

**Minutes of TC 1.5 Handbook subcommittee**  
June 30, 1997 Boston

The meeting was called to order at 4:30 p.m.

The attendance list is attached.

The minutes from the Philadelphia meeting were approved as written.

The schedule of milestones was revised to read as follows:

<b>Date</b>	<b>Milestone</b>
May 6, 98	Completed chapter submitted to ASHRAE
Jan 19, 98	TC 1.5 committee votes approval of final draft
Dec 1, 97	Subcommittee submits final draft to TC secretary for distribution to full TC with January meeting agenda
Oct – Nov 97	Subcommittee incorporates comments into final draft
By Oct 1, 97	Subcommittee receives comments on draft from TC members
Sep 1, 97	Subcommittee sends 1 <sup>st</sup> draft to full TC for comment

The following action items are to be taken:

1. The section in the chapter outline on ASHRAE Policies and Guidelines has nothing to put in it, so we will eliminate it from the chapter;
2. Duane Barrett w/ Bentley Systems will be solicited by Brian Kammers to complete the revisions to the Graphic Applications section;
3. Dave Branson is to solicit three additional persons (external to this subcommittee) to participate in an *inner circle* of interim draft reviewers.

**The meeting was adjourned at 5:10 p.m.**

**TC 1.5 Handbook Subcommittee Attendance List**

June 30, 1997

Member

Dave Branson, Chair  
Brian Kammers  
Richard Linton, Secretary  
Ron Nelson  
Mick Schwedler

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