

**Young Engineers in ASHRAE Committee Agenda**  
**2018 Winter Conference, Chicago, IL**  
Saturday, 1/20/2018, 8:00 am – 3:00 pm

**MINUTES**

- I. Call to Order (Kopocis) – 8:00 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) – 8:05 am
- IV. Approval of Minutes from the Long Beach meeting (Kopocis) – 8:20 am – **ATTACHMENT A**
  - a. Rachel moved, CL second. Passed Unanimously.
- V. Introduction of our 2018-2019 Executive Committee (Kopocis) – 8:25 am
  - a. Covered new YEA Committee executive selection process
  - b. Vanessa has been selected to the Junior Vice Chair position
  - c. Will Mak (previous Region VI YRC) will become Senior Vice Chair
  - d. Covered the revised subcommittee structure and members
- VI. Coordinating Officer and Board Ex-Officio – 8:30 am
  - a. Erich presented the attached PowerPoint – **ATTACHMENT B**
- VII. Chair’s Report (Kopocis) – 8:45 am
  - a. Update of 2017-2018 MBOs – **ATTACHMENT C**
- VIII. Liaison Updates: SA, MP, PDC– 9:00 am
  - a. Membership Promotion, Michelle Swanson:
    - i. MP is working on moving forward with the Women in ASHRAE (WiA) agenda. Several new motions going through including WiA Chair (already in CIQ as optional).
    - ii. Life Member program to recruit two new members as they go out
  - b. Student Activities, Adam Davis:
    - i. SA is vetting a current motion from Central New York Chapter to implement SmartStart event for students
    - ii. Emilia and Adam will connect regarding CIBSE programs
- IX. CIBSE Report (Targonska) – 9:30 am
  - a. Emilia was appointed as representative by both CIBSE and ASHRAE, and is officially now an ASHRAE member
  - b. Caleb and Ioanna attended CIBSE conference in Manchester
  - c. Jake attended CIBSE conference in Dubai and met with YEN Chairs
  - d. Steph is looking to attend an event in London
  - e. Identifying ASHRAE chapters within CIBSE regions
  - f. Facilitating open exchange of ideas between groups
  - g. Considering leaflet to distribute between groups
  - h. Organizing exchange program (international) and student internship programs
  - i. Considering joint conference between groups

- X. Subcommittee Reports– 9:45 am
  - a. Restructuring of subcommittees (Kopocis)
  - b. Outreach Development – **ATTACHMENT D**
  - c. Personal Development – **ATTACHMENT E**
  - d. Professional Development – **ATTACHMENT F**
  
- XI. Old Business – 10:45 am
  - a. College of Fellows Mentoring Platform
    - i. Action items in New Business
  - b. Grassroots Transition – recap and highlight impact for YRCs and YCCs
  
- XII. YRC Regional updates – 11:00 am
  - a. Review of any specific issues
  - b. Going to use Basecamp – everyone needs to starting using this program
  
- XIII. Break for lunch – 11:30 AM – 12:00 pm
  
- XIV. New Business – 12:00 pm
  - a. Referred motions from Members Council:
    - i. Motion 20 from Region XII (Brasil Chapter): That all non-North American attendees for YEA Leadership Weekend have all travel costs reimbursed. – **ATTACHMENT G**
      - 1. Kathleen pointed out that Region XII currently provides one scholarship for each YLW event, which provides reimbursement for all costs. She feels this scholarship is sufficient and fills the needs of the motion, especially considering that sometimes there is only one applicant for the scholarship.
      - 2. Rachel suggested hosting YLI in South America in the future or extend YLW to include South America.
      - 3. South America may become its own Region in the future.
      - 4. Rachel moved that YEA recommends Members Council reject this motion and the YEA Committee will investigate an option to have a future YLW in South America to support Bjarne’s/ASHRAE’s strategic plan. As part of the response to the Brazil Chapter, remind them that there are currently scholarships (twice per year) available to Region XII that are underutilized. Kathleen second.  
Motion passes 18-0-1.
    - ii. CRC Motion 5 from Region I (Central New York Chapter): That Society create a Smart-Start Weekend Ad-Hoc Committee at the Society Level including members from the Student Activities, YEA, and Membership Promotions committees and provide \$75,000 in funding annually for the committee to distribute amongst the Regions who apply to receive the funding for a Student Focused Program at the Region’s CRC (Smart-Start Weekend). – **ATTACHMENT H**
      - 1. This motion was referred to SA, with a copy to MP and YEA. We will send SA our feedback for their review.
      - 2. Adam stated that SA is deferring until 2018 Annual Conference. YEA agrees to defer as there is value in both of us pushing forward together, and get SA to clarify YEA’s support and involvement with this.
    - iii. Motion 32 from Members Council. Addresses action item from Regional Operations Manual Subcommittee to review the Manual for Chapter Operations (MCO) and determine items that can be addressed to attract millennial by using 3-5 minute short videos on where to find information in the MCO.

1. The end goal of this is to determine how ASHRAE can attract and engage millennials. Members Council recommended short videos using materials found in the MCO. Would short videos be effective? If not, what other marketing tools would work for this demographic?
  2. YEA Executive Committee is assigning this to the subcommittee chairs.
  3. Point of contact will be the YEA Chair.
- b. Grassroots transition document (Kopocis)
- i. Jake will provide transition document to chapter presidents at the chapter presidents training.
  - ii. New procedure will start in April, but reimbursement will start July 1<sup>st</sup>.
  - iii. Maybe opportunity to get airfare reimbursement early for the three Spring CRCs?
- c. College of Fellows coordination plan (Kopocis)
- i. Improved communication and involvement
  - ii. Facebook communication, CoF will get a Facebook page.
  - iii. Mentoring workshop – they will host workshop (mentoring) with Ralph.
- d. Basecamp (Masterson) – everyone now has access
- e. PAOE Subcommittee update (Kunkel)
- i. Review and send recommendations before February 1<sup>st</sup>.
  - ii. Let Steph know if there are additional points for subcommittees.
- f. Changes for YCC reporting (Kunkel)
- g. YEA Chapter Chairs report access
- i. Are co-chairs included?
- h. YEA Award Changes (group discussion)
- i. YEA Award of Individual Excellence. Three awards given each year. About moving YEA agenda forward. Nominations must come through YRC, DRC, or someone on Society YEA Committee.
  - ii. New Faces of Engineering. Would represent ASHRAE at a CIBSE conference. Must have made significant contribution to the industry.
    1. There is a strong desire from the YEA Committee to keep this going.
    2. Need YEA and ASHRAE Executive to still collaborate to keep the prestige.
    3. Typically awarded in February.
  - iii. There is also the recently approved Developing Leader Award. Greg will upload criteria to Basecamp.
  - iv. Highlight international candidate if applicable.

**XV. New Business from the Meeting – 2:30pm**

- a. YEA Program submission for Houston Conference brought forth by Rachel, with Vanessa and Steve presenting as well.
- i. Emilia will chair and get speaker registration.
  - ii. Greg moves the YEA Committee endorse this program. Vanessa seconds. Approved unanimously.
  - iii. New motion for YEA Technical Weekend travel funds – **ATTACHMENT I**
    1. Shona moved. Jackson second. 18-0-1.
  - iv. Lindsey: 125<sup>th</sup> anniversary in 2019, during Daryl Boyce's Presidential year. Call for papers.
    1. Rachel suggested history of YEA. Matt to give input. Lindsey/Rachel to co-chair.
  - v. Kelly Ann working on new tracts for conferences. Considering making YEA friendly logo next to items on agenda.

- vi.** Steph: make sure YRC replacement on board for outgoing chairs and both attend the Annual Conference. Transportation covered by ASHRAE.
- vii.** Region XI is hosting YEA program at CRC and will share results.
- viii.** Leadership Academy is in May 2018. Great opportunity for incoming YRCs.

- XVI.** Adjournment (Kopocis) – 3:00 pm.
  - a. Rachel moved. Steve second.

## ATTACHMENT A

### Young Engineers in ASHRAE Committee Agenda 2017 Annual Conference, Long Beach, CA Saturday, 6/24/2017, 8:00 am – 3:00 pm

#### MINUTES

- I. Call to Order (Haynes) – 8:00 am
- II. ASHRAE Code of Ethics Commitment (Haynes) – 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 (Haynes) – 8:02 am
  - a. Recognition of members rolling on and off of committee
- IV. Approval of Minutes from the Las Vegas Meeting (Haynes) – 8:28 am – **ATTACHMENT A**
  - a. Moved by Heather, seconded by Audrey. Approved unanimously.
- V. Board Ex-Officio – 8:28 am
  - a. Erich Binder: review of Code of Ethics, upcoming conferences, e-Learning portal, BeQ program, Connect-a-Colleague, new ASHRAE Guide, TC website updates, ASHRAE website redesign, elimination of CHC refrigerants, recent publications, social media engagement, and sponsorships through the ASHRAE Development Committee. Let Erich know if you have interest in serving on other committees.
- VI. Chair's Report (Haynes) – 8:42 am
  - a. YEA Leadership Weekend 2.0 success
  - b. Update of 2016-2017 MBOs – **ATTACHMENT B**
    - i. [ASHRAE Reach Employer Support Program](#) currently exists.
- VII. Outreach Development Subcommittee Report – 9:00am – **ATTACHMENT C**
  - a. YLI 2017 event
    - i. We have been communicating with the Region XIII DRC and Hong Kong Chapter. Erich recommends we contact Edward Tsui for feedback since he lives in Hong Kong.
  - b. RAL/Region XIII outreach
    - i. We will add Region XIV to this initiative.
  - c. YEA/YEN development
  - d. New Face of Engineering
  - e. Student Retention Update
    - i. How can we reach out to Students; is it economically feasible to contact graduating students to maintain their membership? Should we develop a graduating student survey to get feedback on if they are staying in the industry? Or send it out at the beginning of the year as opposed to graduation date? Have gift card raffle for completed surveys?
    - ii. Review of SmartStart Weekend hosted by Central NY Chapter in April 2017 by Enrica Galasso and Matt Clark. We will assign this topic to a YEA subcommittee to research on how to expand and promote the program.
- VIII. Liaison Updates: SA, MP, PDC – 9:56 am
  - a. MP, Devin:
    - i. Overview of cancellations; net cancellations over past 4 years, over 60% are first year members, and 22% are YEA members; critical that we engage our members
    - ii. Women in ASHRAE assigned to MP
    - iii. How to enhance members benefits for YEA members
  - b. SA, Adam:
    - i. Student program at Winter Conference continues to grow; looking at refreshing the program
    - ii. Investigating putting on a student program outside of North America
- IX. Break – 10:08am
- X. Professional Development Subcommittee Report – 10:22am – **ATTACHMENT E**
  - a. YEA Technical Weekend
  - b. Leadership U
  - c. HVAC Design Essentials Scholarship

- d. LeaDRS
  - i. Each YRC to send how their Region handles LeADR to Kathleen.
- e. Developing Leaders Award
- f. Technical Committees
- XI.** Personal Development Subcommittee Report – 10:45am – **ATTACHMENT D**
  - a. YEA Leadership Weekend
  - b. YEA Leadership Weekend 2.0
  - c. First Time at an ASHRAE Event
  - d. Conference Networking Event
  - e. CRC PowerPoint
- XII.** YRC Regional updates – 11:00 am
  - a. Review of any specific issues
- XIII.** Break for lunch – 11:30 -12:15 pm
- XIV.** PDC Update – 12:15pm
  - a. Develop a 5-year plan on developing young engineer training products that can reach a wider audience than just the HVAC Design Training.
- XV.** Old Business – 12:35 pm
  - a. Grassroots Ad hoc
    - i. Review of ad hoc report (Freidberg) – **ATTACHMENT F**
    - ii. Motion to transition YEA to a grassroots committee. 7 approvals, 1 abstention.
    - iii. Have motions ready for presentation at fall Members Council.
    - iv. Create ad hoc to finalize motions and notate all changes to ROB, MOP, and MOP Reference Document. Jake will make ad hoc selections in the next week.
  - b. College of Fellows Mentoring Platform
    - i. Assign to Personal Development Committee; provide feedback on website
    - ii. Ideas on how COF can help:
      - 1. Provide list of COF mentors with name, location, specialty, etc., and then YEA members can search and reach out to who they want
- XVI.** New Business – 2:09 pm
  - a. Committee structure and assignments – **ATTACHMENT I**
  - b. 2017-2018 MBOs (Kopocis) – **ATTACHMENT G**
  - c. YEA Communication Proposal – **ATTACHMENT H**
    - i. Communications procedure and guidelines. CL will oversee this initiative.
  - d. How to get YEA members to attend the ASHRAE AHR Expo? Steph would like an ad hoc to come up with ideas on how to engage YEA members at the Expo. CL, Lindsey, Jackson, Steve, Kathleen, Caleb, Heather.
  - e. Consider adding 1-2 hour training for incoming YRCs at Annual Meeting. Maybe a webinar?
  - f. How can ASHRAE be more relevant for YEA members? How to increase value of membership?
    - i. Create 1-page flyer; Not enough discount for programs offered; A la carte membership; discount if you don't want handbook; Pay dues on installments/monthly payments; Offer a discount on PE fees or study groups/materials
- XVII.** Adjournment (Haynes) – 3:03 pm

ATTACHMENT B



ASHRAE UPDATE

ExO Report to Committees  
2018 Winter Conference



The image is a cover page for a report. It features a dark blue background. On the left, there is a photograph of a city skyline at night, with illuminated buildings and a street. The text 'ASHRAE UPDATE' is overlaid on the bottom of this image in white, bold, sans-serif font. Below the image, the text 'ExO Report to Committees' and '2018 Winter Conference' is written in a white, sans-serif font. On the right side of the page, there is a large light blue circle and a smaller lime green rectangle above it. In the bottom right corner, the ASHRAE logo is displayed, which consists of the word 'ASHRAE' in a stylized font inside a blue hexagonal outline.

# ASHRAE Wants YOU!

- Standing committee appointments sought for 2018-19
- Join President-Elect Shelia Hayter as she works to position ASHRAE to be the industry leader in the transition toward fully optimizing building energy performance
- [ashrae.org/nominate](http://ashrae.org/nominate)
- Nominations due by February 15





# Presidential Initiatives – **Extending Our Community** President's Luncheon Preview

- Global community
- Technological horizon
- Value to members





## Presidential Initiatives – Extending Our Global Community President’s Luncheon Preview

- Partnership Award from the UN Environment Ozone Secretariat: Held in Toronto, Canada, November 2017
- Second Developing Economies Conference: Held in Delhi, India, November 2017
  - Brought together engineers, building professionals and policymakers
  - Addressed infrastructure and urbanization challenges in developing economies.
- First CRC Region XIV Europe: Held in Belgrade, Serbia, December 2017
- ASHRAE Associate Society Alliance (AASA): Brussels, Belgium, April 22-23, 2018
  - First meeting outside of North America
  - A forum where 65 professional societies from around the world exchange knowledge and ideas in the arts and sciences of HVAC&R from a global perspective.
  - Currently investigating an evolution into a Global HVAC&R Alliance



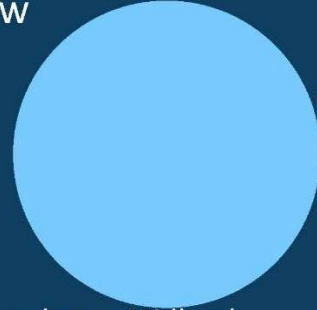


## Presidential Initiatives – **Extending Our Global Community** President’s Luncheon Preview

- NEW** - Region XIV
- Established July 1, 2017
  - 1,800 members
  - Close collaboration with REHVA and CIBSE

Chapters:

- Cyprus
- Greece
- Ireland
- Portugal
- Spain
- United Kingdom – Midlands
- United Kingdom – London and South-East
- Danube



Additional chapters coming in 2018



## Presidential Initiatives – Extending Our Technological Horizons President’s Luncheon Preview



- Multi-Family Residential Research Project/90.2: To deliver residential building energy performance that is *at least* 50 % more efficient than the energy efficiency defined by the 2006 International Energy Conservation Code.
- IAQ Conference Series Extended: Goal of partnering with the new *Indoor Environmental Quality Global Alliance* (IEQ-GA).
- Air Infiltration and Ventilation Center Partnership (Coming Soon): To give ASHRAE members full access to their growing library of information.



## Presidential Initiatives – Extending Value To Our Members President’s Luncheon Preview



- ASHRAE Technology Portal: Subscriber based access to all conference papers in Chicago as well as transactions from Long Beach and other conferences.
- ASHRAE’s Reinvestment of Research Dollars: Of the almost \$2.7 million raised in Society Year 2016-2017, \$2 million went to research projects.
  - ASHRAE matched this amount doubling the support for research.
- Solar Decathlon: Eleven teams participated. ASHRAE was a sponsor and provided judges.



# Presidential Initiatives – Extending Value To Our Members President’s Luncheon Preview

- New Building EQ Portal: Launched December 2017
- New ASHRAE Website: Launching February 2018
- New Standard 90.1 Portal: Launched January 2018
- ASHRAE Leadership Academy: May 18-19, 2018, Atlanta, GA
  - Rising chapter leaders network & learn best practices
- Global Giveback: April 22-28, 2018
  - Service-oriented sustainability events during a one-week period to generate excitement at the local level and increase chapter visibility



#MyASHRAE





## Presidential Ad Hoc Ethics Enforcement Procedures Task Group

Ethics Enforcement Procedures Task Group will review and recommend changes to ROB 3.980 Enforcement Procedures for Violation of the ASHRAE Code of Ethics. In addition, the Task Group will address procedures for Ethics allegations against Officers and/or BOD members. The Task Group may also consider making the review investigation more independent from ASHRAE leadership.

Task Group Meeting: During the Winter Conference



# Presidential Ad Hoc Regional Staff Support Analysis Task Group

The Regional Staff Support Analysis Task Group is to study the placement of hired representatives (regional staff) in ASHRAE Regions to support volunteer programs, with particular focus on advocacy.

Preliminary Report to the Board: During the Winter Conference





## Nomination Process Ad Hoc

The purpose of the Nomination Process Ad Hoc is to:

- Reviews all documents of the Nominating Committee including the By-laws, Board-Approved Rule's and Nominating Committee Manual of Procedure and reference manual for current relevance.
- Review election procedures of similar organizations (ASME, ASHE, etc.).
- Determine if one nominee per office on the member ballot is appropriate.
- Determine if we should consider cancelling the tenet of "the job seeks the person, the person does not seek the job."
- Determine if the balance of at-large and regional members of the Nominating Committee is optimal.

Final Report Due: April 2018



## Global Training Center for Building Excellence -Dubai

- Opened: September 2017
- Purpose: To provide relevant self-supporting training to members and nonmembers in the Middle East and North Africa (MENA) and chapters in the Region at Large.
- Regional instructors and courses modified for the region
- Recognition: Individuals attending 42 hours of instruction and passing a course exam may earn the *ASHRAE Building Excellence Credential MENA*.



## Global Training Center for Building Excellence -Dubai

Three courses have been held in Dubai:

- HVAC Design Training (twice)
- VRF Applications

GTC is reaching out to chapters in the RAL to schedule instructors from local engineering societies and universities including:

- Saudi Council of Engineers (SCE)
- Bahrain Society of Engineers (BSE)
- The British University in Egypt (BUE)
- Egyptian Engineers Syndicate (EES)



# YEA

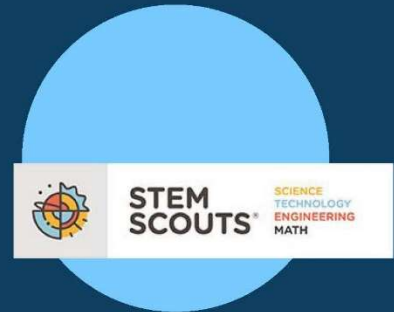


- Members Council and the ASHRAE Board approved the Young Engineers in ASHRAE (YEA) Committee transition to a grassroots committee, effective July 1, 2018
- Change: YEA RVCs will now be nominated through each Region's CRC nomination caucus
- Change: YEA Chapter Chair position will become a required chapter position that receives transportation reimbursement to CRC.



# STEM Scouts

- Sub-committee members will reach out to one chapter SAC chair in their area responsible for one of the eight STEM Scout groups that were provided as stronger groups.
- Goal: To have the chapter SAC chair and STEM Scouts liaison pilot a partnership.
- Pilot Goal: 3 to 5 chapters involved in pilot
- Timeline: 2 months to reach out for partnership and report



# 2019-2024 Strategic Plan

## Timeline

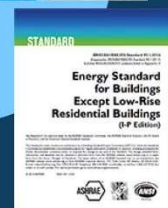
- November 2017 - December 2017: Select Strategic Plan consultant & negotiate contract  
Complete - McKinley Advisors
- January 2018: Consultant presentation to BOD at ASHRAE Winter Meeting
- March 2018: Board strategic planning session
- June 2018: Board reviews first draft of Strategic Plan
- November 2018: Board reviews and approves revised draft of Strategic Plan
- December 2018 - March 2019: Stakeholder review of and feedback on revised draft of Strategic Plan
- June 2019: BOD approve Strategic Plan 2019-24 at ASHRAE Annual Meeting
- July 2019 - June 2024: Plan is implemented, tracked, and updated as necessary with status reported to the membership with Dashboard





## Recent Publications and Standards

- *ASHRAE Design Guide for Dedicated Outdoor Air Systems ASHRAE GreenGuide: Design, Construction, and Operation of Sustainable Buildings*, 5<sup>th</sup> Edition
- *ASHRAE Pocket Guide for Air Conditioning, Heating, Ventilation, Refrigeration*, 9<sup>th</sup> Edition
- *ASHRAE Design Guide for Cleanrooms: Fundamentals, Systems, and Performance*
- *ASHRAE Design Guide for Air Terminal Units: Selection, Application, Control, and Commissioning*
- *IT Equipment Power Trends*, 3<sup>rd</sup> Edition
- *Fundamentals of Design and Control of Central Chilled-Water Plants*
- *Standard 90.1 Users Manual* (both the printed book and online with an online version of the standard and redline)
- *Standard 170-2017: Ventilation of Health Care Facilities Principles of HVAC*



## Join Us

- ACREX India 2018, Bangalore, India, February 22-24
- Canadian Mechanical & Plumbing Exposition, Toronto, Canada, March 21-23
- USA Science & Engineering Festival Expo, Washington, D.C., April 7 & 8
- CHR 2018 – China Refrigeration 2018, Beijing, China, April 9-11
- ASHRAE Webcast, Making Energy Efficiency a Reality, April 19
- 2018 ASHRAE Annual Conference, Houston, TX, June 23-27
- ASHRAE 2017 Building Performance Analysis Conference, Chicago, IL, September 26-28
- AHR Expo Mexico, Mexico City, Mexico, October 2-4
- Third International Conference on Efficient Building Design, Beirut, Lebanon, October 4-5
- Chillventa 2018, Nurnberg, Germany, October 16-18
- Greenbuild 2018, Chicago, IL, November 14-15





**ATTACHMENT C**

2017-2018 YEA Committee MBOs

Item #	MBO	Status	Date Due	Assigned To	MBO Comments
1	Increase communication with employers/YEA program brochure for employers		6/30/2018	YEA Committee	Develop and implement an employer visit report form
2	Increase YEA membership by 15%	Increase of 6.6% as of 1/2/18	6/30/2018	YEA Committee	Continue to grow the YEA demographic and encourage involvement
3	Implement ASHRAE Developing Leader Track		6/30/2018	Professional Development Subcommittee	Roadmap for involvement of young ASHRAE members
4	Increase number of YEA members participating on TCs by 15% (595 start total)	540 as of 1/4/18; 9.2% decrease	6/30/2018	Professional Development Subcommittee	We have been working with TAC to increase awareness and participation to YEA members. Redesign TC YEA guide
5	Increase number of YEA Chapter Chairs (YCC's) by 5%	0% increase as of 1/4/18	6/30/2018	YEA Committee	YRCs are communicating importance of YEA contact at chapter level. It is difficult to get a YCC if the chapter is extremely small and has a hard time filling other chapter positions.
6	Full Circle for entire YEA Committee	Complete	9/30/2017	YEA Committee	To encourage all YEA members to donate, the committee wants to lead by example
7	Assign a YEA liaison to each Members Council committee	Complete	6/30/2018	Professional Development Subcommittee	To encourage communication and better integrate between committees
8	Develop a plan to promote educational resources for international YEA members		6/30/2018	Outreach Development Subcommittee	Provide educational resources for international YEA members who might not be able to attend existing YEA programs.
9	Implement YEA Communications Procedure		6/30/2018	YEA Committee	Approve communication plan for YRC's to use to connection YEA Members and YEA Committee
11	Chapter/Member Outreach		6/30/2018	Personal Development Subcommittee	Continue/increase the communication between YRC's and YCC's so that membership is informed of programs and events
12	PDC/YEA Training Products		6/30/2018	Outreach Development Subcommittee	Work with the PDC to develop 5-year plan to cultivate training programs/products for YEA

## ATTACHMENT D

### Outreach Development Subcommittee Conference Call

Tuesday, December 19, 2017 at 1:00pm Eastern

**Attendees:** Shona O’Dea, Lindsey King, Jake Kopocis, Will Mak, Stephanie Kunkel, Rhiannon Masterson

#### Topics of Discussion:

1. YEA Leadership International
  - a. Review of 2017 event in Hong Kong
    - i. Event went well. Hong Kong was a great location. The hotel was in an ideal part of the city, close to public transportation, and had a meeting room with lots of windows. While Hong Kong was a great host city, the hotel costs were expensive. If we want to be able to host in Hong Kong or similar cities in the future, we will need to look at increasing our budget or obtaining sponsorships.
    - ii. We had 13 attendees show up for the event. **How can we increase attendance? How can we promote YLI more effectively?**
    - iii. We had some attendees cancel at the last minute, one of which wasn’t able to pay the registration fee with a credit card so he was going to pay with cash at the event. How can we prevent this from happening in the future? Do we require prepayment of the registration fee or is there another option? **Rhiannon will check with her colleagues who also host international meetings to see if they have had similar issues and if they have policies in place.**
    - iv. India hosted their own YLI-inspired event two weeks before our event in Hong Kong. **Did that negatively impact our attendance?**
    - v. Moving forward, look into having an additional call with those subcommittee members attending the event to go over roles/responsibilities during the event, including the ASHRAE presentation.
    - vi. The Hong Kong Chapter was a huge help in planning and executing this event. **How can we thank them? Facebook mention? Shona and Lindsey to research options.**
  - b. Planning for 2018 event:
    - i. CIBSE/YEN has mentioned the idea of doing a joint event in correlation with their YEN meeting. Their location recommendations were Dublin, Australia or Atlanta.
    - ii. We need to come up with our preferred dates and location options.
      1. **Shona and Lindsey will draft a list of survey questions to send to RXIII, RXIV and RAL members to find out what works best for them.**
      2. **Rhiannon will send Jake a current YEA master list so that we can view a current breakdown of YEA members by Chapter and Region.**
      3. Based on survey results and subcommittee review, we will narrow down dates and locations and then we can compare that with YEN’s recommendations.
2. International Outreach
  - a. We will look at having some of our international RVCs on this subcommittee. Even if they can’t travel for YLI, they can help with planning and promotion of the event.
  - b. **In the YLI survey mentioned above, also ask international members what they want from YEA.** Their responses can help guide how we move forward on this topic.
  - c. **How can we make this topic more measureable?**
3. New Faces
  - a. This program has been put on hiatus by DiscoverE (the organization that oversaw and ran the program). The ASHRAE New Face would represent ASHRAE at a CIBSE Conference, so we need to decide who will now make that trip.
  - b. **YEA Excom will discuss and report back to this subcommittee.**

## ATTACHMENT E

### Personal Development Subcommittee Conference Call Wednesday, December 20, 2017 at 9:00am Eastern

#### Attendees:

Vanessa Freidberg, Alexis Gagnon, CL Liu, Jake Kopocis, Stephanie Kunkel, Rhiannon Masterson

#### Minutes:

1. 2017 Fall YLW – Baltimore
  - a. Quick review of hazing complaint. Will no longer have those who arrive late sing “I’m a Little Teapot” based on feedback from an attendee.
  - b. We still need to review the completed attendee surveys. **Rhiannon will set up call in January with Ralph, Carrie Anne, CL, Rachel and Vanessa to review the surveys and prep for YLW Seattle.**
2. 2018 Spring YLW – Seattle
  - a. Scheduled for March 23-25, 2018. Hotel is finalized
  - b. Need to select dinner/evening activities. The goal is to move bowling/activity to Saturday night and have a stand-up buffet style dinner on Friday, which will allow for more moving around and networking. **Rhiannon will research options and send to group for review.**
  - c. **Rachel will reach out to Jessica Mangler to ask about ideas for a potential technical tour.**
  - d. We have 21 registrants as of today. Registration deadline is February 1, 2018. The registration deadline is listed on the registration, but **Rhiannon will have it added to the event homepage.**
3. YLW 2.0
  - a. Scheduled for February 23-25, 2018 in Phoenix. Hotel is finalized and registration is full
  - b. One dinner will be at the hotel, but we need to select one restaurant for dinner outside of the hotel. **Rhiannon will research and report back to group for off property dinner ideas.**
  - c. Vanessa, Rachel and Alexis had a call with Ralph last week and went through his outline.
  - d. Vanessa and Rachel will be attending this event.
4. CRC PowerPoint
  - a. Updated PowerPoint – **ATTACHMENT A (attachment included in email)**
  - b. Once Basecamp is set up we can add the PowerPoint. **Rhiannon will work on having Basecamp finalized.**
5. First Time at ASHRAE Seminar
  - a. Rachel and Vanessa are preparing and will be presenting. Jake is chairing the session. Scheduled for Sunday morning in Chicago. Please plan on attending if you are available. **Rachel will send out a calendar invite.**
6. Chapter/Member Outreach
  - a. CL previously set up a guideline document with best practices. Our goal is to provide support to YRCs if they need ideas on how to communicate with their chapters. We decided not to create a new newsletter since it would overlap with the YEA Connections newsletter; instead, YRCs can reach out to their YCC when and how they see fit.  
**b. Rhiannon will put together a calendar of dates/deadlines for YEA events and activities.**
7. College of Fellows
  - a. YEA Excom has been working with the College of Fellows (CoF) over the past couple of months to establish a plan for mentoring.
    - i. The previous mentoring website that CoF created was not successful. We decided the first step was for CoF to create a Facebook page. We will connect with ASHRAE Marketing for advice on how to make the Facebook page successful.
    - ii. The next step is to establish a face-to-face meeting opportunity. We are looking at the idea of bringing Ralph Kison in to facilitate a conference session.

## ATTACHMENT F

### Professional Development Subcommittee Conference Call

Tuesday, December 19, 2019 at 9:00am Eastern

#### Attendees:

Jake Taylor, Kathleen Simpson, Stephen Wren, Tracy Pang, Aleksandar Andjelkovic, Jake Kopocis, Stephanie Kunkel, Rhiannon Masterson

#### Minutes:

4. Leadership U - Alyse
  - a. The four LU participants for Chicago are:
    - i. Christopher Albright, Johnstown Chapter, Region III. Shadowing Ginger Scoggins.
    - ii. Matthew Clark, Central New York Chapter, Region I. Shadowing Edward Tsui.
    - iii. Omar Rojas, Southern California Chapter, Region X. Shadowing Mick Schwedler.
    - iv. Marianna Vallejo, Oregon Chapter, Region XI. Shadowing Julia Keen.
  - b. All planning is complete for Chicago. Rhiannon will follow-up with participants/mentors one more time before the conference to remind them to share schedules.
  - c. There will be a meet-and-greet on Friday, January 19<sup>th</sup> from 6-6:30pm. Steve, Greg and Tracy can attend.
5. LeaDRS - Kathleen
  - a. Below is a list of LeaDRS participants for Chicago as of 12/18/17. The deadline for Regions to register a LeaDRS participant is 1/5/18.
  - b. Since this is a Regional program and is open to all ASHRAE members (not just YEA members), we believe it's best to let each Region and DRC do what works best for them (as opposed to creating a uniform application/selection process). Kathleen will reach out to each DRC to let them know that we're here if they need any support and to gauge their interest in a LeaDRS/LU meet-and-greet at conferences.

Region	DRC	LeaDRS Attendees to Chicago Conference
I	Bill Walter	Elizabeth Jedrlinic (Long Island Chapter)
II	Doug Cochrane	Abhishek Khurana (Toronto Chapter)
III	Roger Jones	
IV	Billy Austin	
V	Doug Fick	Andrew Cheung (Central Indiana Chapter)
VI	Benny Skelton	
VII	Michael Cooper	Christine Keltner (Louisville Chapter)
VIII	Jon Symko	Justin Ivey (Shreveport Chapter)
IX	Trent Hunt	Meagan Gibbs (Nebraska Chapter)
X	Marites Calad	Elise Kiland (San Jose Chapter)
XI	Keith Yelton	Megan Judge (Puget Sound Chapter)
XII	Dan Rogers	Ernesto Porras (Colombia Chapter)
XIII	Ng Yong Kong	
XIV	Costas Balaras	(No LeaDRS)
RAL	Farooq Mehboob	Aditi Ashish Shah (Western India)

6. HVAC Design Training Scholarship - Jake
  - a. July – December review complete. (August 1<sup>st</sup> review deadline)
    - i. 20 applicants and 5 scholarship recipients.
  - b. Applications are open until December 31, 2017. Rhiannon will send applications to the subcommittee for review the first week of January. We will select five scholarship recipients and they can select a training scheduled between January-June 2018.
  - c. The next round of applications will be open May-June 2018.

- d. We would be interested in adding scholarships for other ASHRAE education opportunities if we have the funding.
  - i. Rachel R suggested the consulting essentials class (contact Dennis Wessel)
- 7. Technical Committees - Steve
  - a. The PDF TC roster has been updated to show YEA data. However, the Excel TC roster does not show YEA data. Rhiannon will work with IT to get the Excel roster updated with a YEA column.
  - b. TC YEA Involvement:
    - i. MBO to increase YEA members participating on TC's by 15%
    - ii. As of 12/19/17, there has been an 8.5% decrease (595 to 545).
- 8. Winter Networking Event - Tracy
  - a. Everything is ready to go for the YEA Hospitality Suite in Chicago, which is scheduled for Sunday, January 21 from 4-6pm. We will have a cash bar and snacks.
- 9. YEA Technical Weekend
  - a. Terminated after Spring 2017 event.
- 10. Liaison Coordination
  - a. We have assigned liaisons for all committees.
  - b. Task: Find the contact info for the chairs of these committees and if they have an open session to attend at the conference.
  - c. Breakdown of liaisons and any topics of discussion:
    - i. Chapter Technology Transfer Liaison – Alek
    - ii. Grassroots Government Advocacy – Kathleen
    - iii. Honors and Awards – Alyse
      - 1. Developing Leader Award was approved at the Board meeting in November 2018. The first award can be given out at the 2019 Winter Conference. YEA will need to submit their recipient recommendation(s) to H&A at the 2018 Annual Conference. We need to set up the application/nomination process and decide how to distribute and promote.
    - iv. Membership Promotion – Alyse
    - v. Research Promotion – Steve
    - vi. Student Activities – Jake
      - 1. Student transfer numbers are up 18% compared to this time last Society year.
      - 2. Talk to the SmartStart program people that put on Syracuse program for Regions I, II, and III.
    - vii. Technical Activities – Jake
    - viii. Certification – Tracy
      - 1. Tracy has been in contact with the staff liaison, Tim Kline, and will meet at the winter conference.
    - ix. Professional Development – Alek
      - 1. Lindsey King is member
      - 2. PDC/YEA Training Products
        - a. Professional Development Committee (PDC) is requesting is that your subcommittee assist them in developing a 5-year plan to cultivate training programs/products for YEA members outside of the design class.
        - b. Contact - Keith Reihl
        - c. Possible survey? Further clarification needed?

## ATTACHMENT G

### Referred motion from Members Council

**TO:** Jake Kopocis, Young Engineers in ASHRAE Committee Chair  
Rhiannon M. Masterson, Young Engineers in ASHRAE Committee Staff Liaison

**FROM:** Joyce Abrams

**DATE:** December 21, 2017

**SUBJECT:** Members Council Referral

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During the Members Council November 2017 meeting in Atlanta, the council referred the motion below to the Young Engineers in ASHRAE Committee for comment. The council will revisit this motion after your comments are received. I appreciate your keeping me advised of your actions. Let me know if you have any questions. Thank you.

**Region XII (Brasil Chapter) Motion 20:**

That all non-North American attendees for YEA Leadership Weekend have all travel costs reimbursed.

**Background:** This motion's intent is to increase the non-North American presence at YEA Leadership Weekend, aligning with ASHRAE's Strategic Plan to become a more international society.

**Fiscal Impact:** With Each attendee attending YEA Leadership Weekend would have an average transportation cost of about US\$ 1,000 per person. Assuming that, at most, 30 people from outside of North America will attend, the budget impact will be US\$ 30,000.

## ATTACHMENT H

### Referred motion from Members Council

**TO:** William P. Simpson, Student Activities Committee Chair  
Katie Thomson, Student Activities Committee Staff Liaison

**FROM:** Joyce Abrams

**DATE:** December 21, 2017

**SUBJECT:** Members Council Referral

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During the Members Council November 2017 meeting in Atlanta, the council referred the motion below to the Student Activities Committee for consideration with copy to the Membership Promotion and Young Engineers in ASHRAE Committees. I appreciate your keeping me advised of your actions. Let me know if you have any questions. Thank you.

#### **Region I (Central New York Chapter) – CRC Motion 5:**

That Society create a Smart-Start Weekend Ad-Hoc Committee at the Society Level including members from the Student Activities, YEA, and Membership Promotions committees and provide \$75,000 in funding annually for the committee to distribute amongst the Regions who apply to receive the funding for a Student Focused Program at the Region's CRC (Smart-Start Weekend).

**Background:** For more details on the proposed program, please refer to the "Smart-Start Weekend Program Proposal" document attached. A short summary is provided below.

The goal of the Smart-Start Weekend Program is to increase ASHRAE's Student Membership retention rate. The current Student Membership retention rate is at 7% and Society has seen a decreasing trend in this metric in recent year. The objectives of the program are to:

- (1) Introduce students to career paths in the HVAC&R industry
- (2) Educate students about ASHRAE
- (3) Provide networking opportunities with professionals
- (4) Train students on how to run a successful student branch
- (5) Offer basic technical training and building tours

The CNY Chapter held a Smart-Start Weekend pilot event in April 2017 from funding received from the Chapter Opportunity Fund (\$4,750) and money raised from company sponsors (\$5,690). The intent of providing society level funding of \$75,000 annually to be divided between the 15 ASHRAE Regions is to incentivize Regions to include student focused programs at their annual CRC. Incentivizing Chapters will accelerate the program more rapidly throughout the Society. Based on expenses from the pilot event, it was determined that \$75,000 (\$5,000 for each Region) is appropriate funding.

The Smart-Start Weekend Ad-hoc Committees main objectives are to (1) maintain training information to provide to Region's on how to develop a Smart-Start Weekend event, and (2) to review the application process and distribute funding. The Central New York chapter has spoken with YEA, Student Activities, and Membership Promotion committees at the Annual Conference in Long Beach, and all the committees showed support of expanding the Smart-Start Weekend program. YEA and Student Activities have already nominated a representative on their committees at Long Beach to be their Smart-Start Weekend Program Liaison.

**Fiscal Impact:** \$75,000

**cc:** Devin A. Abellon, Membership Promotion Committee Chair  
Daniel B. Gurley, III, Membership Promotion Committee Staff Liaison  
Jake Kopocis, Young Engineers in ASHRAE Committee Chair  
Rhiannon Masterson, Young Engineers in ASHRAE Committee Staff Liaison

## ATTACHMENT I

### **Motion:**

Young Engineers in ASHRAE (YEA) Committee funds that were originally be used for YEA Technical Weekend be reallocated for the YEA Executive Committee Outreach Program. The YEA Executive Committee Outreach Program shall be travel conducted by the YEA Chair, Senior Vice-Chair, and Junior Vice-Chair to assist YEA Members outside of the United States. These travel funds shall include transportation, registration if necessary, and accommodations. This Program shall consist of support and educational visits to the chapters to promote the resources within ASHRAE to those Members outside of the United States. Allocation of the funds shall be approved by the YEA Chair and ASHRAE Staff Liaison. This shall be effective July 1, 2018.

### **Background Information:**

The YEA Technical Weekend was a YEA program that was suspended in 2017 as a result of low attendance caused by the overlap in content with the HVAC Design Essentials Training. These funds are currently not being used by the YEA Committee.

The growth of YEA members outside of the United States is ASHRAE's largest opportunity for growth. In recent years there have been many request for additional in-person visits by the YEA Chair and Vice-Chairs to visit CRC's, Technical Conferences, and general chapter meetings. These requests have not been fulfilled in the past due to the lack of funds available for the travel.

The funds allocated to this will be used at the discretion of the YEA Executive Committee to provide outreach to Chapters and other events in Region XII (Latin & South America), Region XIII, Region XIV, Region-At-Large, and future Regions and Chapters outside of the United States.

A procedure shall be created if this motion is approved to document the selection process, budget, as well as content and curriculums covered during the Program. This shall be documented prior to the approval of the trip and approved by the Junior Vice-Chair, Senior Vice-Chair, YEA Chair, & YEA Staff Liaison.

**Fiscal Impact:** There will be no fiscal impact. The Research Promotion contributions earmarked at \$10,000 for YEA Technical Weekend will be reallocated to the YEA Executive Committee Outreach Program.