

Young Engineers in ASHRAE Committee Agenda
2023 Winter Conference, Atlanta, GA
Saturday 4 February 2023, 8:00am-3:00pm EST

Cisco Webex

Join information

Meeting link:

<https://ashrae.webex.com/ashrae/j.php?MTID=me80eb825af1f850c8b06e3593eb3df61>

Meeting number:

2339 576 0665

Password:

x2pXdv7Djb2

Host key:

564982

Join by video system

Dial [23395760665@ashrae.webex.com](tel:23395760665)

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone

Use VoIP only

AGENDA

(times are listed in 24-hour format, EST)

- | | | |
|----|--|----------------|
| I. | Call to Order (Madison) | 08:06 (5 mins) |
| | a. Review of Agenda | |
| | b. Hybrid Meeting Meeting Etiquette: | |
| | i. Sign in to Zoom: <i>Reg XX – Name</i> | |
| | ii. Virtual attendees: | |
| | 1. Camera on when possible and professional | |
| | 2. Please remain muted when not speaking | |
| | 3. Use hand raising feature | |
| | a. Jr. Vice Chair (Bruno) to advocate in the room | |
| | iii. Etiquette and Tips from ASHRAE’s Communication Committee can be found here . | |
| | iv. Raise hand. Wait to be recognized by Chair. | |
| | 1. Be inclusive, please limit sidebar conversations. | |
| | v. Utilizing Simplified Rules of Orders (ATTACHMENT A) | |
| | c. ASHRAE Code of Ethics Commitment | |
| | i. <i>In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and we shall avoid all real or perceived conflicts of interests.</i> | |
| | ii. (Code of Ethics: https://www.ashrae.org/about/governance/code-of-ethics) | |
| | iii. (Core Values: https://www.ashrae.org/about/ashrae-s-core-values) | |

- II. 2022-2023 Roster Role Call (Jeanette) 08:05 (20 mins)
 - i. Region and Role
 - ii. New Year's Resolution or Goal for the Year

- III. Approval of Minutes from the 2022 Annual Meeting – Toronto (Madison) 08:25 (1 min)
 - a. **ATTACHMENT B**
 - b. Passed unanimously
- IV. Group photo
- V. Introductions (Madison) 08:26 (9 mins)
 - a. ExCom
 - i. Highlight of the year
 - ii. Anticipated incoming ExCom
 - 1. Recommended Jr. Vice Chair – Elise Kiland
 - b. New RVCs
 - i. What has been the most surprising or unexpected part of your first year?
 - ii. Chak Mou (Lukas) Lam
 - iii. Paul Fernandez
 - iv. Drew Samuels
 - v. Marie VanderVliet
 - vi. Keiron Nanan
 - vii. Joshua Vasudevan
 - viii. Menatalla (Menna) Mohamed
 - c. Visitors
- VI. Team Building (Madison, Baki, Bruno) 08:35 (35 mins)
 - a. 3 things you have in common (Baki)
 - b. I love ASHRAEers who... (Madison)
- VII. Coordinating Officer and Board Ex-Officio (Ron) 09:10 (10 mins)
 - a. Ex-O presentation via PPT also on Basecamp
- VIII. Liaison Updates (Madison) 09:20 (15 mins)
 - a. List of liaisons is available on Basecamp
 - b. Liaison Update from CEC – (Alekhya/Carrie-Anne) CEC – Tony Giometti
 - i. 2/24 – Technical papers due
 - ii. 3/29 Abstract papers due
 - iii. Let Alekhya know if you have any concerns
 - iv. Alekhya & Carrie Anne rolling off next year.
 - c. Liaison Update from CTTC – (Alekhya) CTTC – Rhiannon Masterson
 - i. No updates
 - d. Liaison Update from GAC – (Paul) GAC – Colin Laisure-Pool
 - i. No updates
 - ii. Find who the new liaison is
 - e. Liaison Update from H&A – (Alekhya) H&A – Alyse Falconer
 - i. Need more nominations for YEA Inspirational leader award
 - 1. Deadline May 1
 - f. Liaison Update from MP – (Robert) MP – Nick Rosner
 - i. Carrie Anne looking to work with MP on the motions she is putting forth
 - ii. MP looking at putting a motion to digitize awards
 - iii. MP has a 5-yr plan for the President
 - iv. Updating Weebly to reflect the new Member benefits options

- v. DEI MP is collaborating with this committee to get the word out.
- g. Liaison Update from RP – (Lukas) RP – Julia Mumford
 - i. No Update
- h. Liaison Update from SA – (Alekhya) SA – Kellie Huff
 - i. SA is translating Lucy’s Adventure book into multiple languages
 - ii. YEA/SA Mixer
 - iii. SA poster design contest with be held today
- i. Liaison Update from TC – (Alekhya) TC – Steve Hammerling
 - i. Trying to get more social media post out so that we can draw in more YEA Members to TCs
- j. Liaison Update from TEC – (Kim) TEC – Karen Murray
 - i. No updates
- k. Liaison Update from BeQ – (Keiron) BeQ – John Constantinide
 - i. YEA Webinar planned for March 1st
 - 1. BEQ 101
 - 2. Continuing to be in accordance with ASHRAE Standards
 - 3. Carbon scores are not apart of the standards and looking to get the right multipliers from other countries
 - 4. BEQ project is the portal so it has been hard to advertise or bring in more people to BEQ
 - ii. Keiron will attend BEQ committee meeting and let us know
- l. Call to attention for liaisons so that the Professional Subcommittee chair is not taking on all the spots
 - i. Joshua to fill CEC
 - ii. Paul to fill CTTC
 - iii. Robert to fill H&A
 - iv. Keiron to fill SA
 - v. Liz to fill TCs

IX. Ad Hoc Updates (Madison) 09:35 (5 mins)

- a. MOP (Baki)
 - i. It is currently being updated
 - ii. Ron sits on SRC and is available for help with updating the MOP
- b. DEI (Madison/Alekhya)
 - i. They have a website on ashrae.org
 - ii. There is a book club that is open to everyone
 - iii. They have a podcast on Gender bias
 - iv. Contact Madison/Alekhya with any concerns
 - v. Every region is supposed to report back names of who the DEI ambassador is for the region
 - 1. Reach out to your DRC if you are unsure who your ambassador is for your region

X. CIBSE Report (Jake) 09:40 (5 mins)

- i. Jake took over for Munis this year
- ii. Working to make the transition of CIBSE liaisons in place to make the process better
- iii. Work on getting CIBSE and ASHRAE more involved in each other events
- iv. CIBSE event upcoming in July 2023 more details to come
- v. CIBSE liaisons are non-Voting members of the committee

- vi. Looking to see which YEA ExCom member will attend the CIBSE/YEN conference that is coming up this year.

XI. Motions (Madison) 09:45 (20 mins)

- a. Make Chairs voting members of Members Council
 - i. Lead: Madison
 - ii. Help: Drew, Alekhya
 - iii. Committee Chairs for all grassroots committees currently do not have a vote in Members Council and this motion will give them a voice to make things more streamlined from the Committees to Members Council.
 - iv. This motion will be presented this year to be effective July 1, 2023
- b. Discounted registration at Conferences for TC members
 - i. Lead: Elise
 - ii. Elise is following up with Zach on this motion to see if MP has had any updates to add around this motion so that it can be resubmitted
 - iii. Ron will reach out to get more assistance with background for this Motion so that it can get put forth at the Annual Conference in Tampa 2023
 - iv. This motion can promote more YEA employers to allow them to come to the conferences/attend the TC meetings
- c. Discounted registration for YLI at developing economies rates
 - i. Lead: Carrie Anne
 - ii. Help: Ron, Jeanette, Madison
 - iii. Motion is to get more attendees in REGION XIV, XIII, and RAL to attend and cost not a factor.
 - iv. The developing economies rate to depend on the country the attendee lives in
 - v. Will work on the motion to present this conference if not by the Annual Meeting in Tampa.
- d. Use local currency for membership fees
 - i. Lead: Carrie Anne
 - ii. Help: Mark Owens from staff, Membership Liaison, MP liaison, Bruno
 - iii. Allow members to pay in their country's currency
 - iv. There is already a motion being worked on my Mark
 - v. Some attendees have credit card limits when it comes to US dollar spending

XII. BREAK 10:05 (20 mins)

XIII. Subcommittee Updates (Madison) 10:25 (45 mins)

- a. Professional Development (Alekhya)
 - i. Anything additional from the pre-conference call
 - ii. Top 3 Highlights of the year so far
 - 1. Kicking off Tech webinar series
 - a. 1st -BEQ 101 webinar on March 1st
 - b. Many more nominees for the YEA Individual Award this time around
 - c. Great to have Lukas and Menna join the calls in spite of the time difference
 - d. Developing Leaders award automation is being worked on currently and should be ready to test soon
 - iii. Challenge of the year so far
 - 1. Award review and submitting scores back to staff
 - 2. Getting the award qualifications automated

- 3. Maybe create a grading rubric for the award
- iv. Thing you need help with
 - 1. Need help with previous subcommittee members to help with the award review process and committee involvement
 - 2. Streamline review process
- v. Brainstorming
 - 1. Look at possibly moving the Mentorship Workshop to Professional
 - 2. Create more excitement with in the Professional committee to keep them involved and participating
 - 3. Create new positions
 - 4. Take over leading chapter leadership academies
 - 5. Social Media content-record interviews with YEA members on TCs to get more people involved.
- b. Personal Development (Elise)
 - i. Anything additional from the pre-conference call
 - 1. Mentorship Workshop call on Wednesday
 - a. Welcome YEA committee members to help with workshop
 - ii. Top 3 Highlights of the year so far
 - 1. Getting YLWs back on track
 - 2. Book Club is doing great
 - a. Will meeting after this meeting to discuss next meeting
 - b. Implied Empathy was the last book discussed
 - iii. Challenge of the year so far
 - 1. Travel- some subcommittee members are not able to travel due to Visa and other issues
 - iv. Thing you need help with
 - 1. None
 - v. Brainstorming
 - 1. Updating the CRC presentation- looking to revamping the CRC PowerPoint
 - a. Maybe combine YEA and SA presentations at the CRC
- c. Outreach (Carrie Anne)
 - i. Anything additional from the pre-conference call
 - 1. Just an ASHRAE YLI not a combined conference with CIBSE as originally planned
 - 2. Drew will take over as AIA liaison
 - ii. Top 3 Highlights of the year so far
 - 1. YLI 2023 planning underway
 - 2. High attendance on monthly call in spite of multiple time zones
 - 3. 5 candidates for the YEA Individual Award
 - iii. Challenge of the year so far
 - 1. Miscommunication with CIBSE
 - 2. YLI Registration Costs
 - iv. Thing you need help with
 - 1. Create more social media content
 - 2. Look at collaborating with organizations like AIA, etc.
 - 3. More collaboration with Personal subcommittee
 - 4. Looking for Tik Tok members to create content for social media

5. Look into decarbonizing by not shipping supplies to YLIs
- v. Brainstorming
 1. YEA ExCom does not support TikTok due to the privacy issues and uncertainty with the app
 2. Jake will follow up with Gemma at CIBSE to increase CIBSE members to join ASHRAE at least for a year to get the full benefits of YLI and other ASHRAE events
 3. CAGBE is another organization to partner with

XIV. 2023-2024 PAOE Points (Baki) 11:10 (30 mins)

- i. YEA2- look at changing it to first 2 or more
- ii. YEA4-recommend to increase to 150 points
- iii. Look at increasing the max to 200 for YEA4
- iv. YEA5- increase to 50 points-align with YEA 2 MBO to increase YEA participation
- v. Look at capping the points for YEA5 to 300
- vi. YEA6 -recommend to decrease points to 100
- vii. YEA7- recommend to increase to 200 points to align with YEA MBO 13 to increase YEA presentation at conferences due to low utilization
- viii. YEA10- recommend to remove this line item because the pandemic is over
- ix. Look at combining YEA 8 & 9 to cover YEA10
- x. YEA13- recommend to increase to 300
- xi. YEA16- recommend to increase to 50 points per meeting
- xii. YEA22, YEA23, YEA 24- recommend that they do not be combined
- xiii. These points would be counted for any event not just YEA events
- xiv. Submit any suggestions to Baki as soon as possible

XV. LUNCH BREAK 11:40 (35 mins)

XVI. Meetings and Events 12:15 (5 mins)

- a. Please note that room assignments may change, so please check the schedule in your printed program or in the ASHRAE 365 App.

Date	Time	Meeting	Location	Attendance
Friday 3 February	6-6:30pm	Leadership U Meet and Greet	Omni CNN Center Atlanta, Pecan Foyer (M3-North)	Encouraged
Friday 3 February	7-9pm	Committee Dinner	Paschal's	Required
Saturday 4 February 2023	8am-3pm	Committee Meeting	Omni CNN Center Atlanta, Juniper (M2- North)	Required
Saturday 4 February 2023	5-6:30pm	Student/YEA Mixer	Omni CNN Center Atlanta, International EF (M2- North)	Recommended
Sunday 5 February	10:30am- 12pm	ASHRAE College of Fellows Meeting	Omni CNN Center Atlanta, Redwood (M1-North)	Encouraged
Sunday 5 February	4-6pm	YEA Hospitality Reception	Omni CNN Center Atlanta, Pecan (M3-North)	Recommended

Tuesday 7 February	8:15am-12pm	Members Council	Omni CNN Center Atlanta, Pine (A-South)	Encouraged
Wednesday 8 February	9:30-11:00am	Leadership U Wrap-Up Breakfast	Omni CNN Center Atlanta, Cypress (M2-North)	Encouraged

b. Overview of conference sessions that are either presented or sponsored by YEA:

Date	Time	Presentation	Location
Sunday, February 5	9:45 AM – 10:45 AM	Seminar 7: ASHRAE Conference Crash Course	Georgia World Congress Center, A403
Tuesday 7 February	11:00 AM – 12:30 PM	Seminar 51: Best Practices of the Mentor-Mentee Relationship	Georgia World Congress Center, A407

- XVII.** M&M game (Bruno) 12:20 (30 mins)
- XVIII.** MBOs 12:50 (30 mins)
- a. Review of Progress to Date – **ATTACHMENT C**
- XIX.** Executive Session (Madison) 13:20 (5 mins)
- a. YEA Award of Individual Excellence
- XX.** New Business (Madison) 13:25 (10 mins)
- a. Decarb Challenge Fund – Discussion
- i. PEAC is thinking of doing something similar to previous “Chapter Opportunity Fund” but related to carbon reduction
 - ii. Would YEA consider taking on this initiative and consider how this could be implemented and whether it would be valuable to consider for next Society year? YEA members might be a good resource to help establish the ground rules for such a program.
 - iii. Do you think this belongs to YEA?
 1. Concern of not enough experience on the committee to come up with a successful program
 2. Decarbonization should be handled by a group that specialize in the topic or ad hoc
 3. YEA has more access to the chapters and can spread the information to more people
 4. YEA is positions to do something like this because of interpersonal skills the committee possess.
 5. Ask another committee to provide the program and task YEA to get the information out.
 6. YEA does not have the technical knowledge
 7. Yes, we should take this on with caveat
 8. Look at partnering with another committee if YEA takes it on.
 9. Better to stay with CTTC and YEA has some involvement (YEA would be a liaison)
 10. Potential opportunity for YEA to lead the charge

11. Zach Alderman is interested in helping with this initiative, if needed
- b. What did we miss?
- i. Madison will follow up with Ginger to see if we can get extra funding so that we can get this off the ground as well as more people.
- XXI.** Announcements (Madison) 13:35 (5 mins)
- a. Reminder to send CRC YEA workshop sign-in sheet to Jeanette
 - i. Awaiting Spring 2023: Regions VI, VIII, XI
 - ii. Missing from Fall 2022: Regions II, V, XIII, & RAL
 - b. Upcoming Events
 - i. BeQ Webinar
 1. 1 March, 12-1pm EST
 2. Registration Open
 - ii. YLW 1.0
 1. 17-19 March 2023
 2. Miami, FL
 3. Registration Open
 - iii. YLW 2.0
 1. 21-23 April 2023
 2. Montreal, QB, CA
 3. Registration Open
 4. Ron Gagnon will attend this YLW.
 - iv. YLI
 1. 11-13 August 2023
 2. Galway, Ireland
 3. Registration opens soon
 - c. WhatsApp group for committee and sub-committees
 - d. Submit sessions for Annual Conference 2023 (Tampa) by Monday, February 27
- XXII.** Next Meeting (Madison) 13:40 (1 min)
- a. Annual Meeting (Tampa) – Saturday 24 June 2023, 8am-3pm EST
- XXIII.** Adjournment (Madison) 13:41 (1 min)
- XXIV.** Sub-Committee Break-Out Sessions 13:42 (78 mins)

ATTACHMENT A

ASHRAE Simplified Rules of Order – Quick Reference

Guiding Principles:

- Quorum is required before business can be conducted.
- Everyone has the right to participate in discussion if they wish before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion. After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed. Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.

You have heard enough discussion.

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back. "Call for orders of the day."

You want to take a short break.

Move to recess for a set period of time.

You want to end.

Move to adjourn.

ASHRAE Simplified Rules of Order – Quick Reference

You are unsure the president of the board announced the results of a vote correctly. Without being recognized, call for a "division of the house." A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.

Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rds vote is required.

Executive Session.

Discussion of an issue of sensitive, proprietary or personal in nature.

Unanimous Consent:

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **You may INTERRUPT a speaker for these reasons only:**
 - to get information about business –point of information to get information about rules– parliamentary inquiry
 - if you can't hear, safety reasons, comfort, etc. –question of privilege
 - if you see a breach of the rules –point of order
 - if you disagree with the president of the board's ruling –appeal
 - if you disagree with a call for Unanimous Consent –object

Order of Precedence of Motions

The rules are in descending order of importance. A rule higher in the table takes precedence over one lower in the table. Implication is that everything takes precedence over the main motion on the floor.

Rule	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Adjourn (End meeting)	X			Majority	
Recess	X		X	Majority	
Table	X			Majority	
Close Discussion	X			2/3 rds	X
Limit Debate	X		X	2/3 rds	X
Postpone to a later time (##)	X	X	X	Majority	X
Refer to Committee	X	X (+)	X	Majority	X
Kill a Motion	X			Majority	X
Amend Motion (* #)	X	X		Majority	X
Postpone Indefinitely (**)	X	X	X	Majority	X
Main Motion	X	X	X	Majority	X

(#, ##, *, **, +) See full Rules of Order for explanation of symbols

ATTACHMENT B

Young Engineers in ASHRAE Committee Minutes 2022 Annual Conference (Toronto) June 25, 2022 8 am -3 pm EST

AGENDA

- I. Call to Order (Shona O’Dea) – 8:00 AM EDT
 - a. Review of Agenda
 - b. Virtual Meeting Etiquette:
 - i. Sign in to Zoom: Reg XX – Name
 - ii. Camera on when possible and professional
 - iii. Please remain muted when not speaking
 - iv. Use the chat feature when items are not time sensitive
 - v. Etiquette and Tips from ASHRAE’s Communication Committee can be found [here](#)
 - c. Hybrid Meeting Etiquette:
 - i. Speak into the microphone to ensure virtual meeting attendees can hear
 - ii. Avoid side conversations that will compromise virtual audio
 - iii. Take turns when speaking to ensure audio clarity
- II. ASHRAE Code of Ethics Commitment (O’Dea) – 8:05 AM EDT

In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and we shall avoid all real or perceived conflicts of interests.

(Code of Ethics: <https://www.ashrae.org/about/governance/code-of-ethics>)
(Core Values: <https://www.ashrae.org/about/ashrae-s-core-values>)
- III. ASHRAE Simplified Rules of Order- Quick Reference -**ATTACHMENT A**
- IV. Statement From the Toronto Board of Directors

“The Toronto Chapter of ASHRAE would like to acknowledge that we operate on the Traditional territory of the Mississaugas of the Credit First Nation, as well as other Indigenous peoples who have lived here over time under treaty number 13 and dating back to the Royal Proclamation of 1763. We are grateful to share this land so that we may learn from each other and share our knowledge and experience towards furthering our mission and vision.”
- V. Introductions (O’Dea) – 8:06 AM EDT
 - a. 2021-2022 Roster
 - b. New RVCs
 - c. Visitors
 - d. Group Photo of YEA Committee
- VI. Icebreaker (Cvijetinovic/Schultz) – 8:15 AM EDT
- VII. Approval of Minutes from the 2022 Winter Hybrid Meeting (O’Dea) – 8:40 AM EDT – **ATTACHMENT B**
 - a. Motioned by Baki, second by Madison, passed unanimously (18-0-0)
- VIII. YEA Individual Award of Excellent Awardees (O’Dea) – 8:45 AM EDT
 - a. **Eleazar Rivera** - (Outreach)
 - b. **Kajen Ethirvrrtsdingham**- (Personal)

- c. **None** - (Professional)
- IX. Coordinating Officer and Board Ex-Officio (Ron Gagnon) – 8:50 AM EDT
 - a. Ex-O presentation via PPT also on Basecamp
 - i. Nominations are needed, especially YEA Members
 - ii. Society needs more YEA Members in TCs
 - iii. ASHRAE Simplified Rules of Order-Effective July 1st for every meeting
 - iv. DEI now has YEA representation-Madison Schultz
 - v. Interest in having YEA events/involvement at topical conferences
- X. Liaison Updates – Ad Hoc
 - a. Liaison Update from SA – (Baki/Alekhya) (SA-Jared Larson)
 - i. No updates to YEA
 - ii. Take back to YEA to ask about the ongoing SmartStart initiative
 - 1. Ask if there is a volunteer to volunteer from MP to be on the committee for Mentor-Mentee relationships
 - b. Liaison Update from MP – (Robert) (MP-Jonathan Smith)
 - i. MP to YEA-New members only you will get an opportunity to get a free registration at the Annual/Winter Conference
 - ii. Take back from YEA to MP see if there is someone to volunteer to sit on the committee for Mentor-Mentee Relations
 - c. Liaison Update from CEC- (Alekhya/Carrie Anne) (CEC-Tony Giometti-Staff)
 - i. No Update
 - d. Liaison Update from CTTC- (Bruno) (Rhiannon Masterson-Staff)
 - i. No Update
 - e. Liaison Update from GAC- (Madison) (GAC-Colin Laisure-Pool)
 - i. No Update
 - f. Liaison Update from H&A- (Drew) (H&A-Alyse Falconer)
 - i. No Update
 - g. **Action Item:** Look for a liaison for the Building BEQ to the committee
- XI. Subcommittee Updates – 9:00 AM EDT
 - a. Professional Development (Bruno Martinez)
 - i. Smart Star marketing material
 - 1. A presentation, flyer and Video script has been completed by the subcommittee for SA
 - ii. Upgrade the YEA application process
 - 1. Pilot Project:
 - a. Leadership U (Easy minimum Requirements)
 - b. Developing Leader Award (Point Tally application)
 - 2. Next Steps:
 - a. Create a work group to coordinate with the Society IT team
 - b. Revise the minimum requirements with the sub-committees
 - c. Deploy the pilot project
 - iii. TC involvement
 - 1. About a consistent 6% of YEA Members participate in TCs currently
 - 2. Create marketing targeting YEA Members to join a TC
 - 3. Advertise via Instagram, YEA Chapter Chairs, Chapter Meetings,
 - iv. Social Media
 - 1. Increase followers

- a. Started at 167 July 1st. 2021 and we are up almost to 500 followers
 - b. Assign a person from each subcommittee to send Drew content to post
 - c. There is a folder in Basecamp or send to Drew directly
 - d. Request RVC videos from all to be sent to Drew for posting
- v. Awards Update
 - 1. Developing Leader Award will be given in Tampa 2023
 - 2. HVAC Scholarships will be awarded in July 2022 for the July to December timeframe
 - 3. YEA Individual award will open in July 2022
- b. Personal Development (Jessica Renner)
 - i. Spring YLW 1.0 & 2.0
 - 1. Held Spring 2022 YLW 1.0 in Atlanta, GA on March 25-27, 2022
 - a. 20 attendees
 - 2. Held the 2022 YLW 2.0 in Lake Tahoe, NV on April 22-24, 2022
 - a. 13 attendees
 - 3. Upcoming- Fall 2022 YLW 1.0
 - a. Dates: November 4-6, 2022
 - b. Location: Vancouver, Canada
 - c. Registration will open in July 2022
 - 4. Succession Plan for Ralph and YLWs
 - a. Research who will replace Ralph as YLW facilitator in the future
 - b. Look for speakers or companies that could be considered to replace Ralph
 - c. Society exploring the options to expand YLW to include not just YEA members
 - ii. Webinars
 - 1. Plan to continue to host webinars about twice a year
 - 2. Targeting early September
 - iii. Conference Crash Course
 - 1. Added course to the Annual Conference for the first time
 - 2. Chris Krieps and Elizabeth Jedrlnic are the speakers
 - iv. Mentoring program discussion
 - 1. Looking for ways to improve the current mentor-mentee program
 - 2. Revamp the current program by starting a committee that will include volunteers for MP, SA, DRCs and other committees
 - 3. Create a motion to get multiple committees involved to create a society wide mentor-mentee program
 - 4. Create an ad hoc
 - 5. Slack Group/Program may be an option to bring to the Winter Conference in Atlanta 2023
 - 6. Will start to work on a motion to bring to the Winter Conference in Atlanta 2023
 - v. CRC presentation update
 - 1. Updated version of the presentation is now available on Basecamp
- c. Outreach (Mallory Schaus)
 - i. YLI October 2022 Updates & Outreach

1. YLI Malaysia 2022 is booked Oct 27-30,
 2. Registration will be \$400
 3. Tricia Evans will be facilitating
 4. Host Committee will be set up in the next week
- ii. Partner Organizations Updates
1. CIBSE/YEN
 - a. Munis Hameed is rolling off
 - b. Jake Lenahan will be taking his place as the new CIBSE Liaison
 - c. Explore financial responsibilities for the YEN Chair to able to attend YLI
 2. AIA/YAF
 - a. Meeting in July and the Summit in August and anyone can attend
 - b. Carrie Ann and Joyce have been in talks with AIA
 - c. Will look into inviting AIA/YAF members to YLW/YLI events
- iii. YEA Awards Self-Nomination Amendment
1. Focus in on the YEA Individual Award of excellence for each of the subcommittee awards
 2. Look at changing the wording

XII. BREAK – 10:00 AM EDT

XIII. Old Business (Shona) – 10:10 AM EDT

- a. Review of YEA-related meetings and events during the conference
 - i. Please note that room assignments may change, so please check the schedule (either in your printed program or the ASHRAE 365 app) to confirm a meeting's location.
 - ii. Overview of the YEA-related meetings during the conference:

Date	Time	Meeting	Location	Attendance
Friday, June 24, 2022	6:00pm-6:30pm EST	Leadership U Meet & Greet	Sheraton, Peel (M)	Encouraged
Sunday, June 26, 2022	4:00pm-6:00pm EST	YEA Hospitality Reception	Sheraton, City Hall (2)	Encouraged
Wednesday, June 29, 2022	9:30am-11:00am EST	Leadership U and LeaDRS Wrap Up Breakfast	Sheraton, Cedar (M)	Encouraged

- b. Overview of conference sessions that are either presented or sponsored by YEA:

Date	Time	Presentation	Location
Sunday, June 26, 2022	8:00am-9:00am EST	Seminar 1: ASHRAE Conference Crash Course	Sheraton Centre Toronto, Dominion South (2)
Sunday, June 26, 2022	2:00pm-2:30pm EST	TC 1.4 YEA/Education	Hilton, Richmond (3)
Tuesday, June 28, 2022	11:00am-12:30pm PST	Panel 1: Young Engineers in ASHRAE Mentorship Panel Discussion with College of Fellows (4 Sub-sessions)	Sheraton Centre Toronto, Provincial (2)

- c. Highlight YEA Conference events when registration opens for the Conference
 - i. Give YEA Members a list of things to do at the conference a few months prior to the Conference
 - d. MBOs – Review of FY2021-2022 - **ATTACHMENT C**
 - i. MBO# 1- YEA Growth increased by 9 %
 - ii. MBO 2- increased by 11.5%
 - iii. MBO4- Will be refocused. Should be a delete and redone.
 - iv. MBO9- look into establishing 1 relationship with an association per year
 - v. MBO12-Ongoing/expand description for the 22-23 year
 - e. **Executive Session- O’Dea**
 - i. Approval of YEA Developing Leader Award Nominees for Winter Conference 2023
 - 1. Approved all 9 nominees
 - 2. Moved by Shona, second by Madison (17-0-1)
 - ii. Approval of YEA Inspirational Leader Award Nominees for Winter Conference 2023
 - 1. Approved nominee
 - 2. Moved by Shona, second by Baki (18-0-0)
- XIV. New Business – 10:40 am- (Madison)**
- a. New YEA Executive Committee FY2022-2023
 - i. Madison Schultz- Chair
 - ii. Branislav Cvijetinovic (Baki)- Senior Vice Chair
 - iii. Bruno Martinez - Junior Vice Chair
 - b. Subcommittee Organization for FY2022-2023 - **ATTACHMENT D**
 - c. Diversity, Equity, and Inclusion (DEI) Updates- Schultz/Pierson
 - i. Will be a liaison position under the Professional Subcommittee
 - d. MBOs – Develop 2022-20223 – **ATTACHMENT E**
- XV. Next Meetings (Madison)– 11:20 pm EDT**
- a. New RVC Training – (Bruno)
 - i. Dates will be available soon
 - ii. Doodle poll will be sent to Committee/ NEW RVCs required
 - b. Plans for Winter Meeting - Atlanta February 2023
- XVI. Adjournment (Madison) – 12:48pm EDT**
- a. Moved to Adjourn by Madison, second by Baki

ATTACHMENT C

Item #	MBO	Assigned To	Date Due	Status	Comments
1	Increase YEA membership by 10% (10,089 to 11,098)	YEA Committee	6/30/2023	As of 1/1/2023: 9259	Continue to grow the YEA demographic and encourage involvement
2	Increase number of YEA members participating on TCs by 15% (578 to 665)	Professional Development Subcommittee	6/30/2023	As of 1/30/2023: 571	We have been working with TAC to increase awareness and participation to YEA members. Look at each Region's YEA participation on a quarterly basis.
3	Full Circle for entire YEA Committee	YEA Committee	7/1/2022 to 9/30/2022	As of 1/31/2023: 10 people	To encourage all YEA members to donate \$100, the committee wants to lead by example.
4	Chapter/Member Outreach	YEA Committee	6/30/2023	Ongoing	Continue/increase the communication between YEA RVC's and YCC's so that membership is informed of programs and events, at a quarterly cadence minimum. RVC's to confirm the cadence and format of communication with YCC's at the start of their term.
5	100% submission of CRC YEA workshop sign-in sheet	YEA Committee	Within one month of CRC	Received as of 1/30/23: Regions I, II, III, IV, VII, IX, X, XII, & XIV	In order to track YCC attendance at CRC YEA workshops, all YEA RVCs need to submit their workshop sign-in sheets. To encourage adequate training,

					we want at least 80% of YCCs (or co-chairs) to attend their CRCs and YEA Workshop.
6	Maintain an annual joint College of Fellows mentoring event	Personal Development Subcommittee	6/30/2023	Complete	Maintain an organized event that promotes networking and mentorship with the College of Fellows. Define success criteria with COF to strengthen this relationship.
7	Redevelop a plan for a Mentorship Program	Personal Development and Professional Development Subcommittee	5/15/2023	Ongoing	Begin developing architecture for Mentoring Program with associated committees (Board ExO, MP, SA, CIBSE, DRCs, Staff, etc.) - Winter Conference 2022. Create a Motion for the Annual Conference 2023.
8	Establish new YEA liaisons from allied industry associations	Outreach Development Subcommittee	6/30/2023	Ongoing	Collaborate with three (3) allied industries. Invite each to at least 1 YEA/ASHRAE event withing the 2021-2022 Society Year. Define how ASHRAE can participate at local and society events if applicable or appropriate based on the MOU, in order for fully integrate into their groups. Continue to Identify new liaisons for the YEA Committee

9	Migrate Social Media to Outreach	YEA Committee	6/30/2023	Complete	All subcommittees to have Social Media liaison to Outreach who are training in process of submitting content. Social Media Liaisons are responsible for providing one social media post per month. Maintain Content Calendar.
10	Increase Social Media Followers	Outreach Subcommittee	6/30/2023	Goal: 1000 Currently at: 657 as of 1/11/2023	Increase Instagram followers by 200% by implementing Social Media Plan. Post social media content on a weekly basis, per Social Media Plan. Track content topics and subcommittee content generation.
11	Maintain Alignment of YLW-YLI	Personal Development Subcommittee and Outreach Subcommittee	6/30/2023	Ongoing	Make sure there is cross attendance between events once per year. Explore YLW 2.0 rotating internationally.
12	YEA Presentation at Winter and Annual Meeting	Professional Development Subcommittee and Excom	6/30/2023	Complete	Grow YEA involvement in the technical program through YEA members as presenters
13	ASHRAE Conference Crash Course at Winter and Annual Meeting	Personal Development Subcommittee	1/30/2023	Complete	
14	Add Liaisons for DEI and BEQ	Professional Development	11/30/2023	Complete	Add two (2) new liaison positions

15	Set up automated emails to qualified award candidates	Professional Development and ExCom	6/30/2023	In-progress	Set up metrics. Pilot at least one award. Work with IT to set up automated emails.
16	Succession planning for YLW/YLI Facilitators	Personal Development	6/30/2023	Ongoing	Begin succession planning for YLW and YLI Facilitators in collaboration with other ASHRAE Committees. Coordinate with Outreach to understand their needs.
17	Create timeline/expectations between Committee and Staff to streamline YLW/YLI scheduling	ExCom and Personal/Outreach	6/30/2023	Ongoing	YEA Committee: Gather list of issues/lessons learned from Outreach and Personal. Excom: Coordinate with Staff.
18	Evaluate (and update) Award Criteria for all awards	Professional Development	6/30/2023	Ongoing	Help balance time/benefit ratio