

**Young Engineers in ASHRAE Committee  
Minutes 2021 Annual Virtual Conference  
(Phoenix) June 9, 2021 9 am -1 pm EST**

**Join Zoom Meeting**

<https://ashrae-org.zoom.us/j/92390816064?pwd=dFFLZXpObGpPQWtuUkUyMjhuRms4Zz09>

Meeting ID: 923 9081 6064

Passcode: 617100

One tap mobile

+13017158592,,92390816064#,,,,\*617100# US (Washington DC)

+13126266799,,92390816064#,,,,\*617100# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 923 9081 6064

Passcode: 617100

Find your local number: <https://ashrae-org.zoom.us/u/au77451ti>

Members Present	Members Absent	Guests	Staff
Rachel Romero, Chair	Mr Gabriel Nastase, PhD, Reg. XIV	Rick Hermans	Jeanette McCray
Shona O Dea, Sr. Vice Chair	Marisa Rae Kamstra, Incoming Reg. VIII	Luiz Piccoli	Daniel Gurley
Madison Schultz, Jr. Vice Chair/Reg. VIII	Isabel G Sarmento, Incoming Reg. XIV	Mick Schwedler	Joyce Abrams
Frank Paradiso, Reg. I		Larry Smith	
Elizabeth Jedrlinic, Incoming Reg. I		Marie VanderVliet	
Miss Alekhya Kaianathbhatta, Reg. II		Luke Duffy	
Carrie Anne Monplaisir, Reg. III		Donald Hay	
Kimberly Pierson, Reg. IV		Niss Feiner	
Paul Fernandez, Reg. V		Miguel Gonzalez	
Zachary Alderman, P.E., Incoming Reg. V		Vanessa Freidberg	
Mallory Schaus, Reg. VI		Erin Riley	
Robert C Hangen, Reg. VII		Jose Luis Alexandre	
Jessica J Renner, Reg. IX		Colin Laisure-Pool	
Miss Elise Kiland, Reg. X		Pricilla Almeida	
Branislav Cvijetinovic (Baki), Reg. XI		Vinod Venugopal	
Cailin MacPherson, Incoming Reg. XI			
Bruno Cerqueira Martinez, Reg. XII			
Kokzen Law, Reg. XIII			
Miss Eman Mamdouh Abu Taleb, RAL			
Drew Samuels, Member-at-Large			
Ashu Gupta, Member-at-Large			
Munis Hameed, CIBSE Consultant			
Jeff Clarke, BOD Ex-Officio			
Christopher Krieps, Incoming Member-at-Large			
Ronald Gagnon, Incoming BOD Ex-Officio			

## MINUTES

- I. Call to Order (Rachel Romero) – 9:04 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](#)
- II. ASHRAE Code of Ethics Commitment (Romero) – 9:05 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. Introductions (Rachel) – 9:06 AM EDT
  - a. 2020-2021 Roster
  - b. New RVCs
  - c. Visitors
  - d. Group Photo of YEA Committee- SMILE!
- IV. Icebreaker YEA Retrospective on Mural (O’Dea) – 9:15 AM EDT
  - a. <https://app.mural.co/invitation/mural/firstworkspace3639/1619473452342?sender=sodea0625&key=2014d91a-4e76-4b83-ae72-5ce3c234756c>
- V. Approval of Minutes from the 2021 Winter Virtual Meeting (Rachel)– 9:40 AM EDT-**ATTACHMENT A**
  - a. Moved by Baki, second by Madison. Passed unanimously (14-0-0)
- VI. YEA Individual Award of Excellent Awardees Rachel – 9:40 AM EDT
  - a. **Luiz Antonio Piccoli, Jr.**- South Brazil Chapter, Region XII -(Outreach)
  - b. **Marie VanderVliet**- Utah Chapter, Region IX- (Personal)
  - c. **Nissun Feiner**- Toronto Chapter, Region II- (Professional)
- VII. Coordinating Officer and Board Ex-Officio (Jeff Clarke) – 9:50 AM EDT
  - a. Ex-O presentation via PPT also on Basecamp
  - b. Restructuring- it is still being debated by the BOD
  - c. Decarbonization in buildings- This is currently being discussed by that committee
  - d. Revamped Commercialism policy- Is being currently reviewed
- VIII. Liaison Updates – Ad Hoc
  - a. List of liaisons is available on Basecamp
  - b. Liaison Update from SA – (Baki Cvijetinovic)
    - i. Nothing to report at this time
  - c. Liaison Update from MP – (John Molnar)
  - d. Liaison Update from CEC- (Carrie Anne Monplaisir)
    - i. Nothing to report at this time
  - e. Liaison Update from CTTC- (Bruno)
    - i. Developing Standard Operating procedure
    - ii. ASHRAE encouraging more use of BEQ
    - iii. Anyone interested can contact Bruno Martinez
  - f. Liaison Update from GAC- (Madison Schulz)



- ii. CIBSE partnership for YEA Leadership Digital 2021
    - 1. Scheduled for this October 2021
    - 2. To be facilitated by Tricia Evans
    - 3. CIBSE will be co-hosting this events
      - a. Will try to bring in at least 20 people
      - b. Agreement will be drafted
  - iii. ASHRAE India Programming Development
    - 1. Ashu has help collaborate webinars and certifications with the India chapters
    - 2. All webinars are on YouTube
  - iv. YEA Leadership International 2022 proposal - Kuala Lumpur
    - 1. Proposing to hold on May 13-15, 2022
    - 2. To prevent a gap in knowledge this event will help new RVCs hosting this event learn the ropes before all RVCs that previously attended this event roll off.
  - v. CIBSE Update
    - 1. Munis will be our CIBSE liaison for another year
    - 2. Upcoming technical symposiums in July 13-14, 2021
    - 3. CIBSE YEN event will not happen this year but will start again in 2022
  - vi. Proposed YEA liaisons from allied industry associations
    - 1. RAL (AAA, ISHRAE)-Ashu
    - 2. YPFA
    - 3. CIOB-Carrie Anne
    - 4. YAF-Kozen
  - vii. Update on alignment of YLW-YLI
    - 1. Madison attending the YLD 2020
    - 2. Continue to monitor the two programs to compare the similarities and what is different
- X.** Motions – 11:00 AM EDT
- a. No motions to review
- XI.** BREAK – 11:00 AM EDT
- XII.** Old Business (Rachel) – 11:10 AM EDT
- a. Review of YEA-related meetings and events during the conference

Date	Time	Meeting	Location	Attendance
Thursday, June 17, 2021	1:00pm-2:00pm EST	TC 1.4-YEA/Education (Subcommittee)	Zoom	Encouraged

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

Date	Time	Presentation	Location
Monday, June 28, 2021	5:00pm-5:30pm EST	YEA Roundtable: How COVID 19 Impacted Careers of New Graduates and Young Professionals	Virtual

- c. MBOs – Review of 2020-2021 Results to Date - **ATTACHMENT B**
  - i. Item #4 should be drafted by the end of the SY
- d. **Executive Session- Romero- In breakout room**
  - i. Approval of YEA Developing Leader Award Nominees for Las Vegas Winter Conference 2022
    - 1. All 9 nominees were approved.
    - 2. Moved by Madison, second by Bruno. (14-0-1) (CNV).

- ii. Approval of YEA Inspirational Leader Award Nominees for Las Vegas Winter Conference 2022
  - 1. Approved nominee
  - 2. Moved by Drew, second by Baki (14-0-1) (CNV)
- XIII. New Business – 11:40 am- (Shona)**
  - a. New YEA Executive Committee 2021-2022
    - i. Shona O Dea- Chair
    - ii. Madison Schultz- Senior Vice Chair
    - iii. Branislav Cvijetinovic (Baki)- Junior Vice Chair
  - b. Subcommittee Organization for FY2021-2022 - **ATTACHMENT C**
  - c. RACI Matrix
    - i. Available on Basecamp
    - ii. Shona is requesting volunteers to complete the RACI Matrix
      - 1. Bruno, Elise, Cailin, Carrie Anne volunteered to help with RACI Matrix
  - d. Diversity, Equity, and Inclusion (DEI) Updates- Schultz/Pierson
    - i. Update on activities (Madison)
      - 1. BOD has approved to have DEI be a standing Committee under Members Council
      - 2. More work needs to be done to within ASHRAE and membership to become more aware of what DEI is and how important it is.
      - 3. Currently no YEA members on DEI committee
      - 4. DEI wants to rebrand YEA and YEA would like to be included on the conversation
    - ii. Add Liaison to this committee and YEA DEI Group
      - 1. Propose Kim Pierson/ Madison Schultz to be included
      - 2. Elizabeth, Elise, Zack, Eman, Kozen are interested in becoming involved in the DEI committee
  - e. MBOs – Develop 2021-2022

**YEA MBOs 2021-2022**

Item #	MBO	Assigned To	Date Due	Status	Comments
1	Increase YEA membership by 10%	YEA Committee	6/30/2022		Continue to grow the YEA demographic and encourage involvement
2	Increase number of YEA members participating on TCs by 15%	Professional Development Subcommittee	6/30/2022		We have been working with TAC to increase awareness and participation to YEA members. Redesign TC YEA guide and include information for international members. Look at each Region's YEA participation.
3	Full Circle for entire YEA Committee	YEA Committee	7/1/2021 to 9/30/2022		To encourage all YEA members to donate, the committee wants to lead by example
4	Develop a plan to promote educational resources for international YEA members	Outreach Development Subcommittee	6/30/2022	Ongoing	Provide educational resources for international YEA members who might not be able to attend existing YEA programs. Translate cheat sheet into SI.
5	Chapter/Member Outreach	YEA Committee	6/30/2022	Ongoing	Continue/increase the communication between YEA RVC's and YCC's so that membership is informed of programs and events. Submit reporting form bi-annually.

6	100% submission of CRC YEA workshop sign-in sheet	YEA Committee	Within one month of CRC	Ongoing	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.
7	Maintain an annual joint College of Fellows mentoring event	Personal Development Subcommittee	6/30/2022	Ongoing	Maintain an organized event that promotes networking and mentorship with the College of Fellows
8	Establish new YEA liaisons from allied industry associations	Outreach Development Subcommittee	6/30/2022	Ongoing	Collaborate with (3) allied industries. Invite each to at least 1 YEA/ASHRAE event within the 2021-2022 Society Year. (Mirror in participation). Continue to Identify new liaisons for the YEA Committee
10	Publish Social Media Plan	Professional Development Subcommittee	1/14/2022		Document Release via Basecamp
11	Implement Social Media Plan	Professional Development Subcommittee	6/30/2022		Increase Instagram followers by 500% by implementing Social Media Plan. Post social media content on a weekly basis, per Social Media Plan. Track content topics and subcommittee
12	Maintain Alignment of YLW-YLI	Personal Development Subcommittee and Outreach Subcommittee	6/30/2022	Ongoing	Make sure there is cross attendance between events once per year.
13	YEA Presentation at Winter and Annual Meeting	Professional Development Subcommittee and ExCom	6/30/2022	Ongoing	Grow YEA involvement in the technical program through YEA members as presenters
14	ASHRAE Conference Crash Course at the Winter and Annual Meeting	Personal Development Subcommittee	01/29/2022-02/02/2022	Ongoing	
15	Form DEI Coordinating Ad Hoc	DEI Ad Hoc Committee	6/30/2022	Ongoing	Define expectation for YEA DEI committee leader is the official member of the YEA taskforce. Pursue opportunities with other bodies

- i. Item# 4-Plan to promote educational resources for international YEA members
  1. Add content on physical deliverable-1 pager.
  2. Come up with modern way of sharing deliverables
  3. Potential to align with Professional Development-link to videos
  4. Ensure inclusivity of videos
- ii. Item# 5- Confirm a cadence and format of communication with local YCCs at a minimum quarterly.
  1. Add metric for frequency
  2. Monthly one-on-ones encouraged
- iii. Item# 6- Add folder to Basecamp to make it easier for RVCs to submit sign-in sheets and draw people to Basecamp
- iv. Item# 7- Grow or strengthen and define success criteria
- v. Item# 8- Collaborate with (3) allied industries

1. By 2022-2023- Have a presence in other industry events to promote and capture lessons learned
  2. Define how ASHRAE can participate at local and society events is applicable or appropriate
  3. Define MOU
  4. Fully integrate and inform their groups
- vi. Item# 11- New MBO
1. Implement Social Media Plan
  2. Ron will connect with Baki to go over Society's social media dashboard
- vii. Item# 15- New MBO
1. Form DEI Coordinating Ad Hoc
  2. Make sure we have someone officially on the task force from YEA
  3. Define expectations for the YEA DEI committee/form official relationship with the DEI committee
- viii. Chapter/Member Outreach
1. Track PAOE points
    - a. YEA 23- For a YEA Chapter Chair issuing a set of MBOs to YEA Regional Vice Chair Points: 0 /50
    - b. Consider adding PAOE points for RVC monthly communication with YCCs
  - ix. Make DEI an MBO
- XIV.** Next Meetings (Shona)– 12:20 pm EDT
- a. New RVC Training –(Baki)
    - i. Waiting for Doodle poll results
    - ii. Schedule for July 6-9<sup>th</sup> potentially
  - b. Planned for Las Vegas for January 2022
    - i. Interim activities
      1. Meet quarterly
      2. Live Google document for the committee can add notes in prior to meetings
      3. Go back to doing the Pre-Conference Subcommittee call prior to the Annual/Winter meetings
      4. Look into a plan to have hybrid meetings for Las Vegas because some people cannot travel due to COVID-19
        - a. Carrie Anne will follow up with CEC to ask about hybrid Annual/Winter Meetings going forth and what equipment is needed
        - b. <https://workspace.google.com/products/meet-hardware/>
        - c. <https://owllabs.com/products/meeting-owl-pro>
        - d. [https://neat.no/?gclid=Cj0KCQjwzYGGBhCTARIsAHdMTQxqHfBHt2JAEJzB87VF8zzWVeFqJfHICPGa8erNyusxNoKiffiYmHgaAgYqEALw\\_wcB](https://neat.no/?gclid=Cj0KCQjwzYGGBhCTARIsAHdMTQxqHfBHt2JAEJzB87VF8zzWVeFqJfHICPGa8erNyusxNoKiffiYmHgaAgYqEALw_wcB)
    5. YEA ExCom to investigate Hybrid Meeting options at next ExCom meeting.
- XV.** Adjournment (Shona) – 1:00 pm EDT

## Attachment A

### Young Engineers in ASHRAE Committee Minutes 2021 Winter Virtual Conference January 15, 2021 9 am -1 pm EST

- XVI.** Call to Order (Romero)
- a. Review of Agenda
    - i. No additions
  - b. Assign note taker – Madison Schultz
  - c. 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](#)
- XVII.** ASHRAE Code of Ethics Commitment (Romero)
- 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> )
- XVIII.** Introductions (Romero)
- a. 2020-2021 Roster
    - i. Present: Shona, Madison, Frank, Alekhya, Carrie Anne, Kimberly, Paul, Mallory, Jessica, Elise, Baki, Bruno, Kozen, Eman, Andrew, Ashu, Jeff Clarke, Mick Schwedler, Jeanette
    - ii. Absent: Robert, Gabriel
  - b. Visitors
    - i. Joyce, Zach DeLuke, Jonathan Howard, Stephanie Gonzalez, Marisa Kamstra, Vanessa Freidberg, John Molnar, Daniel Gurley
- XIX.** Icebreaker (Romero)
- a. Breakout rooms: What is a highlight from the last 6 months?
  - b. Return for Group Photo
- XX.** Approval of Minutes from the 2020 Annual Virtual Meeting (Romero) – **ATTACHMENT A**
- a. Motion to Approve: Bruno, Second: Drew, pass unanimously
- XXI.** Coordinating Officer and Board Ex-Officio – (Jeff Clarke)
- a. Ex-O presentation via PPT also on Basecamp
  - b. Next conference is in the summer and trying to have in person in Phoenix, AZ
  - c. If rolling off YEA and want to be on another committee, reach out to Rachel, Jeff, or Mick
    - i. Appointments happen in March by Mick
- XXII.** Joyce and Mick addressed committee to express their thanks for YEA’s work and volunteerism
- XXIII.** Liaison Updates – Ad Hoc
- a. List of liaisons is available on Basecamp
  - b. Liaison Update from SA – (Baki)
    - i. Meeting on Jan 22
  - c. Liaison Update from MP – (John Molnar)
    - i. Recruitment Committee
      1. Working to be creative to maintain and attract members
      2. [ASHRAE MP Hardship Program](#)



- a. Let MP Chair or MP RVC know and they can get them the information
    - ii. Training Committee
      - 1. Redesign Training for virtual
    - iii. Promote membership by offering incentives
    - iv. Get MP to help push/promote social media posts
  - d. Liaison Update from CEC- (Carrie Anne)
    - i. Will meet January 22<sup>nd</sup>, 2021
    - ii. Baki has a session in early February on CEC
    - iii. STEM Sessions for kids at the Conferences to possibly target YEA Members to get more involved
      - 1. Previous surveys showed that the members would not use it but more research is on-going
    - iv. More family orientated events to possibly be tested out with chapters first then push to regions and conferences
  - e. Liaison Update from CTTC- (Bruno)
  - f. Liaison Update from GAC- (Madison) – **ATTACHMENT B1 & B2**
    - i. Attend Government Outreach Days (if possible)
    - ii. California Assembly Bill 841 re: ASHRAE guidelines developed by the Epidemic Task Force passed
    - iii. California Air Resources Board covers ASHRAE’s stance on HFC phaseouts is on the radar
  - g. Liaison Update from H&A- (Drew)
    - i. H & A will meet on Wednesday of next week
    - ii. H & A submitted a video to be posted as part of the video series
- XXIV.** CIBSE Report – (Munis Hameed)
  - a. April 2020 meeting was pushed to fall and was virtual.
  - b. Working with UAE ASHRAE chapter to engage YEA folks
  - c. Will likely get new liaison in April. Meeting with CIBSE YEN chairs in February. Munis will provide update after.
  - d. July 13 & 14, 2021 is next conference
- XXV.** Subcommittee Updates– 10:10 am (10 minutes each) – **ATTACHMENT C**
  - a. Professional Development – Baki Cvijetinovic
    - i. ASHRAE Videos
      - 1. 60- seconds videos about various ASHRAE and YEA topics
      - 2. Videos will be posted on all ASHRAE social media
      - 3. First few videos are ready to be posted
    - ii. TC – YEA outreach
      - 1. Started to reach out to all the TCs. A questionnaire was sent out and 28 responses received back.
      - 2. Will post on Instagram different TCs information to attract YEA Members
    - iii. Social Media
      - 1. Looking into adding more ASHRAE hashtags that can be used by YEA and all of ASHRAE
    - iv. HVAC Training Scholarship
      - 1. Discussed ideas for bringing in a YEA member for the virtual conference as an alternate solution to using the HVAC funds
    - v. Awards
      - 1. YEA Inspirational Leader Award- Deadline May 1
      - 2. Developing Leader Award- Deadline May 1
    - vi. Winter Conference YEA Meetup

1. Refrigeration Basics Roundtable Tuesday, Feb. 9<sup>th</sup> 4:30pm-5pm ET- Hosted by Baki
  2. YEA Q&A - Wednesday, Feb. 10<sup>th</sup> 4:30pm-5pm ET- Hosted by Baki
- b. Personal Development – Jessica Errett
- i. Webinars w/ Ralph Kison
    1. Committee has held four webinars already this year
      - a. Recordings are posted on the YEA Resources page
    2. Upcoming webinar: January 26<sup>th</sup>, Topic: *Elevator Pitch & Personal Branding*
    3. Goal is to have a webinar every six weeks
    4. Registration fee will go up from \$10 waiting to discuss further w/Ralph
    5. Webinar attendees have started a book club and a group on Slack
  - ii. Conference Crash Course
  - iii. Modified version of College of Fellows Mentorship event
  - iv. YEA Leadership Weekend 1.0 Digital tentatively planned for April 16-18, 2021
- c. Outreach – Mallory Schaus
- i. Digital YLI Recap
    1. YLI was converted into YEA Leadership Digital due to the pandemic
    2. It was three days three hours each day with about 60 attendees
    3. Tricia Evans was the presenter for the YLD event
    4. Received positive feedback from the attendees and promoting it on social media
    5. YLI/YLD Fall 2021 to be determined but probably digital one more time
  - ii. Alignment w/Personal Development
    1. Working with Personal Development on the content of the YLD and other virtual events
  - iii. Award Review Process
    1. Need to see more applicants for the YEA Award of Excellence
    2. Maybe investigate the process to make changes where needed to get a bigger pool of applicants
  - iv. Roadmap for YEA members
    1. Will start back with this in February

**XXVI. Motions**

- a. No motions to review

**XXVII. Old Business**

- a. Review of YEA-related meetings and events during the conference

<b>Date</b>	<b>Time</b>	<b>Meeting</b>	<b>Location</b>	<b>Attendance</b>
Monday, February 8, 2021	2:00pm-3:00pm	YEA Developing Leader Award Ceremony	Zoom	Encouraged
Tuesday, February 9, 2021	11:30am-12:00pm	ASHRAE Honors Recipients of Society's Personal Honors Awards (YEA Inspirational Leader Award)	Virtual	Encouraged
Tuesday, February 9, 2021	4:30pm-5:00pm	Refrigeration Basics Roundtable	Virtual	Encouraged

Wednesday, February 10, 2021	4:30pm- 5:00pm	YEA Q&A	Virtual	Encouraged
------------------------------------	-------------------	---------	---------	------------

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

Date	Time	Presentation	Location
Friday, January 15, 2021	1:00pm- 4:30pm	TC 1.4 YEA/Education, Control Components & Applications, Programs Subcommittee Meetings	Virtual
Tuesday, February 9, 2021	10:30am- 11:30am	Seminar 1: Presentation 1: Smart Labs Toolkit: A Guide to Enable Labs of the Future	Virtual
Tuesday, February 9, 2021	3:00pm- 4:20pm	Seminar 7: Building the Next Generation in Building Science: The Solar Decathlon Competition WITH LIVE Q&A	Virtual
Thursday, February 11, 2021	12:00pm- 1:20pm	Seminar 30: Controls Standards, Guidelines and Codes: What YEA Need to Know! WITH LIVE Q&A	Virtual
Thursday, February 11, 2021	1:30pm- 2:30pm	Workshop 2: Best Practices of the Mentor-Mentee Relationship	Virtual
On-demand		ASHRAE Crash Course	Virtual

**XXVIII. BREAK**

**XXIX. New Business – 11:15 am**

a. Jr. Vice Chair

- i. Voice vote on candidate
- ii. Baki was the only eligible candidate.
- iii. Motion to move Baki forward brought by Rachel
- iv. Carrie Anne moved Madison second (unanimous 15-0 CNV)
- v. Branislav Cvijetinovic (Baki) new Jr. Vice Chair

b. **21-22 YEA ExCom**

- i. Shona O Dea- Chair
- ii. Madison Schultz- Sr. Vice Chair
- iii. Branislav Cvijetinovic (Baki)-Jr. Vice Chair

c. MBOs – Review of 2020-2021 Results to Date - **ATTACHMENT D**

- i. Item# 1
  1. Membership overall low but continue to encourage membership
- ii. Item#2
  1. Professional Committee is working on increasing involvement and getting YEA members more involved.
  2. TC Guide online New TC Guide - <https://public.3.basecamp.com/p/UdWoCsDzMPsWA7FAibfvAZrU>
  3. Old TC Guide on Website - [https://www.ashrae.org/file%20library/communities/young%20engineers%20in%20ashrae%20\(yea\)/resources/yea-technical-committees-guide.pdf](https://www.ashrae.org/file%20library/communities/young%20engineers%20in%20ashrae%20(yea)/resources/yea-technical-committees-guide.pdf)
- iii. Item #4
  1. Outreach will have a report in June for this MBO
- iv. Item #5



**ATTACHMENT B**

**YEA MBOs 2020-2021**

<b>Item #</b>	<b>MBO</b>	<b>Status</b>	<b>Date Due</b>	<b>Assigned To</b>	<b>MBO Comments</b>
1	Increase YEA membership by 10% (11,442 to 12,586)	As of 05/31/2021- 10,468	6/30/2021	YEA Committee	Continue to grow the YEA demographic and encourage involvement
2	Increase number of YEA members participating on TCs by 15% (677 to 778)	As of 06/02/2021: 584	6/30/2021	Professional Development Subcommittee	We have been working with TAC to increase awareness and participation to YEA members. Redesign TC YEA guide and include information for international members. Look at each Region's YEA participation.
3	Full Circle for entire YEA Committee	Ongoing 13 out of 19 Committee members have met this goal	7/1/2020 to 9/30/2020	YEA Committee	To encourage all YEA members to donate, the committee wants to lead by example
4	Develop a plan to promote educational resources for international YEA members	Ongoing	2/1/2021	Outreach Development Subcommittee	Provide educational resources for international YEA members who might not be able to attend existing YEA programs. Translate cheat sheet into SI.
5	Chapter/Member Outreach	Ongoing	6/30/2021	YEA Committee	Continue/increase the communication between YEA RVC's and YCC's so that membership is informed of programs and events.
6	100% submission of CRC YEA workshop sign-in sheet	Ongoing As of 06/02/2021: 9 Missing: V, VI, VIII, XI, XIV, RAL	Within one month of CRC	YEA Committee	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.
7	Maintain an annual joint College of Fellows mentoring event	Completed at 2021 Winter Virtual Conference	6/30/2021	Personal Development Subcommittee	Maintain an organized event that promotes networking and mentorship with the College of Fellows

<b>Item #</b>	<b>MBO</b>	<b>Status</b>	<b>Date Due</b>	<b>Assigned To</b>	<b>MBO Comments</b>
8	Establish new YEA liaisons from allied industry associations	Ongoing	6/30/2021	Outreach Development Subcommittee	Collaborate with allied industries. Identify new liaisons for the YEA Committee and have at least one attend an ASHRAE Conference within the 2019-2020 Society Year, such as ISHRAE, REHVA, and AIA, where MOUs are signed.
9	Social media posts for every YEA Leadership event	Ongoing	6/30/2021	Personal Development Subcommittee and Outreach Subcommittee	One post prior and one post after event, at minimum. Intent to promote the event and encourage attendance, and also show the value of the program. On all available platforms
10	Social media on applications for YEA programs	Ongoing	6/30/2021	Professional Development Subcommittee	Posts on application deadlines at least 1-2 weeks in advance
11	Complete Alignment of YLW-YLI	Ongoing	6/30/2021	Personal Development Subcommittee and Outreach Subcommittee	Improve ability of participants to participate in a program and transfer to the other
12	YEA Presentation at Winter and Annual Meeting	Ongoing	6/30/2021	Professional Development Subcommittee	Grow YEA involvement in the technical program through YEA members as presenters

**Attachment C**

**Subcommittee Organization for FY2021-2022**

<b>Chair</b>	<b>Professional Development</b>	Term Years
	<b>Region XIII</b> Bruno Martinez	2019-2022
	<b>Region II</b> Alekhya Kaianathbhatta	2020-2023
	<b>Region VII</b> Robert Hangen	2020-2023
	<b>Region IV</b> Kim Pierson	2020-2023
	<b>Region XIV</b> Isabel Sarmento	2021-2024
	<b>At Large Member</b> Drew Samuels	2019-2022

<b>Chair</b>	<b>Personal Development</b>	Term Years
	<b>Region IX</b> Jessica Renner	2019-2022
	<b>Region X</b> Elise Kiland	2020-2023
	<b>Region I</b> Elizabeth Jedrlinic	2021-2024
	<b>Region XI</b> Cailin Noll	2021-2024
	<b>Region V</b> Zach Alderman	2021-2024
	<b>At Large Member</b> Drew Samuels	2019-2022
	<b>At Large Member</b> Chris Kriepps	2021-2024

<b>Chair</b>	<b>Outreach Development</b>	Term Years
	<b>Region VI</b> Mallory Schaus	2019-2022
	<b>Region XIII</b>	

<p style="text-align: center;">Kozen Law</p>	2019-2022
<p style="text-align: center;"><b>Region III</b></p> <p style="text-align: center;">Carrie Anne Monplaisir</p>	2020-2023
<p style="text-align: center;"><b>RAL</b></p> <p style="text-align: center;">Eman Mamdouh Abu-Taleb</p>	2020-2023
<p style="text-align: center;"><b>Region VIII</b></p> <p style="text-align: center;">Marisa Kamstra</p>	2021-2024
<p style="text-align: center;"><b>At Large Member</b></p> <p style="text-align: center;">Chris Krieps</p>	2021-2024
<p style="text-align: center;"><b>CIBSE Consultant</b></p> <p style="text-align: center;">Munis Hameed</p>	2021-2024