

**Young Engineers in ASHRAE Committee Agenda  
2022 Winter Conference Hybrid, Las Vegas, NV  
Saturday, 1/29/2022, 8:00am-12:00pm PST**

**Cisco Webex**

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You can also dial 173.243.2.68 and enter your meeting number.

**AGENDA**

- I. Call to Order (Shona O’Dea) – 8:00 AM PST
  - a. Review of Agenda
  - b. Hybrid Meeting Etiquette:
    - Virtual Attendees:**
      - i. Sign in to Zoom: Reg XX – Name
      - ii. Camera on when possible and professional
      - iii. Please remain muted when not speaking
      - iv. Use the chat feature when items are not time sensitive
      - v. Etiquette and Tips from ASHRAE’s Communication Committee can be found [here](#)
    - In-Person Attendees:**
      - i. State region and name before sharing thoughts so that those on the call-in can follow along
      - ii. Attempt to make sure your voice is picked up by the meeting microphone to show consideration for
- II. ASHRAE Code of Ethics Commitment (Shona) – 8:05 AM PST

In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness, and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and we shall avoid all real or perceived conflicts of interests.

(Code of Ethics: <https://www.ashrae.org/about/governance/code-of-ethics>)  
(Core Values: <https://www.ashrae.org/about/ashrae-s-core-values> )

  - a) **ASHRAE Commitment to Care**

The health and safety of all ASHRAE conference attendees is a top priority. Out of respect for our fellow attendees, we commit to wear masks indoors, monitor our health, seek medical attention if symptoms develop and adhere to all [ASHRAE Commitment to Care](#) protocols. We are committed to the well-being of one another.
- III. Introductions (Shona) – 8:06 AM PST
  - a. 2021-2022 Roster
  - b. Visitors
- IV. Icebreaker – Cell Phone Trivia (Baki) – 8:15 AM PST

- V. Approval of Minutes from the 2021 Annual Virtual (Phoenix) Meeting (Shona) – 8:40 AM PST – **ATTACHMENT A**
- VI. Coordinating Officer and Board Ex-Officio (Ron Gagnon) – 8:50 AM PST
  - a. Ex-O presentation via PPT also on Basecamp
- VII. Liaison Updates – Ad Hoc
  - a. List of liaisons is available on Basecamp
  - b. Liaison Update from SA – (Baki/Alekhya) (SA-Jared Larson)
  - c. Liaison Update from MP – (Robert) (MP-Jonathan Smith)
  - d. Liaison Update from CEC- (Carrie Anne/Alekhya) (CEC-Tony Giometti (staff))
  - e. Liaison Update from CTTC- (Bruno) (CTTC-Rhiannon Masterson (staff))
  - f. Liaison Update from GAC- (Madison Schulz) (GAC- Colin Laisure-Pool)
  - g. Liaison Update from H&A- (Drew) (H&A- Alyse Falconer)
- VIII. CIBSE Report (Munis Hameed)-
- IX. Subcommittee Updates – 9:00 AM PST- **ATTACHMENT B**
  - a. Professional Development (Bruno)
  - b. Personal Development (Jessica Renner)
  - c. Outreach (Mallory Schaus)
- X. Motions –10:00 AM PST
  - a. No motions to review
- XI. BREAK – 10:00 AM PST
- XII. Old Business (Shona) – 10:10 AM PST
  - a. Review of YEA-related meetings and events during the conference
    - i. Please note that room assignments may change, so please check the schedule (either in your printed program or the event app) to confirm a meeting’s location.
    - ii. Overview of the YEA-related meetings during the conference:

Date	Time	Meeting	Location	Attendance
Sunday, January 29, 2022	5:00pm-6:30pm PST	Student/YEA Mixer	Emperors I, Emperors Level	Encouraged
Sunday, January 30, 2022	3:30pm-4:00pm PST	Meet & Greet with YEA Hospitality Reception Sponsor from Bell & Gossett, a Xylem Brand	Caesars Palace, Emperor Ballroom Pre-Function	Encouraged
Sunday, January 30, 2022	4:00pm-6:00pm PST	YEA Hospitality Reception	Caesars Palace, Emperors II (E)	Encouraged

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

Date	Time	Presentation	Location
Sunday, January 30, 2022	2:00pm-3:00pm PST	TC 1.4 YEA/Education (Hybrid)	Caesars Palace, Octavius 20 (PS)
Monday, January 31, 2022	9:45am-10:45am PST	Seminar 19: ASHRAE Conference Crash Course	Caesars Palace Las Vegas, Augustus V/VI

Tuesday, February 1, 2022	11:00am- 12:30pm PST	Workshop 3: Best Practices of the Mentor-Mentee Relationship	Virtual
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- XIII.** New Business – 10:40 am PST- (Madison)
  - a. MBOs – Review of 2021-2022 Results to Date - **ATTACHMENT C**
  - b. PAOE
  - c. RACI Matrix
  - d. At-Large Nominations
  - e. Diversity, Equity, and Inclusion (DEI) Updates- Schultz/Pierson
    - i. Update on activities
    - ii. They are doing a video at the Annual Conference in Toronto
    - iii. They are thinking about hiring a consultant to help with their goal
    - iv. Let Madison know if you would like to be on their calls
  - f. **Executive Session- Shona- In breakout room**
    - i. YEA Individual Award of Excellent Awardees (Shona) – 10:40 AM PST
      - 1. **Review**
- XIV.** Next Meetings (Shona)– 11:20 pm PST
- XV.** Adjournment (Madison) – 12:00 pm PST

**ATTACHMENT A**  
**Young Engineers in ASHRAE Committee Minutes**  
**2021 Annual Virtual Conference (Phoenix)**  
**June 9, 2021 9 am -1 pm EST**

**Join Zoom Meeting**

<https://ashrae-org.zoom.us/j/92390816064?pwd=dFFLZXpObGpPQWtuUkUyMjhuRms4Zz09>

Meeting ID: 923 9081 6064

Passcode: 617100

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Passcode: 617100

Find your local number: <https://ashrae-org.zoom.us/j/92390816064?pwd=dFFLZXpObGpPQWtuUkUyMjhuRms4Zz09>

Members Present	Members Absent	Guests	Staff
Rachel Romero, Chair	Mr Gabriel Nastase, PhD, Reg. XIV	Rick Hermans	Jeanette McCray
Shona O Dea, Sr. Vice Chair	Marisa Rae Kamstra, Incoming Reg. VIII	Luiz Piccoli	Daniel Gurley
Madison Schultz, Jr. Vice Chair/Reg. VIII	Isabel G Sarmento, Incoming Reg. XIV	Mick Schwedler	Joyce Abrams
Frank Paradiso, Reg. I		Larry Smith	
Elizabeth Jedrlinic, Incoming Reg. I		Marie VanderVliet	
Miss Alekhya Kaianathbhatta, Reg. II		Luke Duffy	
Carrie Anne Monplaisir, Reg. III		Donald Hay	
Kimberly Pierson, Reg. IV		Niss Feiner	
Paul Fernandez, Reg. V		Miguel Gonzalez	
Zachary Alderman, P.E., Incoming Reg. V		Vanessa Freidberg	
Mallory Schaus, Reg. VI		Erin Riley	
Robert C Hangen, Reg. VII		Jose Luis Alexandre	
Jessica J Renner, Reg. IX		Colin Laisure-Pool	
Miss Elise Kiland, Reg. X		Pricilla Almeida	
Branislav Cvijetinovic (Baki), Reg. XI		Vinod Venugopal	
Cailin MacPherson, Incoming Reg. XI			
Bruno Cerqueira Martinez, Reg. XII			
Kokzen Law, Reg. XIII			
Miss Eman Mamdouh Abu Taleb, RAL			
Drew Samuels, Member-at-Large			
Ashu Gupta, Member-at-Large			
Munis Hameed, CIBSE Consultant			
Jeff Clarke, BOD Ex-Officio			
Christopher Krieps, Incoming Member-at-Large			

## MINUTES

- I. Call to Order (Rachel Romero) – 9:04 AM EDT
  - a. Review of Agenda
  - b. Virtual Meeting Etiquette:
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    - iv. Use the chat feature when items are not time sensitive
    - v. Etiquette and Tips from ASHRAE’s Communication Committee can be found [here](#)
- II. ASHRAE Code of Ethics Commitment (Romero) – 9:05 AM EDT

In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and we shall avoid all real or perceived conflicts of interests.

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(Core Values: <https://www.ashrae.org/about/ashrae-s-core-values> )
- III. Introductions (Rachel) – 9:06 AM EDT
  - a. 2020-2021 Roster
  - b. New RVCs
  - c. Visitors
  - d. Group Photo of YEA Committee- SMILE!
- IV. Icebreaker YEA Retrospective on Mural (O’Dea) – 9:15 AM EDT
  - a. <https://app.mural.co/invitation/mural/firstworkspace3639/1619473452342?sender=sodea0625&key=2014d91a-4e76-4b83-ae72-5ce3c234756c>
- V. Approval of Minutes from the 2021 Winter Virtual Meeting (Rachel)– 9:40 AM EDT-**ATTACHMENT A**
  - a. Moved by Baki, second by Madison. Passed unanimously (14-0-0)
- VI. YEA Individual Award of Excellent Awardees Rachel – 9:40 AM EDT
  - a. **Luiz Antonio Piccoli, Jr.**- South Brazil Chapter, Region XII -(Outreach)
  - b. **Marie VanderVliet**- Utah Chapter, Region IX- (Personal)
  - c. **Nissun Feiner**- Toronto Chapter, Region II- (Professional)
- VII. Coordinating Officer and Board Ex-Officio (Jeff Clarke) – 9:50 AM EDT
  - a. Ex-O presentation via PPT also on Basecamp
  - b. Restructuring- it is still being debated by the BOD
  - c. Decarbonization in buildings- This is currently being discussed by that committee
  - d. Revamped Commercialism policy- Is being currently reviewed
- VIII. Liaison Updates – Ad Hoc
  - a. List of liaisons is available on Basecamp
  - b. Liaison Update from SA – (Baki Cvijetinovic)
    - i. Nothing to report at this time
  - c. Liaison Update from MP – (John Molnar)
  - d. Liaison Update from CEC- (Carrie Anne Monplaisir)
    - i. Nothing to report at this time
  - e. Liaison Update from CTTC- (Bruno)
    - i. Developing Standard Operating procedure
    - ii. ASHRAE encouraging more use of BEQ
    - iii. Anyone interested can contact Bruno Martinez
  - f. Liaison Update from GAC- (Madison Schulz)

- i. Report by Colin- Upcoming GAC event that YEA is invited to attend.  
<https://events.rdmobile.com/Sessions/Details/1147071>
    - g. Liaison Update from H&A- (Drew)
      - i. Nothing to report at this time
- IX. Subcommittee Updates – 10:00 AM EDT
  - a. Professional Development (Baki)
    - i. Social Media Marketing Progress
    - ii. YEA has an Instagram and Twitter Account
      - 1. Social media marketing plan
      - 2. Social media chair- someone from the subcommittee that will be tasked to handle the YEA social media outlets and content
      - 3. buy-in from other subcommittees
        - a. Videos on different ASHRAE topics from the YEA Committee
          - i. Videos from Outreach at least 2
          - ii. Videos from Personal at least 2
    - iii. Technical Committee
      - 1. reaching out to Technical committees, utilizing social media to connect to YEA
        - a. Been in contact with TCs via questionnaire
    - iv. Awards Update
      - 1. Inspirational Leader Award
      - 2. Developing Leader Award
      - 3. HVAC Design Scholarship
    - v. Building EQ SOPs
      - 1. Looking to partner with YEA
    - vi. Leadership U is slated to come back in Winter 2022
    - vii. Bruno Martinez will be the new Professional Subcommittee Chair
  - b. Personal Development (Jessica Renner)
    - i. YEA Webinars
      - 1. Building a Powerful Elevator Pitch was held in January and was successful
      - 2. Upcoming Webinar-Introduction to Meditation will be held on June 24, 2021
        - a. Registration opens Friday, June 11th
    - ii. YEA Leadership Weekend Virtual - April 16-18
      - 1. Was successful and facilitated by Ralph Kison
      - 2. Welcome packages were sent to all the attendees
    - iii. Planning for the Fall YLW to be in person
      - 1. Will know for sure in July 2021 after BOD meeting
    - iv. College of Fellows
      - 1. Jessica will meet with them to see how YEA can get back involved and how much money was allotted to YEA in the past
    - v. Slack Group
      - 1. Book Club
  - c. Outreach (Mallory Schaus)
    - i. Report from YEA Leadership Digital, October 2020
      - 1. 65 virtual registrants out 100 possible registrants
      - 2. Doubled in-person YLI attendance
      - 3. Tricia Evans facilitated the 3-day event
      - 4. Whats App group formed from this event and is still active
      - 5. Streamline sharing of contact info
      - 6. Compliment to YLI but not a replacement

- ii. CIBSE partnership for YEA Leadership Digital 2021
    - 1. Scheduled for this October 2021
    - 2. To be facilitated by Tricia Evans
    - 3. CIBSE will be co-hosting this events
      - a. Will try to bring in at least 20 people
      - b. Agreement will be drafted
  - iii. ASHRAE India Programming Development
    - 1. Ashu has help collaborate webinars and certifications with the India chapters
    - 2. All webinars are on YouTube
  - iv. YEA Leadership International 2022 proposal - Kuala Lumpur
    - 1. Proposing to hold on May 13-15, 2022
    - 2. To prevent a gap in knowledge this event will help new RVCs hosting this event learn the ropes before all RVCs that previously attended this event roll off.
  - v. CIBSE Update
    - 1. Munis will be our CIBSE liaison for another year
    - 2. Upcoming technical symposiums in July 13-14, 2021
    - 3. CIBSE YEN event will not happen this year but will start again in 2022
  - vi. Proposed YEA liaisons from allied industry associations
    - 1. RAL (AAA, ISHRAE)-Ashu
    - 2. YPFA
    - 3. CIOB-Carrie Anne
    - 4. YAF-Kozen
  - vii. Update on alignment of YLW-YLI
    - 1. Madison attending the YLD 2020
    - 2. Continue to monitor the two programs to compare the similarities and what is different
- X.** Motions – 11:00 AM EDT
- a. No motions to review
- XI.** BREAK – 11:00 AM EDT
- XII.** Old Business (Rachel) – 11:10 AM EDT
- a. Review of YEA-related meetings and events during the conference

Date	Time	Meeting	Location	Attendance
Thursday, June 17, 2021	1:00pm-2:00pm EST	TC 1.4-YEA/Education (Subcommittee)	Zoom	Encouraged

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

Date	Time	Presentation	Location
Monday, June 28, 2021	5:00pm-5:30pm EST	YEA Roundtable: How COVID 19 Impacted Careers of New Graduates and Young Professionals	Virtual

- c. MBOs – Review of 2020-2021 Results to Date - **ATTACHMENT B**
  - i. Item #4 should be drafted by the end of the SY
- d. **Executive Session- Romero- In breakout room**
  - i. Approval of YEA Developing Leader Award Nominees for Las Vegas Winter Conference 2022
    - 1. All 9 nominees were approved.
    - 2. Moved by Madison, second by Bruno. (14-0-1) (CNV).

- ii. Approval of YEA Inspirational Leader Award Nominees for Las Vegas Winter Conference 2022
  - 1. Approved nominee
  - 2. Moved by Drew, second by Baki (14-0-1) (CNV)
- XIII. New Business – 11:40 am- (Shona)**
  - a. New YEA Executive Committee 2021-2022
    - i. Shona O Dea- Chair
    - ii. Madison Schultz- Senior Vice Chair
    - iii. Branislav Cvijetinovic (Baki)- Junior Vice Chair
  - b. Subcommittee Organization for FY2021-2022 - **ATTACHMENT C**
  - c. RACI Matrix
    - i. Available on Basecamp
    - ii. Shona is requesting volunteers to complete the RACI Matrix
      - 1. Bruno, Elise, Cailin, Carrie Anne volunteered to help with RACI Matrix
  - d. Diversity, Equity, and Inclusion (DEI) Updates- Schultz/Pierson
    - i. Update on activities (Madison)
      - 1. BOD has approved to have DEI be a standing Committee under Members Council
      - 2. More work needs to be done to within ASHRAE and membership to become more aware of what DEI is and how important it is.
      - 3. Currently no YEA members on DEI committee
      - 4. DEI wants to rebrand YEA and YEA would like to be included on the conversation
    - ii. Add Liaison to this committee and YEA DEI Group
      - 1. Propose Kim Pierson/ Madison Schultz to be included
      - 2. Elizabeth, Elise, Zack, Eman, Kozen are interested in becoming involved in the DEI committee
  - e. MBOs – Develop 2021-2022

**YEA MBOs 2021-2022**

Item #	MBO	Assigned To	Date Due	Status	Comments
1	Increase YEA membership by 10%	YEA Committee	6/30/2022		Continue to grow the YEA demographic and encourage involvement
2	Increase number of YEA members participating on TCs by 15%	Professional Development Subcommittee	6/30/2022		We have been working with TAC to increase awareness and participation to YEA members. Redesign TC YEA guide and include information for international members. Look at each Region's YEA participation.
3	Full Circle for entire YEA Committee	YEA Committee	7/1/2021 to 9/30/2022		To encourage all YEA members to donate, the committee wants to lead by example
4	Develop a plan to promote educational resources for international YEA members	Outreach Development Subcommittee	6/30/2022	Ongoing	Provide educational resources for international YEA members who might not be able to attend existing YEA programs. Translate cheat sheet into SI.
5	Chapter/Member Outreach	YEA Committee	6/30/2022	Ongoing	Continue/increase the communication between YEA RVC's and YCC's so that membership is informed of programs and events. Submit reporting form bi-annually.



6	100% submission of CRC YEA workshop sign-in sheet	YEA Committee	Within one month of CRC	Ongoing	In order to track YCC attendance at CRC YEA workshops, all YEA RVCs need to submit their workshop sign-in sheets. To encourage adequate training, we want at least 80% of YCCs (or co-chairs) to attend their CRCs and YEA Workshop.
7	Maintain an annual joint College of Fellows mentoring event	Personal Development Subcommittee	6/30/2022	Ongoing	Maintain an organized event that promotes networking and mentorship with the College of Fellows
8	Establish new YEA liaisons from allied industry associations	Outreach Development Subcommittee	6/30/2022	Ongoing	Collaborate with (3) allied industries. Invite each to at least 1 YEA/ASHRAE event within the 2021-2022 Society Year. (Mirror in participation). Continue to Identify new liaisons for the YEA Committee
10	Publish Social Media Plan	Professional Development Subcommittee	1/14/2022		Document Release via Basecamp
11	Implement Social Media Plan	Professional Development Subcommittee	6/30/2022		Increase Instagram followers by 500% by implementing Social Media Plan. Post social media content on a weekly basis, per Social Media Plan. Track content topics and subcommittee
12	Maintain Alignment of YLW-YLI	Personal Development Subcommittee and Outreach Subcommittee	6/30/2022	Ongoing	Make sure there is cross attendance between events once per year.
13	YEA Presentation at Winter and Annual Meeting	Professional Development Subcommittee and ExCom	6/30/2022	Ongoing	Grow YEA involvement in the technical program through YEA members as presenters
14	ASHRAE Conference Crash Course at the Winter and Annual Meeting	Personal Development Subcommittee	01/29/2022-02/02/2022	Ongoing	
15	Form DEI Coordinating Ad Hoc	DEI Ad Hoc Committee	6/30/2022	Ongoing	Define expectation for YEA DEI committee leader is the official member of the YEA taskforce. Pursue opportunities with other bodies

- i. Item# 4-Plan to promote educational resources for international YEA members
  1. Add content on physical deliverable-1 pager.
  2. Come up with modern way of sharing deliverables
  3. Potential to align with Professional Development-link to videos
  4. Ensure inclusivity of videos
- ii. Item# 5- Confirm a cadence and format of communication with local YCCs at a minimum quarterly.
  1. Add metric for frequency
  2. Monthly one-on-ones encouraged
- iii. Item# 6- Add folder to Basecamp to make it easier for RVCs to submit sign-in sheets and draw people to Basecamp
- iv. Item# 7- Grow or strengthen and define success criteria
- v. Item# 8- Collaborate with (3) allied industries

1. By 2022-2023- Have a presence in other industry events to promote and capture lessons learned
  2. Define how ASHRAE can participate at local and society events is applicable or appropriate
  3. Define MOU
  4. Fully integrate and inform their groups
- vi. Item# 11- New MBO
1. Implement Social Media Plan
  2. Ron will connect with Baki to go over Society's social media dashboard
- vii. Item# 15- New MBO
1. Form DEI Coordinating Ad Hoc
  2. Make sure we have someone officially on the task force from YEA
  3. Define expectations for the YEA DEI committee/form official relationship with the DEI committee
- viii. Chapter/Member Outreach
1. Track PAOE points
    - a. YEA 23- For a YEA Chapter Chair issuing a set of MBOs to YEA Regional Vice Chair Points: 0 /50
    - b. Consider adding PAOE points for RVC monthly communication with YCCs
  - ix. Make DEI an MBO
- XIV.** Next Meetings (Shona)– 12:20 pm EDT
- a. New RVC Training –(Baki)
    - i. Waiting for Doodle poll results
    - ii. Schedule for July 6-9<sup>th</sup> potentially
  - b. Planned for Las Vegas for January 2022
    - i. Interim activities
      1. Meet quarterly
      2. Live Google document for the committee can add notes in prior to meetings
      3. Go back to doing the Pre-Conference Subcommittee call prior to the Annual/Winter meetings
      4. Look into a plan to have hybrid meetings for Las Vegas because some people cannot travel due to COVID-19
        - a. Carrie Anne will follow up with CEC to ask about hybrid Annual/Winter Meetings going forth and what equipment is needed
        - b. <https://workspace.google.com/products/meet-hardware/>
        - c. <https://owllabs.com/products/meeting-owl-pro>
        - d. [https://neat.no/?gclid=Cj0KCQjwzYGGBhCTARIsAHdMTQxqHfBHt2JAEJzB87VF8zzWVeFqJfHICPGa8erNyusxNoKiffiYmHgaAgYqEALw\\_wcB](https://neat.no/?gclid=Cj0KCQjwzYGGBhCTARIsAHdMTQxqHfBHt2JAEJzB87VF8zzWVeFqJfHICPGa8erNyusxNoKiffiYmHgaAgYqEALw_wcB)
    5. YEA ExCom to investigate Hybrid Meeting options at next ExCom meeting.
- XV.** Adjournment (Shona) – 1:00 pm EDT

**ATTACHMENT B**

**YEA Committee Pre-Conference Call Minutes**

**Wednesday, January 12<sup>th</sup>, 9am EST**

<b>Position</b>	<b>Full Name</b>	<b>Present</b>
Chair	Shona O Dea	Yes
Sr. Vice Chair	Madison Schultz	Yes
Jr. Vice Chair	Branislav Cvijetinovic (Baki)	Yes
Region I RVC	Elizabeth Jedrlinic	Yes
Region II RVC	Miss Alekhya Kaianathbhatta	Yes
Region III RVC	Carrie Anne Monplaisir	Yes
Region IV RVC	Kimberly Pierson	No
Region V RVC	Zachary Alderman, P.E.	Yes
Region VI RVC	Mallory Schaus	Yes
Region VII RVC	Robert C Hangen	Yes
Region VIII RVC	Marisa Rae Kamstra	Yes
Region IX RVC	Jessica J Errett	Yes
Region X RVC	Miss Elise Kiland	Yes
Region XI RVC	Cailin MacPherson	Yes
Region XII RVC	Bruno Cerqueira Martinez	Yes
Region XIII RVC	Kokzen Law	Yes
Region XIV RVC	Isabel G Sarmiento	No
RAL RVC	Eman Mamdouh Abu Taleb	No
Member-at-Large	Drew Samuels	Yes
Member-at-Large	Chistopher Kriepts	Yes
CIBSE Liason	Munis Hameed	No
BOD Ex-O	Ronald Gagnon	Yes
Coordinating Officer	Farooq Mehboob	No
Staff Liaison	Jeanette McCray	Yes

Join Zoom Meeting

<https://dlrgroup.zoom.us/j/95620719113>

Meeting ID: 956 2071 9113

One tap mobile

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833 548 0282 US Toll-free

855 880 1246 US Toll-free

Meeting ID: 956 2071 9113

Find your local number: <https://dlrgroup.zoom.us/j/95620719113>

## Minutes

### I. Call to Order (ODea) – 9:09 am

#### i. Virtual Meeting Etiquette:

- a. Sign in to Zoom: Reg XX – Name
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- e. Etiquette and Tips from ASHRAE’s Communication Committee can be found [here](#)

### II. ASHRAE Code of Ethics Commitment (ODea) – 9:05 am

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(Core Values: <https://www.ashrae.org/about/ashrae-s-core-values> )

### III. Introductions

#### i. 2021-2022 Roster Role Call- McCray

### IV. Quick Breakout (Baki)- 9:10 am

#### i. Rapid Sales Pitch

### V. Announcements (ODea) – 9:30 am

#### i. Reminder to send CRC YEA workshop sign-in sheet to Jeanette

#### ii. DEI Committee Update (Madison)

- a. DEI Committee is an ad hoc committee that reports to the board
  1. They are doing a video at the Annual Conference in Toronto
  2. They are thinking about hiring a consultant to help with their goal
  3. Let madison know if you would like to be on their calls

#### iii. Winter Meeting Update (Jeanette)

##### a. Current Status

##### b. Cancellation Policy

1. Cancellations must be made by email to [meetings@ashrae.org](mailto:meetings@ashrae.org) by January 27, 2022 to receive a full refund. No refunds will be issued on cancellations after January 27, 2022. Substitutions are accepted in lieu of cancellations. No refunds will be issued for Social Event tickets or Tours.

##### 2. Transportation Policy update

- a. SRC working on update to the current Transportation policy (will not update until after the Winter Conference)

- i. If you booked travel for the Winter Meeting on your own, you will have to seek reimbursement from the airline directly
- ii. If you booked your flight via ATC (ASHRAE Travel agency) you can contact them directly to cancel your flight.

3. [ASHRAE COVID Acknowledgement](#)
4. [ASHRAE Commitment to Care](#)

- c. Attendee Poll
- d. Discussion

VI. Subcommittee Reports – 10:00

- i. Professional Development- Bruno Martinez
  - a. YEA Social Media - Content creation
    1. YEA Instagram page is up and running
    2. Request that the YEA Committee submit more content to post
    3. Will see more content in other languages in the future
  - b. Social Media Marketing Plan – Presentation for the team
    1. Drew and Alekhya are working on this
    2. Drew is our Social Media Chair in charge of ASHRAE Instagram and Twitter
    3. Plan is to reach 1000 followers on both YEA Instagram and YEA Twitter
  - c. Leadership U and Awards - YEA Engagement
    1. We saw less participation in the award nominations and scholarship applications
    2. Encourage the entire YEA Committee to promote the awards and scholarships more
  - d. TC - Update on YEA participation
    1. YEA participation in TCs is not increasing.
    2. Currently on 6% of YEA members participate in TCs
    3. We are working on a plan to increase TC involvement
- ii. Personal Development- Jessica Errett
  - a. New Webinars: Intro to Meditation & New Year, New (LinkedIn) You
    1. Added 2 new webinars to our webinar series
    2. Videos of the webinar posted on the YEA Resource page
  - b. YLW 1.0 Fall – Denver
    1. Was held in person Nov.12-14, 2021
    2. Tour was done on Thursday instead of Friday and this is likely to continue
    3. Registration was slow to fill but we had 29 registrants
  - c. Conference Crash Course
    1. Will happen in person at the Winter Conference-Las Vegas
      - a. Monday, January 31<sup>st</sup>
      - b. It will be chaired by Madison, Elise and Chris
  - d. College of Fellows Mentorship event
    1. Will happen virtually on Feb. 2<sup>nd</sup>
    2. College of fellows agreed to cover Ralph's fees and expenses
  - e. Upcoming events: YLW 1.0 Spring, YLW 2.0
    1. Planning in person YLW 1.0 in Atlanta in March
    2. YLW 2.0 is planning for in person in April
    3. Registration for YLW 1.0 will open by the end of January
  - f. CRC presentation update committee
    1. Started a small committee to update the CRC Presentation
    2. Revamping the content
    3. It would be helpful to have this updated for the Spring CRCs

- g. Discussion topic: Improvements to Award of Individual Excellence selection process
  - 1. The award of individual excellence needs to be promoted more because this round there was not many applicants
- h. Alaska Video Project
  - 1. Shona would like for this subcommittee to take on to review the videos to see if there is any content that can be used to promote YLWs or any other YEA event
- iii. Outreach- Mallory Schaus
  - a. YLD October 2021 Recap
    - 1. 37 ASHRAE Attendees
    - 2. 12 CIBSE attendees
    - 3. 12 regions represented
    - 4. It was a better experience than the year before
    - 5. Cross-collaboration with CIBSE was well received
    - 6. Had fewer participants from last year due to possible Zoom fatigue
  - b. Planning for YEA Leadership Intl Spring 2022
    - 1. In planning stages but we are targeting Malaysia in May 2022
    - 2. The hotel nor ASHRAE is making international bookings at this time
    - 3. We have not had a YLI in Region XIII in several years (about 5)
    - 4. We are waiting until after the winter conference to move forward or look at other options. Feb. 1<sup>st</sup> tentative deadline
    - 5. International borders are open as of January
    - 6. Is there in option to move YLI to the Fall 2022 to give more flexibility due to pandemic
      - a. Right now, based on the data it would be easier to have in in late spring to early summer
  - c. Award Review Process
    - 1. Award nominations are low this year and last year
    - 2. May need to reevaluate the nomination and application process
    - 3. Amp up promotion of awards, deadlines, scholarships
  - d. 4. Partner Organizations Updates
    - 1. Looking for more association to develop and build relationships with
  - e. a. CIBSE/YEN - Munis
  - f. b. AIA/YAF (**ATTACHMENT A**) - Carrie Anne
    - 1. Met with YAF last week
    - 2. Are working on updating the MOU between AIA and Ashrae
    - 3. AIA advisory committee met monthly and have invited us to attend
    - 4. Provided our YEA/YEN description and introduced the option for a YAF, YEA, YEN relationship
    - 5. YAF members are slightly older because it takes longer to get licensure
    - 6. Beneficial to have YAF join a YEA conversation on the YEA age range issue
    - 7. Look at distributing information/resources via the Chapters
    - 8. PAOE points for YAF-YEA relationships
  - g. c. AFEO/YEAFEO - Kozen
  - h. 5. Calendar/planning (multi-subcomm) for social media outreach
    - 1. Advertisements would be helpful to have

2. Need to work on a shared content calendar for awards and events worked on by all the subcommittees
- VII. Breakout Brainstorm: How can ASHRAE serve YEA members in 2022?
- i. What value have you gotten from ASHRAE in 2021?
  - ii. Posted link for mural survey to participate in prior to the Committee meeting in Las Vegas
- VIII. Next Meeting: Winter Conference -Saturday, January 29, 2022
- IX. Adjournment- 10:30am (Shona)

## ATTACHMENT A

### YEA/YAF Update:

Meeting with Staff on Monday (1/10/22). This was an initial meeting to introduce each other and start the discussions. YAF is also trying to outreach to other professional organizations and staff members for ASHRAE and AIA are in constant communication. They actually had already been discussing interest in collaboration efforts between YEA and YAF and have brief summaries in the MOU and Work Plan for the ASHRAE/AIA partnership.

For those who don't know, AIA operates quite differently from ASHRAE in staff/volunteer responsibilities. So that's why we are mostly going to be communicating with their staff members, and their volunteers will not be as hands on in the efforts.

Their Advisory Committee is elected; regional/local members are appointed locally; Advisory Committee meets monthly; full committee meets bi-monthly - the YAF representative suggested our YEA representative(s) could participate in a few of the Advisory Committee meetings where they focus on collaboration efforts with allied organizations or full committee meetings depending on what we are trying to achieve.

I did provide our YEA/YEN partnership description as an example and starting point. There was also talk of potentially joining YEA, YEN, and YAF for something if there is interest there.

It is also worth noting there are 2 young professional groups within AIA:

"Emerging Professionals (EP) are professionals who have completed their academic studies up to the point of licensure or up to 10 years after completion of their academic studies."

The [Young Architects Forum](#) addresses issues of particular importance to recently licensed architects, providing resources on leadership, mentorship and fellowship useful to those launching their careers.

I know there's been talk of potentially changing the YEA age requirements or reframing it to encompass those who are beyond the age limit but still new to the profession for various reasons. I think it would be helpful to have a representative from YAF to join our conversation and share the highs and lows of how they are structured. If anything, it would probably be beneficial to not necessarily modify YEA, but add a group that includes those who are new to our industry that don't fall under the 35 and under category. I know there is a need for that, and I can imagine it must be very isolating for someone who is older than 35, either switching careers or spent many years in academia and doesn't really feel like they fit in with

those in their 20s, but also doesn't feel like they fit in with the more senior engineers. So that's something worth discussing more.

We also discussed the possibility of having some resources for us to send down to our chapter chairs in both YEA and YAF to help initiate the collaboration at the chapter levels. Whether it's an example of successful chapter joint events - I know my chapter held one with AIA (Emerging Professionals & YAF), YEA, IIDA, IES, and IEEE that was quite successful, and I know there are other chapters doing the same thing. Sometimes it can be overwhelming for a chapter chair and it's good to have a starting point. Maybe also ensure there are PAOE pts for joint events between YEA and YAF or EP or others.

Memorandum of Understanding (MOU):

**YOUNG PROFESSIONALS DEVELOPMENT**

ASHRAE and AIA agree to connect the leaders of the Young Engineers in ASHRAE (YEA) and Young Architects Forum (YAF) to explore joint activities that can help optimize collaboration between engineers and architects early in career development.

2020-2021 Work Plan:

**YOUNG PROFESSIONALS DEVELOPMENT**

As appropriate, ASHRAE and AIA will connect YEA and YAF, encouraging them to propose one or more joint activities, such as a seminar, panel discussion, or other presentation targeting young building design professionals or a co-sponsored and co-hosted YEA-YAF event. A project plan will be created and approved by both organizations for each activity or even that has financial implications.



ATTACHMENT C

YEA MBOs 2021-2022

Item #	MBO	Status	Assigned To	Date Due	Comments
1	Increase YEA membership by 10% (9712 to 10,683)	As of 01/10/2022: 9,931	YEA Committee	6/30/2022	Continue to grow the YEA demographic and encourage involvement
2	Increase number of YEA members participating on TCs by 15% (584 to 651)	As of 01/10/2022: 561	Professional Development Subcommittee	6/30/2022	We have been working with TAC to increase awareness and participation to YEA members. Look at each Region's YEA participation on a quarterly basis.
3	Full Circle for entire YEA Committee	As of 10/12/2021: 7	YEA Committee	7/1/2021 to 9/30/2022	To encourage all YEA members to donate, the committee wants to lead by example
4	Implement plan to promote educational resources for international YEA members	Ongoing	Outreach Development Subcommittee	6/30/2022	Provide educational resources for international YEA members who might not be able to attend existing YEA programs in the form of a 1 page document. Explore modern ways of sharing deliverables and share back options with YEA committee.
5	Chapter/Member Outreach	Ongoing	YEA Committee	6/30/2022	Continue/increase the communication between YEA RVC's and YCC's so that membership is informed of programs and events, at a quarterly cadence minimum.  RVC's to confirm the cadence and format of communication with YCC's at the start of their term.
6	100% submission of CRC YEA workshop sign-in sheet	As of 01/10/2022: 5 received	YEA Committee	Within one month of CRC	In order to track YCC attendance at CRC YEA workshops, all YEA RVCs need to submit their workshop sign-in sheets. To encourage adequate training, we want at least

					80% of YCCs (or co-chairs) to attend their CRCs and YEA Workshop.
7	Maintain an annual joint College of Fellows mentoring event	Ongoing	Personal Development Subcommittee	6/30/2022	Maintain an organized event that promotes networking and mentorship with the College of Fellows. Define success criteria with COF to strengthen this relationship.
8	Develop a plan for a mentorship program	Ongoing	Personal Development Subcommittee	6/30/2022	Create a database of available mentors and mentees, and a plan to connect both.
9	Establish new YEA liaisons from allied industry associations	Ongoing	Outreach Development Subcommittee	6/30/2022	Collaborate with three (3) allied industries. Invite each to at least 1 YEA/ASHRAE event withing the 2021-2022 Society Year. Define how ASHRAE can participate at local and society events if applicable or appropriate based on the MOU, in order for fully integrate into their groups.  Continue to Identify new liaisons for the YEA Committee
10	Publish Social Media Plan	Ongoing	Professional Development Subcommittee	1/14/2022	Document Release via Basecamp
11	Implement Social Media Plan	Ongoing	Professional Development Subcommittee	6/30/2022	Increase Instagram followers by 500% by implementing Social Media Plan.  Post social media content on a weekly basis, per Social Media Plan.  Track content topics and subcommittee content generation.

12	Maintain Alignment of YLW-YLI	Ongoing	Personal Development Subcommittee and Outreach Subcommittee	6/30/2022	Make sure there is cross attendance between events once per year.
13	YEA Presentation at Winter and Annual Meeting	Ongoing	Professional Development Subcommittee and Excom	6/30/2022	Grow YEA involvement in the technical program through YEA members as presenters
14	ASHRAE Conference Crash Course at the Winter Meeting	Complete	Personal Development Subcommittee	1/30/2022	
15	Form DEI Coordination Ad Hoc Committee	Ongoing	YEA Committee	6/30/2022	Define expectation for YEA in the DEI committee where the committee leader is the official member of the DEI taskforce. Communicate back to the YEA committee about DEI taskforce efforts.