**Voting Member**  
David Allen  
Holly Bailey  
Greg Dobbs  
Michael J King  
Angela Lewis  
Lisa Rosenow  
Chuck Gulledge – joined late

**Absent Voting Members**  
Billy Austin  
Reijo Hanninen  
Charlie Shieh  
Chris Wilkins

**Corresponding Member**  
Jason Atkisson  
Rich Dames  
Richard Hitchcock  
Dennis Knight  
Suzanne LeViseur  
Elyse Malherek  
John Pulley  
Mitchell Swann  
Michel Tardif  
Paul Torcellini

**Guest**  
Oliver Baumann  
Heather Buckberry

**A. Call to Order – 8:18AM - LeViseur**

**B. Roll Call – LeViseur – completed 8:23AM – 6 out of 8 VM present (Gullege joined late to make 7VM)**

**C. Introductions – LeViseur– completed 8:22AM**

**D. Review of Agenda - LeViseur**

**E. Approval Of Minutes from Annual Meeting 2011 Montreal Meeting – LeViseur – Moved by Dobbs, Seconded by Rosenow - 6-0-0**

**F. Roster Review – LeViseur – rolling off Gullege and Rosenow; willing to roll on – Malherak, Atkisson and Knight**

**G. Subcommittee Reports**

1. **Handbook – Allen – Got committee set up for start of new cycle. Furnished subcommittee report.** Discussed what is already printed and what was eliminated from the first printing. Also discussed how committee is going to approach next cycle – looking at what was originally proposed to be in the chapter but was not included but needs to be.

2. **Research – Wilkins: No report. BIM RTAR finally approved. Use cases to be provided by Hitchcock and Lewis**

3. **Programs – Lewis: Angela will provide complete report. They are moving forward on ideas – managing the program matrix. Due date for San Antonio is February 13th.**

4. **Specifications – King – reported on subcommittee meeting.**
a. 2012 version of CSI master format coming out shortly – 1st Q 2012 - - next will be 2014 (going to a 2 yr cycle)
b. Discussed our committee’s purpose with respect to reviewing and inputting to CSI - would like to get our scope and purpose expanded
c. Membership for the CSI committee is opening up soon- will be allowing some additional associations who will be joining the committee

5. Special Publications – Rosenow (Gulledge not able to come to meetings now). –
a. 2 part webinar in April
b. San Antonio confirmed
c. Dallas is submitted – not confirmed yet
d. 3 part series of articles were submitted to High Performance Buildings – never published – want to follow up on those


H. Old Business

1. TC 7.1 Liaisons to Other Committees:
   • BIM Steering Committee – Request for Standing Column Authors for Journal - Knight looking for short quarterly column on BIM for the journal
     o Can be different authors – we need to coordinate
     o Dennis will continue to push that and try to coordinate
     o David Allen – has some ideas – should we move to IPD – as charter and scope?
       ▪ Discussion on the specifics of IPD vs Integrated Building Design
       ▪ Practical methods and tools
       ▪ Discussion of the marketplace terminology vs technicality of the issue
       ▪ Australia’s method vs US (David Allen)
       ▪ Responsibility issues- ASHRAE’s position through the handbook – IBD limited to through design – not even construction
       ▪ Contractual issues – including withholding due to need to proof of performance prior to full payment
       ▪ Turns into design/build because E&O doesn’t cover
       ▪ EPC contracts for smaller facilities is essentially where we are going...

MOTION: Review TITLE SCOPE and PURPOSE - David- Holly -6-0 passed
a. Gap between the class content vs. Handbook vs real world (contracts)
b. TG Create Recommendations for the whole committee to review
c. Lisa, Dennis, David, Mitchell – TG to spearhead

Create separate subcommittee for the special pubs
a. Suzanne – spearheading / coordinating – ACTION ITEM – contact FRED
b. Lisa and Angela help
c. David write an article
   • BIM MTG — Elyse Malherek will be our new rep.
   • BPM MTG – Gregg Dobbs will be our rep.
   • Energy Targets MTG- we probably need to be on this one – Dennis Knight will get additional info
   • Air Handling Unit Efficiency MTG is proposed---- Gregg Dobbs 215-320-3798 will find out
   • Energy – small and medium sized bldgs. MTG- Holly Bailey will get info from Hugh Henderson

- Lisa recommended we have a Liaison with TC’s in Section 9 –
  o Suzanne will find out the chair of each of the section 9’s that are appropriate and find out if we could get their info
  o Lisa – 9.6 will try to get the info
  o Jason – 9.7
  o Holly – 9.1
2. Guideline for the Quality and Content of MEP Plans – our committee has responded to the initial requester of this- and we have not gotten any further request from him in over a year. We feel this request is now complete. (Holly will provide summary of final discussions with the requester)

I. New Business

1. Programs - Lewis
   a. Lewis is looking for volunteers and updating us on new info
   b. Elyse suggested a seminar on “How do I Use?”

2. GPIC, Penn State Project – LeViseur – Committee moved to support project (moved by Lewis, seconded by Dobbs (7-0-0)

3. ASHRAE specialty conference for Practitioner in Atlanta Oct 1-3, 2012 - Knight
   a. 2.5 days
   b. Can take the BEMP exam on last day
   c. www.ASHRAE.org/emc2012 - where to get info and to submit abstracts (due Feb. 12)

4. Lewis question - ASHRAE wants to promote attendance and participation – presenters having problems with consistency of commercialism policy review – idea on how to help reviewers be consistent

5. Advanced Energy Design Guide looking for reviewers – Large Hospital Design Guide – (see the ASHRAE site)

6. Upcoming Conferences – whole bunch listed on ASHRAE site

7. Other: None.

J. Next Meeting: Monday, June 25, 2012, San Antonio, TX

K. Adjournment: 10:10AM