

**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. While we have been in communication with the Region XIII DRC and the Hong Kong Chapter, it was recommended by Erich that 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?
    - ii. 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?
    - iii. Review of SmartStart Weekend hosted by the Central New York 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 LeaDRS 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 finalized and sent to YEA Committee by September 1<sup>st</sup>. Have review by YEA Committee completed by October 1<sup>st</sup> with intent of presenting at fall Members Council.
    - iv.** Present as one motion, not two.



## ATTACHMENT A

### Young Engineers in ASHRAE Committee Minutes 2017 Winter Conference, Las Vegas, NV Saturday, 1/28/2017, 8:00 am – 3:00 pm Caesars Palace

- I. Call to Order (Haynes) – 8:00 am
- II. Tim Dwyer (CIBSE) spoke with the YEA Committee about the CIBSE ASHRAE Technical Symposium 2017 event and asked us to promote the event. – 8:08 am
- III. Introductions (Haynes) – 8:10 am
- IV. Approval of Minutes from the St. Louis Meeting (Haynes) – 8:20 am
  - a. Motion to approve by CL Liu, seconded by Stephanie Kunkel 13-0-0, 1 absent.
- V. Chair's Report (Haynes) – 8:23 am
  - a. Update of 2016-2017 MBOs
- VI. Subcommittee Reports– 9:00 am
  - a. Outreach Development (Dupuis)
    - i. Rupesh is organizing the next YLI event. They are looking at Macau and Manilla and comparing both costs, YEA members in the area, and travel logistics.
    - ii. The YLI in Athens meet the registration goals, however a couple of attendees were not able to make it due to complications with visas.
    - iii. There is a direct relationship to participant involvement in ASHRAE.
    - iv. The subcommittee is looking to select future locations and dates for YLI. The subcommittee is going to look into creating a selection process that will include participant commitment and local contact.
    - v. RAL & Reg XIII Outreach:
      1. Reg XIII was not able to start LeaDRS
      2. RAL does have a LeaDRS participant from the Falcon Chapter
    - vi. YEA/YEN Development:
      1. Audrey is working with YEN and has made a contact with YEN.
    - vii. Student Retention
      1. Audrey is reaching out to YRC/YCC's about promoting SmartStart.
    - viii. Committee Liaisons:
      1. The subcommittee members are going to go speak with each of the membership committees to discuss collaborations.
    - ix. YEA Webcast:
      1. Developing a plan for a YEA Webcast. Future discussion in new business.
  - b. Personal Development (Kunkel)
    - i. Fall YLW 2016
      1. Jake and Andy attended with Michael Collarin.
      2. Event went very well.
      3. There were complaints about the ASHRAE presentation. The subcommittee is looking into options and updates to the presentation.
      4. Jake Taylor is going to send the mind map out to the committee.
    - ii. Spring YLW 2017
      1. Location: Denver, CO

- 2. Rachel Romero is to help organize the event
- 3. Presentation will be updated prior to the event
- 4. Hotel and Ralph are both confirmed
- 5. Dinner and event reservations are being coordinated right now
- 6. The event is fully booked
- iii. YLW 2.0
  - 1. Location: San Fransisco, CA
  - 2. Hotel and Ralph are booked
  - 3. The event is fully booked
  - 4. Finalizing presentation with Ralph in the next couple of months.
- iv. Fall YLW 2017
  - 1. Currently narrowing down locations
  - 2. Working with Ralph on dates
- v. First time at ASHRAE seminar
  - 1. Chris and Frank to give the presentation
  - 2. Sunday morning at 9:45am
- vi. Winter Networking Event: Happy Hour Sunday evening Florentine 3 & 4
- vii. YEA Student Mixer: Today from 5:00 - 6:30pm
- viii. CRC PowerPoint: in the process of updating the CRC PowerPoint.
- c. Professional Development (Schopplein)
  - i. YEA Technical Weekend (Huffines)
    - 1. March 25-26 (Atlanta, GA)
    - 2. Topic: Energy Management in new and existing buildings (ALI Course)
    - 3. The tour is still being organized
    - 4. There is a justification form that can be tailored to specific employers
  - ii. Developing Leader Award (Schopplein): H&A is voting on the award tomorrow.
  - iii. Leadership U: The programs are continuing as previously.
  - iv. HVAC Design Training: New applicant selection process is working successfully.
  - v. Technical Committees (Schopplein)
    - 1. Meeting 5-6:30p with TAC and YEA on how to improve YEA involvement.
    - 2. TC reports are to have DOB included so committees know who is YEA.
- VII. Updates from SA & MP Liaisons
  - a. Devin Abellon – MP – 10:00am
    - i. Discussed how we can collaborate to improve the SmartStart Program as well as improve retention for new members.
    - ii. The MP committee wants to work with YEA to improve the involvement of YEA on a technical side.
    - iii. Improve documentation and material to help show employers the benefit of paying the ASHRAE memberships.
- VIII. Erich Binder (Board Ex Officio) 10:25 am
  - a. Discussed with the committee the current large projects ASHRAE is undertaking.
  - b. Requested ideas for nominating members for standing committees.
  - c. The board and Bjarne would like to look at new opportunities for global outreach.
  - d. Gave an update on ASHRAE's global efforts to update refrigerant standards.

- e. Erich is to send Caleb the presentation to forward to the committee.
- IX. Open Discussion – 11:00 am
  - a. How chapters used the chapter opportunity fund.
  - b. Smart Start Outreach Weekend in Region I (April 2017)
- X. Break for lunch – 11:30 -12:30 pm
- XI. YRC Regional updates – 12:30 am
  - a. Jake Taylor opened discussion about LeaDRS applications and selection processes.
  - b. LeaDRS: The outreach subcommittee is to create a kick off meeting for LeaDRS to provide DRCs and participants a single location for meeting at the society meeting.
  - c. Develop a PAOE item for YEA Community Outreach program that is sponsored by YEA
    - i. The committee agrees that the existing community outreach item as well as the YEA participant on a committee items covers this motion.
  - d. CEC Motion: Rachel Romero put forward a motion to create a resource for YEA members to lower the cost of attending a conference, seconded by Lee Huffines. 14-0-0
    - i. Outreach Committee to set up a network within YEA to set up resources for YEA resources page to lower the cost of attending a conference.
- XII. Involvement with YEN – 1:00 pm
  - a. Emelia Targonska (CIBSE) is to help us develop a conversation to discuss mutually beneficial plan to share resources.
  - b. We request that CIBSE provides an official contact person for YEA to reach out too.
  - c. Rupesh Iyengar asked that we offer similar resources to ISHRAE for YLI as we offer for CIBSE. The committee will offer the same resources to other partner groups based on the society level relationship between the societies.
- XIII. New Business
  - a. SmartStart Conference Registration
    - i. The action items listed below came from CEC when they approved the motion recommending that Smart Start participants receive discounted conference registration. We need to review the action items and provide a response during our Members Council report.
      1. “To follow-up with CEC’s recommendation to include mentoring for the SmartStart Program so that these members are encouraged to stay active within ASHRAE.”
      2. “To follow-up with CEC’s recommendation for the SmartStart Program to work with Chapters to guide new members in finding fiscally responsible ways to attend the conferences.”
    - ii. YEA to make a recommendation to MP with our suggestions. Once YEA receives a request from MP our committee will have a call to make those recommendations in the next couple of months.
  - b. Transition To Grassroots – 2:30pm
    - i. Caleb gave a background on YEA
    - ii. Erich Binder and Caleb Haynes are discussing ways to go Grassroots
    - iii. CRC Reimbursement for YCCs
    - iv. An Ad hoc committee has been formed to discuss: Vanessa Freidberg, Jake Taylor, Greg Jernstrom, Ioanna Deligkiozi, Rupesh Iyengar

- c. PAOE recommendations for the 2017-18 Society year – 1:10 pm
  - i. TC Participation
  - ii. Grassroots Government
    - 1. A motion was made by Vanessa Freidberg to have Grassroots include an item for a YEA participation in PAOE. The motion was seconded by Rupesh Iyengar. The results of a vote are 13-0-0, 1 absent.
    - 2. Jake Kopocis is to suggest that Grassroots includes an item for a YEA participation in PAOE be brought back.
  - iii. Research Promotion
    - 1. A motion was made to have Ioanna to draft a motion to have PAOE points awarded for RP fundraising dollars raised for YEA.
    - 2. Motion made by Vanessa, seconded by Rachel. Vote 13-0-0, 1 absent
- d. Mentoring – 1:48 pm
  - i. TCs
    - 1. YEA Mentoring Guidelines
    - 2. TC – YEA Matching
    - 3. TC Mentor Registry
    - 4. Mentoring Pilot Program
    - 5. TAC Action for Supporting YEA Members
  - ii. Life Member
  - iii. Fellows
  - iv. The outreach subcommittee is to create a proposal for system of connecting mentors and mentees and present it to the YEA committee in Long Beach, CA.
- e. Pub Ed – 10:30 am
  - i. Mick discussed creating educational materials for young engineers – 9:34 am
    - 1. Pub Ed is requesting feedback and coordination from YEA to create a program and system.
    - 2. YEA Committee formed an Adhoc Committee to work with Pub Ed: Jacob Kopocis, Heather Schopplein, Stephanie Kunkel, Lindsay King, CL Liu
  - ii. How do YEA members use ASHRAE information?
  - iii. How do we change the way resources are available and used?

XIV. Adjournment (Haynes) – 3:05 pm

**ATTACHMENT B**

YEA 2016-2017 MBOs

Item #	MBO	Status	Date Due	Assigned To	MBO Comments
1	Increase communication with employers/YEA program brochure for employers	In progress	6/30/2017	YEA Committee	Develop and implement an employer visit report form
2	Increase YEA membership by 15% (9,426 to 10,840)	As of 6/1/17, 10,608 YEA members and 12.5% increase	6/30/2017	YEA Committee	Continue to grow the YEA demographic and encourage involvement
3	Develop ASHRAE Developing Leader Track	Submitted to H&A in Las Vegas	6/30/2017	Professional Development Subcommittee	Roadmap for involvement of young ASHRAE members
4	Increase number of YEA members participating on TCs by 15% (524 to 603)	As of 6/13/17, 580 YEA members and 10.7% increase	6/30/2017	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 (YCCs) by 5% (140 to 147)	Complete: 150 YCCs as of 6/13/17 and 7% increase	6/30/2017	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	13 out of 17 committee members qualify for Full Circle	9/30/2016	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	In progress	6/30/2017	Outreach Development Subcommittee	To encourage communication and better integrate between committees
8	Develop YEA webinars	In progress	6/30/2017	Outreach Development Subcommittee	Provide educational resources for international YEA members who might not be able to attend existing YEA programs.
9	Develop pilot community service activity	In progress	6/30/2017	YEA Committee	Provide a way for YEA members to give back to the community while at an ASHRAE conference.



## ATTACHMENT C

### Outreach Development Subcommittee Conference Call

Tuesday, June 13, 2017 at 12:00pm Eastern

#### Attendees:

Audrey Dupuis  
Ioanna Deligkiozi  
Shona O’Dea  
Jake Kopocis  
Rhiannon Masterson  
Caleb Haynes

#### Minutes:

1. YEA Leadership International
  - a. Action plan – **ATTACHMENT A**
  - b. Only available weekend based on everyone’s availability is December 8-10, 2017
  - c. Location will be Hong Kong
  - d. Rhiannon will research hotel options and finalize Tricia’s contract. Once those are complete, we can open registration. Registration should be open in July or August.
  - e. Rhiannon has updated the YLI flyer from Greece for the Hong Kong event so that we can distribute in Long Beach – **ATTACHMENT B**
  - f. Rhiannon will notify R12, R14 and RAL that we would like to attend their Regional meetings in Long Beach to let them know about the YLI event.
  - g. Caleb will reach out to Mandy and Cindy. Once we have more details finalized, we need to maintain communication with the Hong Kong Chapter and R13.
  - h. Since we have had issues with the materials sent via FedEx for the past two YLW events, we need to discuss how to send materials for future events. We can send directly to the local chapter or a local member (as opposed to the hotel) or we can carry the supplies with us.
2. RAL/RXIII Outreach
  - a. RAL updates from Ioanna: There has been a big increase in RAL YCCs and involvement. Ioanna organized a Skype call for the first time with her YCCs after the 2017 Winter Conference. RAL will send their 2<sup>nd</sup> LeADRS participant to Long Beach. There was a RAL attendee at Leadership Academy.
3. YEA/YEN Development
  - a. Ioanna and Caleb attended the YEN Conference in London this past May.
    - i. Update from Ioanna: It was a very interesting meeting and YEN is interested in collaborating with YEA. There have been some previous efforts to organize a joint event, and the ideas of starting an engineering forum or YEA/YEN LinkedIn page was addressed. They discussed having common activities at the CIBSE Technical Symposium or the ASHRAE conferences. Emilia Targonzka has been assigned as the YEN liaison for YEA and she will be in Long Beach.
    - ii. Update from Caleb: There is a lot of opportunity moving forward. CIBSE has offices in Hong Kong, Australia, and the UAE. CIBSE/YEN will have a global conference in UAE in the fall, so we shared Tricia Evans contact information if they want to incorporate a soft skills aspect to their conference. We had good

conversation about sustainability and it was beneficial to have face-to-face conversations.

4. New Faces of Engineering
  - a. The 2017 ASHRAE New Face is Alyse Falconer from the Golden Gate Chapter. Alyse will attend the Build2Perform CIBSE conference in November 2017.
  - b. Applications for the 2018 New Face program will open in fall 2017.
5. Student Retention
  - a. As of 6/1/17, we are at 249 transfers. At this time last year we were at 319 transfers.
6. Liaison Coordination
  - a. If any other subcommittee have information they need communication to other committees, please let us know so we can schedule accordingly with those other committees.
7. Develop YEA Webcast
  - a. Following discussions in Las Vegas, it was decided that YEA will not create their own webcast series, but will better promote the existing ASHRAE webcast.

ATTACHMENT A

## YLI 2017 - HONG KONG ACTION PLAN

	Task Item	Description	Completion Date	Lead	Assist	Assist	Assist	Assist	Assist	Notes
<b>X</b>	Location	Use the standard selection process to select the YLI Location	<i>5/6/2017</i>	<b>Rupesh</b>	Jake	Ioanna				We have evaluated all of the chapters in Reg XIII. With Hong Kongs large number of YEA's and support from the chapter. HK has been selected.
<b>X</b>	Date	Coordinate with Calendars Committee Members and Trisha to select the event date	<i>5/13/2017</i>	<b>Jake</b>	Rhiannon					We have coordinated with the committee, Calanders, and Trishia and decided on Dec 8-10.
	Venue	Select a venue that will fit the events budget.	7/31/2017	<b>Rhiannon</b>	Caleb	Shona	Mandi	Cindy	Jake	Mandi & Cindy give us recommendations and discuss with Shona and Caleb. We can then work with Rhi to have ASHRAE get a contract.
	Contract	Finalize Trisha's Contract	7/15/2017	<b>Rhiannon</b>						I have confirmed with Trisha that the dates will work. We just need to make sure everything is ok with her contract.
	Social Events	Friday and Saturday night dinners and social activities	8/31/2017	<b>Shona</b>	Lindsey	Mandi	Cindy	Jake		Review last years event schedule then plan events at around the same time. If we need buses or anything else please coordinate with Rhi to stay within the event budget.

	Optional Tour	Discuss possible tour ideas and/or other activities	8/31/2017	<b>Shona</b>	Lindsey	Mandi	Cindy	Jake	If we can find a great tour, lets try and fit it into the schedule. We could also discuss adding a tour the Friday morning before or Sunday afternoon after. We have even added an extra day and added registration cost to the event.
<b>X</b>	Event Flyer	Create a flyer for the event that can be distributed at the ASHRAE Long Beach Meeting	6/23/2017	<b>Rhiannon</b>	Jake				Rhi, if it is easier for you to just edit the existing document. If you are really busy send it to me and I can get it done.
	Regional Planning Meetings	Attend meetings with the Euro Region, RAL, and Reg XIII to promote the event.	6/19/2017	<b>Jake</b>	Rhiannon	Steph	Shona	Lindsey	Rhi, Can you let us know when these regions are planning on meeting. Can you get us the emails from Euro Reg DRC, and RAL? I have Reg XIII.



## YEA Leadership International (YLI)

8-10 December, 2017 in Hong Kong



Interested in expanding your knowledge and meeting fellow industry professionals from around the world? Look no further than YLI! This event allows you to learn more about ASHRAE, develop soft skills, and network with young professionals.

### Topics of discussion:

- Understanding the big picture
- Personal goals that go beyond work
- What managers & leaders actually do
- How to stand out at work
- What successful people have in common

### What comes with registration?

The \$250 registration fee for ASHRAE members includes attendance to the event, materials, food, and hotel accommodations for the nights of Friday, 8 December and Saturday, 9 December. Airfare, mileage and travel to/from the airport and hotel are not included.

### Tentative Schedule

#### Friday, 8 December

- 14:00-17:00, ASHRAE and YEA presentations
- 18:00-20:00, Dinner and Social/Networking event

#### Saturday, 9 December

- 8:00-9:00, Breakfast
- 9:00-12:00, Facilitator session
- 12:00-14:00, Networking lunch
- 14:00-17:00, Facilitator session
- 17:00-20:00, Dinner and Social/Networking event

#### Sunday, 10 December

- 8:00-9:00, Breakfast
- 9:00-12:00, Facilitator session

## Register Soon!

Registration will open by the end of August 2017 and information will be available at [www.ashrae.org/YLI](http://www.ashrae.org/YLI). Registration will be limited to 20 attendees, and registrations will be processed on a first-come first-served bases.

## ATTACHMENT D

### Personal Development Subcommittee Conference Call

Tuesday, May 30, 2017 at 10:00am Eastern

#### Attendees:

Stephanie Kunkel, Vanessa Freidberg, Jake Taylor, Rachel Romero, CL Liu, Caleb Haynes, Jake Kopocis, Rhiannon Masterson

#### Minutes:

8. Fall 2017 YEA Leadership Weekend
  - a. Scheduled for October 13-15. Rachel, Vanessa, and a new subcommittee member will likely attend.
  - b. Baltimore has been selected as the location. Rhiannon will work with ASHRAE staff to get hotel contract signed so that we can get registration open prior to Long Beach.
  - c. Extra day tour:
    - i. Steph will research potential facility tour
    - ii. Tour would be scheduled for either Friday morning or Monday morning
    - iii. Rhi will touch base with Steph next week to get updates about the tour and consult the subcommittee on whether or not we should offer the extra day tour; a decision will need to be made prior to opening registration
9. YEA Leadership Weekend 2.0
  - a. Held May 5-7, 2017 just outside of San Francisco, CA (in Tiburon)
  - b. Subcommittee members in attendance: Steph, Vanessa, Jake, CL
  - c. Overall, the event went well and we received positive feedback. There are some items that will need to be discussed with Ralph for planning of future events, and we will have a separate conference call with him for detailed discussions.
  - d. Rhiannon will upload the feedback forms and schedule a call with the subcommittee and Ralph.
  - e. Steph's event feedback – **ATTACHMENT A**
  - f. Attendee feedback overview – **ATTACHMENT B**
10. First Time at ASHRAE Seminar
  - a. We plan on submitting for the 2018 Winter Conference in Chicago
  - b. Steph will send the seminar information to Rachel and Vanessa who will submit it prior to the August 30<sup>th</sup> deadline
11. Annual/Winter Networking Event
  - a. The YEA Hospitality Suite for Long Beach is scheduled for Sunday, June 25<sup>th</sup> from 4-6pm.
    - i. If any YEA Award winners are attending, they will be presented with their plaques at the Hospitality Suite.
12. CRC PowerPoint
  - a. Add in chart reviewing YEA members that was added into YLW 2.0 PP
  - b. Add in placeholder for Regional YEA stats that the YRCs can update
  - c. Add information about ASHRAE average age
  - d. Add information about YEA subcommittees
  - e. Incorporate edits that were made at the Denver YLW event
  - f. Rhiannon will make all updates and then send PP to the subcommittee for review and feedback

## **ATTACHMENT A**

Steph's notes from post-YLW 2.0 discussion with Ralph in California:

1. Should Ralph do the 1.0 review on Friday afternoon?
2. Pecha Kucha
  - a. Either have the Pecha Kucha be in the beginning of the weekend as an icebreaker on Friday or Saturday OR tell the participants that it will be the wrap-up on Sunday
3. Focus more on self-branding during the weekend
4. Remove Johari Window from the weekend – too personal and in-depth for the participants during the weekend
5. Deep dive into the strength finder results and how to utilize them
6. Team Strengths activity
  - a. Group the teams prior to the weekend based upon their strengths
7. Dinner out one night

## ATTACHMENT B

### YLW 2.0 Attendee Feedback Results

1. How would you rate your overall YLW 2.0 experience? **Average = 4.28**

1	2	3 (2)	4 (6)	5 (6)
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2. How applicable was what you learned to your day-to-day job? **Average = 4.71**

1	2	3 (1)	4 (2)	5 (11)
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3. Was this an effective networking opportunity for you? **Average = 4.5**

1	2	3 (1)	4 (5)	5 (8)
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4. Did this experience enhance your interest in ASHRAE? **Average = 3.86**

1	2 (1)	3 (5)	4 (3)	5 (5)
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5. How would you rate the accommodations and location? **Average = 4.5**

1	2	3 (1)	4 (5)	5 (8)
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6. What did you like or dislike about the location of the accommodations?
  - Liked remoteness of hotel (7)
    - led to better networking/bonding
  - Disliked remoteness of hotel (6)
    - Night life not easily accessible
    - Not close to much
  - Liked having meals outside
7. Would you recommend YLW 2.0 to other YLW Alumni? **YES (13) NO (1)**
8. What was your favorite part about YLW 2.0?
  - Ralph (3)
  - Pecha Kucha (2)
  - Smaller group (2)
    - Led to more personal connections
  - Great group of attendees
    - Balanced/diverse group
    - Seeing people from my first YLW and meeting new people (3)
  - Review of S curves; sharing how we have used it and how we plan to continue to use it
  - Learning about other attendees and how they developed with with Ralph's help
  - Group discussion
  - Presenting and public speaking was a good "next step" activity



- Empathy and EQ emphasis
- StrengthsFinder – offer a more structured exercise for this

**9. What was your least favorite part about YLW 2.0?**

- Food choices
- Friday afternoon was a little slow
- Not enough new material

**10. What is one thing that you would change for upcoming YLW 2.0 events?**

- Pecha Kucha:
  - Move to Saturday afternoon (2)
  - Make an icebreaker
  - Let attendees know in advance when they will take place
- Leave the hotel for one of the dinners (3)
- Outdoor activities (3)
  - team building activities that we can take back and try with our own teams
- Not enough time for new material; YLW 1.0 review took up a lot of time (3)
- Offer new and more challenging perspectives and ideas as people advance in their careers
- Provide more time for structured round table discussions / “think tank”
- More information about selling your brand

**11. Please list any additional comments you have (i.e. ideas for next year, potential improvements, general feedback).**

- Implement selection process to maintain balanced group
- Depend less on PowerPoint
- More information on improving communication techniques
- Review timing and amount of content; some things felt rushed and lost its importance

**12. What about ASHRAE in general? How can we better serve our young professional members?**

Please list any comments you have:

- Keep advertising these events
- Bridge Student members to job prospects
- Mentoring program

## ATTACHMENT E

### Professional Development Subcommittee Conference Call

Wednesday, June 14, 2017 at 1:00pm Eastern

#### Attendees:

Heather Schopplein, Lee Huffines, Jackson Willis, Greg Jernstrom, Kathleen Simpson, Jake Kopocis, Caleb Haynes, Rhiannon Masterson

#### Minutes:

1. Introductions
  - a. Committee Members
    - i. Heather Schopplein -Attended
    - ii. Lee Huffines – Attended
    - iii. Greg Jernstrom -Attended
    - iv. Kathleen Simpson - Attended
  - b. YEA Committee
    - i. Caleb Haynes –Attended
    - ii. Rhiannon Masterson – Attended
    - iii. Jake Kopocis – Attended
    - iv. Jackson Willis (incoming member) - Attended
2. YEA Technical Weekend (Champion - Lee)
  - a. Review of Spring 2017 event
    - i. 8 Attendees
    - ii. Final budget numbers – **ATTACHMENT A**
    - iii. Attendee feedback form summary – **ATTACHMENT B**
  - b. Future of event
    - i. The YEA Executive Committee decided to no longer have YTW due to low attendance.
    - ii. Subcommittee will direct YEA members to other ASHRAE opportunities already available
3. Leadership U (Champion - Kathleen Simpson)
  - a. The four LU participants for Long Beach are:
    - i. Joe Chin, San Jose Chapter
    - ii. Tiffany Biagini, Illinois Chapter
    - iii. Akshay Bhargava, Spacecoast Chapter
    - iv. James Gallick, Columbus Chapter
  - b. Rhiannon has paired and connected the LU participants with their VP mentors. All preparations are complete.
  - c. LU meet-and-greet is scheduled for Friday, June 23 at 6:00pm local time (Hyatt, Shoreline B, lower level) This meeting will allow everyone to meet face-to-face and have any questions answered.
    - i. Greg and Kathleen are available to attend
  - d. A wrap-up breakfast is scheduled for Wednesday, June 28 at 9:30am local time (at Tides restaurant in the Hyatt). This meeting allows the LU participants to give immediate and honest feedback about their experience.
    - i. Heather is available to attend.
    - ii. Jake can maybe attend.
  - e. Chicago applications for LeadershipU will open after Long Beach, deadline TBD.

4. HVAC Design Training (Champion - Greg)
  - a. Review of new application process
    - i. "It is going well."
    - ii. "Saves time and energy."
    - iii. "More at one time but worth it."
  - b. We had 16 applicants, 5 winners. I have had two people contact me to use their scholarship.
  - c. Some flexibility is available to selected recipients for the 6 month window to use their funds.
  - d. Applications are open until June 30<sup>th</sup> for the next round, and the 5 winners will be able to attend trainings schedule between July-December 2017.
5. LeaDRS (Champion - Kathleen Simpson)
  - a. No updates.
  - b. Kathleen will reach out to the new Region 14 YRC (Aleksandar Andjelkovic) to get a LeaDRS program set up, to be voted on at their fall CRC.
  - c. Heather to send to LeaDRS motion example to Kathleen.
  - d. Rhiannon to check with Vickie on how many Regions are participating for Long Beach
6. Developing Leader Award (Champion - Heather)
  - a. 2/9/17-Per Candace
    - i. I just wanted to touch base with you regarding YEA's new award proposal. The proposal was approved by H&A as well as Members Council at the Las Vegas Meeting.
    - ii. Because the addition of a new award requires a change to the ASHRAE Rules of the Board (ROB), the motion will be forwarded to Society Rules Committee for review and then to the BOD. Most likely, the BOD will review and vote on the motion/ROB change at the Long Beach meeting this June.
    - iii. I will be sure to "keep track" of this motion and let you and the YEA Committee know its status.
  - b. It will be another year before we can accept nominations for the award because of the application period
7. Technical Committees (Champion - Heather)
  - a. Heather met with TAC in Las Vegas about how to get YEA members involved.
  - b. TC Roster's do not show if members are YEA – Daniel and IT seeing if YEA can be shown. Rhiannon will follow up with IT.
  - c. TC YEA Involvement as of 6/13/17
    - i. MBO Goal: Increase YEA members participating on TC's by 15%
    - ii. 10.7% this year

ATTACHMENT A

# 2017 YTW

## Event Budget for YTW: EXPENSES

Hotel	Estimated	Actual
Hotel guest rooms	\$5,000.00	\$3,004.92
Meeting space	\$0.00	\$0.00
<b>Total</b>	<b>\$5,000.00</b>	<b>\$3,004.92</b>

ALI Fees	Estimated	Actual
Course Fee	\$4,075.00	\$4,075.00
Materials	\$500.00	
<b>Total</b>	<b>\$4,575.00</b>	<b>\$4,075.00</b>

Meals	Estimated	Actual
Friday dinner	\$500.00	\$343.87
Saturday lunch	\$300.00	\$271.01
Saturday dinner	\$500.00	\$443.96
Sunday lunch	\$300.00	\$174.43
<b>Total</b>	<b>\$1,600.00</b>	<b>\$1,233.27</b>

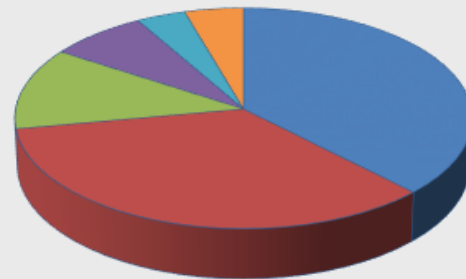
Travel	Estimated	Actual
Flight for Heather	\$500.00	\$500.00
Flight for Kathleen	\$500.00	\$500.00
<b>Total</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>

Supplies	Estimated	Actual
Promo/Logo item	\$500.00	\$0.00
<b>Total</b>	<b>\$500.00</b>	<b>\$0.00</b>

Other	Estimated	Actual
SweetWater Tour	\$200.00	\$129.60
Rental Van	\$400.00	\$364.37
<b>Total</b>	<b>\$600.00</b>	<b>\$493.97</b>

Total Expenses	Estimated	Actual
	<b>\$13,275.00</b>	<b>\$9,807.16</b>

Estimated Cost Breakdown



- Hotel
- ALI Fees
- Meals
- Travel
- Supplies
- Other

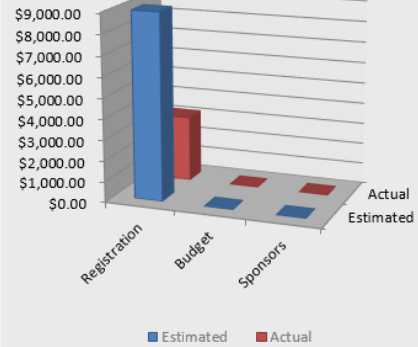
Estimated vs. Actual



## INCOME

Registration			Estimated	Actual
<b>Estimated</b>	<b>Actual</b>			
20	7	Registration fee	\$9,000.00	\$3,150.00
0	0	Guest fee	\$0.00	\$0.00
			<b>\$9,000.00</b>	<b>\$3,150.00</b>
Budget			Estimated	Actual
<b>Estimated</b>	<b>Actual</b>			
1	1	YEA budget	\$0.00	\$0.00
0	0	Add'l budget	\$0.00	\$0.00
			<b>\$0.00</b>	<b>\$0.00</b>
Sponsors			Estimated	Actual
<b>Estimated</b>	<b>Actual</b>	<b>Total</b>		
0	0	Diamond	\$0.00	\$0.00
0	0	Gold	\$0.00	\$0.00
0	0	Silver	\$0.00	\$0.00
0	0	Bronze	\$0.00	\$0.00
			<b>\$0.00</b>	<b>\$0.00</b>
Total Income			Estimated	Actual
			<b>\$9,000.00</b>	<b>\$3,150.00</b>

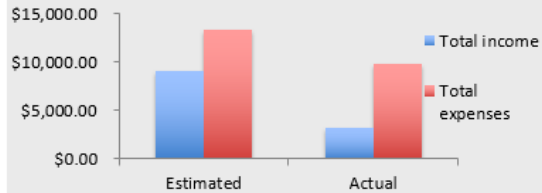
### Income Comparison



## PROFIT/LOSS SUMMARY

	Estimated	Actual
Total income	\$9,000.00	\$3,150.00
Total expenses	\$13,275.00	\$9,807.16
<b>Total profit (or loss)</b>	<b>(\$4,275.00)</b>	<b>(\$6,657.16)</b>

### Profit vs. Loss



## ATTACHMENT B

13. How would you rate your overall YEA Technical Weekend experience? **Average = 4.55**

1                      2                      3                      4 (4)                      5 (5)

14. How applicable was what you learned to your day-to-day job? **Average = 3.66**

1                      2                      3 (1)                      4 (5)                      5 (2)

15. Was this an effective networking opportunity for you? **Average = 4.66**

1                      2                      3                      4 (3)                      5 (6)

16. Did this experience enhance your interest in ASHRAE? **Average = 4.66**

1                      2                      3                      4 (3)                      5 (6)

17. How would you rate the accommodations and location? **Average = 4.66**

1                      2                      3                      4 (3)                      5 (6)

18. What did you like or dislike about the location of the accommodations?

- Central location, walking distance to dinners (7)
- Didn't like having to pay for parking

19. Would you recommend YEA Technical Weekend to other young ASHRAE members? **YES (9)**

20. What was your favorite part about Technical Weekend?

- Technical Tour (5), Networking (3), ASHRAE HQ

21. What was your least favorite part about Technical Weekend?

- Not having group activities or exercises (2)
- Presenter and materials felt unprepared (2)
- Material too broad

22. What is one thing that you would change for upcoming Technical Weekends?

- More technical course (2)
- Provide schedule and course info to attendees earlier (2)
- Allow attendees to see different products/devices at work
- Add in moderated Q&A

23. Please list any additional comments you have

- Like how the course was broken into two days
- More attendees
- Suggest attendees bring business cards
- Additional technical building tour

24. What about ASHRAE in general? How can we better serve our young professional members?

- Ease of access to TCS
- Provide more information online for members who are in Chapters with lower activity
- How can YEA members get more involved?

**ATTACHMENT F**

YRC Potential Grassroots Conversion - Summary Spreadsheet.xlsx - Sheet1

YRC Potential Grassroots Conversion Summary Spreadsheet			6/9/17
MOTION #1 ITEMS	Current Configuration	Notes	Recommendation
<b>SELECTION</b>	Three nominations are brought forth at CRCs similar to other committees. The YRC Committee Chair and respective DRC then discuss/pick. Recommendation then goes to Society President for appointment. (This was changed to the current configuration at Member's Council in Orlando (Jan. 26, 2016)	1) Prior to these current motions, the YRC Committee Chair had the final verdict in the discussion with the DRC; however, it was rare (if ever) the YRC Committee Chair would exercise the right to 'veto' the DRC. 2) YRC's are encouraged to be involved at the chapter level to maintain good replacement candidates and avoid conflict with the selection process.	Leave similar to current configuration, except the YRC Committee Chair no longer will have the right to veto the DRC. It is assumed that if the YRC Committee Chair and DRC are unable to come to a unanimous recommendation, the situation would advance directly to the Society President.
<b>YEA CHAIR POSITION</b>	Optional position	Required position may boost participation but some chapters struggle to fill seats as is.	Make the YEA Chair a required position and chapters will do their best to comply.
<b>REIMBURSEMENT</b>	YEA Chapter Chairs are not reimbursed for travel to CRC.	Reimbursement would be a benefit, especially for Regions that cover large distances. Structure of CRCs may be changing. Other chapter chairs are reimbursed for travel either to CRCs or centralized trainings.	YEA Chapter Chairs are reimbursed for flights to attend the CRC, or to a centralized YEA training session.
<b>Previous Members Council Adhoc</b>	Note: Previous Grassroots motion maintained the right from selection from the YRC committee (see Region 13 draft motion, Sept. 30, 2016).	Originally society committee to develop programs, but then there was a need to incorporate chapter chairs.	We are now closer aligned with other grassroots and programs are established.

YRC Potential Grassroots Conversion - Summary Spreadsheet.xlsx - Sheet1

MOTION #2 ITEMS	Current Configuration	Notes	Recommendation
<b>Rules of the Board</b> <i>(Committee proposes changes, then accepted by Member's Council)</i>			
<i>Scope and Purpose (ref. 2.430.001)</i>	YEA shall enhance young member benefits (35 and younger)		Leave the same.
<i>Membership - Composition (ref. 2.430.002.1)</i>	Voting membership shall consist of a chair, two vice chair and up to one representative from each Region.	Grassroots just having RVCs as voting members, others are non-voting members.	Revise similar to other grassroot committees; see Motion #2.
<i>Membership (ref. 2.430.002)</i>	Qualifications to be voting members of ASHRAE	Consider stricter qualifications more in line with other committees, example, Student, TAC, Standards	See changes in Motion #2
<i>Operation (ref. 2.430.003)</i>	Doesn't include any specific information about our committee activities (which may be changing again)	Needs revisions regardless of change to Grassroots	See changes in Motion #2
<i>Stategic Plan (ref. 2.430.004)</i>	Provide recommendations/updates to council for Society Strategic Plan	Consistant with other YRC Rules of the Board	Leave the same.
<b>Voting Rights at Regional Level (Chapter Regional Conference)</b>	At CRC, RVC and YRC have no voting rights, only Delegate or Alternate from each chapter recieve a vote		Leave the same.
<b>Voting Rights at Regional Level (Region Planning)</b>	Seems to vary region by region.	Ref. Manual of Operating Procedures. Votes at regional level are not common.	Leave the same.
<b>Voting Rights at Society Level (Member's Council)</b>	Grassroot committee chairs have a seat (to give reports) but no voting rights	YEA have the same rights with a seat at members council	Leave the same.
<b>PAOE points</b>	Mixed in with other points.	Encourages communication with the YEA Chapter Chair and other Board Members.	Leave the same.



**ATTACHMENT G**

YEA 2017-2018 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%		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%		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%		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		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		6/30/2018	Outreach 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
10	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
11	Professional Development Committee/YEA Training Products		6/30/2018	Professional Development Committee	Work with the PDC to develop 5-year plan to cultivate training programs/products for YEA

## ATTACHMENT H

### 2017-2018 ASHRAE YEA Communication Draft Proposal

#### Goal:

To improve communication and to share information among all YEA members.

#### Background:

The current communication platforms include the following:

- ASHRAE YEA website: it is the official YEA website, where the YEA related information is located.
- ASHRAE YEA Newsletter: it is the official channel to deliver YEA related information to all YEAs, but it is limited by frequency and the contents that can be shared (e.g. regional and chapter level activities).
- Facebook ashraeYEA: it is the main social media — with active posting periodically — to deliver the information, but it may not be very accessible to all YEAs at workplace.
- LinkedIn: there is currently no official ASHRAE YEA group, the professional orientated communication platform has the potential to be used to deliver YEA related information.
- ASHRAEXCHANGE: it is still not widely used, the main focus is not YEA, and it is not mobile friendly via which YEA information can be easily communicated.
- Email: the traditional email is still the main communication method to communicate and share information among YEAs.
- People: ASHRAE conferences, YEA workshop, CRC workshop, Chapter meetings, YEA activities.

The information YEAs are interested include the following:

- All YEA related information listed on ASHRAE YEA website, including but not limited to:
  - YLW 1.0 and YLW 2.0
  - Leadership U
  - LeaDRS
  - Leadership International
  - HVAC training scholarship
  - New Faces of Engineering
  - YEA Award
  - SmartStart
- Update in standards and guidelines
- Industry news
- Government affair
- Chapter YEA activities (Successful Events for Ideas & Upcoming Event)
- Other YEA related information can benefit all YEA membership

#### New YEA Committee Communication Procedure:

In an effort to improve communication on YEA Activities with the Chapters and Members we are implementing a new communication plan between our committee and our membership. Resources for this procedure shall be managed by the Personal Development Subcommittee as outlined in this document.

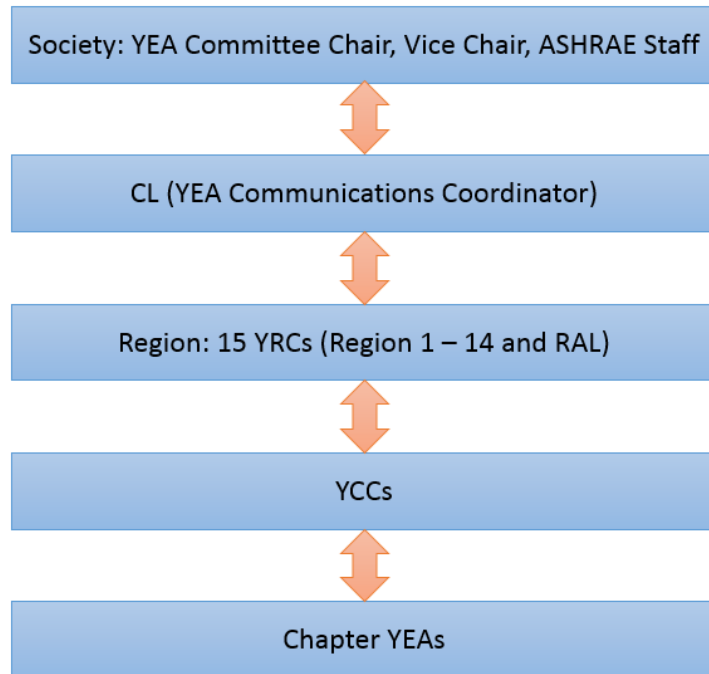
##### 1. Email

ASHRAE YEA Newsletter is still the official channel to deliver YEA related information to all YEAs, emails or an equivalent use of communication shall be used mainly for the following communication:

- a. Reminders, feedbacks, or suggestions of the information shared in ASHRAE YEA Newsletter, especially when approaching event registration deadline.
- b. Regional and chapter level YEA related newsletter articles, event feedbacks and suggestions, other YEA activities and encouraging stories which may benefit other YEAs.
- c. All YEA related information listed on ASHRAE YEA website, including but not limited to:
  - o YLW 1.0 and YLW 2.0
  - o Leadership U
  - o LeaDRS
  - o Leadership International
  - o HVAC training scholarship
  - o New Faces of Engineering
  - o YEA Award
  - o SmartStart
- d. Update in standards and guidelines
- e. Industry news
- f. Government affair
- g. Chapter YEA activities (Successful Events for Ideas & Upcoming Event
- h. Other YEA related information can benefit all YEA membership

The following figure shows the communication architecture of the proposal two-way communication. The two-way communication means:

- Top – down sharing:
  - o Society — communications coordinator — YRCs — YCCs — chapter YEAs.
- Bottom – up sharing:
  - o Chapter individual YEA or YCC — YRC — communications coordinator — for society approval
    - If Society approves, follow the top – down sharing
    - If Society disapprove, communications coordinator shall inform the chapter YEA or YCC, then communication ends.



**Figure 1. ASHRAE YEA Two-way Communication Architecture**

## **2. Linkedin**

- a. YEA communications coordinator to work with society to create ASHRAE YEA group.
- b. Society to use both LinkedIn and Facebook for communication among YEAs.
- c. Individual YEA in the group can share their own messages.
- d. Shall be managed by ASHRAE Liaison.
- e. Administrative access to the group shall be provided to the current Personal Development Subcommittee Chair and the current YEA Communications Coordinator.

## **3. Implementation:**

- a. New communication procedure shall be added to the YEA onboarding document, as well as the CRC presentation.
- b. YRCs to inform the two-way communication at Society YEA workshop and CRC YEA workshop.
- c. YRCs to provide updated chapter YEA email list to YCCs.
- d. Society to use social media to raise awareness.

## ATTACHMENT I

### YEA Committee Structure and Assignments

	<b>Professional Development</b>	Yrs Remaining		<b>Personal Development</b>	Yrs Remaining		<b>Outreach Development</b>	Yrs Remaining
<b>Chair</b>	<b>Region XI</b> Greg Jernstrom	1 year	<b>Chair</b>	<b>Region VIII</b> Vanessa Freidberg	1 year		<b>Region VI</b> Shona O'Dea	2 years
	<b>Region V</b> Jake Taylor	1 years		<b>Region IX</b> Rachel Romero	2 years		<b>Region III</b> Lindsey King	3 years
	<b>Region XII</b> Kathleen Simpson	2 years		<b>Region I</b> Chonghui Liu (CL)	2 years		<b>Region XIV</b> <i>Aleksandar Andelkovic - YLI</i>	3 years
	<b>Region X</b> Alyse Falconer	3 years		<b>Region II</b> Alexis Gagnon	3 years		<b>Open</b>	
	<b>Region VII</b> Stephen Wren	3 years		<b>Region IV</b> Jackson Willis	3 years			
	<b>Region XIII</b> Ching Man (Tracy) Pang	3 years						
	<b>Region XIV</b> Aleksandar Andelkovic	3 years						
				<b>Not Currently Assigned</b>				
				RAL Omer Khan	1 year			

