

Young Engineers in ASHRAE Committee Agenda
2019 Winter Conference, Atlanta, GA
Saturday, 1/12/2019, 8:00 am – 3:00 pm

MINUTES

- I. Call to Order (Kunkel) – 8:07 am
- II. ASHRAE Code of Ethics Commitment (Kunkel) – 8:07 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) – 8:08 am
- IV. Board Ex-Officio Presentation – 8:20 am
- V. Approval of Minutes from the Houston meeting (Kunkel) – 8:37 am – **ATTACHMENT A**
 - a. Moved by Romero, seconded by King. Approved unanimously.
- VI. Chair’s Report (Kunkel) – 8:38 am
 - a. Update of 2018-2019 MBOs – **ATTACHMENT B**
 - i. MBO #3: We will try to create a one-page TC flyer to have for distribution at the YEA Hospitality Suite. If not, we will definitely have one ready for the 2019 Annual Conference. Encourage everyone on the YEA committee to be on at least one TC.
 - ii. MBO #6: Region IX created a Basecamp for their YCCs. Contact Joslyn Ratcliff (jratcliff@ashrae.org) if you’d like to create a Basecamp for your Region.
 - iii. MBO #7: It is a slow going process, but it is being worked on. PDC has a general idea of what they want to be done (for new members coming into the industry, not just YEA members) and they are determining next steps.
 - iv. MBO #8: All YEA RVCs please sent your YEA workshop attendance sheet to Rhiannon Masterson (rmasterson@ashrae.org).
 - v. MBO #9: There is a Presidential Ad Hoc with representatives from YEA, SA, and MP looking into this item. We are waiting on reports back from the SA RVCs to see what goes on at CRCs for students. We will help create a document for those who would implement the program. We’re hoping to have working documents by March 2019.
 - vi. MBO #10: Workshop is scheduled for Monday and will be facilitated by Ralph Kison.
- VII. Liaison Updates – 9:02 am
 - a. Student Activities (SA):
 - i. SmartStart weekend: SA has asked all of their RVCs what they currently offer at their CRCs and if they do anything for SmartStart.
 - b. Membership Promotion (MP):
 - i. Overview: brainstorming marketing ideas; recommending PAOE points for articles included in Keynotes e-newsletter; want to increase member benefits
 - ii. Sister Chapters: MP sent out an email a couple of years ago and did not get a lot of interest from chapters.
- VIII. CIBSE Report – 9:10 am
 - a. Emilia will attend the 2019 Annual Conference and provide an update.

- b. We have been trying to get CIBSE members to attend YLI. At this past event we had a couple of CIBSE/YEN members join ASHRAE so they could attend the event.
- c. Discussion regarding sister chapters. Golden Gate has paired up with the UK London & SE Chapter. This could help the Outreach Subcommittee with outreach to international YEA members. Alyse will bring this up with MP as their liaison.
 - i. Look at adding an MBO item regarding sister chapters.

IX. Subcommittee Reports– 9:16 am

- a. As opposed to having each subcommittee present a full report at this time, we held a conference call on 12/19/18 to review all subcommittee reports. – **ATTACHMENT C**
- b. Any significant subcommittee updates since our call may be given at this time, including:
 - i. What specific updates need to be made to the current 4-page TC brochure (separate from the 1-page flyer)? We need to make any content updates, and then we can send to Marketing to create. The Professional Development Subcommittee will review the content and make any recommended changes.
 - 1. Consider adding a TC section to the First Time at an ASHRAE Meeting seminar. Assigned to both Personal and Professional Development Subcommittees for review. Work to have the TC section added at the next seminar at the 2020 Winter Conference. Will need to ask CEC for more time for the seminar. Will also need to be sure to have someone assigned as TC liaison.
 - 2. Also consider adding this TC information into the YEA CRC presentation.
 - ii. Recommendations on YEA Award of Individual Excellence Professional Development?
 - 1. More effective marketing
 - 2. Research YEA members who are on a TC and who have attended an ALI course.
 - 3. TC liaison should contact Steve Duda, who has an awards spreadsheet.

X. Building EQ Update – 9:25 am

- a. bEQ is a web portal for building energy performance
- b. Overview of bEQ features and benefits
- c. YEA RVCs – be sure to share this information with your YCCs

XI. Break – 9:45-10:00am

XII. Motions – 10:01 am

- a. Update to ASHRAE Rules of the Board
 - i. At our previous meeting in Houston, we discussed whether or not the YEA chair and vice chairs needed to be 35 or younger at the start of their term. As the ROB is currently written, it prohibits the YEA chair and vice chairs from being over 35. After discussion, the majority agreed (14-1-1 CNV) to update the ROB so that it does not exclude someone over 35 from holding the chair or vice chair positions as long as they meet the other requirements. However, we ended up voting on incorrect wording and were unable to present our motion in Houston.
 - ii. Below is the updated motion. For reference, voting members of the YEA Committee include the chair, two vice chairs, RVCs, and two at-large members.
 - 1. 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.

Romero moves to approve advised language. Gagnon second. 13-0-1 CNV

- b. Referred motion from Members Council:
 - i. Region XIV (Hellenic Chapter) Motion 40 (11/8/2018): That ASHRAE provide centralized training on the grassroots committees during Region IV & Region XIV Mega CRC 2019. – **ATTACHMENT D**
 - ii. Came from Members Council in November.
 - iii. We would have the RVCs from Regions IV and XIV present the centralized training since they would be in attendance. We could expand the existing YEA workshop presentation.
 - iv. Would this CT would just be offered for Region IV and XIV YCCs?
 - v. Why this mega CRC and not the others?
 - vi. What are the estimated fiscal impacts for YEA?
 - vii. Would SA and MP add this as an extra CT or change one of their CTs to this event?
 - viii. Proposed revision by Cvijetinovic: “That ASHRAE provide centralized training for the grassroots committees that currently host centralized training during Region IV & Region XIV Mega CRC 2019. Typical CRC workshops will be provided by the grassroots committees that do not current host centralized training.” King seconds. 15-0-0 CNV

XIII. Old Business – 10:38 am

- a. College of Fellows Mentoring Platform
 - i. “Best Practices of the Mentor-Mentee Relationship” session scheduled for Monday, January 14 from 2:15-4:15pm. Ralph Kison (YLW facilitator) is the speaker.
- b. 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, January 12	5:00pm – 6:30pm	Student/YEA mixer	Omni Hotel, Room: International EF, Floor/Tower: M2, North	Encouraged
Sunday, January 13	4:00pm – 6:00pm	YEA Hospitality Suite	Omni Hotel, Grand Ballroom A, Floor/Tower: M4, North	Encouraged

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

Date	Time	Presentation	Location
Sunday, January 13	9:45am – 10:45am	ASHRAE Conference Crash Course	GWCC, 4 th Floor, Building A, A410
Sunday, January 13	11:00am – 12:30pm	Turning to Old Buildings: Optimizing and Upgrading Our Existing Building Stock	GWCC, 3 rd Floor, Building A, A302
Sunday, January 13	1:30pm – 3:00pm	Room Loads to Equipment Sizing Missing Link – How Can ASHRAE Help Young Engineers?	GWCC, 4 th Floor, Building A, A410
Monday, January 14	2:15pm – 4:15pm	Best Practices of the Mentor-Mentee Relationship	GWCC, 4 th Floor, Building A, A410

- c. ASHRAE Cheat Sheet for Consulting Engineers (Falconer)
 - i. Still received comments late into the fall and her company is using the document as a test run. She needs to clean up the last comments. Possibly get it printed next month. Alyse will send to Steph for next steps.

- XIV.** New Business – 10:44 am
- a.** PAOE (Freidberg)
 - 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 Darryl Boyce to review.
 - ii.** Update on transition to dedicated YEA PAOE section
 - 1.** We have reallocated the existing YEA points throughout the document to the new YEA section and made edits.
 - 2.** Increase YEA membership by 5%. How does MP handle this? Who enters the PAOE points at the end of the year (staff or members)?
 - 3.** RM- have new report like TCs for PC s
 - b. Executive Session** – Approval of YEA Award of Individual Excellence Nominees
 - i.** Motion to approve Gagnon; second O’Dea; 14-0-0 CNV
- XV.** Break for lunch – 12:00 am
- a.** Working lunch – please get food to bring back to the meeting room.
- XVI.** Brainstorming and Planning – 12:35 pm
- a.** Each subcommittee will have time to get together and develop their programs and assignments.
- XVII.** Getting involved with Standards and Guideline project committees – 1:00 pm
- a.** Visit from Stephanie Reiniche (ASHRAE Director of Technology) and Drake Erbe (Chair of SSPC 90.1, ISO/TC 205, and ISO/TC 86; Member of TC 5.05)
 - b.** Would like to encourage YEA involvement on project committees and wanted to make sure to put a face to the name.
 - c.** There is a PC chairs breakfast on Sunday Mornings at conferences and the YEA Committee is invited to attend to make connections.
 - d.** How to get involved? Show up and express an interest.
- XVIII.** Introduction of 2019-2020 YEA Executive Committee:
- a.** Vanessa Freidberg – Chair
 - b.** Rachel Romero – Senior Vice Chair
 - c.** Shona O Dea – Junior Vice Chair
- XIX.** Adjournment (Kunkel) – 2:45 pm

ATTACHMENT A

Young Engineers in ASHRAE Committee Agenda 2018 Annual Conference, Houston, TX Saturday, 6/23/2018, 8:00 am – 3:00 pm

MINUTES

- I. Call to Order (Kopocis) – 8:14 am
- II. ASHRAE Code of Ethics Commitment (Kopocis) – 8:00 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 (Kopocis) – 8:15 am
 - a. Incoming YEA RVCs from Regions V, VIII, and XI
- IV. Approval of Minutes from the Chicago meeting (Kopocis) – 8:28 am
 - a. Haynes motions; Romero seconded. Unanimous approval 17-0-0
- V. Chair's Report (Kopocis) – 8:30 am
 - a. Update of 2017-2018 MBOs
 - i. YEA members: breakdown Regional and chapter growth, and compare to overall ASRHAE membership growth
 - ii. TC participation:
 1. Encourage YEA members to attend the TC Chair breakfasts
 2. Encourage YEA members to get on the TC roster, not just the email list
 3. Are TCs encouraged to have YEA members?
 4. Try to liaison more with TAC
 5. Provide TC Chairs with 1-page flyer on how to involve YEA members; per Rachel, CEC has a 2-page flyer
 6. Need to redesign current YEA TC brochure
- VI. Liaison Updates – 8:53 am
 - a. PDC: Lindsey King
 - i. Creation of training products is ongoing
 - ii. Lindsey posted document to Basecamp; matching steps to existing ALI content
 - b. MP: Michelle Swanson
 - i. Retention campaigns
 - ii. Recruiting new members to replace everyone changing to Life Members
 - c. SA: Jake Taylor
 - i. Defeated SmartStart weekend motion; want to create ad hoc with SA, MP and YEA
 1. Ad hoc to discuss: Carrie Anne, Steve; include Enrica and Matt
 - d. GGAC: Kathleen Simpson and Madison Schultz
 - i. Help with communication and expo in July
 - ii. Should they have a liaison for us?
 - e. RP: Steve Wren
 - i. Suggested creation of flyer that shows where you donations go
 - ii. Action Item: ask RP for breakdown of where funds go; annual report; where does funding go and how much for each project?

- VII.** CIBSE Report (Targonska) – 9:00 am
 - a.** YEA Leadership International in Region XIV will encourage YEN attendance
 - b.** New ASHRAE chapters in the UK
 - c.** Social media
 - d.** Liaise with SA regarding international exchange program for students

- VIII.** Subcommittee Reports– 9:05 am
 - a.** As opposed to having each subcommittee present a full report at this time, we held a conference call in May to review all subcommittee reports.
 - b.** Any significant subcommittee updates since our call may be given at this time.
 - i.** Personal Development:
 - 1.** YLW flyer: printed copies at membership desk, on Basecamp, on YLW webpage
 - ii.** Outreach Development:
 - 1.** YLI in Belgrade, Serbia from October 19-21, 2018

- IX.** Old Business – 9:13 am
 - a.** College of Fellows (CoF) Mentoring Platform
 - i.** CoF would like to mentor YEA members; effort was made on Facebook for mentoring platform
 - ii.** Discussing a seminar at the winter conference in Atlanta on mentoring; Ralph Kison (YLW facilitator) would facilitate
 - iii.** How to develop mentorship ideas:
 - 1.** Match.com – questionnaires
 - 2.** Speed dating at a conference

More than just putting a message out there; people need to know who to reach out to
 - b.** Grassroots Transition – recap and highlight impact for YRCs and YCCs
 - i.** YCC/Co-Chairs now have access to chapter membership reports on www.ashrae.org
 - ii.** Passed at Members Council in November 2017
 - iii.** Grassroots info doc on Basecamp; distributed to Regional and Chapter leadership
 - iv.** YCC is now a required CIQ position
 - v.** Transportation for YCCs to CRC is now covered by Society
 - vi.** YRCs are now YEA RVCs
 - vii.** YEA RVCs selected through CRC caucus
 - viii.** YEA RVCs can be Associate members
 - ix.** Discussion of whether or not the YEA Chair and Vice Chairs need to be 35 or younger at the start of their terms. The current Rules of the Board are vague and should be clarified. The YEA Committee will discuss and vote on a motion at the next conference.

- X.** Board Ex-Officio – 10:39 am
 - a.** Erich Binder presentation. Jeff Clarke introduction.

- XI.** Break for lunch – 11:00 am
 - a.** Working lunch

- XII.** New Business – 11:50 am
 - a.** PAOE update
 - i.** PAOE Subcommittee update (Kunkel)
 - ii.** Starting July 1, 2019, YEA will have their own dedicated PAOE section (YEA points will no longer be scattered throughout all of the sections as they are now). The YEA

Executive Committee will serve as an ad hoc to develop the YEA PAOE section and review all line items and points. A final draft will be presented at the 2019 Winter Conference, so any review and feedback within our committee needs to be completed before that time.

- b.** ASHRAE Cheat Sheet for Consulting Engineers (Falconer)
 - i.** Review of any feedback/ideas based on document sent by Alyse; end of July deadline for comments; who needs to review this before distribution?
 - ii.** Basic information for consulting engineers
 - iii.** Maybe give out at HVAC design trainings; send to all YEA members with handbook or new member packet?
 - iv.** After this, maybe create a form for energy modeling professions and mechanical contractors
 - v.** Have this as a member benefit? If it goes on the website, make it necessary to log in to access. It could go in the technology portal, which is a member only website.
- c.** YEA Award Updates
 - i.** Overview of all YEA awards and assignments
 - 1.** Developing Leader Award – Professional Development Subcommittee
 - a.** Point-based system for members within their first five years of membership.
 - b.** The H&A Chair confirmed that someone can apply after the five year period, but the points must have been earned within that five-year period.
 - 2.** YEA Award of Individual Excellence – each subcommittee will have their own award
 - a.** Have decided to split this award into each of the three subcommittees. Subcommittee chairs to upload their comments to Basecamp for ExComm to review.
 - 3.** New Faces of Engineering – ExCom and staff has been handling with H&A, and will be assigned to Outreach Development Subcommittee once the award is approved and in place.
- d.** Executive Session – Approval of Developing Leader Award Nominees
 - i.** Romero motioned, Friedberg 2nd. 16-0-0
- e.** YEA Age Restrictions
 - i.** What if a member is new to the industry but is older than 35? Can they participate in YEA activities? Can they attend YLW?
 - ii.** Maybe 35 and under OR first 5 years of career?
 - iii.** YLW is not the only leadership opportunity that exists within ASHRAE
 - iv.** What if ASHRAE creates a YLW-esque event that isn't exclusive to YEA?
 - v.** Maybe bring this to MP to address those who have done a career change?

XIII. Develop 2018-2019 MBOs – 1:33 pm

XIV. Brainstorming and Planning – 1:55 pm

- a.** Each subcommittee will have time to get together and develop their programs and assignments.

XV. Adjournment (Kopocis) – 1:51 pm

ATTACHMENT B

YEA MBOs 2018-2019

Item #	MBO	Status	Date Due	Assigned To	MBO Comments
1	Increase YEA membership by 15% (10,505 to 12,080)	11,172 as of 1/3/19, 6.3% increase	6/30/2019	YEA Committee	Continue to grow the YEA demographic and encourage involvement
2	Implement ASHRAE Developing Leader Track	Ongoing	6/30/2019	Professional Development Subcommittee	Roadmap for involvement of young ASHRAE members
3	Increase number of YEA members participating on TCs by 15% (595 to 684)	564 as of 1/3/19, 5.5% decrease	6/30/2019	Professional Development Subcommittee	We have been working with TAC to increase awareness and participation to YEA members. Redesign TC YEA guide
4	Full Circle for entire YEA Committee	Complete	11/15/2018	YEA Committee	To encourage all YEA members to donate, the committee wants to lead by example
5	Develop a plan to promote educational resources for international YEA members	Ongoing	6/30/2019	Outreach Development Subcommittee	Provide educational resources for international YEA members who might not be able to attend existing YEA programs.
6	Chapter/Member Outreach	Ongoing	6/30/2019	Personal Development Subcommittee	Continue/increase the communication between YRC's and YCC's so that membership is informed of programs and events
7	PDC/YEA Training Products	Ongoing	6/30/2019	Professional Development Subcommittee	Work with the PDC to develop 5-year plan to cultivate training programs/products for YEA
8	80% of YEA Chapter Chairs attend CRC	Ongoing	6/30/2019	YEA Committee	To encourage adequate training, we want at least 80% of YCCs (or co-chairs) to attend their CRCs and YEA Workshop
9	Development of SmartStart Weekend	Ongoing	6/30/2019	YEA Committee	Work with the creators of the SmartStart weekend motion to develop a plan on how to implement event
10	Create one join College of Fellows mentoring event	Complete	6/30/2019	YEA Committee	Establish an organized event that promotes networking and mentorship with the College of Fellows
11	*NEW* Research sister chapters	Ongoing	6/30/2019	Outreach Development Subcommittee	To increase YEA membership worldwide and attendance at international YEA events.

ATTACHMENT C

YEA Committee Conference Call Agenda
Wednesday, 12/19/2018, 11:00am – 12:00pm Eastern

Minutes

- I. Introduction by Steph Kunkel
- II. ASHRAE Code of Ethics Commitment (Kunkel)
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
 - i. YEA Leadership Weekend (YLW):
 1. Fall 2018 YEA Leadership Weekend (YLW) recap
 - a. Held November 2-4, 2018 in Portland, Maine
 - b. Sold out with wait list of 10
 - c. Had a technical tour of the Cross Insurance Arena
 - d. Lessons learned to implement in the future
 2. Spring 2019 YEA Leadership Weekend (YLW) overview
 - a. Scheduled for March 15-17, 2019 in Portland, Oregon
 - b. Registration is open and we currently have 9 registrants
 - c. Will have a technical tour at the Multnomah County Central Courthouse
 - d. Promote within your Regions and YCCs
 - ii. 2019 YEA Leadership Weekend (YLW) 2.0
 1. Scheduled for February 8-10, 2019 in Clearwater, FL
 2. Sold out with wait list
 3. Are testing out have 20 attendees, as opposed to 15
 4. Want to encourage future attendees to leave some time between their 1.0 and 2.0 attendance
 5. Continuing to develop content with Ralph
 - iii. First Time at an ASHRAE Seminar
 1. Scheduled for Sunday, January 13 from 9:45-10:45am at the Winter Conference in Atlanta
 2. Please try to attend if possible. It's good to have you available for questions at the end of the session.
 3. Rachel and Madison will be presenting
 4. Encourage attendance. Great for first time conference attendees, new members, Student members, YEA, and LeaDRS.
 5. Will now only offer this at the Winter Conference.
 - iv. CRC PowerPoint
 1. We maintain updates and are going to be working how to improve YEA training at CRCs.
 2. If you have any recommended edits to the presentation, please let us know.
 - v. Chapter/Member Outreach
 1. Will provide an update on latest YEA RVC outreach to YCC's later in the SY.
 - b. Outreach Development
 - i. YEA Leadership International:
 1. 2018 YLI recap
 - a. Held October 19-21, 2018 in Belgrade, Serbia

- b. We had 14 attendees from Regions 13, 14, RAL (and 1 attendee from Region 1)
 - c. Great support from the Danube Chapter
 - 2. 2019 YLI overview
 - a. We will be joining with ISHRAE with the goal of 40 members in Dubai (20 from ASHRAE and 20 from ISHRAE). We have reviewed this with Tricia already and she is supportive. More planning will be done in Atlanta.
 - ii. International outreach and CIBSE Young Engineers Network (YEN) Development
 - 1. Emilia will provide an update at the Atlanta meeting
 - 2. A few members from YEN joined ASHRAE and attended the YLI event in Serbia
 - iii. Develop a plan to promote educational resources for international YEA members
 - 1. Will be further developed at the Atlanta meeting
- c. Professional Development
 - i. Awards
 - 1. Developing Leader Award
 - a. Nominations close on May 1, we have 2 nominations so far.
 - b. Any approved recipients will be approved by H&A at the upcoming 2019 Annual Conference in Kansas City and the plaques will be given out at the 2020 Winter Conference in Orlando.
 - c. Rhiannon will work with IT to create a report that lists those who potentially qualify. Not all aspects of the award are tracked in a member's bio, so this report will look for those who possibly have enough points to qualify. We can then reach out to those members and recommend that they review the award qualifications to determine if they qualify.
 - 2. ASHRAE New Faces Award
 - a. H&A wants to make it a pass-through award. YEA needs to come up with the details, including a score card (like we did for Developing Leader Award). Jake can help since he is on H&A. Need to start working on this ASAP.
 - 3. It was recommended that YEA propose one of our awards be considered for presentation at the Plenary. Even though we previous requested this, due to recent circumstances there is a good chance our request will be approved. Which award would we want to have presented at the Plenary?
 - a. We agreed to have the New Faces Award presented at the Plenary.
 - ii. Leadership U
 - 1. The participants in Houston are:
 - a. Ahmed Abdel-Salam, Saskatoon Chapter, Region XI (VP: Julia Keen)
 - b. Kevin Muldoon, Louisville Chapter, Region VII (VP: Mick Schwedler)
 - c. Randika Amarasuriya, Sri Lankan Chapter, RAL (VP: Dennis Knight)
 - d. Blair Richardson, Connecticut Chapter, Region I (VP: Farooq Mehboob)
 - 2. The meet-and-greet is scheduled for Friday, January 11, 2019 from 6-6:30pm at the Omni, Pecan Room, North Tower, Floor M3. All participants and VPs will attend. Kathleen will attend.
 - 3. Wrap-up breakfast on Wednesday morning.
 - 4. Updates to application and scoring system. Worked on clarifying requirements and streamlining the scoring system.
 - iii. LeaDRS
 - 1. As of 11/30/18, there have been 10 LeaDRS participants registered for Atlanta:
 - a. Region II: Mustafa Morsy, Hamilton Chapter
 - b. Region III: RJ Hartman, Richmond Chapter

- c. Region IV: Samuel Bernstel, South Carolina Chapter
 - d. Region V: Robert "Bob" Snow, Columbus Chapter
 - e. Region VII: John Hix, Birmingham Chapter
 - f. Region VIII: Matthew Spradlin, Central Oklahoma Chapter
 - g. Region IX: Stacey Chan, New Mexico Chapter
 - h. Region X: Sophia Nyberg, San Joaquin Chapter
 - i. Region XII: Tulia Rios, Miami Chapter
 - j. RAL: Samir Sawaya, Lebanese Chapter
- iv. HVAC Design Training Scholarship
 - 1. Three out of five of the scholarship recipients were able to attend trainings between July – December 2018. One applicant was not able to make any of the available trainings work, and another applicant had to cancel at the last minute.
 - 2. The current round of applications closed December 17, 2018 and we had 21 applicants. Five scholarships will be awarded that can be used for any training scheduled between January-June 2019.
 - v. Technical Committees
 - 1. As of 12/17/18, there are 5,569 YEA members on TCs. This is a 6.4% decrease from last year.
 - vi. Conference Networking Events:
 - 1. YEA Hospitality Suite: scheduled for Sunday, January 13 from 4-6pm. Location: Omni Hotel, Grand Ballroom A. YEA Committee members should attend if available. There will be snacks and a cash bar. Xylem is sponsoring again.
 - 2. Student/YEA Mixer: scheduled for Saturday, January 12 from 5-6:30pm. Location: Omni, International EF. YEA Committee members should attend if available.
 - vii. Student Retention
 - 1. As of 12/17/18, our student transfer rate is up almost 10% compared to this time last year.
 - viii. Liaison Coordination
 - 1. SA – Baki
 - 2. Membership – Alyse
 - 3. PDC – Lind
 - 4. CEC – Omer
 - 5. RP – Jac/Kathleen
 - 6. CTTC – Matt
 - 7. GAC – Madison
 - 8. H&A – Alyse
 - 9. DRCs - Lindsey
 - 10. TCs are open and need to be filled
 - a. Is everyone on the YEA Committee a member of a TC?
 - b. Need to revamp the YEA TC guide; maybe have a flyer ready for Atlanta
 - ix. PDC/YEA Training Products
 - 1. Will provide an update in Atlanta
 - x. Creation/Implementation of Developing Leaders Track
 - 1. Will provide an update in Atlanta

IV. YEA Award of Individual Excellence

- d. Nominations closed on November 26, 2018 and we received five total nominations: 3 for the Outreach category and 2 for the Personal Development Category. Each corresponding subcommittee has reviewed the nominations and they have now been submitted to the YEA Executive Committee for final review. Our final nominations will then be submitted to H&A at the

Atlanta Winter Conference for approval. Plaques will be distributed at the 2019 Annual Conference in Kansas City.

i. Any feedback on why no one was nominated for the Professional Development category?

V. Review of MBOs (Attachment A)

a. #8: Society only oversees registration for about half of the CRCs, so those reports will not provide complete registration information for all Regions. What we will need to work off of are the YEA workshop sign-in sheets. If you've already had a fall CRC and you have a YEA workshop sign-in sheet, please send it to Rhiannon. If you have a spring CRC, please be sure to have a YEA workshop sign-in sheet and submit it to Rhiannon after your CRC.

b. #10: We will have a workshop at the Winter Conference facilitated by Ralph Kison. Scheduled for Monday, January 14 2:15-4:15pm. Please consider attending if possible. Workshop will focus on mentor/mentee relationships.

i. Ralph will be at the Atlanta conference beyond just this workshop. If you would like to meet up with Ralph, please feel free to contact him at ralph@kison.com.

VI. Next Meeting

e. Our YEA Committee meeting is scheduled for Saturday, January 12 from 8am – 3pm during the ASHRAE 2019 Winter Conference in Atlanta. Location: Omni Hotel, Pine Room. Attendance is required.

ATTACHMENT D

TO:

Farhan Adil Mehboob, CTTC Chair
David T Underwood, GAC Chair
Michelle L Swanson, MP Chair
Derek A Crowe, RP Chair
Adam C Davis, SAC Chair
Stephanie Kunkel, YEA Chair

Candace D DeVaughn, CTTC Staff Liaison
Jim Scarborough, GAC Staff Liaison
Daniel B Gurley, III, MP Staff Liaison
Julia Mumford, RP Staff Liaison
Katie Thomson, SAC Staff Liaison
Rhiannon M Masterson, YEA Staff Liaison

FROM:

Joyce Abrams

DATE:

December 5, 2018

SUBJECT:

Members Council Referral

During the Members Council November 2018 meeting in Atlanta, the council referred the motion below (Motion 40) to the Grassroots Committees for consideration. I appreciate your keeping me advised of your actions. Let me know if you have any questions. Thank you.

Region XIV (Hellenic Chapter) Motion 40 (11/8/2018):

That ASHRAE provide centralized training on the grassroots committees during Region IV & Region XIV Mega CRC 2019.

Background: Two ASHRAE regions, IV and XIV, have agreed to have a common CRC in 2019 from September 25 to September 28. The benefits from this endeavor are significant as there is going to be a specialized conference and mini expo concurrently with the CRC. This will provide an ideal opportunity for ASHRAE members and industry stakeholders not only from the US and the EU, but from all over the world to get together, meet in person, exchange experiences, discuss and foster new ideas. Furthermore, this can be the initial steps in establishing a yearly regular “enhanced” event in the EU.

Fiscal Impact: Cannot be estimated at this point.