TC 7.8 – Owning and Operating Costs
Meeting Minutes
Monday, February 3, 2020, 2:15PM
Orlando, FL

Call to Order

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<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Affiliation</th>
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<tr>
<td>Dave Meredith</td>
<td>Penn State</td>
<td>Chair</td>
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<td>Jim Earley</td>
<td>Georgia Power</td>
<td>Member</td>
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<td>Bruce Lindsay</td>
<td>Brevard Schools</td>
<td>CM</td>
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<td>Ken Shifflett</td>
<td>DistribAire</td>
<td>Member</td>
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<td>Derek Birdsall?</td>
<td>Carrier</td>
<td>Member</td>
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<td>Greg Tinkler</td>
<td>Page</td>
<td>Member</td>
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<tr>
<td>Catherine Tinkler</td>
<td>CannonDesign</td>
<td>PCM</td>
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<td>Keith Reihl</td>
<td>Reihi Engineering</td>
<td>CM</td>
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<td>Sonya Pouncy</td>
<td>Energy Sciences</td>
<td>Guest</td>
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<td>Matthew Mullen</td>
<td>Emcore Services</td>
<td>Member, Research Chair</td>
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<td>Kevin Edstrom</td>
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<td>Member, Secretary</td>
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<td>Harris Sheinman</td>
<td>HBC Liaison</td>
<td>Guest</td>
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<td>Dan Cooke</td>
<td>Harvard Medical School</td>
<td>Guest</td>
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1. Introductions
   a. Review of draft minutes from June 2019 meeting in Kansas City. Minutes approved with amendments.

2. TC merger
   a. Sonya Pouncy (TC 7.3 Chair) provided background, structure, publications, and ongoing initiatives of TC 7.3 Operations and Maintenance Management.
      i. TC 7.3 currently utilizes committee for research, handbook, training committee.
      ii. Currently TC 7.3 utilizes a chapter subcommittee chair to consolidate input from the several members group. Considering changing to a lead author format similar to TC 7.8.
   b. Sonya and Dave Meredith presented draft TC merge proposal for discussion. Discussed potential merged title, role assignments, scope description, meeting/committee structure.
      i. Merged chapter would continue with 2 separate chapters.
      ii. 7.8 recommends Sonya serve as chair of merged TC for continuity. Matt recommended as Vice Chair of merged TC. His familiarity with the history of TC 7.8 will be beneficial during the transition into a merged TC.
   c. Sonya and available TC 7.8 members to discuss updated draft merger proposal with TC 7.3 during their meeting tomorrow afternoon.
   d. Motion to proceed with merger approved.

3. New Business
   a. Discussed need to update equipment life table published in handbook chapter. It is currently based on unverified information.
      i. BOMA publishes equipment life based on manufacturer input and their building surveys.
   b. Discussed potential handbook section comparing cost analysis methods as they relate to varying needs and levels of detail (i.e. full LCCA vs simple).

Minutes submitted by: Kevin Edstrom
Minutes approved on:
4. **Website**  
   b. Draft minutes from previous 2 meetings posted.  
   c. Basecamp was still not set up, however the proposed merged TC would likely utilize TC 7.3’s existing basecamp site.

5. **Roster**  
   a. Greg approved as voting member.

6. **New Business**  
   a. ASHRAE TC restructure updates:  
      i. Keith discussed potential consolidation with TC 7.3 (Operations and Maintenance Management). We would potentially be a subcommittee to TC 7.3. This would likely happen next June, so we will continue as a separate meeting in Orlando.  
      ii. Catherine Tinkler is currently on TC 7.3. They currently still operate using the outdated subcommittee structure (separate meeting for education, program, etc.). Sees opportunity to add value to TC 7.3.  
         1. Discussed interest in negotiating seats on new committee if consolidated. Their formal TC meeting is tomorrow.

7. **Liaison Reports:**  
   a. Section 7 – Craig Messmer  
      i. Explained merger proposal requirements (scope, title, and leadership). Requested submitting by EOD Tuesday along with the TC activity form.

8. **Adjournment at 4:03pm.**