1. CALL TO ORDER [Don Brundage]

1.1. Introduction of members and guests: Don called the meeting to order. Members and guests introduced themselves (total 15 members and guests – see sign-in sheet – attachment # 1)

1.2. Establishment of a quorum: Nine out of 10 members present constituting a quorum.

1.3. Members present were: Don Brundage, Denis Clodic, Gursaran Mathur, Larry Butz, Steve Bernhardt, James Crawford, David Godwin, Thomas Lawrence, William F. Walter

2. APPROVAL OF JUNE 28, 2011 (MONTREAL) MINUTES

2.1. Minutes were approved as submitted. 9-0-0-0 (Motion initiated by Jim Crawford; Seconded by Don Brundage)

3. CHAIRMAN’S ANNOUNCEMENTS [Don Brundage]

3.1. Report of TC/TG Chairs’ Meeting

3.1.1. Rebranding of ASHRAE - ASHRAE has a new logo

3.1.2. Feb 13th is the deadline for San Antonio; 7 tracks have already been established for San Antonio

3.1.3. Deadlines for Dallas: 8 tracks; Session papers by March 19th, 2012; Papers for conference due early July; Sessions proposal due early Aug 2012

3.1.4. TC Subcommittee Meetings: more and more TCs are doing this activity using conference calls and web meetings

3.1.5. Hightower award recipient – Donald Beaty, TC 9.9

3.1.6. 12-13 Roster updates and process for adding provisional CMs: The new roster will be created based on the updates form TC chairs. Please provide thee to your section heads.

3.2. Roster Review

3.2.1. Committee Positions for July 1, 2012 to June 30, 2016 term. Voting Status – Gursaran Mathur will roll off as of July 1, 2012. Bruce Lindsay and Bill McQuade will be back as VM; Matthew Ritter as a CM; Dave Godwin as a member non-quorum. Gursaran Mathur will be rolling off as the secretary; new secretary will be Bill McQuade from July 1st, 2012

3.3. Climate Change Position Document – reaffirm, recommend for update, etc.

3.3.1. Steve Bernhardt: Assessment report will not be available until 18 months. There will be no new information for next 2 years.

3.3.2. Cynthia Gage, Jim Crawford- need to put new information in the table for HFCs.

3.3.3. Cynthia Gage stated that will take the lead in updating the data.

Don Brundage – “Need a motion for minor change for the document”. Moved by Jim Crawford; Seconded by Bruce Lindsay; Motion carries 9-0-0-0.

3.4. LIAISON REPORTS : No liaisons present
4. **SUBCOMMITTEE REPORTS**

5.2 Program [Denis Clodic]: Team is frustrated due to lack of success in getting program slots
   
   5.2.1 No programs were approved for the Chicago 2012 meeting
   
   5.2.2 San Antonio, June 23-27, 2012: Motion on to have a seminar “Climate Change” for San Antonio. Moved by Bruce Lindsay; Seconded by Bill Walters; Motion Carries 9-0-0-0. Van Baxter to chair this seminar.
   
   5.2.3 Dallas, January 26-30, 2013

5.3 Handbook [Van Baxter] – Van left early due to conflicts
   
   2013 Handbook of Fundamentals, Chapter 29 Refrigerants, GEP section
   
   2013 Handbook of Fundamentals, Chapter 34 Energy Resources (TC 2.8 cognizant TC
   
   Don Brundage will work on “Energy Resources” chapter in Fundamentals Handbook
   
   Jim Crawford – we only need one chapter instead of many chapters
   
   Bill Walter: we need outline of this new chapter
   
   Don Brundage – Initiated a motion to consider the option of adding a new chapter; Initiated by Jim Crawford; Seconded by Bill Walter; Motion carries 9-0-0-0.

5.4 Web Site [Larry Butz] -
   
   Keeping the web-site with current information
   
   New logo to be used within next 2-3 months
   
   Roster updates will be done
   
   FAQ 33 will be posted on the TC web-site

5.5 Research [Anthony Arguez]
   
   Cynthia Gage: Yunho Hwang form University of Michigan is trying to put together a group with ARI. He is looking people to help him out on his project.

5.6 Standards [Bill Walter] : No standards

7. **UPDATE REPORTS ON RELATED TREATIES/ACCORDS AND ACTIVITIES** - See attached slides

7.1 Global Climate Change update [Steve Bernhardt]: Steve Bernhardt presented information from BALI meeting on Montreal protocol updates. (i) HCFC phase-out funds issues; (ii) Economies around the world are not doing well; (iii) Canada, US, Mexico does not have an agreement; (iv) India and China did not agree; (v) Next meeting in Geneva.

7.2 Ozone Depletion update [Steve Berhardt] Ozone depletion issues include inappropriate disposals of CCl4, resulting in release to the environment over time. The United States is pushing for an essential use exemption for methyl bromide, to preserve California strawberries.

7.3 Other Activities: None

8. **OTHER BUSINESS**: None

9. **ADJOURN**: Meeting adjourned at 3:15pm