

**Young Engineers in ASHRAE Committee Minutes
2020 Annual Virtual Conference (Austin)
June 12, 2020 9 am -1 pm EDT**

Zoom Virtual Meeting Information:

<https://dlrgroup.zoom.us/j/99918658063?pwd=b3dRbjFZVTdHR0xzQThESW1WUTRHdz09>

Meeting ID: 999 1865 8063

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<u>Members Present</u>	<u>Members Absent</u>	<u>Guests</u>	<u>Staff</u>
Vanessa Freidberg, Chair	Mick Schwedler, Inc. Coord. Offc.	Devin Abellon	Jeanette McCray
Rachel Romero, Sr. Vice Chair	Matt Colvin, Reg. V	Marissa Kimshure	Joyce Abrams
Shona O'Dea, Jr. Vice Chair	Gabriel Nastase, Incoming Reg. XIV	Anju Gupta	
Frank Paradiso, Reg. I	Megan Tosh, SA Liaison	Patrick Villaume	
Alexis Gagnon, Reg. II	Muhammad Omer Khan, RAL	John Constantinide	
Alekhya Kaianathbhatta, Incoming Reg. II	Charles Gulledege, Coord. Offc.	Colin Laisure-Pool	
Carrie Anne Monplaisir, Reg. III		Nadia Ali	
Jackson Willis, Reg. IV		Jake Kopocis	
Kimberly Pierson, Incoming Reg. IV		Vishal Lagishetty	
Paul Fernandez, Incoming Reg. V			
Mallory Schaus, Reg. VI			
Joseph A Cooper, Reg. VII			
Robert C Hangen, Incoming Reg. VII			
Madison Schultz, Reg. VIII			
Jessica Errett, Reg. IX			
Alyse Falconer, Reg. X			
Elise Kiland, Incoming Reg. X			
Baki Cvijetinovic, Reg. XI			
Bruno Martinez, Reg. XII			
Kozen Law, Reg. XIII			
Aleksandar Andjelkovic, Reg. XIV			
Eman Mamdouh Abu Taleb, Incoming RAL			
Drew Samuels, Member-at-Large			
Ashu Gupta, Member-at-Large			
Erik Sanchez, MP Liaison			
Stephanie Kunkel, Consultant			
Jeff Clark, BOD Ex-Officio			
Munis Hameed, CIBSE Consultant			

Minutes

- I. Call to Order (Romero) – 9:00 am
 - a. Acknowledgement of Current Events
 - b. Virtual Meeting Etiquette:
 - i. Sign in to Zoom: Reg XX – Name
 - ii. Camera on when possible and professional
 - iii. Please remain muted; Use hand emoji and unmute yourself when you are acknowledged by the Chair
 - iv. Use the chat feature when items are not time sensitive
- II. ASHRAE Code of Ethics Commitment (Romero) – 9:05 am
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 (Romero) – 9:06 am
 - a. 2019-2020 Roster - McCray
 - b. Incoming RVCs- McCray
 - c. Visitors
- IV. Icebreaker (Romero) – 9:15 am
 - a. Breakout rooms: What is a highlight from the last 6 months?
 - b. Return for Group Photo
- V. Approval of Minutes from the Orlando meeting (Romero) –9: 25 am– **ATTACHMENT A**
 - a. Moved by Romero, second by O Dea. Passed unanimously (14-0-0).
- VI. Coordinating Officer and Board Ex-Officio – (Jeff Clarke) 9:30 am
 - a. Ex-O presentation via PPT also on Basecamp
- VII. Liaison Updates – Ad Hoc
 - a. SA, MP, PDC, CEC, RP, CTTC, GAC, H&A, DRCs
- VIII. Liaison Update from SA – (Megan Tosh/presented by Baki)
 - a. Student Activities is looking for more ASHRAE members to become ABET Program Evaluators. More information can be found at <https://www.abet.org/program-evaluators/become-a-program-evaluator/>.
 - b. Student Activities will be hosting Centralized Training online this summer. Training will consist of 19 short videos that cover the content typically covered at the in-person trainings.
 - c. Student Activities is working with the Publications Committee to produce a children’s book, *Lucy’s Work Day Adventure*. The book is targeted at K-6 students regarding STEM generally and the HVAC profession specifically. The draft text has already been approved.
- IX. Liaison Update from MP- (Erik Sanchez)
 - a. Membership Promotion will be holding two virtual Centralized Trainings (2 hours each). The first one will be held Friday, June 19th, 2020 and the second one will be held Friday, June 26th, 2020.
 - b. Ideas for an App to communicate between Chapters and Regions separate from ASHRAE 365 is in the works.
 - c. Update on Sister Chapters- MP is exploring ideas/ways on how to get sister chapters to engage and looking into getting guidance with engagement from the Golden Gate chapter since they have been successful in the past.
- X. Liaison Update from CEC- (Carrie Anne)
 - a. ASHRAE Virtual Conference registration is \$99.

- b. Winter Conference 2021 Chicago is moving forward at this time but will be monitored closely due to COVID-19. Chicago will not allow large meetings until there is a vaccine or a cure for COVID-19.
 - c. All topical conferences have been cancelled due to COVID-19.
 - d. Updates for all conferences are available ASHRAE's website.
- XI.** Liaison Update from CTTC- (Bruno)
- a. Updates are being done to the Commercialism Policy including updates for webinars.
 - b. Tech Awards- more entries are needed from outside the US.
 - c. Working on needed improvements with Chapter and Region activities.
 - d. eLearning courses have been used more during the pandemic.
- XII.** Liaison Update from GAC- (Colin)
- a. Government Outreach days have been successful.
 - b. Would like to get more YEA members involved with GAC and the Outreach days.
 - c. Will be reaching out to YEA RVCs and YCCs to get more involved.
- XIII.** Liaison Update from H&A- (Alyse)
- a. YEA Inspirational Leader Award- first one will be given out in Chicago 2021.
 - b. H&A has changed the 50-year award and soon to be 75-year award to include Student membership years toward the years of membership.
 - c. Any recommendations to the H&A Committee may be sent to Alyse or Jake Kopocis.
- XIV.** CIBSE Report – 9:40 am (Munis Hameed)
- a. CIBSE conference has been postponed due to COVID-19 but it is still scheduled to be in Scotland.
 - b. CIBSE Symposium scheduled for September 26-27, 2020.
- XV.** Subcommittee Reports– 9:50 am (10 minutes each)
- a. Professional Development- Baki Cvijetinovic
 - i. Consistency of monthly meetings has improved.
 - ii. YEA Employer Support Flyer has been developed and will be out June 2020.
 - iii. PAOE points-Bruno working to have increase participation at the Winter & Annual conferences by offering points.
 - iv. TC Guide has been developed and aims at getting more YEA involvement with TCs. Currently working with Marketing to get the guide out.
 - v. YEA Inspirational Leader Award- new award for YEA that has just had the first round of nominees reviewed. The first award will be presented at the 2021 Chicago Plenary.
 - 1. Looking to encourage more YEA members to apply for the next award.
 - vi. Will start working on ways to track YEA participation at TCs at the Winter & Annual Conferences.
 - vii. **Action Item:** Send social media post to YEA members to attend TCs at the virtual Conference.
 - viii. **Action Item:** Professional subcommittee will review the YEA Inspirational Leader Award; make edits and share at the Winter Meeting-Chicago or before.
 - b. Personal Development- Alexis Gagnon
 - i. YLW 1.0-Minnieapolis and YLW 2.0- Palm Springs both cancelled due to COVID-19.
 - ii. YLW 1.0 for the fall is on ice for now.
 - iii. YEA Leadership webinar facilitated by Ralph Kison will take place June 2020 to give the same information presented at YLWs.
 - iv. Working on ways to improve registration for YLW 2.0 since there was a lag in getting registrants.
 - v. Subcommittee currently collaborating with the Outreach subcommittee on YLI 2.0.
 - vi. Mentorship Workshop in Orlando was successful, and tracks are being submitted for the Mentorship Workshop in Chicago.

- c. Outreach- Mallory Schaus
 - i. Continuously working to keep the website updated.
 - ii. Creating a tool that YCCs international and in the US can use to learn and be trained from.
 - iii. YLI 2019-Dubai was great and completely sold out.
 - iv. YLI 2020- Kuala Lumpur has been cancelled due to quarantine restriction from COVID-19.
 - v. YLI 2021 will be planned in the future.
 - vi. New program YEA Leadership Digital- will be offered in place of YLI in-person weekend. This program will be facilitated by Tricia and will be three days online with 100 participants.
 - 1. Prospective date for the program is Nov. 6-8, 2020
 - 2. Backup date is Oct. 16-18, 2020

XVI. Motions – 10:20 am- ATTACHMENT B

- a. Request Waiver to ROB
 - i. Review and vote before sending to Members Council
 - ii. Moved by Samuels, second by Willis. 17-0-1 CNV

XVII. Old Business – 10:30 am

- a. Review of YEA-related meetings and events during the conference
 - i. Overview of the YEA-related meetings during the conference:
 - ii. YEA Virtual Happy Hour- Hosts: Bruno, Madison, and Shona are accepting content for the 40 min. Happy Hour. Any good news that you would like to share i.e. new baby, new job, charitable events, etc.
 - iii. **Action Item: Jeanette McCray**-send invite to old and new committee members for Happy Hour and have a post for the Happy Hour put on social media.

Date	Time	Meeting	Location	Attendance
Monday, June 29, 2020	4:20pm-5:00pm	YEA Virtual Happy Hour- (including YEA Individual Award of Excellence acknowledgements)	Virtual	Encouraged

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

Date	Time	Presentation	Location
Monday, June 22, 2020	8:00am-9:00am	Controls Hieroglyphics: The YEA Rosetta Stone	Virtual
	8:40am-9:00am	What YEA Members Are Looking for in a Company Culture	Virtual
	8:40am-9:00am	EQ Case Study of Myself: Lessons Learned from a Soon to be Former YEA Member	Virtual
	9:00am-9:20am	How EQ Can Make or Break a YEA Career	Virtual
Monday, June 29, 2020	3:10pm-4:20pm	COVID-19: Opportunities for Sustainable Development	Virtual

- b. Update RVCs in WhatsApp Group (Outreach Subcommittee)
 - i. **Action Item: Carrie Anne** will set up new What's App group for 20-21 committee.

XVIII. New Business – 10:45 am

- a. MBOs – Review of 2019 – 2020 Results to Date – **ATTACHMENT C**
- i. Item #1- YEA membership increased by a little over 6% to 11,442.
 - ii. Item #2- Goal of 677 YEA members participating in TCs was met.
 - iii. Item #3- Full Circle for entire YEA Committee was met.
 - iv. Item #6- Need to improve CRC YEA workshop sign-in sheet submission. Only five submitted.
 - v. Item #7- was completed
 - vi. Item #9- was completed

XIX. Brainstorm New MBOs for 2020-2021

YEA MBOs 2020-2021

Item #	MBO	Status	Date Due	Assigned To	MBO Comments
1	Increase YEA membership by 10% (11,442 to 12,586)	As of 6/2/2020 11,442	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 6/4/2020: 677	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	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. Submit reporting form bi-annually.

6	100% submission of CRC YEA workshop sign-in sheet	Ongoing	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	6/30/2021	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	6/30/2021	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

i. Added Items # 10, 11, and 12 for the 2020-2021 year.

b. Review Subcommittee Structure for 2020-2021- **ATTACHMENT D**

- i. Subcommittee Breakout Session Guidance
 - 1. **Action Item: Jeanette** to add new RVCs to Basecamp
 - 2. **Action Item: Jeanette** to add 20-21 committee roster to Basecamp
- ii. New YEA Executive Committee 2020-2021
 - 1. Rachel Romero – Chair
 - 2. Shona O Dea – Senior Vice Chair
 - 3. Madison Schultz – Junior Vice Chair
- iii. **Action Item: ExCom** to work on getting a YEA calendar with all the dates pertaining to YEA events, awards, scholarships, and deadlines add to the website.
- iv. **Action Item: ExCom** upload YEA calendar to Basecamp
- c. Manual of Procedures Update (MOP) – Ad Hoc Update- Drew Samuels
 - i. Currently being reviewed by YEA ExCom in preparations to sending updates to Members Council
 - ii. Looking into adding language about the eligibility requirements for potential Jr. Vice Chair candidates.
- d. YLI-YLW Alignment Plan- Mallory Schaus and Madison Schultz
 - i. This is a joint project with Personal and Outreach subcommittees.
 - ii. Plan aims at keeping the four main leadership components taught at YLW and YLI.
 - iii. Currently the cost of personality profiles with Tricia vs Ralph are being reviewed, potential extra cost.
 - iv. No cost to align the two programs.
 - v. Facilitators costs will be discussed down the line.
 - vi. Considering the costs of having 1 committee member from Personal attend a YLI and 1 committee member from Outreach attend a YLW.
 - 1. No impact if the programs stay virtual.
 - vii. **Action Item:** Talk to Ralph about content collaboration with Personal Development.
- e. Regional Updates (as time allows)
 - i. Basecamp or WhatsApp if needed
 - ii. What's working? What are some current challenges?
 - iii. **Action Item: Jessica** will set up a discussion for updates on Basecamp.
- f. **Executive Session** –
 - i. Approval of YEA Developing Leader Award Nominees for Chicago Winter Conference 2021
 - 1. All 11 nominees were approved.
 - 2. Moved by Carrie Anne, second by Alexis. Passed unanimously (13-0-0)
 - ii. Approval of YEA Inspirational Leader Award Nominees for Chicago Winter Conference 2021
 - 1. Approved nominee.
 - 2. Moved Alexis, second by Drew (11-1-1) (CNV).

XX. Adjournment (Romero) – 1:15 pm

ATTACHMENT A

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

<u>Members Present</u>	<u>Members Absent</u>	<u>Guests</u>	<u>Staff</u>
Vanessa Freidberg, Chair	Charles Gullledge	Badri Patel	Jeanette McCray
Rachel Romero, Sr. Vice Chair	Matt Colvin, Reg. V	Chris Krieps	
Shona O'Dea, Jr. Vice Chair	Ashu Gupta, Member-at-Large	Shaun Nienhueser	
Frank Paradiso, Reg. I		Elizabeth Primeau	
Alexis Gagnon, Reg. II		John Constantinide	
Carrie Anne Monplaisir, Reg. III		Doug Cochrane	
Jackson Willis, Reg. IV		Doug Zentz	
Mallory Schaus, Reg. VI		Annie Vanderstelt	
Joseph A Cooper, Reg. VII		Bryan Holcomb	
Madison Schultz, Reg. VIII		Eman Sherif	
Jessica Errett, Reg. IX		Robin Bryant	
Alyse Falconer, Reg. X		Jesus Lopez	
Baki Cvijetinovic, Reg. XI		Keiron Nanan	
Bruno Martinez, Reg. XII		Laura Luckhurst	
Kozen Law, Reg. XIII		Jason	
Aleksandar Andjelkovic, Reg. XIV			
Muhammad Omer Khan, RAL			
Drew Samuels, Member-at-Large			
Erik Sanchez, MP Liaison			
Megan Tosh, SA Liaison			
Stephanie Kunkel, Consultant			
Jeff Clark, BOD Ex-Officio			
Munis Hameed, CIBSE Consultant			

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
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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 Gullledge 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 B

Motion:

Young Engineers in ASHRAE Committee (YEA) recommends to Members Council that a waiver for Society Year 2020-2021 to allow Madison Schultz to serve in a dual role as Regional Vice Chair of Region VIII and Jr. Vice Chair (second vice chair) on the YEA Committee be approved.

Background:

The current ROB, Section 2.430.002.1 Composition is as follows:

The members of this committee are as follows

- A. *Voting membership shall consist of a Chair, two Vice Chairs, two Members-at-Large, and one representative from each Region who will serve as Regional Vice Chair.*

YEA ExCom made the decision to select an RVC to serve in the dual roles. Madison Schultz was hand selected by YEA ExCom due to the lack of applicants that fall within the YEA age range, have the qualifications to serve, and are willing to serve in the Jr. Vice Chair position. Since the Jr. Vice Chair duties are minimal it would not impact this person's RVC duties. President Elect Gulledge appointed and approved Madison in the dual roles on the YEA Committee which requires a waiver from the Board of Directors.

Fiscal Impact:

None

ATTACHMENT C

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 6/2/2020 11,442	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 6/4/2020: 677	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	Five 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	Completed	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	Complete	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.

