

Young Engineers in ASHRAE Committee Minutes
2021 Winter Virtual Conference
January 15, 2021 9 am -1 pm EST

- I. Call to Order (Romero)
 - a. Review of Agenda
 - i. No additions
 - b. Assign note taker – Madison Schultz
 - c. 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](#)
- II. ASHRAE Code of Ethics Commitment (Romero)

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

(Code of Ethics: <https://www.ashrae.org/about/governance/code-of-ethics>)

(Core Values: <https://www.ashrae.org/about/ashrae-s-core-values>)
- III. Introductions (Romero)
 - a. 2020-2021 Roster
 - i. Present: Shona, Madison, Frank, Alekhya, Carrie Anne, Kimberly, Paul, Mallory, Jessica, Elise, Baki, Bruno, Kozen, Eman, Andrew, Ashu, Jeff Clarke, Mick Schwedler, Jeanette
 - ii. Absent: Robert, Gabriel
 - b. Visitors
 - i. Joyce, Zach DeLuke, Jonathan Howard, Stephanie Gonzalez, Marisa Kamstra, Vanessa Freidberg, John Molnar, Daniel Gurley
- IV. Icebreaker (Romero)
 - a. Breakout rooms: What is a highlight from the last 6 months?
 - b. Return for Group Photo
- V. Approval of Minutes from the 2020 Annual Virtual Meeting (Romero) – **ATTACHMENT A**
 - a. Motion to Approve: Bruno, Second: Drew, pass unanimously
- VI. Coordinating Officer and Board Ex-Officio – (Jeff Clarke)
 - a. Ex-O presentation via PPT also on Basecamp
 - b. Next conference is in the summer and trying to have in person in Phoenix, AZ
 - c. If rolling off YEA and want to be on another committee, reach out to Rachel, Jeff, or Mick
 - i. Appointments happen in March by Mick
- VII. Joyce and Mick addressed committee to express their thanks for YEA’s work and volunteerism
- VIII. Liaison Updates – Ad Hoc
 - a. List of liaisons is available on Basecamp
 - b. Liaison Update from SA – (Baki)
 - i. Meeting on Jan 22
 - c. Liaison Update from MP – (John Molnar)
 - i. Recruitment Committee
 1. Working to be creative to maintain and attract members
 2. [ASHRAE MP Hardship Program](#)
 - a. Let MP Chair or MP RVC know and they can get them the information
 - ii. Training Committee

- 1. Redesign Training for virtual
 - iii. Promote membership by offering incentives
 - iv. Get MP to help push/promote social media posts
 - d. Liaison Update from CEC- (Carrie Anne)
 - i. Will meet January 22nd, 2021
 - ii. Baki has a session in early February on CEC
 - iii. STEM Sessions for kids at the Conferences to possibly target YEA Members to get more involved
 - 1. Previous surveys showed that the members would not use it but more research is on-going
 - iv. More family orientated events to possibly be tested out with chapters first then push to regions and conferences
 - e. Liaison Update from CTTC- (Bruno)
 - f. Liaison Update from GAC- (Madison) – **ATTACHMENT B1 & B2**
 - i. Attend Government Outreach Days (if possible)
 - ii. California Assembly Bill 841 re: ASHRAE guidelines developed by the Epidemic Task Force passed
 - iii. California Air Resources Board covers ASHRAE’s stance on HFC phaseouts is on the radar
 - g. Liaison Update from H&A- (Drew)
 - i. H & A will meet on Wednesday of next week
 - ii. H & A submitted a video to be posted as part of the video series
- IX.** CIBSE Report – (Munis Hameed)
 - a. April 2020 meeting was pushed to fall and was virtual.
 - b. Working with UAE ASHRAE chapter to engage YEA folks
 - c. Will likely get new liaison in April. Meeting with CIBSE YEN chairs in February. Munis will provide update after.
 - d. July 13 & 14, 2021 is next conference
- X.** Subcommittee Updates– 10:10 am (10 minutes each) – **ATTACHMENT C**
 - a. Professional Development – Baki Cvijetinovic
 - i. ASHRAE Videos
 - 1. 60- seconds videos about various ASHRAE and YEA topics
 - 2. Videos will be posted on all ASHRAE social media
 - 3. First few videos are ready to be posted
 - ii. TC – YEA outreach
 - 1. Started to reach out to all the TCs. A questionnaire was sent out and 28 responses received back.
 - 2. Will post on Instagram different TCs information to attract YEA Members
 - iii. Social Media
 - 1. Looking into adding more ASHRAE hashtags that can be used by YEA and all of ASHRAE
 - iv. HVAC Training Scholarship
 - 1. Discussed ideas for bringing in a YEA member for the virtual conference as an alternate solution to using the HVAC funds
 - v. Awards
 - 1. YEA Inspirational Leader Award- Deadline May 1
 - 2. Developing Leader Award- Deadline May 1
 - vi. Winter Conference YEA Meetup
 - 1. Refrigeration Basics Roundtable Tuesday, Feb. 9th 4:30pm-5pm ET- Hosted by Baki

2. YEA Q&A - Wednesday, Feb. 10th 4:30pm-5pm ET- Hosted by Baki
 - b. Personal Development – Jessica Errett
 - i. Webinars w/ Ralph Kison
 1. Committee has held four webinars already this year
 - a. Recordings are posted on the YEA Resources page
 2. Upcoming webinar: January 26th, Topic: *Elevator Pitch & Personal Branding*
 3. Goal is to have a webinar every six weeks
 4. Registration fee will go up from \$10 waiting to discuss further w/Ralph
 5. Webinar attendees have started a book club and a group on Slack
 - ii. Conference Crash Course
 - iii. Modified version of College of Fellows Mentorship event
 - iv. YEA Leadership Weekend 1.0 Digital tentatively planned for April 16-18, 2021
 - c. Outreach – Mallory Schaus
 - i. Digital YLI Recap
 1. YLI was converted into YEA Leadership Digital due to the pandemic
 2. It was three days three hours each day with about 60 attendees
 3. Tricia Evans was the presenter for the YLD event
 4. Received positive feedback from the attendees and promoting it on social media
 5. YLI/YLD Fall 2021 to be determined but probably digital one more time
 - ii. Alignment w/Personal Development
 1. Working with Personal Development on the content of the YLD and other virtual events
 - iii. Award Review Process
 1. Need to see more applicants for the YEA Award of Excellence
 2. Maybe investigate the process to make changes where needed to get a bigger pool of applicants
 - iv. Roadmap for YEA members
 1. Will start back with this in February
- XI.** Motions
- a. No motions to review
- XII.** Old Business
- a. Review of YEA-related meetings and events during the conference

Date	Time	Meeting	Location	Attendance
Monday, February 8, 2021	2:00pm- 3:00pm	YEA Developing Leader Award Ceremony	Zoom	Encouraged
Tuesday, February 9, 2021	11:30am- 12:00pm	ASHRAE Honors Recipients of Society's Personal Honors Awards (YEA Inspirational Leader Award)	Virtual	Encouraged
Tuesday, February 9, 2021	4:30pm- 5:00pm	Refrigeration Basics Roundtable	Virtual	Encouraged

Wednesday, February 10, 2021	4:30pm- 5:00pm	YEA Q&A	Virtual	Encouraged
------------------------------------	-------------------	---------	---------	------------

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

Date	Time	Presentation	Location
Friday, January 15, 2021	1:00pm- 4:30pm	TC 1.4 YEA/Education, Control Components & Applications, Programs Subcommittee Meetings	Virtual
Tuesday, February 9, 2021	10:30am- 11:30am	Seminar 1: Presentation 1: Smart Labs Toolkit: A Guide to Enable Labs of the Future	Virtual
Tuesday, February 9, 2021	3:00pm- 4:20pm	Seminar 7: Building the Next Generation in Building Science: The Solar Decathlon Competition WITH LIVE Q&A	Virtual
Thursday, February 11, 2021	12:00pm- 1:20pm	Seminar 30: Controls Standards, Guidelines and Codes: What YEA Need to Know! WITH LIVE Q&A	Virtual
Thursday, February 11, 2021	1:30pm- 2:30pm	Workshop 2: Best Practices of the Mentor-Mentee Relationship	Virtual
On-demand		ASHRAE Crash Course	Virtual

XIII. BREAK

XIV. New Business – 11:15 am

a. Jr. Vice Chair

- i. Voice vote on candidate
- ii. Baki was the only eligible candidate.
- iii. Motion to move Baki forward brought by Rachel
- iv. Carrie Anne moved Madison second (unanimous 15-0 CNV)
- v. Branislav Cvijetinovic (Baki) new Jr. Vice Chair

b. **21-22 YEA ExCom**

- i. Shona O Dea- Chair
- ii. Madison Schultz- Sr. Vice Chair
- iii. Branislav Cvijetinovic (Baki)-Jr. Vice Chair

c. MBOs – Review of 2020-2021 Results to Date - **ATTACHMENT D**

- i. Item# 1
 1. Membership overall low but continue to encourage membership
- ii. Item#2
 1. Professional Committee is working on increasing involvement and getting YEA members more involved.
 2. TC Guide online New TC Guide - <https://public.3.basecamp.com/p/UdWoCsDzMPsWA7FAibfvAZrU>
 3. Old TC Guide on Website - [https://www.ashrae.org/file%20library/communities/young%20engineers%20in%20ashrae%20\(yea\)/resources/yea-technical-committees-guide.pdf](https://www.ashrae.org/file%20library/communities/young%20engineers%20in%20ashrae%20(yea)/resources/yea-technical-committees-guide.pdf)
- iii. Item #4
 1. Outreach will have a report in June for this MBO
- iv. Item #5

ATTACHMENT A

Young Engineers in ASHRAE Committee Minutes 2020 Annual Virtual Conference (Austin) June 14, 2021 9 am -1 pm EDT

- I. Call to Order (Romero) – 9:00 am
 - a. Acknowledgement of Current Events
 - b. Virtual Meeting Etiquette:
 - i. Sign in to Zoom: Reg XX – Name
 - ii. Camera on when possible and professional
 - iii. Please remain muted; Use hand emoji and unmute yourself when you are acknowledged by the Chair
 - iv. Use the chat feature when items are not time sensitive
- II. ASHRAE Code of Ethics Commitment (Romero) – 9:05 am
In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and we shall avoid all real or perceived conflicts of interests.
(Code of Ethics: <https://www.ashrae.org/about/governance/code-of-ethics>)
(Core Values: <https://www.ashrae.org/about/ashrae-s-core-values>)
- III. Introductions (Romero) – 9:06 am
 - a. 2019-2020 Roster - McCray
 - b. Incoming RVCs- McCray
 - c. Visitors
- IV. Icebreaker (Romero) – 9:15 am
 - a. Breakout rooms: What is a highlight from the last 6 months?
 - b. Return for Group Photo
- V. Approval of Minutes from the Orlando meeting (Romero) –9: 25 am– **ATTACHMENT A**
 - a. Moved by Romero, second by O Dea. Passed unanimously (14-0-0).
- VI. Coordinating Officer and Board Ex-Officio – (Jeff Clarke) 9:30 am
 - a. Ex-O presentation via PPT also on Basecamp
- VII. Liaison Updates – Ad Hoc
 - a. Liaison Update from SA – (Megan Tosh/presented by Baki)
 - i. Student Activities is looking for more ASHRAE members to become ABET Program Evaluators. More information can be found at <https://www.abet.org/program-evaluators/become-a-program-evaluator/>.
 - ii. Student Activities will be hosting Centralized Training online this summer. Training will consist of 19 short videos that cover the content typically covered at the in-person trainings.
 - iii. Student Activities is working with the Publications Committee to produce a children’s book, *Lucy’s Work Day Adventure*. The book is targeted at K-6 students regarding STEM generally and the HVAC profession specifically. The draft text has already been approved.
 - b. Liaison Update from MP- (Erik Sanchez)
 - i. Membership Promotion will be holding two virtual Centralized Trainings (2 hours each). The first one will be held Friday, June 19th, 2020 and the second one will be held Friday, June 26th, 2020.
 - ii. Ideas for an App to communicate between Chapters and Regions separate from ASHRAE 365 is in the works.

- iii. Update on Sister Chapters- MP is exploring ideas/ways on how to get sister chapters to engage and looking into getting guidance with engagement from the Golden Gate chapter since they have been successful in the past.
 - c. Liaison Update from CEC- (Carrie Anne)
 - i. ASHRAE Virtual Conference registration is \$99.
 - ii. Winter Conference 2021 Chicago is moving forward at this time but will be monitored closely due to COVID-19. Chicago will not allow large meetings until there is a vaccine or a cure for COVID-19.
 - iii. All topical conferences have been cancelled due to COVID-19.
 - iv. Updates for all conferences are available ASHRAE's website.
 - d. Liaison Update from CTTC- (Bruno)
 - i. Updates are being done to the Commercialism Policy including updates for webinars.
 - ii. Tech Awards- more entries are needed from outside the US.
 - iii. Working on needed improvements with Chapter and Region activities.
 - iv. eLearning courses have been used more during the pandemic.
 - e. Liaison Update from GAC- (Colin)
 - i. Government Outreach days have been successful.
 - ii. Would like to get more YEA members involved with GAC and the Outreach days.
 - iii. Will be reaching out to YEA RVCs and YCCs to get more involved.
 - f. Liaison Update from H&A- (Alyse)
 - i. YEA Inspirational Leader Award- first one will be given out in Chicago 2021.
 - ii. H&A has changed the 50-year award and soon to be 75-year award to include Student membership years toward the years of membership.
 - iii. Any recommendations to the H&A Committee may be sent to Alyse or Jake Kopocis.
- VIII. CIBSE Report – 9:40 am (Munis Hameed)
 - a. CIBSE conference has been postponed due to COVID-19 but it is still scheduled to be in Scotland.
 - b. CIBSE Symposium scheduled for September 26-27, 2020.
- IX. Subcommittee Reports– 9:50 am (10 minutes each)
 - a. Professional Development- Baki Cvijetinovic
 - i. Consistency of monthly meetings has improved.
 - ii. YEA Employer Support Flyer has been developed and will be out June 2020.
 - iii. PAOE points-Bruno working to have increase participation at the Winter & Annual conferences by offering points.
 - iv. TC Guide has been developed and aims at getting more YEA involvement with TCs. Currently working with Marketing to get the guide out.
 - v. YEA Inspirational Leader Award- new award for YEA that has just had the first round of nominees reviewed. The first award will be presented at the 2021 Chicago Plenary.
 - 1. Looking to encourage more YEA members to apply for the next award.
 - vi. Will start working on ways to track YEA participation at TCs at the Winter & Annual Conferences.
 - vii. **Action Item:** Jeanette McCray- Send social media post to YEA members to attend TCs at the virtual Conference.
 - viii. **Action Item:** Professional subcommittee will review the YEA Inspirational Leader Award; make edits and share at the Winter Meeting-Chicago or before.
 - b. Personal Development- Alexis Gagnon
 - i. YLW 1.0-Minnieapolis and YLW 2.0- Palm Springs both cancelled due to COVID-19.
 - ii. YLW 1.0 for the fall is on ice for now.
 - iii. YEA Leadership webinar facilitated by Ralph Kison will take place June 2020 to give the same information presented at YLWs.

- iv. Working on ways to improve registration for YLW 2.0 since there was a lag in getting registrants.
 - v. Subcommittee currently collaborating with the Outreach subcommittee on YLI 2.0.
 - vi. Mentorship Workshop in Orlando was successful, and tracks are being submitted for the Mentorship Workshop in Chicago.
- c. Outreach- Mallory Schaus
- i. Continuously working to keep the website updated.
 - ii. Creating a tool that YCCs international and in the US can use to learn and be trained from.
 - iii. YLI 2019-Dubai was great and completely sold out.
 - iv. YLI 2020- Kuala Lumpur has been cancelled due to quarantine restriction from COVID-19.
 - v. YLI 2021 will be planned in the future.
 - vi. New program YEA Leadership Digital- will be offered in place of YLI in-person weekend. This program will be facilitated by Tricia and will be three days online with 100 participants.
 - 1. Prospective date for the program is Nov. 6-8, 2020
 - 2. Backup date is Oct. 16-18, 2020
- X. Motions – 10:20 am- **ATTACHMENT B**
- a. Request Waiver to ROB
- i. Review and vote before sending to Members Council
 - ii. Moved by Samuels, second by Willis. 17-0-1 CNV
- XI. Old Business – 10:30 am
- a. Review of YEA-related meetings and events during the conference
- i. Overview of the YEA-related meetings during the conference:
 - ii. YEA Virtual Happy Hour- Hosts: Bruno, Madison, and Shona are accepting content for the 40 min. Happy Hour. Any good news that you would like to share i.e. new baby, new job, charitable events, etc.
 - iii. **Action Item:** Jeanette McCray- send invite to old and new committee members for Happy Hour and have a post for the Happy Hour put on social media.

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

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

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

Monday, June 29, 2020	3:10pm-4:20pm	COVID-19: Opportunities for Sustainable Development	Virtual
-----------------------	---------------	---	---------

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

XII. New Business – 10:45 am

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

XIII. Brainstorm New MBOs for 2020-2021

YEA MBOs 2020-2021

Item #	MBO	Status	Date Due	Assigned To	MBO Comments
1	Increase YEA membership by 10% (11,442 to 12,586)	As of 6/2/2020 11,442	6/30/2021	YEA Committee	Continue to grow the YEA demographic and encourage involvement
2	Increase number of YEA members participating on TCs by 15% (677 to 778)	As of 6/4/2020: 677	6/30/2021	Professional Development Subcommittee	We have been working with TAC to increase awareness and participation to YEA members. Redesign TC YEA guide and include information for international members. Look at each Region's YEA participation.
3	Full Circle for entire YEA Committee	Ongoing	7/1/2020 to 9/30/2020	YEA Committee	To encourage all YEA members to donate, the committee wants to lead by example
4	Develop a plan to promote educational resources for international YEA members	Ongoing	2/1/2021	Outreach Development Subcommittee	Provide educational resources for international YEA members who might not be able to attend existing YEA programs. Translate cheat sheet into SI.
5	Chapter/Member Outreach	Ongoing	6/30/2021	YEA Committee	Continue/increase the communication between YEA RVC's and YCC's so that membership is informed of programs and events. Submit reporting form bi-annually.

6	100% submission of CRC YEA workshop sign-in sheet	Ongoing	Within one month of CRC	YEA Committee	In order to track YCC attendance at CRC YEA workshops, all YEA RVCs need to submit their workshop sign-in sheets. To encourage adequate training, we want at least 80% of YCCs (or co-chairs) to attend their CRCs and YEA Workshop.
7	Maintain an annual joint College of Fellows mentoring event	Ongoing	6/30/2021	Personal Development Subcommittee	Maintain an organized event that promotes networking and mentorship with the College of Fellows
8	Establish new YEA liaisons from allied industry associations	Ongoing	6/30/2021	Outreach Development Subcommittee	Collaborate with allied industries. Identify new liaisons for the YEA Committee and have at least one attend an ASHRAE Conference within the 2019-2020 Society Year, such as ISHRAE, REHVA, and AIA, where MOUs are signed.
9	Social media posts for every YEA Leadership event	Ongoing	6/30/2021	Personal Development Subcommittee and Outreach Subcommittee	One post prior and one post after event, at minimum. Intent to promote the event and encourage attendance, and also show the value of the program. On all available platforms
10	Social media on applications for YEA programs	Ongoing	6/30/2021	Professional Development Subcommittee	Posts on application deadlines at least 1-2 weeks in advance
11	Complete Alignment of YLW-YLI	Ongoing	6/30/2021	Personal Development Subcommittee and Outreach Subcommittee	Improve ability of participants to participate in a program and transfer to the other
12	YEA Presentation at Winter and Annual Meeting	Ongoing	6/30/2021	Professional Development Subcommittee	Grow YEA involvement in the technical program through YEA members as presenters

- i. Added Items # 10, 11, and 12 for the 2020-2021 year.
- b. Review Subcommittee Structure for 2020-2021- **ATTACHMENT D**
 - i. Subcommittee Breakout Session Guidance
 - 1. **Action Item:** Jeanette to add new RVCs to Basecamp
 - 2. **Action Item:** Jeanette to add 20-21 committee roster to Basecamp
 - ii. New YEA Executive Committee 2020-2021
 - 1. Rachel Romero – Chair
 - 2. Shona O Dea – Senior Vice Chair

- 3. Madison Schultz – Junior Vice Chair
 - iii. **Action Item:** ExCom to work on getting a YEA calendar with all the dates pertaining to YEA events, awards, scholarships, and deadlines add to the website.
 - iv. **Action Item:** ExCom upload YEA calendar to Basecamp
 - c. Manual of Procedures Update (MOP) – Ad Hoc Update- Drew Samuels
 - i. Currently being reviewed by YEA ExCom in preparations to sending updates to Members Council
 - ii. Looking into adding language about the eligibility requirements for potential Jr. Vice Chair candidates.
 - d. YLI-YLW Alignment Plan- Mallory Schaus and Madison Schultz
 - i. This is a joint project with Personal and Outreach subcommittees.
 - ii. Plan aims at keeping the four main leadership components taught at YLW and YLI.
 - iii. Currently the cost of personality profiles with Tricia vs Ralph are being reviewed, potential extra cost.
 - iv. No cost to align the two programs.
 - v. Facilitators costs will be discussed down the line.
 - vi. Considering the costs of having 1 committee member from Personal attend a YLI and 1 committee member from Outreach attend a YLW.
 - 1. No impact if the programs stay virtual.
 - vii. **Action Item:** Talk to Ralph about content collaboration with Personal Development.
 - e. Regional Updates (as time allows)
 - i. Basecamp or WhatsApp if needed
 - ii. What's working? What are some current challenges?
 - iii. **Action Item:** Jessica will set up a discussion for updates on Basecamp.
 - f. **Executive Session** –
 - i. Approval of YEA Developing Leader Award Nominees for Chicago Winter Conference 2021
 - 1. All 11 nominees were approved.
 - 2. Moved by Carrie Anne, second by Alexis. Passed unanimously (13-0-0)
 - ii. Approval of YEA Inspirational Leader Award Nominees for Chicago Winter Conference 2021
 - 1. Approved nominee.
 - 2. Moved Alexis, second by Drew (11-1-1) (CNV).
- XIV.** Adjournment (Romero) – 1:15 pm

ATTACHMENT C
Young Engineers in ASHRAE
Subcommittee Conference Call Minutes
Friday, January 8, 2021 9 am EST

Minutes

- I. Call to Order (Romero) – 9:00 am
 - a. 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](#)
- II. ASHRAE Code of Ethics Commitment (Romero) – 9:05 am

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

(Code of Ethics: <https://www.ashrae.org/about/governance/code-of-ethics>)
(Core Values: <https://www.ashrae.org/about/ashrae-s-core-values>)
- III. Introductions
 - a. 2020-2021 Roster - McCray
- IV. Quick Breakout- 9:07 am
 - a. Something you learned about yourself in the last year
- V. Announcements (Romero)
 - a. Regions: I, III, XII, XIV, RAL need to send CRC YEA workshop sign-in sheet to Jeanette
 - b. DRC reporting forms will be further researched and brought up in the YEA Committee Meeting 1/15/2021
- VI. Subcommittee Reports
 - a. Professional Development- Baki Cvijetinovic
 - i. ASHRAE Videos
 1. 60- seconds videos about various ASHRAE and YEA topics
 2. Videos will be posted on all ASHRAE social media
 - ii. TC – YEA outreach
 1. Started to reach out to all the TCs. A questionnaire was sent out and 28 responses received back.
 2. Will post on Instagram different TCs information to attract YEA Members
 - iii. Social Media
 1. Looking into adding more ASHRAE hashtags that can be used by YEA and all of ASHRAE
 - iv. HVAC Training Scholarship
 1. Discussed ideas for bringing in YEA members for the virtual conference as an alternate solution to using the HVAC funds
 - v. Awards
 1. YEA Inspirational Leader Award- Deadline May 1
 2. Developing Leader Award- Deadline May 1
 - vi. Winter Conference YEA Meetup
 1. Refrigeration Basics Roundtable Tuesday, Feb. 9th 4:30pm-5pm ET- Hosted by Baki
 2. YEA Q&A - Wednesday, Feb. 10th 4:30pm-5pm ET- Hosted by Baki

- b. Personal Development- Jessica Errett
 - i. Webinars w/ Ralph Kison
 - 1. Committee has held four webinars already this year
 - a. Recordings are posted on the YEA Resources page
 - 2. Upcoming webinar: January 26th, Topic: *Elevator Pitch & Personal Branding*
 - 3. Goal is to have a webinar every six weeks
 - 4. Registration fee will go up from \$10 waiting to discuss further w/Ralph
 - 5. Webinar attendees have started a book club and a group on Slack
 - ii. Conference Crash Course
 - iii. Modified version of College of Fellows Mentorship event
 - iv. YEA Leadership Weekend 1.0 Digital tentatively planned for April 16-18, 2021
 - c. Outreach- Mallory Schaus
 - i. Digital YLI Recap
 - 1. YLI was converted into YEA Leadership Digital due to the pandemic
 - 2. It was three days three hours each day with about 60 attendees
 - 3. Tricia Evans was the presenter for the YLD event
 - 4. Received positive feedback from the attendees and promoting it on social media
 - 5. YLI/YLD Fall 2021 to be determined but probably digital one more time
 - ii. Alignment w/Personal Development
 - 1. Working with Personal Development on the content of the YLD and other virtual events
 - iii. Award Review Process
 - 1. Need to see more applicants for the YEA Award of Excellence
 - 2. Maybe investigate the process to make changes where needed to get a bigger pool of applicants
 - iv. Roadmap for YEA members
 - 1. Will start back with this in February
- VII.** Breakout Brainstorm: What can we accomplish in the next 3-5 years? – 10:30 am
- a. More advertisement for certifications
 - i. Practice exams for the certifications
 - b. Increasing the digital platform
 - i. More digital events/YLD weekends
 - c. Reinstating community
 - d. Reenergizing Leadership
 - i. How to reenergize our leaders
 - e. Building the volunteer base
 - f. Continue with hybrid meetings after the pandemic
 - g. Continuing the webinars
 - h. Interactive virtual conference ideas
 - i. Explore platforms that are more personal/interactive
 - ii. Create avatars
 - i. Using the virtual concept to our advantage
 - j. Make sure you keep a connection with the members after the virtual events
 - k. Keep communication with the Students to be a Mentor and build stronger relationships
- VIII.** Next Meeting: January 15, 2021 at 9 am EST

ATTACHMENT D

YEA MBOs 2020-2021

Item #	MBO	Status	Date Due	Assigned To	MBO Comments
1	Increase YEA membership by 10% (11,442 to 12,586)	As of 12/30/2020 10,689	6/30/2021	YEA Committee	Continue to grow the YEA demographic and encourage involvement
2	Increase number of YEA members participating on TCs by 15% (677 to 778)	As of 12/30/2020: 614	6/30/2021	Professional Development Subcommittee	We have been working with TAC to increase awareness and participation to YEA members. Redesign TC YEA guide and include information for international members. Look at each Region's YEA participation.
3	Full Circle for entire YEA Committee	Ongoing 13 out of 19 Committee members have met this goal	7/1/2020 to 9/30/2020	YEA Committee	To encourage all YEA members to donate, the committee wants to lead by example
4	Develop a plan to promote educational resources for international YEA members	Ongoing	2/1/2021	Outreach Development Subcommittee	Provide educational resources for international YEA members who might not be able to attend existing YEA programs. Translate cheat sheet into SI.
5	Chapter/Member Outreach	Ongoing	6/30/2021	YEA Committee	Continue/increase the communication between YEA RVC's and YCC's so that membership is informed of programs and events. Submit reporting form bi-annually.
6	100% submission of CRC YEA workshop sign-in sheet	Ongoing As of 12/30/2020: 9 Missing: XIV, RAL	Within one month of CRC	YEA Committee	In order to track YCC attendance at CRC YEA workshops, all YEA RVCs need to submit their workshop sign-in sheets. To encourage adequate training, we want at least 80% of YCCs (or co-chairs) to attend their CRCs and YEA Workshop.
7	Maintain an annual joint College of Fellows mentoring event	Ongoing	6/30/2021	Personal Development Subcommittee	Maintain an organized event that promotes networking and mentorship with the College of Fellows

Item #	MBO	Status	Date Due	Assigned To	MBO Comments
8	Establish new YEA liaisons from allied industry associations	Ongoing	6/30/2021	Outreach Development Subcommittee	Collaborate with allied industries. Identify new liaisons for the YEA Committee and have at least one attend an ASHRAE Conference within the 2019-2020 Society Year, such as ISHRAE, REHVA, and AIA, where MOUs are signed.
9	Social media posts for every YEA Leadership event	Ongoing	6/30/2021	Personal Development Subcommittee and Outreach Subcommittee	One post prior and one post after event, at minimum. Intent to promote the event and encourage attendance, and also show the value of the program. On all available platforms
10	Social media on applications for YEA programs	Ongoing	6/30/2021	Professional Development Subcommittee	Posts on application deadlines at least 1-2 weeks in advance
11	Complete Alignment of YLW-YLI	Ongoing	6/30/2021	Personal Development Subcommittee and Outreach Subcommittee	Improve ability of participants to participate in a program and transfer to the other
12	YEA Presentation at Winter and Annual Meeting	Ongoing	6/30/2021	Professional Development Subcommittee	Grow YEA involvement in the technical program through YEA members as presenters

ATTACHMENT E
PAOE Points for 2020-2021 ASHRAE Society Year

Type	Sub Category	MAX	Rules	# Chapters > 0 (out of 197)	Avg Paoe Points	Percent
YEA1 For each Chapter Program presented by a YEA member at a Chapter Meeting based on alignment with the current Presidential Initiatives Master List	Presidential Initiatives:	500	100	8	06.64	04.42%
YEA2 For each new member who qualifies as YEA (who were not student transfers)	Membership:	200	25	178	48.90	98.34%
YEA3 For any YEA member involved with a Membership Promotion program or event	Membership:	200	25	10	02.42	05.52%
YEA4 For increasing YEA membership over the Society year by 5%	Membership:	100	100	6	02.93	03.31%
YEA5 For each YEA member who is a provisional corresponding member or corresponding member of an ASHRAE TC (points per YEA member, not per committee) (No maximum points)	Technical Committees:		25	16	03.81	08.84%
YEA6 For each YEA member who is a voting member of an ASHRAE TC, TRG, MTG, *RP, SPC, SSPC, GPS or SGPC (VM or NVM) (*RP = Research Project) (Participation can be verified from the ASHRAE Committee Participation by Region Report which can be provided by each DRC. Points per YEA member, not per committee) (No maximum points)	Technical Committees:		200	4	04.95	02.21%
YEA8 For a local Chapter Historical activity performed by a YEA member	Historical Activities:	50	25	5	00.86	02.76%
YEA9 For each YEA member who attends YEA Leadership Weekend, YEA Leadership International, YEA Leadership 2.0, Leadership U or LeaDRS program during the Society year	YEA Program Attendance:	600	300	42	71.25	23.20%
YEA10 Applying for the YEA scholarship for the HVAC Design course https://www.ashrae.org/communities/young-engineers-in-ashrae-yea/yea-events-and-programs/yea-scholarship-for-hvac-design-essentials-training (No maximum points)	YEA Program Attendance:		50	2	00.50	01.10%
YEA11 YEA member attendance at HVAC Design course attendance (including applying for the YEA scholarship for the class)	YEA Program Attendance:	150	50	1	00.25	00.55%

Type	Sub Category	MAX	Rules	# Chapters > 0 (out of 197)	Avg Paoe Points	Percent
YEA12 For each nomination for any Society-level YEA Award: Developing Leader, Award of Individual Excellence – Professional Development, Award of Individual Excellence – Personal Development, Award of Individual Excellence – Outreach	Awards and Submission Activities:	200	50	2	00.50	01.10%
YEA13 For each YEA event at chapter meeting or separate organized YEA event	Meetings, Presentations or Events:	100	25	22	04.41	12.15%
YEA14 For each YEA activity outside of a chapter meeting that also includes a technical component, i.e., presentation, panel discussion, technical tour, etc.	Meetings, Presentations or Events:	100	25	8	01.65	04.42%
YEA15 YCC presents on YEA programs similar to CRC workshop presentation at chapter event	Meetings, Presentations or Events:	100	25	2	00.25	01.10%
YEA16 YEA hosted work placement or job fair to increase student retention	Meetings, Presentations or Events:	100	100	1	00.50	00.55%
YEA17 For each chapter officer or board of governors member who is a YEA member (BOG position must appear on CIQ)	Chapter Operations and Activities:	300	100	169	108.82	93.37%
YEA18 For each YEA member assigned to a Chair position	Chapter Operations and Activities:	225	75	180	84.80	99.45%
YEA19 For each YEA member assigned to a committee position to provide YEA ideas and participation	Chapter Operations and Activities:	150	50	157	53.58	86.74%
YEA20 For each YEA member involved with a Student Activity program or event	Student Activities:	200	25	16	07.61	08.84%
YEA21 For each presentation about the Young Engineers in ASHRAE (YEA) program to student members	Student Activities:	100	50	11	04.23	06.08%
YEA22 For the incoming Chapter YEA committee chair or co-chair attending the YEA CRC workshop and participating at the CRC	RVC Assigns/Enters the following points:	100	100	57	21.96	31.49%
YEA23 For a YEA Chapter Chair issuing a set of MBOs to YEA Regional Vice Chair	RVC Assigns/Enters the following points:	50	50	64	12.02	35.36%