

Agenda
TAC Specifications Committee
7:30 to 9:00 a.m.
Wednesday, October 18, 2000
Pier 7 Room
Westin Harbour Castle
Toronto, Ontario, Canada

Members:

Nicholas J. Carino, Chairman
Franklin S. Kurtz, Secretary
Jon B. Ardahl
William L. Barringer
William C. Bretnall
Jeffrey W. Coleman
Charles W. Dolan

I. Leon Glassgold
Ronald L. Hollrah
Alfred L. Kaufman, Jr.
W. Calvin McCall
Myles A. Murray
Aimee Pergalsky
Arthur T. Weiss, Jr.

TAC Contact: Timothy L. Moore

1. Call to Order and Introduction of Members and Guests

A roster of the TSC membership is attached as Exhibit 1.

2. Status of the ACI Specification Manual

The 2000 *ACI Specification Manual* is available for distribution and is posted on the ACI website. Members of TSC have been mailed a hardcopy.

REPORT: Mr. Weiss is asked to report on any comments received to date.

ACTION: Who should be included in the distribution of the hardcopy *Specifaction Manual*?
When should the revised *Specification Manual* be ready for TSC ballot?

3. Composition and Organization of TSC Membership

In San Diego, it was reported that, in addition to voting members, TSC should have nonvoting members from ACI's specification-writing committees, and that each specification-writing committee should have a TSC liaison. The development of a database ("MasterFrame") of ACI specification-writing committees is ongoing.

ACTION: Does TSC need to recruit members from specification-writing committees to join TSC?
Do any ACI committees need to have a TSC liaison appointed?

4. Document Review Methodology

Part of TSC's responsibility is to review committee specifications in conjunction with a TAC review. The mechanics of this process are not yet defined.

TSC Chairman Carino has requested TAC to define the mission and scope of TSC, keeping in mind the following questions:

- X What process does a technical committee follow to have a specification reviewed? In keeping with TSC's mission, TSC reviews the documents for proper specification format and language, but does not give primary comments on technical issues within the documents. TSC gives P-comments for specification format and language issues and S-comments for technical issues.
- X Will the TSC review supplant the TAC review?
- X Once a specification is submitted to TSC, what is the TSC organization for review? Review groups? Outside reviewers?
- X What coordination with TAC is required? Currently, TSC provides guidance and review comments to the committees, but TAC is the body that approves the documents.
- X Is it the role of TSC to have the goal of eliminating conflicts among different mandatory-language documents from different committees?

REPORT: Chairman Carino will report on action taken at the TAC meetings at this convention.

5. Strategic Planning

Chairman Carino will lead discussion on TSC's mission, short- and long-range goals, and future activities to carry out for fulfillment of those goals. The short-term goals for next year are as follows:

- X Prepare, for TAC approval, a proposal on the role of TSC in the preparation of ACI Specifications.
- X Update database of ACI Specifications (MasterFrame) (Exhibit 5).
- X Complete membership assignments.
- X Review and revise the *ACI Specification Manual*.

6. Workshop on Specification Writing

In San Diego, Mr. Weiss led the discussion of a possible workshop of one to three hours to be held at a future convention on ACI specification writing and how TSC and the *ACI Specification Manual* fit in. He will work up some draft modules on CD for the workshop, soliciting help where needed, and send hardcopies to the TSC for comment. A special letter should be sent to the chairs of the specification-writing committees to announce the workshop.

Mr. Weiss is asked to lead the discussion.

ACTION: Is TSC action required?

7. Organization of ACI Committee 301

In San Diego, Mr. McCall reported that the goal for ACI 301 is for it to operate with similar procedures to those of ACI 318 and be organized with a subcommittee structure like 318's.

Mr. McCall is asked to lead the discussion and report on progress made to date.

ACTION: Is TSC action required?

8. Other Items for Discussion

The following items were not addressed in San Diego:

- 8.1 – Rearrange the *MCP* to have one volume for specifications only
- 8.2 – Prepare a guide specification in “active” CD format.
- 8.3 – Review and revise the standard ACI Foreword and Preface to Specifications.
- 8.4 – Publish an ACI specifications source book.
- 8.5 – At the 1999 Fall Convention, Aimee Pergalsky agreed to write a “Press Release” about the TSC rules and mission. She is asked to report.
- 8.6 – TSC asked Dr. Dolan to put a notice in the next TAC Letter inviting chairmen thinking about writing specifications to attend the next TSC meeting. He is asked to report.

ACTION: a) Is TSC action required on any of these items?
b) Should any of these items be continued on future TSC agendas?

9. Other Business

TSC ROSTER, SEPTEMBER 13, 2000

Nicholas J. Carino, Chairman
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TAC Chairman: Dolan (email cdolan@uwyo.edu)

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