

Young Engineers in ASHRAE Committee Minutes
2020 Winter Conference, Orlando, FL
Saturday, 2/1/2020, 8:00 am – 3:00 pm

Minutes

- I. Group Photo– 8:05am- 8:14am
- II. Call to Order (Freidberg)-8:14am
- III. ASHRAE Code of Ethics Commitment (Freidberg) – 8:15 am
 - a. In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interests. (Code of Ethics: <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>.)
- IV. Introductions (Freidberg) – 8:17 am
 - a. Announce lunch plans (Romero/Kunkel)
- V. Approval of Minutes from the Kansas City meeting (Romero) – 9:13 am – **ATTACHMENT A**
 - a. Meeting minutes from Kansas City were approved unanimously
- VI. Board Ex-Officio- Jeff Clarke & BEQ Chair- John Constantinide Updates– 8:25 am
 - a. BEQ Update
 - i. Webinar is now available for BEQ
 - ii. Portal now available and in English, French, and Spanish
 - iii. Five-minute videos will be posted online in March 2020
 - iv. Digital Badging
- VII. Icebreaker (Romero) – 8:27 am
- VIII. Liaison Updates – Ad Hoc 8:42 am
 - a. SA, MP, PDC, CEC, RP, CTTC, GAC, H&A, DRCs
 - b. **MP**- Erik Sanchez presented on the sister chapters
 - i. How to set up sister chapters
 - ii. Resources to use like DRCs, filtered excel sheet
 - iii. Develop ways for members to be informed about their region and sister chapters available and the sister chapters stats
 - iv. MP would need to look into reports that would provide chapter and sister chapters information, maybe like a spreadsheet that would give an estimate of number of members and what that chapter struggle with and a great with.
 - v. Have a timeline set up that you are a sister chapter then select another
 - c. **GAC** update for YEA- wanted to know about expanding the day on the hill. Want to get more YEA involvement for government activities
 - d. **DRC** liaison with be the Jr. Vice Chair since they are working with DRCs
 - e. **SA**-(Megan Tosh) Student Retention: How can YEA help support Student Retention?
 - i. Help SA make students aware of programs offered via YEA
 - ii. Bring in DLs to YEA and SA activities to ignite interest in ASHRAE and related industries.
 - iii. Develop programs within ASHRAE that would help with students get their first jobs in the industry.
 - iv. ASHRAE could provide some type of certification to students for them to show potential employers that they have experience.
 - v. Get more input and involvement from S-B-As
 - vi. Get the SA chapter chair and/or the YCC to look into reaching out to students in the HVAC and similar disciplines and attract them to YEA.
 - vii. Promote various programs like “girls in engineering” in the E-week newsletter for PAOE points
 - f. **Action Items**

- i. (Bruno) Look into PAOE discussions in relation to job fairs for students and determine if the points would go to YEA, SA, or both.
 - ii. (Baki) Work with SA on the reports for S-B-As and their involvement in relation to YEA.
- IX.** CIBSE Report (Hameed) – 9:05 a
 - a. CIBSE YEN conference was in November and was successful.
 - b. YLI and CIBSE YEN was at the same time in Dubai
 - c. 25 ppl for a joint CIBSE YEN event in Dubai recently
 - d. CIBSE YEN Tech Symposium will be April 16-17, 2020 in Glasgow, Scotland. Shona will attend.
- X.** Subcommittee Reports– 9:15 am
 - a. As opposed to having each subcommittee present a full report at this time, we held a conference call on 1/10/2020 to review all subcommittee reports. – **ATTACHMENT C**
 - b. Any significant subcommittee updates since our call may be given at this time.
 - c. YLW 2.0- 14 ppl registered. Deadline March 9th.
 - d. YLW 1.0 is 10 ppl registered. Deadline April 12th
- XI.** Motions – 9:30 am
 - a. No new motions to review currently.
- XII.** Old Business – 10:30 am
 - 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 event app) to confirm a meeting’s location.
 - ii. Overview of the YEA-related meetings during the conference:

Date	Time	Meeting	Location	Attendance
Saturday, February 1	5:00pm – 6:30pm	Student/YEA mixer	Fountain Plaza on the Promenade, Lower Level, Hilton	Encouraged
Sunday, February 2	4:00pm – 6:00pm	YEA Hospitality Suite	Hilton Orlando, Grande Lawn	Encouraged

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

Date	Time	Presentation	Location
Sunday, February 2	9:45am – 10:45am	ASHRAE Conference Crash Course	Hilton Orlando, LL, Orange E
Sunday, February 2	1:30pm – 3:00pm	Seminar 22: Yay! For YEA! Refrigerants and Refrigeration Concepts for YEA Members, by YEA Members	Hilton Orlando, LL, Orange G
Monday, February 3	2:15pm – 4:15pm	Best Practices of the Mentor-Mentee Relationship	Hilton Orlando, LL, Orlando VI

- b. All RVCs should be added to the WhatsApp Group (Outreach Subcommittee)
 - c. Due more to promote YEA TC involvement
- XIII.** New Business – 11:00 am
 - a. At-Large Nominations (Romero)
 - i. Note: attach application and request nominations to be sent to Rachel attachment D
 - ii. We are accepting nominations for an At-Large member. Any YCC can be nominated by the RVCs.
 - iii. Email requested from RVCs to nominate at least 3 people from each region to YEA ExCom
 - 1. Email should include background information for the nominees
 - 2. Nominations will be due February 10th.

- iv. At-Large members help to ease the load of RVCs and do not have as many regional responsibilities.
- v. It is a yearly position but can last for up to 3 years.
- vi. Send Regions with Spring CRCs list of LeadRS and Leadership U
- b. MANUAL OF PROCEDURES (MOP) – (Freidberg)
 - i. Voting for Jr. Vice Chair larger pool
 - 1. Jr. Vice Chair serves 3-year terms
 - 2. Madison Schultz has been selected to be the Jr. Vice Chair effective July 1, 2020
 - ii. Assign Ad Hoc
 - 1. Jackson, Jessica, and Drew selected to review the MOP
 - 2. Reference the MP MOP for guidelines in updating the YEA
- c. MBOs – Review of 2019 – 2020 Results to Date - **ATTACHMENT B**
 - i. Look into changing the wording of item #4
- d. MBOs – Brainstorm: What’s the type and degree of the challenge, how can we impact it, how can we measure our impact... SMART goals
 - i. Professional – (Baki)
 - 1. Overview of existing scope of responsibilities
 - 2. Challenges discussion
 - a. YEA Inspirational Leader Award
 - i. Alyse, Stephanie, Rachel) replaces New Faces Award. It highlights your work within ASHRAE and outside. It is an H&A pass thru award.
 - ii. H&A wanted to ask that we have an award presented during the Plenary
 - iii. One winner
 - iv. Deadline is May 1, 2020. And it will be presented for the first time Winter Meeting 2021.
 - v. Work with H&A to get the award up and running
 - vi. Update website to include information about the new award and deadline.
 - b. Create table of all awards, recipients, and deadlines. Possibly collaborate with Outreach to make sure that
 - 3. PAOE points
 - a. How can we increase TC participation?
 - i. Lead by example. Join 1 TC get 1 pt.
 - b. YEA presenters get PAOE points for presenting at Winter and Annual conferences and CRCs
 - c. Getting more employer involvement
 - ii. New Items
 - 1. Roll off Members
 - 2. Jac will be helping with TC guide
 - 3. Bruno will be helping with PAOE
 - 4. Collaborate with Staff liaison on awards
 - 5. Updating the TC guide and send to marketing to update
 - iii. Personal – (Alexis)
 - 1. Overview of existing scope of responsibilities
 - 2. Challenges discussion
 - a. Mentorship (Brainstorming)
 - i. Want to get more involvement and making connections

- ii. College of Fellows Liaison should be required to attend YEA Meeting to get the feedback and hear the challenges
 - iii. When you pick your name badge get your mentor ribbon and stickers. See below the colors and meetings.
 - 1. Green means you want a Mentor
 - 2. Orange you want to be a Mentee
 - 3. Blue looking for a mentor to help with gender and inequality
 - 4. Silver looking for a mentor to help with technical issues
 - iv. DL could get involved in becoming Mentors. Ralph is involved with Mentor-Mentee by traveling to Chapters.
 - v. Peer mentoring amongst YEA Committee and do a trial run of the star activity at the next Meeting.
 - vi. Worksheet that shares everyone's goals/specialties
 - vii. Track participants from the Mentor-mentee workshops to give feedback and testimonies.
 - viii. Promote via the YEA Newsletter
 - ix. Make sure Bios are updated so that it can be accessible to potential mentors and mentees. ACTION ITEM: Add in a section on CRC presentation about Bio updates.
 - x. Jr. Vice Chair will be responsible for contacting and training the RVC to reach out.
 - 1. Look into assigning a tenured YEA Committee member to be a mentor for new RVCs
- iv. Outreach – (Alek)
- 1. Overview of existing scope of responsibilities
 - 2. Challenges discussion
 - a. Add more people to the Outreach Committee to handle new/added tasks
 - b. Chapter member resource- How to provide information to the Chapters on things that are going on with YEA
 - c. Educational resources available to YCCs
 - i. How do we get the information to help YCC with the members
 - ii. REVA is developing resources for young people and could be a possible connection for more resources
 - iii. AIA also a possible resource for YEA Members
 - iv. Emerging environment can also be a resource
 - v. ASP may be another organization
 - vi. Educational resources for International members- it is currently a MBO and how can we better improve getting resources to them
 - 1. Where are the gaps with getting resources to international members?
 - a. Accessibility to resources currently available
 - ex. Certifications
 - d. Outreach Committee has addressed MBO Item 4 and going forth comments will be amended/updated.
 - 3. New Items

- a. Next YLI 2020 will be in Malaysia. Date to be determined depending on facilitator availability. Jeanette will reach out to Trisha for availability.
 - b. Target is 30 to 35 people
 - c. Digital presence
 - d. Set a goal for March to start marketing YLI 2020
 - v. Grassroots – (Freidberg)
 - 1. Chapter Growth & Sustainability/Strength
 - 2. Attract, Engage, Retain
 - 3. Brainstorming
 - a. YEA members interested in improving soft skills so chapters offer seminar or classes
 - b. More social events outside of regular chapter meetings
 - c. create opportunities to network in social settings amongst chapter members after the meeting
 - d. HVAC Fundamental Workshop in conjunction with SA and YEA has been successful for the Phoenix chapter.
 - e. Staff that plans HVAC let YEA members know when the HVAC Trainings are happening
 - f. Encourage YCC and RVCs to join you at ASHRAE meetings and ASHRAE events.
 - g. YEA and WIA hold joint events in Region IV have been successful
 - h. Regions and Chapters sponsor sending YEA members attending YEA Leadership Weekend and Leadership Academy, YLI
 - i. Can we expand YLI to Canada, Australia, Africa or South America?
 - ii. Look into changing the YLW rotation to include South America
 - iii. If new rotation is done, who will teach it? Ralph? Trisha?
 - i. Update the CRC PowerPoint
 - j. Create a roadmap for YEA events to inform YEA members on becoming more involved and holding leadership positions within YEA (Maybe a 2 minute-How to get started video)
 - k. Encourage that every YCC has a co-chair
 - l. Challenge is seeing YEA members going to social events and not getting more involved in YEA leadership and how to we get them involved
- e. PAOE (Romero)
 - i. Any recommended changes to PAOE line items, minimums and/or PAR points? We need to submit any recommendations along with our Members Council report. Any recommended changes will not be discussed during the Members Council meeting but will be drafted in the PAOE for President Elect Charles Gulledge to review.
 - ii. Major Changes
 - 1. YEA is now its own category since going grassroots
 - 2. Added 100 additional points if the YCC is on a TC
 - 3. New category of #5
 - 4. Local chapter is coming back to history
 - iii. Recommendations for New PAOE
 - 1. YCC presenting to a YEA about YEA programs at chapter events or society events that will be incentivized
 - 2. Work placement

3. Host job fair
4. Present strategic plan
5. Condensed version of the CRC PowerPoint
6. HVAC Design involvement/attendance
 - a. Encourage the YCC to look over the PAOE and then report to RVC and that information is relayed to Staff liaison
7. RVC can nominate for Awards

Planning Committee (Romero)

1. They must have 1 new YEA member on their committee. If anyone is interested, contact Rachel. It is a 3-year commitment. It is President Elect appointed.
 2. They plan for winter and annual conference
 - f. Executive Session** – Approval of YEA Award of Individual Excellence Nominees
 - i. YEA Individual Award of Excellence approved unanimously
 1. Sarah Toy- Personal
 2. Badri Patel-Professional
 3. Abhishek Khurana-Personal
 - ii. Vote 20-0-0
- XIV.** Break for lunch – 12:00 pm – 12:30 pm
- a.** Working lunch – Romero/Kunkel group order.
- XV.** Sub-committee Planning – 2:00 pm
- a. Each subcommittee will have time to get together and develop their programs and assignments.
 - b. Jr vice chair will take on lunch going forth
 - c. PAOE best practice- prep for the meeting and have a contact person to meet with Rachel
 - d. Will have continued prep meetings but may have to shorten brainstorming time.
- XVI.** Adjournment (Freidberg) – 2:37 pm

ATTACHMENT A

Young Engineers in ASHRAE Committee Agenda 2019 Annual Conference, Kansas City, MO Saturday, 6/22/2019, 8:00 am – 3:00 pm

MINUTES

- I. Call to Order (Kunkel) – 8:02 am
- II. ASHRAE Code of Ethics Commitment (Kunkel) – 8:02 am
 - a. In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interests. (Code of Ethics: <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>.)
- III. Introductions (Kunkel) – 8:03 am
- IV. Approval of Minutes from the Atlanta meeting (Kunkel) – 8:16 am – **ATTACHMENT A**
 - a. Moved by Romero, second by Freidberg. Passed unanimously (14-0-0).
- V. Coordinating Officer and Board Ex-Officio – 8:17 am
 - a. ExO presentation – **ATTACHMENT B**
- VI. Chair's Report (Kunkel) – 8:40 am
 - a. Update of 2018-2019 MBOs – **ATTACHMENT C**
- VII. CIBSE Report (Targonska) – 8:47 am
 - a. April meeting in Sheffield, Vanessa attended; Munis was selected as the incoming liaison, who has been a YEA global chair in the past; open invitation for YEA representative to attend the CIBSE technical symposium in April; assign to Senior VC, and if there is a schedule conflict then assign to another ExCom member
 - b. CIBSE YEN conference at same time as YLI
 - c. Checking to see if Rianna can attend YLI
 - d. CIBSE ASHRAE Technical Symposium in April 16-17 2020; joint with ASHRAE every other year
 - i. Include promotion in YEA Connection and social media
- VIII. Subcommittee Reports– 8:54 am
 - a. As opposed to having each subcommittee present a full report at this time, we held a conference call on 5/21/19 to review all subcommittee reports. – **ATTACHMENT D**
 - b. Any significant subcommittee updates since our call may be given at this time.
 - i. Personal Development:
 1. YLW registration is open for Nashville; share with YCCs and promote wherever possible.
 2. Doing a collaboration with SA. Since our seminar “ASHRAE Conference Crash Course” is after the Student program at the Winter Conferences, we may be missing out on having Students attend the course. We are looking to participate in the SA pre-conference webinar to provide them with that same information. We'd also have a few minutes to speak at the SA program on Saturday afternoon.
 - ii. Outreach Development:
 1. Registration is open for YLI in Dubai. We have four people registered and we're aiming for 30. Please help with promotion where possible.
 - c. Subcommittee assignments for 2019-2020 – **ATTACHMENT E**
- IX. Motions – 9:00 am
 - a. SmartStart Weekend (SSW) motion – **ATTACHMENT F**
 - i. For the past few years, we have been discussing this motion with Enrica and Matt (the motion originators) and SA and MP to figure out a path for this SSW idea. The Central New York Chapter held a previous successful weekend. A Members Council Ad Hoc

formed during the 2018 Annual Conference in Houston comprised of SA, MP, and YEA. YEA took the responsibility of creating this motion based upon the successful Regional LeaDRS program that YEA developed in 2013. The intent is to send it to the Regions for them to determine if they'd like to host a SSW. It is not a Society level program.

- ii. The intent today is to review the motion, ask any questions and vote on the motion to send to Members Council. Members Council would then vote to send it to the Regions, and the Regions would vote on it at CRCs to decide if they want to host the event and spend the money and time to do so. Could be implemented for the 20-21 SY.
 - iii. The previous event was held in Region I. It was a 2-day event that included some technical info as well. Feedback from Students was positive; they were appreciative and said the event helped them to determine what path to take after graduation.
 - iv. Regions XI and XIII have held student programs at their CRC, which is similar to the SSW event.
 - v. If approved by Members Council, YEA will include information in their YEA workshop webinar.
 - vi. Moved by Romero, second by Liu. 13-0-0.
- b. Our previous motion to update the ASHRAE Rules of the Board as shown below has been approved by SRC and has been implemented. This change no longer prohibits the YEA chair and vice chairs from being over 35.
- ASHRAE Rules of the Board
YEA Committee
2.430.002.2 Qualifications
B. Regional Vice Chairs and Members-at-Large ~~Voting members~~ of this committee shall be 35 years of age or younger at the onset of their term.

X. Old Business – 9:17 am

- a. ASHRAE YEA Cheat Sheet:
 - i. YEA is working with the ASHRAE Publication Committee and has received positive feedback thus far. Steph and Alyse will attend their meeting on Sunday at 10am.
 - ii. The intent is to provide this to YEA members when they join, as well as sending it to current YEA members.
 - iii. Current format is in IP, will look at translating into SI next.
- b. College of Fellows Mentoring Platform
 - i. Received great feedback from Ralph's program at the Atlanta Conference.
 - ii. Questions to consider:
 - 1. Do we want to continue this program at future Winter programs?
 - 2. Would we keep the format the same?
 - 3. Do we keep it within the conference program? Is there a different option? Be sure to check with CEC.
 - 4. Where would funding come from?
 - 5. If we continue, who would take the lead?
 - a. Personal Development, with assistance from Jake Kopocis
 - i. Action items: look into cost; Ralph: airfare and hotel
 - ii. Check with College of Fellows about funds
- c. 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 event app) to confirm a meeting's location.
 - ii. Overview of the YEA-related meetings during the conference:

Date	Time	Meeting	Location	Attendance
Sunday, June 23	4:00pm – 6:00pm	YEA Hospitality Suite	Marriott East, Barney Allis Historical Lobby, Lower Lobby	Encouraged

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

Date	Time	Presentation	Location
Sunday, June 23	2:00-3:00pm	TC 1.4 (Control Theory and Application): YEA/Education	Marriott East, Taft
Wednesday, June 26	9:45-10:45am	Seminar 66: YEA Controls FUNdamentals: What to Know about Careers in Controls and Basics of BAS	KCDC, 1 st Floor, 2104A

- XI.** New Business – 9:50 am
- a. Review of PAOE for 2019-2020 and any changes with YEA’s own category (Freidberg)
 - i. All YEA line items were pulled out and put into a new YEA category, which will be easier to track. Let us know if you have any feedback based on the new category; check with your YCCs. Rachel will be PAOE liaison for next year. We will go over entering PAOE points during the YEA workshop webinar next month.
 - b. **Executive Session** – Approval of Developing Leader Award Nominees
 - i. King moved to approve, Liu second. . 13-0-0.
 - c. Break – 10:00am
 - d. Strategic plan: the new plan for 2019-2024 rolls out July 1, 2019. The mission and vision of ASHRAE have been updated, and will help lead our new MBOs. – **ATTACHMENT G**
 - e. Creation of 2019-2020 YEA MBOs – **ATTACHMENT H**
- XII.** Liaison Update from SA – 10:26 am
- a. Ben Oliver
 - b. Collaboration on pre-conference Student webinar involvement
- XIII.** Liaison Update from MP – 10:35 am
- a. Carrie Kelty
 - b. Currently 57,000 members. Hoping to push for a goal of 5% increase by the end of 2020 to get closer to 58,000.
 - c. No action items for YEA
 - d. YEA asked about Sister Chapter guidelines and whether MP can set up those guidelines. YEA would like to help push it forward, they just need guidelines on how to move forward.
 - i. MP sent out survey previously. Chapters are interested, but there was wide variety of feedback on what the relationship should entail.
 - ii. Is there any preference from YEA? Recommend that the two chapters be similar in certain aspects, such as size and strength. And try for chapters not nearby geographically.
- XIV.** Regional Updates – 11:40am
- a. One headline and one heartache from each RVC
- XV.** Break for lunch – 12:16 am
- a. Working lunch – please get food to bring back to the meeting room.
- XVI.** Brainstorming and Planning – 1:15 pm
- a. Each subcommittee will have time to get together and develop their programs and assignments.
 - b. Each subcommittee will then return to bring up any items where they need to have the whole YEA Committee involved in discussion.
- XVII.** Liaison Update from GAC – 1:22 pm
- a. Madison Schultz
 - b. Encourage YCCs to attend outreach days
 - c. Add PAOE points for YEA participation in outreach days
 - d. Make sure YCCs are aware of workforce development initiatives in their state
- XVIII.** New YEA Executive Committee 2019-2020
- a. Vanessa Freidberg – Chair
 - b. Rachel Romero – Senior Vice Chair

- XIX.** c. Shona O Dea – Junior Vice Chair
Adjournment (Kunkel) – 2:42 pm

ATTACHMENT B

YEA MBOs 2019-2020

Item #	MBO	Status	Date Due	Assigned To	MBO Comments
1	Increase YEA membership by 15% (10,787 to 12,405)	As of 1/9/2020 11,441	6/30/2020	YEA Committee	Continue to grow the YEA demographic and encourage involvement
2	Increase number of YEA members participating on TCs by 15% (589 to 677)	As of 1/15/2020: 632	6/30/2020	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	All RVCs have given at least \$100 as of 1/22/2020	11/15/2019	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	6/30/2020	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	6/30/2020	YEA Committee	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	One submission	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	Ongoing	6/30/2020	Personal Development Subcommittee	Maintain an organized event that promotes networking and mentorship with the College of Fellows

8	Establish new YEA liaisons from allied industry associations	Ongoing	6/30/2020	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.
9	Social media posts for every YEA Leadership Weekend event	Ongoing	6/30/2020	Personal Development 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.

ATTACHMENT C

YEA Committee Conference Call Agenda
Friday, January 10, 2020 at 1:00pm – 2:30pm Eastern

Minutes

- I. Introduction by Vanessa Freidberg

- II. ASHRAE Code of Ethics Commitment (Freidberg)
In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interests. (Code of Ethics: <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>.)

- III. Subcommittee Reports
 - a. Personal Development (Alexis)
 - i. YEA Leadership Weekend (YLW)
 1. Last YLW was in Nashville in Sept. 2019
 2. Next event will be in Minneapolis, MN May 15-17, 2020. Registration is not open yet
 - ii. 2020 YEA Leadership Weekend (YLW) 2.0
 1. Registration is currently open.
 2. Event will be held in Palm Springs, CA May 1-3, 2020
 3. Spots still available
 4. Another email will be sent out to get more people registered for this event within the next week.
 5. Currently 9 people registered
 6. Alexis will send out email to other RVC to get help with filling spots.
 - iii. First Time at an ASHRAE Seminar
 1. Scheduled for Sunday, February 2nd from 9:45-10:45am at the Winter Conference in Orlando (Rachel, Jessica, & Madison presenting)
 - iv. Mentoring Workshop
 1. Scheduled for Monday, February 3rd from 2:15-4:15pm at the Winter Conference in Orlando (Vanessa & Ralph presenting)
 2. Notifications will be sent via social media soon.
 3. Will need help from all of YEA Committee to get the word out and a Flyer will be coming out shortly as well.
 - v. CRC PowerPoint
 1. Will be revised within the next few months
 - vi. Chapter/Member Outreach
 1. Build a better social media presence
 - vii. Other
 1. 4th person submitted their name for the Award of Excellence
 - b. Outreach Development (Alek)
 - i. YEA Leadership International
 1. 2019 YLI in Dubai with more than 30 people in attendance.
 2. 2020 YLI will be in Region XIII (Taiwan possibly). Kozen is gathering information and will discuss on next Outreach Call Monday, Jan. 13th.
 - ii. Other
 1. In Orlando the updating the CRC PP will be updated.
 2. Digital Presence will be discussed in depth on Monday, January 13th conference call (Mallory is in charge of Chapter and Munis is in charge of Digital Presence.)

c. Professional Development (Baki)

i. Awards

1. Developing Leader Award
 - a. Deadline May 1
 - b. No additional action currently
 - c. Developing Leader Recipients for Orlando are:
2. Inspirational Leader Award
 - a. Just approved in November at Member Council
 - b. Replaces the New Faces award
 - c. Applications due May 1
 - d. Check with H&A and Member Council to see what the award includes now (Alyse will follow up with H&A)
3. YEA Award of Individual Excellence
 - a. Update website with new deadline

ii. Leadership U

1. The participants in Orlando are:
 - a. Badri Patel (VP: Bill McQuade)
 - b. Kelly Costello Gunn (VP: Bill Dean)
 - c. Shaun Nienhueser (VP: Dennis Knight)
 - d. Chris Krieps (VP: Farooq Mehboob)
2. The meet-and-greet is scheduled for Friday, January 31, 2020 from 6-6:30pm in Clermont (L) in the Hilton Orlando. All participants and VPs will attend.
3. Wrap-up breakfast on Wednesday morning at 9:30am (*tentatively at The Bistro in the Hilton Orlando*). Jeanette to attend. Committee member to attend? Drew maybe able to attend.

iii. LeaDRS

1. As of 1/10/2020, there have been 12 LeaDRS participants registered for Orlando:

Region	DRC	LeaDRS
I	Christopher Phelan	
II	Jeff Clark	Elizabeth Primeau (Ottawa Valley Chapter)
III	Dunstan Macauley	Simona Tsvetkova (Baltimore Chapter)
IV	Steven Marek	Don Gariepy (Southern Piedmont Chapter)
V	Doug Zentz	Annie Vanderstelt (Western Michigan Chapter)
VI	Richard Hermans	Danielle Passaglia (Illinois Chapter)
VII	Michael Cooper	James R. Tobermann, III (Mississippi Chapter)
VIII	Jon Symko	Nick W. Janssen (Houston Chapter)
IX	Trent Hunt	Sarah Toy (Nebraska Chapter)
X	Marites Calad	
XI	Russell Lavitt	Nicole Dunbar (Oregon Chapter)
XII	Robin Bryant	Jesus J. Lopez (Puerto Rico Chapter)
XIII	Apichit Lumlertpongpana	
XIV	Costas Balaras	Mahroo Eftekhari (UK Midlands Chapter)
RAL	Ahmad Alaa Eldin Mohamad	Sherif Mohamed Omran (Pyramids chapter)

- iv. HVAC Design Training Scholarship
 - 1. Scoring documents are due Monday, January 13th
- v. Development Items:
 - 1. Technical Committee Participation
 - a. TC Guide
 - i. Guide will be updated at the Winter Conference in Orlando
 - b. Regular Communication with TCs
 - 2. PAOE Points
 - a. Review and update-Jac and Bruno are working on this update which should be ready by next week.
 - b. Each subcommittee should review the PAOE Points to be able to provide feedback and comments to Rachel for Orlando. Please try to have all feedback and comments to Rachel by next week if possible.
 - 3. Employer Support
 - a. Guide for general and conference participation
 - i. Working on ways to sell the idea to employers to support employees joining ASHRAE.
 - ii. Work on a flyer for YEA participation in ASHRAE directly. Once draft is completed submit to Marketing.
 - b. Brainstorming in progress
- vi. Technical Committees
- vii. Conference Networking Events:
 - 1. YEA Hospitality Suite: scheduled for Sunday, February 2 from 4-6pm. Location: Hilton Orlando, LL, Grand Lawn. YEA Committee members should attend if available. There will be snacks and a cash bar.
 - 2. Student/YEA Mixer: scheduled for Saturday, February 1 from 5-6:30pm. Location: Hilton Orlando, LL, Fountain Plaza. YEA Committee members should attend if available.
- viii. Student Retention
 - 1. As of 01/10/2020, our student transfer rate is down about 22% compared to this time last year.
 - a. Trying to focus on employer support to increase student transfers
 - b. Regions are responsible for deciding if they want to cover an event to promote student transfer.
- ix. Liaison Coordination
 - 1. SA – Baki
 - 2. MP – Alyse
 - 3. PDC – Lindsey (formerly) **Currently open**
 - 4. CEC – Umer
 - 5. RP – Jac
 - 6. CTTC – Matt
 - 7. GAC – Madison
 - a. YEA would like to have recertification projects discussed due to some governments not supporting the employees obtaining certification in Orlando. (Bruno and Madison will discuss further in Orlando)
 - 8. H&A – Alyse
 - 9. DRCs – **open**
 - 10. TCs - **Open**
- x. TC Coordination
 - 1. TC breakfasts

- a. CEC liaisons would coordinate with the TCs to take feedback
 - b. There are usually 9 breakfasts that are held on Sunday.
- xi. Other
 - 1. Action Item for Professional Subcommittee: Work on an upcoming events table on the YEA Home page to list all deadlines and upcoming events.

IV. Next Meeting

- d. Our YEA Committee meeting is scheduled for Saturday, February 1 from 8am – 3pm during the ASHRAE 2020 Winter Conference in Orlando. Location: Hilton Orlando, L, Lake Nona B. Attendance is required.
 - i. No Projector in the room so please be sure to bring a printed copy or your laptop.

