

**Young Engineers in ASHRAE Committee Minutes**  
**2022 Annual Conference (Toronto)**  
**June 25, 2022 8 am -3 pm EST**

**AGENDA**

- I. Call to Order (Shona O’Dea) – 8:00 AM EDT
  - a. Review of Agenda
  - b. Virtual Meeting Etiquette:
    - 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](#)
  - c. Hybrid Meeting Etiquette:
    - i. Speak into the microphone to ensure virtual meeting attendees can hear
    - ii. Avoid side conversations that will compromise virtual audio
    - iii. Take turns when speaking to ensure audio clarity
- II. ASHRAE Code of Ethics Commitment (O’Dea) – 8:05 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.

(Code of Ethics: <https://www.ashrae.org/about/governance/code-of-ethics>)  
(Core Values: <https://www.ashrae.org/about/ashrae-s-core-values> )
- III. ASHRAE Simplified Rules of Order- Quick Reference -**ATTACHMENT A**
- IV. Statement From the Toronto Board of Directors

*“The Toronto Chapter of ASHRAE would like to acknowledge that we operate on the Traditional territory of the Mississaugas of the Credit First Nation, as well as other Indigenous peoples who have lived here over time under treaty number 13 and dating back to the Royal Proclamation of 1763. We are grateful to share this land so that we may learn from each other and share our knowledge and experience towards furthering our mission and vision.”*
- V. Introductions (O’Dea) – 8:06 AM EDT
  - a. 2021-2022 Roster
  - b. New RVCs
  - c. Visitors
  - d. Group Photo of YEA Committee
- VI. Icebreaker (Cvijetinovic/Schultz) – 8:15 AM EDT
- VII. Approval of Minutes from the 2022 Winter Hybrid Meeting (O’Dea) – 8:40 AM EDT – **ATTACHMENT B**
  - a. Motioned by Baki, second by Madison, passed unanimously (18-0-0)
- VIII. YEA Individual Award of Excellent Awardees (O’Dea ) – 8:45 AM EDT
  - a. **Eleazar Rivera** - (Outreach)
  - b. **Kajen Ethirvrrtsdingham**- (Personal)
  - c. **None** - (Professional)
- IX. Coordinating Officer and Board Ex-Officio (Ron Gagnon) – 8:50 AM EDT
  - a. Ex-O presentation via PPT also on Basecamp
    - i. Nominations are needed, especially YEA Members
    - ii. Society needs more YEA Members in TCs
    - iii. ASHRAE Simplified Rules of Order-Effective July 1<sup>st</sup> for every meeting

- iv. DEI now has YEA representation-Madison Schultz
  - v. Interest in having YEA events/involvement at topical conferences
- X.** Liaison Updates – Ad Hoc
- a. Liaison Update from SA – (Baki/Alekhya) (SA-Jared Larson)
    - i. No updates to YEA
    - ii. Take back to YEA to ask about the ongoing SmartStart initiative
      - 1. Ask if there is a volunteer to volunteer from MP to be on the committee for Mentor-Mentee relationships
  - b. Liaison Update from MP – (Robert) (MP-Jonathan Smith)
    - i. MP to YEA-New members only you will get an opportunity to get a free registration at the Annual/Winter Conference
    - ii. Take back from YEA to MP see if there is someone to volunteer to sit on the committee for Mentor-Mentee Relations
  - c. Liaison Update from CEC- (Alekhya/Carrie Anne) (CEC-Tony Giometti-Staff)
    - i. No Update
  - d. Liaison Update from CTTC- (Bruno) (Rhiannon Masterson-Staff)
    - i. No Update
  - e. Liaison Update from GAC- (Madison) (GAC-Colin Laisure-Pool)
    - i. No Update
  - f. Liaison Update from H&A- (Drew) (H&A-Alyse Falconer)
    - i. No Update
  - g. **Action Item:** Look for a liaison for the Building BEQ to the committee
- XI.** Subcommittee Updates – 9:00 AM EDT
- a. Professional Development (Bruno Martinez)
    - i. Smart Star marketing material
      - 1. A presentation, flyer and Video script has been completed by the subcommittee for SA
    - ii. Upgrade the YEA application process
      - 1. Pilot Project:
        - a. Leadership U (Easy minimum Requirements)
        - b. Developing Leader Award (Point Tally application)
      - 2. Next Steps:
        - a. Create a work group to coordinate with the Society IT team
        - b. Revise the minimum requirements with the sub-committees
        - c. Deploy the pilot project
    - iii. TC involvement
      - 1. About a consistent 6% of YEA Members participate in TCs currently
      - 2. Create marketing targeting YEA Members to join a TC
      - 3. Advertise via Instagram, YEA Chapter Chairs, Chapter Meetings,
    - iv. Social Media
      - 1. Increase followers
        - a. Started at 167 July 1<sup>st</sup>, 2021 and we are up almost to 500 followers
        - b. Assign a person from each subcommittee to send Drew content to post
        - c. There is a folder in Basecamp or send to Drew directly
        - d. Request RVC videos from all to be sent to Drew for posting
    - v. Awards Update
      - 1. Developing Leader Award will be given in Tampa 2023
      - 2. HVAC Scholarships will be awarded in July 2022 for the July to December timeframe

3. YEA Individual award will open in July 2022
- b. Personal Development (Jessica Renner)
  - i. Spring YLW 1.0 & 2.0
    1. Held Spring 2022 YLW 1.0 in Atlanta, GA on March 25-27, 2022
      - a. 20 attendees
    2. Held the 2022 YLW 2.0 in Lake Tahoe, NV on April 22-24, 2022
      - a. 13 attendees
    3. Upcoming- Fall 2022 YLW 1.0
      - a. Dates: November 4-6, 2022
      - b. Location: Vancouver, Canada
      - c. Registration will open in July 2022
    4. Succession Plan for Ralph and YLWs
      - a. Research who will replace Ralph as YLW facilitator in the future
      - b. Look for speakers or companies that could be considered to replace Ralph
      - c. Society exploring the options to expand YLW to include not just YEA members
  - ii. Webinars
    1. Plan to continue to host webinars about twice a year
    2. Targeting early September
  - iii. Conference Crash Course
    1. Added course to the Annual Conference for the first time
    2. Chris Krieps and Elizabeth Jedrlnic are the speakers
  - iv. Mentoring program discussion
    1. Looking for ways to improve the current mentor-mentee program
    2. Revamp the current program by starting a committee that will include volunteers for MP, SA, DRCs and other committees
    3. Create a motion to get multiple committees involved to create a society wide mentor-mentee program
    4. Create an ad hoc
    5. Slack Group/Program may be an option to bring to the Winter Conference in Atlanta 2023
    6. Will start to work on a motion to bring to the Winter Conference in Atlanta 2023
  - v. CRC presentation update
    1. Updated version of the presentation is now available on Basecamp
- c. Outreach (Mallory Schaus)
  - i. YLI October 2022 Updates & Outreach
    1. YLI Malaysia 2022 is booked Oct 27-30,
    2. Registration will be \$400
    3. Tricia Evans will be facilitating
    4. Host Committee will be set up in the next week
  - ii. Partner Organizations Updates
    1. CIBSE/YEN
      - a. Munis Hameed is rolling off
      - b. Jake Lenahan will be taking his place as the new CIBSE Liaison
      - c. Explore financial responsibilities for the YEN Chair to able to attend YLI
    2. AIA/YAF
      - a. Meeting in July and the Summit in August and anyone can attend
      - b. Carrie Ann and Joyce have been in talks with AIA

- c. Will look into inviting AIA/YAF members to YLW/YLI events
- iii. YEA Awards Self-Nomination Amendment
  - 1. Focus in on the YEA Individual Award of excellence for each of the subcommittee awards
  - 2. Look at changing the wording

**XII.** BREAK – 10:00 AM EDT

**XIII.** Old Business (Shona) – 10:10 AM EDT

- 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 ASHRAE 365 app) to confirm a meeting’s location.
  - ii. Overview of the YEA-related meetings during the conference:

Date	Time	Meeting	Location	Attendance
Friday, June 24, 2022	6:00pm-6:30pm EST	Leadership U Meet & Greet	Sheraton, Peel (M)	Encouraged
Sunday, June 26, 2022	4:00pm-6:00pm EST	YEA Hospitality Reception	Sheraton, City Hall (2)	Encouraged
Wednesday, June 29, 2022	9:30am-11:00am EST	Leadership U and LeaDRS Wrap Up Breakfast	Sheraton, Cedar (M)	Encouraged

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

Date	Time	Presentation	Location
Sunday, June 26, 2022	8:00am-9:00am EST	Seminar 1: ASHRAE Conference Crash Course	Sheraton Centre Toronto, Dominion South (2)
Sunday, June 26, 2022	2:00pm-2:30pm EST	TC 1.4 YEA/Education	Hilton, Richmond (3)
Tuesday, June 28, 2022	11:00am-12:30pm PST	Panel 1: Young Engineers in ASHRAE Mentorship Panel Discussion with College of Fellows (4 Sub-sessions)	Sheraton Centre Toronto, Provincial (2)

- c. Highlight YEA Conference events when registration opens for the Conference
  - i. Give YEA Members a list of things to do at the conference a few months prior to the Conference
- d. MBOs – Review of FY2021-2022 - **ATTACHMENT C**
  - i. MBO# 1- YEA Growth increased by 9 %
  - ii. MBO 2- increased by 11.5%
  - iii. MBO4- Will be refocused. Should be a delete and redone.
  - iv. MBO9- look into establishing 1 relationship with an association per year
  - v. MBO12-Ongoing/expand description for the 22-23 year
- e. **Executive Session- O’Dea**
  - i. Approval of YEA Developing Leader Award Nominees for Winter Conference 2023
    - 1. Approved all 9 nominees
    - 2. Moved by Shona, second by Madison (17-0-1)
  - ii. Approval of YEA Inspirational Leader Award Nominees for Winter Conference 2023
    - 1. Approved nominee
    - 2. Moved by Shona, second by Baki (18-0-0)

**XIV.** New Business – 10:40 am- (Madison)

- a. New YEA Executive Committee FY2022-2023

- i. Madison Schultz- Chair
    - ii. Branislav Cvijetinovic (Baki)- Senior Vice Chair
    - iii. Bruno Martinez - Junior Vice Chair
  - b. Subcommittee Organization for FY2022-2023 - **ATTACHMENT D**
  - c. Diversity, Equity, and Inclusion (DEI) Updates- Schultz/Pierson
    - i. Will be a liaison position under the Professional Subcommittee
  - d. MBOs – Develop 2022-20223 – **ATTACHMENT E**
- XV.** Next Meetings (Madison)– 11:20 pm EDT
  - a. New RVC Training – (Bruno)
    - i. Dates will be available soon
    - ii. Doodle poll will be sent to Committee/ NEW RVCs required
  - b. Plans for Winter Meeting - Atlanta February 2023
- XVI.** Adjournment (Madison) – 12:48pm EDT
  - a. Moved to Adjourn by Madison, second by Baki

## ATTACHMENT A

### ASHRAE Simplified Rules of Order – Quick Reference

#### Guiding Principles:

- Quorum is required before business can be conducted.
- Everyone has the right to participate in discussion if they wish before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

#### How to do things:

**You want to bring up a new idea before the group.**

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

**You want to change some of the wording in a motion under discussion.**

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

**You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.**

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

**You want more study and/or investigation given to the idea being discussed.** Move to refer to a committee. Try to be specific as to the charge to the committee.

**You want more time personally to study the proposal being discussed.** Move to postpone to a definite time or date.

**You are tired of the current discussion.**

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3<sup>rd</sup>s vote.

**You have heard enough discussion.**

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3<sup>rd</sup>s vote.

**You want to postpone a motion until some later time.**

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3<sup>rd</sup>s vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back. "Call for orders of the day."

You want to take a short break.

Move to recess for a set period of time.

You want to end.

Move to adjourn.

## ASHRAE Simplified Rules of Order – Quick Reference

You are unsure the president of the board announced the results of a vote correctly. Without being recognized, call for a "division of the house." A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.

Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3<sup>rd</sup> vote is required.

**Executive Session.**

Discussion of an issue of sensitive, proprietary or personal in nature.

### **Unanimous Consent:**

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **You may INTERRUPT a speaker for these reasons only:**

- to get information about business –point of information to get information about rules– parliamentary inquiry
- if you can't hear, safety reasons, comfort, etc. –question of privilege
- if you see a breach of the rules –point of order
- if you disagree with the president of the board's ruling –appeal
- if you disagree with a call for Unanimous Consent –object

<b>Order of Precedence of Motions</b>
<b>The rules are in descending order of importance. A rule higher in the table takes precedence over one lower in the table. Implication is that everything takes precedence over the main motion on the floor.</b>

<b>Rule</b>	<b>Must Be Seconded</b>	<b>Open for Discussion</b>	<b>Can be Amended</b>	<b>Vote Count Required to Pass</b>	<b>May Be Reconsidered or Rescinded</b>
<b>Adjourn (End meeting)</b>	<b>X</b>			<b>Majority</b>	
<b>Recess</b>	<b>X</b>		<b>X</b>	<b>Majority</b>	
<b>Table</b>	<b>X</b>			<b>Majority</b>	
<b>Close Discussion</b>	<b>X</b>			<b>2/3 rds</b>	<b>X</b>
<b>Limit Debate</b>	<b>X</b>		<b>X</b>	<b>2/3 rds</b>	<b>X</b>
<b>Postpone to a later time (##)</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>Majority</b>	<b>X</b>
<b>Refer to Committee</b>	<b>X</b>	<b>X (+)</b>	<b>X</b>	<b>Majority</b>	<b>X</b>
<b>Kill a Motion</b>	<b>X</b>			<b>Majority</b>	<b>X</b>
<b>Amend Motion (* #)</b>	<b>X</b>	<b>X</b>		<b>Majority</b>	<b>X</b>
<b>Postpone Indefinitely (**)</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>Majority</b>	<b>X</b>
<b>Main Motion</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>Majority</b>	<b>X</b>

(#, ##, \*, \*\*, +) See full Rules of Order for explanation of symbols

## ATTACHMENT B

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

#### Cisco Webex

Join from the meeting link

<https://ashrae.webex.com/ashrae/j.php?MTID=m92fd19956481a7a85541243be7277823>

Join by meeting number

Meeting number (access code): 2340 128 9502

Meeting password: fZ392UMPPPU

Join by phone

Use VoIP only

Join from a video system or application

Dial [23401289502@ashrae.webex.com](tel:23401289502)

You can also dial 173.243.2.68 and enter your meeting number.

### AGENDA

- XVII.** Call to Order (Shona O’Dea) – 8:12 AM PST
- a. Committee Photo
  - b. Review of Agenda
  - c. 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
- XVIII.** 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.
- XIX.** Introductions (Shona) – 8:06 AM PST
- a. 2021-2022 Roster

- b. Visitors
- XX.** Icebreaker – Cell Phone Trivia (Baki) – 8:15 AM PST
- XXI.** Approval of Minutes from the 2021 Annual Virtual (Phoenix) Meeting (Shona) – 8:40 AM PST – **ATTACHMENT A**
  - a. Motion to Approve: Madison, Second: Elise , pass unanimously
- XXII.** Coordinating Officer and Board Ex-Officio (Ron Gagnon) – 8:50 AM PST
  - a. Ex-O presentation via PPT also on Basecamp
  - b. Update to the strategic Plan
  - c. DEI in ASHRAE
  - d. New task force for Building Decarbonization
  - e. ASHRAE Vision 2030 and beyond
  - f. Bylaws change to allow Member to be Full Member
  - g. Nominations needed for Committees, TCs, and H & A in ASHRAE
  - h. New HQ- grand opening was Nov. 2021
  - i. Epidemic Task Force (ETF)- continues to provide COVID-19 related resources
  - j. Membership Benefits have changed as of 21-22 Society Year
  - k. ASHRAE Support- donate to RP/ ASHRAE gives out a lot of scholarships
  - l. Government Affairs-Government Outreach Days replaced Day on the Hill
  - m. Professional Development tools-eLearning, ALI, and certifications
  - n. Society Theme: Personal Growth. Global Impact. Feed the Roots.
- XXIII.** Liaison Updates – Ad Hoc
  - a. List of liaisons is available on Basecamp
  - b. Liaison Update from SA – (Bruno/Alekhya) (SA-Mai Ahn)
    - i. Virtual Student Career Fair-February 7-14, 2022
    - ii. Live Session will be February 9, 2022
    - iii. YEA will be able to have a booth for free at the virtual session
      - 1. Will follow up with Alekhya’ s email in regard to the free booth
  - c. Liaison Update from MP – (MP-Julia Timberman)
    - i. No Updates
  - d. Liaison Update from CEC- (Carrie Anne/Alekhya) (CEC-Tony Giometti (staff))
    - i. CEC looking for suggestions for Annual Conference workshops
    - ii. Submit proposals on technical content and have it sponsored by YEA
    - iii. Carrie Anne, Baki, and Alekhya
  - e. Liaison Update from CTTC- (Bruno) (CTTC-Rhiannon Masterson (staff))
    - i. No update
  - f. Liaison Update from GAC- (Madison Schulz) (GAC- Colin Laisure-Pool)
    - i. No Update
  - g. Liaison Update from H&A- (Drew) (H&A- Alyse Falconer)
    - i. No Updates
    - ii. Professional development will actively work on award promotions
  - h. Liaison to the History Committee- Niss Feiner is requesting a liaison from YEA-Alekhya and Eman have offered to take on this role
    - i. Wants to promote diversity
- XXIV.** CIBSE Report (Munis Hameed)-No Update
  - a. CIBSE Graduate of the YEAR (Lucy)- presented the qualifications to be selected as CIBSE Graduate of the Year
  - b. Mallory will work with Munis on recruiting CIBSE liaisons for the future
- XXV.** Subcommittee Updates – 9:00 AM PST- **ATTACHMENT B**
  - a. Professional Development (Bruno)

- i. Continue working on social media and increases followers for YEA Insta and Twitter account
  - ii. Asking for more video content to post to social media
    - 1. Need translator for videos currently posted and new
  - iii. Social Media Market plan- Drew is the Social Media Chair
    - 1. YEA Social Media Calendar created by Drew to help with social media content posting (calendar lives in Basecamp-Professional Subcommittee folder)
    - 2. Social Media Marketing plan- Outlines that YEA is responsible for the YEA Twitter and YEA Instagram accounts
      - a. Posting at least once a week and currently looking for the other subcommittees to help generate content
      - b. Folder on Basecamp titled Social Media that stores all videos
      - c. Once videos are ready you can drop in folder 1 for need to review and tag the Professional Subcommittee
  - iv. We currently have 336 followers for our social media
  - v. Leadership U- need to work on boosting applications intake, need more qualified applicant pool
  - vi. Awards- need to work on increasing application submittal
    - 1. Make sure YCCs are aware of the award and process
    - 2. Come up with an automating way to notify people once they qualify for the award so that they can nominate their selves possibly an email letting them know that they may be eligible to apply.
    - 3. Professional development to work on a proposal before the Annual Conference to submit to Marketing and review in Toronto (Bruno)
  - vii. TC Participation- currently on 6% of YEA Members are participating in TCs
    - 1. How can involvement be increased besides PAOE points?
    - 2. Update YEA document on the ASHRAE TC page
    - 3. Find out who the committee chair is and reach out to them on how to get involved
    - 4. Work with TCs to see how to improve involvement and inclusiveness and how to make people feel better about joining a TC
- b. Personal Development (Jessica Renner)
  - i. Both webinars are up on the YEA Resource page and will be posted on YEA social media soon
  - ii. Please support Zach and Elise at the ASHRAE Conference Crash Course
  - iii. Also support Best Mentor-Mentee workshop by Ralph Kison
    - 1. If possible collect email address for attendees for this workshop to communicate after the workshop (Shona will help with Task)
  - iv. YLW Spring 2022
    - 1. March 2022 and Ralph will be presenting
    - 2. Aiming for in-person but hybrid may be possible
    - 3. Promote more in all regions and have all subcommittees to share
  - v. Still working on updating CRC Powerpoint
- c. Outreach (Mallory Schaus)
  - i. YLD
    - 1. 49 attendees including 12 CIBSE members multiple regions recommended
    - 2. Concerned with Zoom fatigue need to look at ways to increase participation
  - ii. YLI 2022
    - 1. Malaysia is on hold for the moment but still on radar

- 2. May be pushed to later in 2022 or made a regional event, will revisit in a month
- iii. Award Review Process
  - 1. Need to increase award applications
  - 2. Find an effective way to reach qualified participants
- iv. CIBSE report will be provided at a later date but will follow up with CIBSE Graduate of the YEAR for more networking

**XXVI. Motions –10:40 AM PST**

- a. No motions to review
- b. New motion moved by Zach to have Society provide discounted in-person conference registration fees for YEA Members that carry a Provisional Corresponding Member status or higher within a Technical Committee. The registration fee, effective starting with the 2022 summer conference registrations.

**XXVII. BREAK – 10:00 AM PST**

**XXVIII. 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
Saturday, 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

**XXIX. New Business – 10:40 am PST- (Shona)**

- a. MBOs – Review of 2021-2022 Results to Date - **ATTACHMENT C**
  - i. MBO#2- work on increasing TC involvement

1. Look into YEA graduated pricing for the conference registration to promote TC attendance at the Conference
  2. Zach will work on Motion to propose step pricing model for YEA Members on a TC attending the conference. (will be ready by Sunday before YEA Hospitality Suite)
  - ii. MBO#3-Full Circle only 7. Missed window for this year.
    1. Remind committee at the Annual meeting to donate to achieve full circle
    2. Drew will confirm what the Full Circle amount is and report back
  - iii. MBO#4- We need to revise this MBO for translation issues and resources.
    1. YLD has met this MBO but there is a need to provide more digital programming in more languages
    2. Shona suggests to update this MBO for 22-23 SY at the Annual Conference
  - iv. MBO#8-
    1. Need to work on developing a mentorship workshop database
    2. We can start with getting potential mentees from the Mentor-Mentee workshop
  - v. MBO#9
    1. Currently working with AIA and YAF. Carrie Anne met with YAF to work on establishing a relationship
      - a. Working on how to collect on a society level to have a liaison to sit in on monthly meetings for YAF
      - b. Work on sending information down to the chapter level on how to connect
      - c. Collaborate with at least 3 allied organizations and create/update MOUs
  - vi. MBO#10 -Social Media Plan will be posted in Basecamp soon
  - vii. MBO#11- Social Media plan actively being implemented
  - viii. MBO#12- Chris Krieps will be in charge of branching YLI and YLW going forth.
  - ix. MBO#13 – Look at putting out a guide on how to be a YEA TC presenter at the conference
  - x. MBO#15 DEI
    1. DEI committee was lacking in age diversity, and they are looking in to adding YEA Members to the committee
    2. YEA will have a dedicated seat on the Committee
    3. A motion will presented to the BOD of having the DEI committee apart of the BOD MOP
    4. DEI is hiring outside sources/consultant to come in and teach DEI practices
    5. YEA name change has been put on the back burner but still being looked out and whether or not the E in YEA is excluding others that are not engineers.
    6. Alekhya and Carrie Anne was invited to a meeting by the Dinosaurs of ASHRAE to speak about the diversity in ASHRAE. There is general interest with the Life Members Club to increase diversity in ASHRAE and how to reach out to get more involvement.
- b. PAOE (Madison)
- i. Document in Basecamp
  - ii. Propose to change PAOE YEA 9 and add a new category
  - iii. YEA10 went from 50 to 100
  - iv. YEA12 went from 50 to 150
  - v. YEA13 went to 250 points for max
  - vi. YEA15- went from 25 to 50

- vii. Add a line item for Diversity and inclusion for 250 points (250 maximum)
    - viii. Will so an email vote before March to submit to Members Council
  - c. Leadership Academy
    - i. Leadership Academy will have an in-person event March 7-11<sup>th</sup>, 2022 at HQ
    - ii. Please pass on the work to get up attendees , 20-25 people needed to make sure that the event will not be cancelled
    - iii. Leadership Academy helps to promote and improve Chapter level leadership and Chapter to Chapter Networking (any chapter positions are welcome)
  - d. At-Large Nominations
    - i. At-Large nomination due by March 25, 2022
    - ii. Send applications out to the Committee today
  - e. RACI Matrix
    - i. Welcome more input on the document
    - ii. It is on Basecamp in the ExCom folder
  - f. 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
  - g. Membership Taskforce Development
    - i. How to teach ASHRAE members soft skills
    - ii. Taskforce wants to partner with YEA to develop a platform or resources. One person from Personal- Zach and one from Outreach-Mallory to speak on YLW and how it has helped.
  - h. **Executive Session- Shona- In breakout room**
    - i. YEA Individual Award of Excellent Awardees (Shona) – 10:40 AM PST
      - 1. **Review**
- XXX.** Next Meetings (Shona)– 11:20 pm PST
- a. Annual 2022 in Toronto
- XXXI.** Adjournment (Madison) – 12:00 pm PST

**ATTACHMENT C - 2021 – 2022 MBOs**

Item #	MBO	Assigned To	Date Due	Comments	Status
1	Increase YEA membership by 10% (9712 to 10,683)	YEA Committee	6/30/2022	Continue to grow the YEA demographic and encourage involvement	As of 6/22/2022: 10,089
2	Increase number of YEA members participating on TCs by 15% (584 to 651)	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.	As of 6/22/2022: 578
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	COMPLETE
4	Implement plan to promote educational resources for international YEA members	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.	ONGOING/WILL REVAMP FOR 22-23
5	Chapter/Member Outreach	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.	ONGOING
6	100% submission of CRC YEA workshop sign-in sheet	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.	Received Sign-In sheets from Regions: I, III, IV, IX, X, XII, and XIII

7	Maintain an annual joint College of Fellows mentoring event	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.	COMPLETE
8	Develop a plan for a mentorship program	Personal Development Subcommittee	6/30/2022	Create a database of available mentors and mentees, and a plan to connect both.	ONGOING
9	Establish new YEA liaisons from allied industry associations	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	MAINTAIN ONGOING RELATIONSHIP WITH CIBSE. CONTINUING TO DEVELOP RELATIONSHIP WITH AIA- YAF
10	Publish Social Media Plan	Professional Development Subcommittee	1/14/2022	Document Release via Basecamp	COMPLETE
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 content generation.	ONGOING

12	Maintain Alignment of YLW-YLI	Personal Development Subcommittee and Outreach Subcommittee	6/30/2022	Make sure there is cross attendance between events once per year.	ONGOING
13	YEA Presentation at Winter and Annual Meeting	Professional Development Subcommittee and Excom	6/30/2022	Grow YEA involvement in the technical program through YEA members as presenters	ONGOING
14	ASHRAE Conference Crash Course at the Winter Meeting	Personal Development Subcommittee	1/30/2022		ONGOING/WILL REVAMP FOR 22-23
15	Form DEI Coordination Ad Hoc Committee	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.	COMPLETE

**ATTACHMENT D - YEA Subcommittee Assignments 2022-2023**

<b>Chair</b>	<b>Professional Development</b>	Term Years
	<b>Region II</b> Alekhya Kaianathbhatta	2020-2023
	<b>Region VII</b> Robert Hangen	2020-2023
	<b>Region IV</b> Kim Pierson	2020-2023
	<b>Region XIII</b> Chak Mou Lam	2023-2026
	<b>At Large Member</b> Menatalla Ahmed Alaaeldin Mohamed	2023-2026
	<b>Region V</b> Paul Fernandez	2021-2024

<b>Chair</b>	<b>Personal Development</b>	Term Years
	<b>Region X</b> Elise Kiland	2020-2023
	<b>Region I</b> Elizabeth Jedrlinic	2021-2024
	<b>Region XI</b> Cailin Noll	2021-2024
	<b>At Large Member</b> Chris Krieps	2021-2024
	<b>Region IX</b> Marie Grace VanderVliet	2023-2026
	<b>Region XII</b> Keiron Dharmanash Nanan	2023-2026
	<b>At Large Member</b> Menatalla Ahmed Alaaeldin Mohamed	2023-2026

<b>Chair</b>	<b>Outreach Development</b>	Term Years
	<b>Region III</b> Carrie Anne Monplaisir	2020-2023
	<b>RAL</b> Eman Mamdouh Abu-Taleb	2020-2023
	<b>Region VIII</b> Marisa Kamstra	2021-2024
	<b>At Large Member</b> Chris Krieps	2021-2024
	<b>Region XIV</b> Joshua Vasudevan	2021-2024
	<b>CIBSE Consultant</b> Jake	2023-2025
	<b>Region VI</b> Drew Samuels	2023-2026

**ATTACHMENT E- 2022-2023 MBOs Development**

<b>Item #</b>	<b>MBO</b>	<b>Assigned To</b>	<b>Date Due</b>	<b>Comments</b>	<b>Notes</b>
1	Increase YEA membership by 10%	YEA Committee	6/30/2023	Continue to grow the YEA demographic and encourage involvement	
2	Increase number of YEA members participating on TCs by 15%	Professional Development Subcommittee	6/30/2023	We have been working with TAC to increase awareness and participation to YEA members. Look at each Region's YEA participation on a quaterly basis.	
3	Full Circle for entire YEA Committee	YEA Committee	7/1/2022 to 9/30/2023	To encourage all YEA members to donate \$100, the committee wants to lead by example.	
4	Chapter/Member Outreach	YEA Committee	6/30/2023	Continue/increase the communication between YEA RVC's and YCC's so that membership is informed of programs and events, at a quaterly cadence minimum.  RVC's to confirm the cadence and format of communication with YCC's at the start of their term.	
5	100% submission of CRC YEA workshop sign-in sheet	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.	
6	Maintain an annual joint College of Fellows mentoring event	Personal Development Subcommittee	6/30/2023	Maintain an organized event that promotes networking and mentorship with the College of Fellows. Define success criteria with COF to strengthen this relationship.	Ralph wants to keep this virtual and would like to train the RVCs for in person facilitators. Need to explore how else to use the \$6000 funding if there is money saved due to elimination of

					travel.  Possibly adding regular panel at Annual Meeting (piloting program this Conference)
7	Redevelop a plan for a Mentorship Program	Personal Development and Professional Development Subcommittee	5/15/2023	Begin developing architecture for Mentoring Program with associated committees (Board ExO, MP, SA, CIBSE, DRCs, Staff, etc.) - Winter Conference 2022. Create a Motion for the Annual Conference 2023.	
8	Establish new YEA liaisons from allied industry associations	Outreach Development Subcommittee	6/30/2023	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	(1) Formalize partnership with one additional allied industry partner per year.  To be discussed with Jeannette and Excom: (2) Maintain formalized allied industry partnerships through attendance of partners' events. Example CIBSE meetup at the ASHRAE Winter and Annual Conference and attending the YEN conference.  (3) Promote ASHRAE YEA events through at least three (3) allied industry partners.
9	Migrate Social Media to Outreach	YEA Committee	6/30/2023	All subcommittees to have Social Media liaison to Outreach who are training in process of submitting content. Social Media Liaisons are responsible for providing one social	

				media post per month. Maintain Content Calendar.	
10	Increase Social Media Followers	Outreach Subcommittee	6/30/2023	Increase Instagram followers by 200% by implementing Social Media Plan.  Post social media content on a weekly basis, per Social Media Plan.  Track content topics and subcommittee content generation.	
11	Maintain Alignment of YLW-YLI	Personal Development Subcommittee and Outreach Subcommittee	6/30/2023	Make sure there is cross attendance between events once per year. Explore YLW 2.0 rotating internationally.	
12	YEA Presentation at Winter and Annual Meeting	Professional Development Subcommittee and Excom	6/30/2023	Grow YEA involvement in the technical program through YEA members as presenters	
13	ASHRAE Conference Crash Course at Winter and Annual Meeting	Personal Development Subcommittee	1/30/2023		
14	Add Liaisons for DEI and BEQ	Professional Development	11/30/2023	Add two (2) new liaison positions	
15	Set up automated emails to qualified award candidates	Professional Development and ExCom	6/30/2023	Set up metrics. Pilot at least one award. Work with IT to set up automated emails.	
16	Succession planning for YLW/YLI Facilitators	Personal Development	6/30/2023	Begin succession planning for YLW and YLI Facilitators in collaboration with other ASHRAE Committees. Coordinate with Outreach to understand their needs.	

17	Create timeline/expectations between Committee and Staff to streamline YLW/YLI scheduling	ExCom and Personal/Outreach	6/30/2023	YEA Committee: Gather list of issues/lessons learned from Outreach and Personal.  Excom: Coordinate with Staff.	
18	Evaluate (and update) Award Criteria for all awards	Professional Development	6/30/2023	Help balance time/benefit ratio	