

MINUTES

TC 1.4 Handbook Subcommittee

January 25, 2016 / 4:15 – 6:15
Orlando Hilton – Lake Monroe A

1. **CALL TO ORDER**
2. **REPORT FROM FUNDAMENTALS HANDBOOK LIAISON**
 - 2.1. Bass Abushakara (Fundamentals Liaison Liaison)
 - 2.2. Bass was able to attend and was updated that our Fundamentals Chapter was submitted after the Annual Conference in Atlanta. Our submission deadline for the Fundamentals volume is July 5, 2016.
3. **OLD BUSINESS**
 - 3.1. TC 1.4 responded to TC 6.1's request for review of the valve chapter. Several people submitted comments. 6.1 appreciates it and conveyed their thanks.
4. **NEW BUSINESS**
 - 4.1. **James Del Monaco** is now Handbook Chair.
 - 4.2. **Dave Kahn** passed all relevant information to **James Del Monaco**.
 - 4.3. ASHRAE is working on a platform to allow file sharing, which will be launched at the 2016 Annual Conference in St. Louis. The software platform being used may be Base Camp.
 - 4.4. Fundamentals Ch. 07 has previously been approved by TC1.4 and the final has been submitted to ASHRAE.
 - 4.5. The next deliverable for TC1.4 is the editing of Applications Chapter 47. **James Del Monaco** will review the Author's Guide and Chapter 47 and will break out the sections to begin assigning in St. Louis.
5. **NEXT MEETING AND SCHEDULE**
 - 5.1. 4:15-6:30 Monday June 27, 2016 Annual meeting in St. Louis.
6. **Adjourn**

Adjourn at 6:30

TC 1.4 Handbook Subcommittee Attendance List

Present	Name	
X	James Del Monaco	
X	Barry Bridges	
	Chariti Young	
X	Dave Kahn	
	Kim Barker	
	Chad Moore	
	Ryan Tanner	
	Gary Cole	
	Marcelo Acosta	
	Chris Benson	
	Mike Poucheck	
Liaisons		
	Holcomb	Applications Handbook Liaison
X	Bob Walker	Liaison from TC 6.1 Valves
X	Bass Abushakara	Fundamentals Handbook Liaison

