations and results of delivering a successful sustainable project. Recommended Case study is of a completed sustainable project in Chicago area.*

- **Finalize speaker list/ abstract and forward to Program Chair by July 15<sup>th</sup> (Action Billy Austin)**
  - **Contact AHR for advertisement on website and related publications (Action by Billy Austin)**
- 2. Prepare a survey to determine needs and direction of task group. Research subcommittee chair to distribute email to task group and collect suggested questions for survey (Action by Adrienne Thomle).**

#### **Next Meeting**

- **Conference call first week of November 2008 to discuss/summarize conclusions on Chicago seminar, topic and speakers and discuss the Louisville topic, and finalize survey.**
- **Chicago Winter Meeting 2009. Times and locations to be announced.**

#### **Adjournment**

- **Meeting adjourned at 12:00pm**