ECC Conference Call #1
Thursday, September 20, 2018
11:00 AM–12:00 PM EDT

AGENDA

1. Call meeting to order
   Ms. Tosh called the meeting to order at 11:02 EDT.

2. Code of Ethics
   Ms. Tosh read the ASHRAE Code of Ethics
   In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interests.
   (See full Code of Ethics: https://www.ashrae.org/codeofethics)

3. Roll call of ECC members, staff & guests

MEMBERS PRESENT: Megan Tosh
Ken Cooper
Cindy Callaway
Mark Hydeman
Karine Leblanc
Jessica Mangler
MEMBERS ABSENT: Gerardo Alfonso
Pam Duffy
Justin Stonehocker
Nitin Naik

BOD EX-OFFICIO PRESENT: Ben Skelton

COORD. OFFICER ABSENT: Julia Keen

GUESTS / STAFF PRESENT: Rupert Schutz (ASHRAE staff)
Joslyn Ratcliff (ASHRAE staff / ECC liaison)
Vanita Gupta (ASHRAE staff)
Osama Khayata
Richard Kimball
Tom Pollard
Stephanie Mages

4. Quorum Check
   Quorum was established with 6 members on the call.

5. Review of Agenda
   No changes were made.

6. Guest Reports
   Ms. Tosh welcomed the guests and asked if anyone would like to present a report.

   Mr. Pollard shared that he hosted a successful ECC workshop at his CRC with seven out of nine chapters attending. During the workshop he asked what chapters are doing and how they are achieving PAOE. He will have emails out to chapters asking what they are doing through the year.
7. Approval of Houston Conference Minutes

Mr. Cooper moved to approve the minutes and Ms. Mangler seconded.

5-0-1, CV

(Attachment A)

8. Overview Reports
   a. Chair’s Report
      Ms. Tosh shared with the committee an upcoming focus group call to discuss the evolution of ECC, and will have more to report to the committee after that call.
   b. Vice Chair’s Report
      No report given.
   c. BOD Ex-Officio’s Report
      No report given.
   d. Coordinating Officer’s Report
      No report given.
   e. Staff Reports
      i. Joslyn Ratcliff
         Ms. Ratcliff reminded the committee to submit travel reimbursement forms if they have not already done so. She informed the committee that information on housing for the Atlanta Winter Conference is online. She also shared with the committee the launch of the new Online Standards Comment Database by the technology department, and mentioned it may intersect a bit with Basecamp for voting.
      ii. Rupert Schutz
         Mr. Schutz shared the “Social media island” photo opportunity that will take place at the Winter Conference with President Hayter. Individuals will be able to take photos with President Hayter and tag #MyASHRAE. The social media island will be in a high-traffic area.

9. Subcommittee Reports
   a. Strategic Planning
      Ms. Tosh noted time zones make it different to schedule calls this year, but the group is working to improve this for the future.
   b. Electronic Collaboration Tools
      i. Ms. Callaway discussed the changes to the Basecamp Clientside. It’s more user-friendly, but there are issues with how it works that the subcommittee will need to look into. Specifically, if you are already using Clientside but need to be added as a member to another project within a Basecamp, it’s impossible to do with the current way the system works.
ii. Mr. Cooper has been working with TAC to get Basecamp rolled out for all TCs. Mr. Cooper reviewed the existing training PPTs to ensure they weren’t only aimed at TCs, and confirmed that the Basecamp links for Clientside are for the new way. He will have something to present to TCs in Atlanta, regardless of whether it’s requested or not; it will be available.

iii. The subcommittee is still in contact with Standards. There is a new Online Standards Database. Ms. Callaway mentioned that she only knew about the new portal because she’s a member of a GPC. From what she understands there seems to be a bit of crossover between the new database and Basecamp since the GPC uses Basecamp to do their voting. It remains to be seen how much and what type of crossover may exist. It does seem that the portal is more for stuff that’s important to the ANSI process such as making sure votes are recorded. The subcommittee will keep this on their radar.

iv. “Rogue” Projects – Several Projects exist within the Basecamp account that were not staff created. Although most seem legitimate, the correct process is to reach out to staff to create a Basecamp. Ms. Ratcliff, the staff admin for Basecamp, watches these Rogue projects and can reach out to the creators as needed to move them over to Society-created projects. Basecamp does not offer a way to alert the account admin when new projects have been created.

c. Social Media
There was no representation from the social media subcommittee on the call, however the subcommittee did have a productive call on August 30, which Ms. Ratcliff recapped highlighting the ASHRAE President’s Facebook page, a “Social Media Island” at the Atlanta winter conference, and the discussion of ECC-type awards at the Region level.

d. Websites
Ms. Mangler reported on the one shared MBO with the social media subcommittee and noted that the first subcommittee meeting of the year had audio issues when the call took place and as such the committee wasn’t able to effectively communicate, but she is hopeful future calls will be better. The subcommittee is assessing an award for Chapter/ECC chairs. They currently have
some ideas. This subcommittee can help other subcommittees if needed.

10. New Business
There was no new business to discuss.

11. Old Business
a. The RECC role/relationship with ECC was discussed. Specific discussion centered around possibilities to reward the amazing work that’s been done by volunteers in these areas. There was concern about having “yet another” Society award within ASHRAE, so the collective thought is that it would be more fitting/effective to look for recognition at the Region level. Some Regions are giving out awards, so this process might already be in place to a degree.

Ms. Leblanc shared that this year at the Region X CRC, she added a new award. Normally best website and best newsletter are presented, but this year the additional award, “Let’s Get Social” was awarded. It was presented to the Chapter since everyone can participate. She is trying this as an approach to push social media more. Ms. Mangler shared that she thinks this is an interesting and good approach, and Ms. Tosh agreed.

Ms. Tosh asked for feedback/ideas from RECCs on the call – what are their thoughts on Region recognition vs. Society recognition? Richard Kimball, RECC from Region I, shared that Region I provides a Regional website award. The award is given by the RECC, and he awarded it to six chapters last year and would love to award it to all. He believes that a Society-level award seems good and added that it may be a lot of work for whomever would need to administer it. Ms. Tosh shared that her experience with Society-level awards is that it’s likely not many would apply, and for those that do, it’s generally always worth the effort to review.

Mr. Cooper shared that although he’s not been very involved in chapter operations lately, he believes Ms. Leblanc’s idea/new award to be good, as well as what Mr. Kimball has been doing to award six chapters within his region. He added that “one more piece of paper from Society” would be “meh”, stating that most volunteers do so because they want to, and not for the recognition. A Regional award may mean something more than a Society award since it’s more local. The award receipt could even be shared on local social media. A more local award may even serve to get the Regions more involved, and Mr. Cooper added, that as Mr. Kimball said, “if everyone could win the award, it would be
great”. Ms. Callaway mentioned that Society awards are presented at the Plenary trying to get someone to the meeting to receive the award could become problematic; it becomes an individual cost kind of thing, whereas the regional level it is easier to get to and presented in front of people the recipient already knows. With those considerations, Ms. Callaway stated it’d be better at the Regional level.

Ms. Tosh noted that the conversations taking place indicate there’s some consensus within the committee around a Regional-level award.

But if it was a Society award, it’s most likely that it wouldn’t be presented at the Plenary. YEA has a Society-level award which they present at their Society meeting. Ms. Callaway stated that there would be travel considerations that would need to be considered for Society-level awards given at the Annual/Winter Society meetings, stating that there is a very large percentage of ASHRAE’s membership that only participates at the chapter level and another very large percentage only participates at the Society level – but that percentage doesn’t necessarily overlap.

12. Report on Action Items
   (Attachment B)

13. MBOs
    (Attachment C)

14. Once Around the Room / Open Floor
    Ms. Tosh checked with the subcommittee chairs and RECCs to specifically ask if they had anything to add. Nothing was added.

15. Next Meeting
    Full Committee Meeting #2: Thursday, November 8 11:00 AM – 12:00 PM ET. RECCs have been sent an invitation.

16. Ms. Tosh adjourned the meeting at 11:57 AM ET.
1. Call meeting to order
   Ms. Schopplein called the meeting to order at 11:01 AM CT and read the code of ethics.

   **ASHRAE Code of Ethics**
   In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interests.

   See full Code of Ethics at [https://www.ashrae.org/about/governance/code-of-ethics](https://www.ashrae.org/about/governance/code-of-ethics)

2. Roll call of ECC members, staff & guests

   **MEMBERS PRESENT:**
   Heather Schopplein
   Megan Tosh
   Ken Cooper
   Pam Duffy
   Mark Hydeman
   Karine Leblanc
   Jessica Mangler
   Richie Mittal
MEMBERS ABSENT: Gerardo Alfonso
                 Cindy Callaway

BOD EX-OFFICIO PRESENT: Ben Skelton

COORD. OFFICER ABSENT: Edward Tsui

GUESTS / STAFF PRESENT: Rupert Schutz (ASHRAE staff)
                        Joslyn Ratcliff (ASHRAE staff / ECC liaison)
                        M. Omeo Khan
                        Richard Kimball
                        Nitin Naik
                        Jonathan Smith
                        Mark Miller
                        Mr. A. Alfonso, on behalf of Gerardo Alfonso

3. Quorum Check
   Quorum was established with 8 voting members in the meeting.

4. Review of agenda
   The agenda was reviewed and no changes were made.

5. Guest Reports
   Introductions were made, including introductions of guests in the room.

6. Approval of Conference Call #4 Minutes
   Ms. Tosh moved to approve ECC Conference Call #4 Minutes. Mr. Cooper seconded.
   5-0-3, CV.

7. Overview Reports
   a. Chair’s Report (Heather Schopplein)
      Ms. Schopplein thanked the committee for their work and mentioned to the committee that something would be coming for them in the mail.

   b. Vice Chair’s Report (Megan Tosh)
      Ms. Tosh thanked the committee for their work and mentioned that her items would be addressed later in the meeting.

   c. BOD Ex-Officio’s Report (Ben Skelton)
      Mr. Skelton presented his BOD report, which can be viewed on ECC’s Basecamp site.
d. Coordinating Officer’s Report (Edward Tsui)
No report given.

e. Staff Report (Joslyn Ratcliff)

i. Provided an update on ASHRAE’s newest app, ASHRAE 365, available for the conference and year-round.
   a. Mr. Skelton asked if ASHRAE 365 could be made available for use at Region events. Ms. Ratcliff shared that at this time ASHRAE 365 is planned for use for Society events.

ii. Announced that Travel Reimbursement Forms can be submitted to Ms. Ratcliff or online.

iii. Passed around sign in sheet, and asked everyone to sign in.

iv. Mentioned the photo opportunity with incoming and outgoing ASHRAE presidents. Was asked if this year, there would be another “Browse with a Brew” event in the bookstore, and stated that no, the sales weren’t what was hoped for, which made it not viable to do another like event. The suggestion was made to require purchases for drink tickets as a means of increasing sales, and comments were made that the event was well attended.

v. Ms. Duffy asked if there’s an option to receive only the digital edition of ASHRAE Journal and was informed that this option currently does not exist. Mr. Skelton offered to take this question to publications committee for a response.

f. Staff Report (Rupert Schutz)

i. ASHRAE Social Media Update
   a. Created frames for changing profile pictures on Facebook based on Ms. Leblanc’s suggestion, and will share them with the social media subcommittee for feedback next time before going live.
   b. Snapchat filter is active
   c. The numbers for social followers, fans and engagement remain on the positive, upward track and social media dashboards with the latest figures are available on ECC’s Basecamp site.

ii. ASHRAE staff have taken appropriate steps to become GDPR compliant, including setting up an automatic campaign that contacts new members in the EU asking them for compliance, and staff has provided appropriate guidance to ASHRAE chapters.
8. Subcommittee Reports

a. ECC Strategic Planning Subcommittee (Heather Schopplein)
Ms. Schopplein mentioned that the strategic planning subcommittee MBOs as well as plans for the committee for 2018-2019 will be discussed later in the meeting.

b. Electronic Collaboration Tools Subcommittee
Subcommittee Chair Cindy Callaway was unable to attend the meeting, so individual members of the committee reported on progress.

i. **Basecamp update** - Mr. Hydeman offered thoughts on how GPC 36 has successfully used Basecamp. He suggested that auto-attaching would be a nice feature to have for when items are commented on. He created a document, specific to GPC 36, of how to find things in Basecamp and stated that it’s not ready for “prime time” yet because it is specific to Guideline 36 at this time. He suggested that the electronic tools subcommittee could determine later on if they want to create a document like this for prime time or put it in the existing Basecamp PPT.

Mr. Cooper has been working with the TCs regarding Basecamp use and offered that he understands that they want ECC to do Basecamp training vs. having the TCs do their own training. He suggested that for the Atlanta conference ECC could present Basecamp to the TCs and offered to put together short (10-minute) webinars on Basecamp, that would be generic in terms of how to use Basecamp, and suggested that once complete, the webinars could be placed on a dedicated page of like materials.

Mr. Cooper also supported the ECC Best Practice recommendation that each Basecamp needs a “champion” to maintain and manage it.

Regarding posting of Handbook chapters needed for authoring, Mr. Hydeman feels the appropriate place for such material is in the Authoring Portal, not on Basecamp. Mr. Cooper supported this. Both Mr. Hydeman and Mr. Cooper offered to author a memo to this effect.

ii. **LaTeX** - The subcommittee has removed the research of LaTex from its action items because with the Authoring Portal there is no need to look for a different or additional solution.

iii. **Basecamp for regional treasurers** – Mr. Cooper has been working with Ms. Foster-Courtney and set up an example for her to look at. They think it’d be best to have one place for regional treasurers to share files and information with each other, and that the Regional Treasurers Basecamp would be such a place. However, there is no direct staff support, so Heather Schopplein contacted Vickie Grant, who supports ASHRAE Regions, to see if this is something that she can support.
c. **Social Media Subcommittee** (Pam Duffy)
   i. The subcommittee completed all of its MBOs
   ii. ECC Social Media Best Practices is posted Live on ashrae.org:
       [https://www.ashrae.org/socialmediaguidance](https://www.ashrae.org/socialmediaguidance)
   iii. Ms. Duffy brought up Facebook Groups as a means of communication and suggested they are an effective way to communicate.
   iv. Ms. Mangler stated that the subcommittee would be happy to review any mock-ups sent over by staff for frames, or anything else.

d. **Websites Subcommittee** (Gerardo Alfonso – via reports uploaded to Basecamp)
   i. Mr. Alfonso was unable to attend the meeting, but provided a report via Basecamp that was shared during the meeting. The report was also posted to ashrae.org and shared with RECCs. The final version of the report can be seen on the ECC page of ashrae.org

9. **Report on Action Items**
   Action items were reported on and two additional action items were added.
   (Attachment A: ECC Action Items)

10. **Discussion of 2017-2018 MBOs**
    (Attachment B: ECC 2017-2018 MBOs)

11. **Discussion of 2018-2019 MBOs**
    (Attachment C: ECC 2018-2019 MBOs)

12. **Once around the room/open floor**
    Mr. Cooper noted that ASHRAE College of Fellows is becoming more active in websites and social media areas.

    Discussion took place regarding RECCs and their role.

    Ms. Schopplein suggested that perhaps ECC should look at the CRC Manual in terms of CRC attendance for ECC positions, and perhaps suggest it be mandatory they attend. Currently in the CRC manual, ECC positions aren’t reimbursed, but it’s at the discretion of the DRC. Of note is that currently Society ECC is authorized to have three in person meetings, but only have two. Perhaps the funds allocated for the third meeting that are never used could go towards subsidizing/offsetting costs of possible ECC position travel to CRCS. A benefit of in-person CRC attendance is to share information and interact with other individuals there. It’s also possible to do a live online meeting at the CRC, but without the in-person benefits of attendance. Mr. Cooper offered that there would be a ROB change needed to put this in place. Mr. Hydeman offered that ECC as a committee is no stranger to online meetings, and once,
years ago, had a meeting in Second Life.

Chapter ECCs aren’t invited to attend CRCs in RAL; Mr. Nitak doesn’t see many chapters in his region that have them. He offered to talk about ECC when he makes his chapter visits.

Ms. Schopplein suggested that perhaps the new PAOE points for ECC will help, and perhaps ECC could recommend to the incoming present adding 150 points for next year, and asked if it would be worth discussing an addition to the Manual of Chapter Operations regarding an ECC presence within the chapters and at CRCs.

Ms. Leblanc asked if any RECCs were doing chapter visits. Ms. Duffy said that she does when she visits as a Distinguished Lecturer. RECCs are not reimbursed for visits because they are not RVCs, and discussion took place of whether or not it would make sense to recommend that RECCs be RVCs. There is financial impact, and perhaps the fact that ECC reports to PubEd Council and not Members Council should also be considered.

Ms. Tosh posted a question to the committee of how to engage chapters more in social media, and said that she would create an MBO to focus on websites and social use and assign the MBO to the websites subcommittee.

Ms. Duffy suggested that there could be an award for social and websites work done at the chapter level, and that perhaps ECC could provide the guiding rubric that rolls up into awards such as RECC of the year and Chapter ECC of the year.

Ms. Mangler added to the idea saying that a spotlight from Society on their social channels might be good to provide additional recognition.

Ms. Leblanc stated that having the award presented is very important.

13. Next Meeting
Ms. Tosh shared with the committee the suggested dates and times for 2018-2019 meetings and the committee agreed on the dates and made slight changes to some, all of which is reflected in Attachment C. Ms. Ratcliff will send out invitations to all the meetings and will include RECCs in the full committee meetings.

15. Adjourn
The meeting was adjourned prior to 3:00 PM.
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<tr>
<th>No.</th>
<th>Assigned</th>
<th>Action</th>
<th>Status</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Schoppelin</td>
<td>Prepare and distribute set of guidelines offered for the development and use of “Apps” by ASHRAE Groups, suggest for addition as Appendix in Manual of Chapter Operations</td>
<td>Complete</td>
<td>Formatted version posted to ashrae.org</td>
</tr>
<tr>
<td>2</td>
<td>Ratcliff</td>
<td>Get costs for what a TC-website solution would be for Regions</td>
<td>Complete</td>
<td>No longer needed. Figures can be provided as needed</td>
</tr>
<tr>
<td>3</td>
<td>Subcommitte Chairs</td>
<td>Each subcommittee chair to review the policies that are applicable to their subcommittees as to how they could be revised.</td>
<td>Complete for 2017-2018</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Ratcliff</td>
<td>Post App Guidance Document on ashrae.org website</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Ratcliff</td>
<td>Check with Basecamp to see if a voting feature exists and if not recommend this be a feature added in the future</td>
<td>Complete</td>
<td>Feature doesn’t currently exist, recommended to Basecamp to add. Ask again if this is possible.</td>
</tr>
<tr>
<td>6</td>
<td>Ratcliff</td>
<td>Make feature request to Basecamp for the ability to change titles per Basecamp you are in.</td>
<td>Complete</td>
<td>Request made.</td>
</tr>
<tr>
<td>7</td>
<td>Schoppelin</td>
<td>ECC can put together a list of the ECC –type awards available and received, post the list on the ECC page, and let the RECCs know</td>
<td>Complete for 2017-2018</td>
<td>Asked RECCs for ECC awards to post on ashrae.org via Basecamp.</td>
</tr>
<tr>
<td>8</td>
<td>Schoppelin</td>
<td>Welcome incoming members prior to Houston</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Tosh</td>
<td>Follow-up to welcome message with ECC information, welcome as 2018-2019 chair</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Ratcliff</td>
<td>Add incoming members to ECC Basecamp prior to Houston</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Ratcliff</td>
<td>Follow up regarding Regional Treasurer Basecamp to see who / if there is staff support available for this particular group that would maintain a Basecamp</td>
<td>Complete</td>
<td>There is no direct staff support / staff liaison.</td>
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<tr>
<td>1</td>
<td>Hydeman</td>
<td>Will work with Technology on naming conventions within Standards using Online Comment Database, will share example at next ECC Meeting in SY 2018-2019</td>
<td>Added during Houston Conference, will carry over to 2018-2019</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>All Members</td>
<td>Finalize one ECC Guideline Document with Appendicies.</td>
<td>Added during Houston Conference, will carry over to 2018-2019</td>
<td></td>
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<tr>
<td>Objective</td>
<td>Compl. by</td>
<td>Fiscal Impact</td>
<td>Resp. Party</td>
<td>Comment/Status</td>
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<tr>
<td>Determine and Develop ECC one-on-one relationships with staff, other standing committees, and other councils. Each member to make at least one “connection”.</td>
<td>6/30/18</td>
<td>none</td>
<td>All</td>
<td>ECT-TAC and Standards SM-YEA, SA, Fellows or History Website-TBD, Working well</td>
</tr>
<tr>
<td>Research and create white paper for ASHRAE membership on LaTex software, licensing, etc.</td>
<td>6/30/18</td>
<td>none</td>
<td>ECT</td>
<td>Cindy to bring up to Mark H. to see if this is still needed.</td>
</tr>
<tr>
<td>Support ASHRAE staff to promote their social media goals for the 2017-2018 year.</td>
<td>6/30/18</td>
<td>none</td>
<td>SM</td>
<td>Finding content to promote ASHRAE by tagging ASHRAE (1 piece of content per month per committee member)</td>
</tr>
<tr>
<td>Create a Basecamp for each ASHRAE region, chapter, and standing committees. (Start TC incorporation).</td>
<td>6/30/18</td>
<td>No additional cost</td>
<td>ECT</td>
<td>Next step to put together a training presentation on how to use the (new) Clientside.</td>
</tr>
<tr>
<td>Create content for ASHRAE membership: Best practices for Region Websites.</td>
<td>6/30/18</td>
<td>None</td>
<td>Web</td>
<td>Template sent to RECCs via Clientside. Gerardo putting together training that will help with questions that have been coming in in response.</td>
</tr>
<tr>
<td>Improve committee communication with RECC’s and increase RECC participation.</td>
<td>6/15/18</td>
<td>None</td>
<td>ST</td>
<td>Invited RECC’s to Committee Call 5-3-18. (Informally try to have a few ECC members also as RECC’s or past RECC’s) Heather updated RECCs on Feb. 9 after Chicago</td>
</tr>
<tr>
<td>Task</td>
<td>Due Date</td>
<td>Status</td>
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<tr>
<td>Develop a formal presentation for CRC training of chapter ECC chairs.</td>
<td>12/30/18</td>
<td>None</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Complete. Sent to RECCs and posted what was sent to ASHRAE.org</td>
<td></td>
</tr>
<tr>
<td>Improve committee communication with Chapter ECC’s by providing (2) ECC updates annually.</td>
<td>6/30/18</td>
<td>None</td>
<td>ST</td>
<td></td>
</tr>
</tbody>
</table>

**ECT** = Electronic Collaboration Tools Subcommittee  
**SMS** = Social Media Subcommittee  
**WS** = Website Subcommittee
# Electronic Communications Committee

**MBOs for Society Year 2018–19**

**Chair:** Megan Tosh  
**Date:** 23 June 2018

<table>
<thead>
<tr>
<th>Objective</th>
<th>Compl. by</th>
<th>Fiscal Impact</th>
<th>Resp. Party</th>
<th>Comment/Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support ASHRAE staff to promote their social media goals for the 2018-2019 year.</td>
<td>6/30/19</td>
<td>None</td>
<td>SM</td>
<td></td>
</tr>
<tr>
<td>Put together a training presentation on how to use the (new) Clientside of Basecamp for regions, chapters, standing committees, and TCs</td>
<td>12/31/18</td>
<td>None</td>
<td>ECT</td>
<td></td>
</tr>
<tr>
<td>Improve committee communication with RECC’s and increase RECC participation.</td>
<td>6/15/19</td>
<td>None</td>
<td>ST</td>
<td></td>
</tr>
<tr>
<td>Improve committee communication with Chapter ECC’s by providing ECC updates annually.</td>
<td>6/30/19</td>
<td>None</td>
<td>ST</td>
<td></td>
</tr>
<tr>
<td>Evaluate how social media platforms can be used by members to serve the membership</td>
<td>6/30/19</td>
<td>None</td>
<td>SM</td>
<td></td>
</tr>
<tr>
<td>Establish recognition for volunteers doing great ECC work at the Chapter &amp; Regional levels</td>
<td>6/30/19</td>
<td>None</td>
<td>Web, SM</td>
<td></td>
</tr>
<tr>
<td>Evaluate the RECC and Chapter ECC role at CRC</td>
<td>6/30/19</td>
<td>None</td>
<td>ST</td>
<td></td>
</tr>
</tbody>
</table>

*WS / Web = Website Subcommittee, ECT = Electronic Collaboration Tools Subcommittee, SMS = Social Media Subcommittee, ST = Strategic Planning Subcommittee*
<table>
<thead>
<tr>
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<tr>
<td>1</td>
<td>Hydeman</td>
<td>Will work with Technology on naming conventions within Standards using Online Comment Database, will share example at next ECC Meeting in SY 2018-2019</td>
<td></td>
<td>Added during Houston Conference, will carry over to 2018-2019</td>
</tr>
<tr>
<td>2</td>
<td>All Members</td>
<td>Finalize one ECC Guideline Document with Appendicies.</td>
<td></td>
<td>Added during Houston Conference, will carry over to 2018-2019</td>
</tr>
</tbody>
</table>
# Electronic Communications Committee

**MBOs for Society Year 2018–19**

**Chair:** Megan Tosh  
**Date:** 23 June 2018

<table>
<thead>
<tr>
<th>Objective</th>
<th>Compl. by</th>
<th>Fiscal Impact</th>
<th>Resp. Party</th>
<th>Comment/Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support ASHRAE staff to promote their social media goals for the 2018-2019 year.</td>
<td>6/30/19</td>
<td>None</td>
<td>SM</td>
<td></td>
</tr>
<tr>
<td>Put together a training presentation on how to use the (new) Clientside of Basecamp for regions, chapters, standing committees, and TCs</td>
<td>12/31/18</td>
<td>None</td>
<td>ECT</td>
<td></td>
</tr>
<tr>
<td>Improve committee communication with RECC’s and increase RECC participation.</td>
<td>6/15/19</td>
<td>None</td>
<td>ST</td>
<td></td>
</tr>
<tr>
<td>Improve committee communication with Chapter ECC’s by providing ECC updates annually.</td>
<td>6/30/19</td>
<td>None</td>
<td>ST</td>
<td></td>
</tr>
<tr>
<td>Evaluate how social media platforms can be used by members to serve the membership</td>
<td>6/30/19</td>
<td>None</td>
<td>SM</td>
<td></td>
</tr>
<tr>
<td>Establish recognition for volunteers doing great ECC work at the Chapter &amp; Regional levels</td>
<td>6/30/19</td>
<td>None</td>
<td>Web, SM</td>
<td></td>
</tr>
<tr>
<td>Evaluate the RECC and Chapter ECC role at CRC</td>
<td>6/30/19</td>
<td>None</td>
<td>ST</td>
<td></td>
</tr>
</tbody>
</table>

**WS / Web** = Website Subcommittee, **ECT** = Electronic Collaboration Tools Subcommittee,  
**SMS** = Social Media Subcommittee, **ST** = Strategic Planning Subcommittee