M I N U T E S

PLANNING COMMITTEE MEETING
ORLANDO, FLORIDA

Friday, January 22, 2016
1:00 – 6:00 pm

Note: These minutes were approved on June 2, 2016 by the Planning Committee and are the official record of this meeting.
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Planning Committee Meeting
January 22, 2016

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## ACTION ITEMS
Planning Committee Meeting
January 22, 2016

<table>
<thead>
<tr>
<th>No. - Pg.</th>
<th>Responsibility</th>
<th>Summary of Action</th>
<th>Status</th>
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<tr>
<td>1 - 2</td>
<td>McGinn</td>
<td>Provide regular status reports regarding duplication of efforts at councils.</td>
<td>ongoing</td>
</tr>
<tr>
<td>2 - 2</td>
<td>PLC</td>
<td>Defer discussion of “Global vs. International” until a future meeting</td>
<td>ongoing</td>
</tr>
<tr>
<td>3 - 2</td>
<td>McGinn</td>
<td>Defer the report on the update of the strategic implementation until after the Orlando conference after status reports from councils and committees are received.</td>
<td>______</td>
</tr>
<tr>
<td>4 - 2</td>
<td>McGinn</td>
<td>Send the Chapter Volunteerism report to Mr. Wessel for distribution to the PLC members.</td>
<td>______</td>
</tr>
<tr>
<td>5 - 2</td>
<td>Balaras</td>
<td>The Oversight Subcommittee will review the revised MCI report and get back to PLC for review prior to presenting it to the Board.</td>
<td>______</td>
</tr>
<tr>
<td>6- 2</td>
<td>Neme</td>
<td>Send a Doodle poll to schedule a PLC meeting in March to prepare for the presentation of the MCI plan to the BOD</td>
<td>______</td>
</tr>
</tbody>
</table>
MINUTES

PLANNING COMMITTEE MEETING
Orlando, Florida
January 22, 2016

MEMBERS PRESENT:
Dennis J. Wessel, Chair
M. Ginger Scoggins, Vice Chair
Costas A. Balaras
Darryl K. Boyce
Chris M. Gray
John L. Harrod
Julia A. Keen
Ben A. Leppard
Tim J. McGinn
Sarah Poursharafeddein
Matt C. Rowe
William, P. Bahnfleth, Consultant
Nohad Boudani, Consultant
Dimitrios Charalambopoulos, Consultant
Farooq Mehboob, Consultant
Richard Rooley, Consultant
Hassan Sultan, Consultant
Edward K. C. Tsui, Consultant
Charles E. Gulledge, CO
Jeff Littleton, Executive V.P.
Steve Comstock, Staff Director

MEMBERS ABSENT:
Ross Montgomery, Consultant
Ashish Rakheja

STAFF PRESENT:
Joyce Abrams, Staff Director
Vanita Gupta, Staff Director
Kim Mitchell, Chief Development Officer
Claire Ramspeck, Staff Director
Mary Dean Townsend Exec. Assistant to BOD
Craig Wright, Staff Director
Claire Neme

GUESTS:
Walid Chakroun
Doug Cochrane
Hugh Crowther
Mark Fly
Nikolas Giannitsanos, Hellenic Chapter
Ron Jarnagin
Lee Millies
Bjarne Olesen
Dan Pettway
Imbrahim Semhat
Samir Traboulsi
David Underwood
James Vallort

CALL TO ORDER
Chair Dennis Wessel called the meeting to order at 1:06 pm. He welcomed the PLC members and guests. A quorum was present.

**REVIEW OF THE AGENDA**

The agenda was approved as presented.

**APPROVAL OF MINUTES**

Mr. Wessel called for a motion to approve the December 10, 2015 PLC meeting minutes. Mr. McGinn moved and it was seconded

1 that the minutes of the December 10, 2015 Planning Committee Meeting be approved as presented.

**MOTION 1 PASSED (UVV – CNV)**

**ACTION ITEMS UPDATE**

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Responsible</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 2</td>
<td>McGinn</td>
<td>Provide regular status reports regarding duplication of efforts at councils.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2 – 2</td>
<td>PLC</td>
<td>Defer discussion of “Global vs. International” until a future meeting</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

**UPDATE ON STRATEGIC PLAN IMPLEMENTATION**

**Ad Hoc Committee Update**

Mr. McGinn requested this report be deferred until after the completion of this Orlando conference when status reports from the committees and councils are received. Ben Leppard, Darryl Boyce and John Harrod have submitted their reports and three more reports will be forthcoming.

Mr. Boyce added that the building operation report will be given to the Board on Sunday. Mr. McGinn will send the Chapter Volunteer Ad Hoc Committee report to Mr. Wessel to distribute to the Planning Committee. Mr. Leppard said his new ad hoc will report in St. Louis. Mr. McGinn said the Marketing Implementation Ad Hoc Committee is being formed with Dan Pettway as chair.

**The Key Constituent Outreach (VITAL) (initiative 1B) Budget Update**

Mr. McGinn reported that the $75,000 budget for this has not been used yet.

**REPORT ON GLOBAL STRATEGY**

Mr. Balaras reported that the global strategy phase is progressing. MCI information was reviewed in Brussels. The Subcommittee did not feel the report was ready for presenting to the Board. MCI was requested to resubmit a revised report by the end of February 2016. The Oversight Subcommittee will review it and report to PLC prior to presenting it to the Board.

Mr. Wessel felt it was important to schedule a PLC meeting to prepare for the BOD presentation. A Doodle poll will be sent to schedule an early March PLC meeting after the Oversight Subcommittee meets to review the report. It was pointed out that there are no additional funds in the 2016-17 budget to do more on the strategic plan implementation. Finance Committee will meet in April or May to prepare for the budget meeting in June. PLC will meet with Finance before the report is prepared for the BOD once the budget requirements are developed.
NEW BUSINESS

Review the Region-at-Large Ad Hoc Committee Report on RAL Status

Mr. Rooley presented a power point on the status of the Region at Large. This report will be considered for relevance to the global study being performed by our consultant, MCI.

**MBO REVIEW (Attachment A)**

An update to the MBOs is shown in Attachment A.

**NEXT MEETING**

Planning Committee will send a poll to schedule the next PLC conference call in March.

**ADJOURNMENT**

The meeting adjourned at 3:01 pm.

Respectfully submitted,

Mary Dean Townsend, Secretary

/cn

Attachment:  A. MBO Update

Distribution:  Board of Directors
             Planning Committee
### Strategic Plan Implementation

Using the Implementation plan developed in 2013-14, now that ASHRAE moving in the right direction set by the new plan, monitor the progress by the society.

**Status:** Councils have added SP goals to their MBOs. Standing Committees are addressing the initiatives and two of three presidential Ad Hoc committees have been formed.

**Team / Comments:** Tim McGinn, John Herrod, Matt Rowe, Ben Leppard, Darryl Boyce

<table>
<thead>
<tr>
<th>Objective</th>
<th>Planned Completion Date</th>
<th>Fiscal Impact</th>
<th>Responsible Party</th>
<th>Cost Budgeted</th>
<th>Status</th>
<th>Team / Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Plan Initiative 4A (asses the needs of our global membership) Develop an comprehensive Global Strategic Plan for the BOD to Consider by June 2015. If adopted, it will be added to the new Strategic Plan.</td>
<td>Jan-15</td>
<td>$200,000</td>
<td>Global Strategy Development Committee (Chair- Costas)</td>
<td>$200,000</td>
<td>Phase 2, Final Business Plan and Presentation by MCI in Orlando</td>
<td>Costas Balaras (Chair), Chris Rowe (PLC Member), Ashish Rakheja (PLC Member), Chris Gray (PLC Member), Consultants: William Bahnfleth, Edward Tsui, Farooq Mehboob, Ross Montgomery, Dimitrios Charalambopoulos, Richard Kooley, Hasan Sultan, Nohad Boudani (Liaison from Members Council)</td>
</tr>
<tr>
<td>Region At Large AD Hoc Committee on Globalization</td>
<td>Jan-15</td>
<td>-</td>
<td>Wessel, Scoggins, Balaras</td>
<td>-</td>
<td>Awaiting submittal of report for coordination with MCI report</td>
<td>President Underwood requested PLC to consider the results of the RAL study in conjunction with the Global Strategy Report by MCI.</td>
</tr>
<tr>
<td>Investigate CEC Specialty Conferences and determine how to handle increasing numbers of conferences</td>
<td>Jan-16</td>
<td>-</td>
<td>Julia Keen</td>
<td>-</td>
<td>Planning Committee Ad Hoc - Report received from Julia Keen - July 2015</td>
<td>PLC Approved December 10, 2015, Referred to CEC Chair, December 11, 2015</td>
</tr>
<tr>
<td>Determine solution to minimalist response by many young engineers to ASHRAE membership</td>
<td>Jan-16</td>
<td>-</td>
<td>Sarah Poursharafeddin</td>
<td>-</td>
<td>CANCELLED</td>
<td></td>
</tr>
<tr>
<td>SPI 2A: Presidential Ad Hoc on Volunteer Engagement</td>
<td>Jan-16</td>
<td>-</td>
<td>Sheila Hayter</td>
<td>-</td>
<td>Phase 1 COMPLETED - Report submitted to the BOD in June 2015</td>
<td>Ben Leppard - Liaison</td>
</tr>
<tr>
<td>SPI 2A Presidential Ad Hoc on Volunteer Engagement extended to and Chapter Activities</td>
<td>Jan-16</td>
<td>-</td>
<td>Sheila Hayter</td>
<td>-</td>
<td>Committee has met and are working on their assigned task</td>
<td>Ben Leppard - Liaison</td>
</tr>
<tr>
<td>SPI 2B: Presidential Ad Hoc on TC optimization</td>
<td>Jan-16</td>
<td>-</td>
<td>Don Colliver Chair</td>
<td>-</td>
<td>CANCELLED</td>
<td>Tim McGinn - Liaison</td>
</tr>
<tr>
<td>SPI 1B: Presidential Ad Hoc on Measuring and Broadcasting ASHRAE Impact and Key Leadership Outreach</td>
<td>Jan-16</td>
<td>-</td>
<td>Charlie Culp Chair</td>
<td>-</td>
<td>Awaiting Presidential Assignment. Assign PLC Liaison</td>
<td>Tim McGinn - Liaison</td>
</tr>
<tr>
<td>SPI 2C - Consolidations, Partnerships, and joint ventures</td>
<td>Jan-16</td>
<td>-</td>
<td>Ex Com</td>
<td>-</td>
<td>Will be assigned to a Presidential Ad Hoc as the need arises</td>
<td>Marketing Staff will work on this.</td>
</tr>
<tr>
<td>Employer Outreach</td>
<td>Jan-16</td>
<td>-</td>
<td>Ex Com</td>
<td>-</td>
<td>CANCELLED</td>
<td>Stilboton reported this was discussed with ExCom; they decided to take a different approach more of a broad-based marketing effort reaching all employers.</td>
</tr>
</tbody>
</table>