I. CALL TO ORDER
Chairman Labunski called the meeting to order at 10:36am and welcomed everyone.

II. REVIEW OF AGENDA
Mr. Labunski led a review of the agenda. No changes were made.

III. APPROVAL OF MINUTES FROM JUNE 29, 2015 MEETING
Fred Betz moved and Kay Thrasher seconded approval of Minutes from the June 29, 2015 conference call with no change. Motion passed unanimously (CNV). Minutes posted on PDC page, ASHRAE Website.

IV. STAFF REPORT/UPDATE
Karen Murray Provided the following staff reports:

A. Status of Fall Online Course
Total courses 10 (1 PDSs and 9 SCs); Higher average per course attendance than 2014 Fall Online Series.

Highest registration numbers:
37 - Laboratory Design: The Basics & Beyond, John Varley
33 - Designing High-Performance Healthcare HVAC Systems
30 - Humidity Control: Applications, Control Levels and Mold Avoidance

B. Proposed Spring Online Courses
The PDC will vote by email ballot on the proposed slate of Spring Online courses.
C. 2015-16 HVAC Design Training
16 locations confirmed FY15-16 (12 Level I & II and 4 Level I only)

Locations include:
Region II – Halifax, NS
Region III - Arlington, VA (Complete)
Region IV - Atlanta, GA (4) (1 Complete)
Region V - Cleveland, OH
Region VI - Minneapolis, MN
Region VIII - Houston, TX
Region IX - Denver, CO (Complete)
Region X - San Francisco, CA
Region XI- Vancouver, BC
Region XII - Miami, FL
Region XIII - Hong Kong
Region XIII - Malaysia
RAL - Dubai, UAE

V. OLD BUSINESS
A. SOW for new Residential Course
Item will be discussed at the Orlando meeting.

**ACTION**: Ms. Thrasher agreed to contact Max Sherman to discuss residential course needs and create a Statement of Work (SOW) for discussion during the winter meeting in Orlando.

**ACTION**: Chair/Staff Liaison to include SOW for new Residential Course on the Orlando meeting agenda.

B. ALI Course Participation/Reviews
Ms. Thrasher reported that she attended a previous 3-hour *Designing Ground Source Heat Pumps* course. She thinks it is a great course and should be kept active. She will seek an instructor from TC 6.8 Geothermal Heat Pump and Energy Recovery Applications.

**ACTION**: Ms. Thrasher will discuss new instructors for the GSHP course at the winter meeting in Orlando.

Jim Bochat attended the 3-hour *Laboratory Design - The Basics and Beyond* course at the 2015 Annual Conference. He reported that the instructor was excellent though the materials may not have been easy for everyone to follow.

C. Review of Open Action Items *(Appendix A)*
Mr. Labunski led a review of Open Action Items from the June 29, 2015 meeting. Status is included in Appendix A.

VI. NEW BUSINESS
A. Review of SY2015/16 PDC MBOs *(Appendix B)*
Mr. Labunski led a review of 2015/16 PDC MBOs. He indicated that while the majority the MBOs are ongoing, Objective 5 - Make PDC materials a greater value to chapters is to be complete by June 2015 and requires full committee input.

B. Opportunities for New ALI Courses
Ms. Murray reported that the Standard 188 course, *ASHRAE Standard 188-2015 - Successfully Managing the Risk of Legionellosis*, will be presented at the Winter Conference in Orlando. Mr. Labunski agreed to serve as the PDC Liaison to the course.

Ms. Thrasher recommended reviewing ASHRAE product sales to ensure training aligns with top selling materials.

**ACTION:** Ms. Murray to send the committee a list of top product sales.

C. Recommendations for new PDC Members
Mr. Labunski encouraged the committee to provide recommendations for future PDC members.

**ACTION:** Ms. Murray to send the committee an outline of committee member requirements.

Mr. Labunski emphasized the importance of the New Member Orientation and recommended new committee members and all others attend to learn more about committee responsibilities.

**ACTION:** Ms. Murray will schedule a new date for the 2015 PDC Orientation.

VII. NEXT MEETING
Upcoming New Member Orientation
Subcommittee Conference Call prior to January meeting

VIII. ADJOURNMENT
The call was adjourned at 10:31am.
APPENDIX A: Open Action Items as of June 29, 2015

**Meeting of June 29, 2015 (Atlanta)**

<table>
<thead>
<tr>
<th>No.</th>
<th>Page</th>
<th>Responsible</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>3</td>
<td>Ms. Thrasher</td>
<td>Create a Statement of Work (SOW) for an ASHRAE residential course for discussion during the Fall Conference Call. <em>Item to be discussed at the winter meeting in Orland.</em></td>
</tr>
<tr>
<td>6</td>
<td>4</td>
<td>Chair/Staff</td>
<td>Opportunities for New Courses to be added to fall conference call agenda for discussion. <em>Complete.</em></td>
</tr>
</tbody>
</table>
## APPENDIX B: SY 2015-'16 MBOs

### Professional Development Committee

**MBOs for Society Year 2015-16**

**Chair:** Cameron Labunski  
**Date:** July 14, 2015

<table>
<thead>
<tr>
<th>Objective</th>
<th>SP 2014</th>
<th>Compl. by</th>
<th>Fiscal Impact</th>
<th>Resp. Party</th>
<th>Comment/Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop courses that reach a wide range of audiences</td>
<td>3D</td>
<td>Ongoing</td>
<td>None</td>
<td>Planning</td>
<td>Identify products/methods for use by region/chapters</td>
</tr>
<tr>
<td>2. Engage membership for new course ideas that align with the Strategic Plan</td>
<td>3D</td>
<td>Ongoing</td>
<td>Varies</td>
<td>Operations</td>
<td>Solicit and/or survey new course ideas through TCs, YEA members, design guide developers and Chapters/CTTC</td>
</tr>
<tr>
<td>3. Develop products for international members</td>
<td>4A</td>
<td>Ongoing</td>
<td>Varies</td>
<td>Planning</td>
<td>Develop strategy and approaches to offer useful courses to international members (Adds value but does not lose money; may help those doing surveys)</td>
</tr>
<tr>
<td>4. Position PDC to offer new residential courses</td>
<td>5A</td>
<td>Ongoing</td>
<td>Varies</td>
<td>Full PDC</td>
<td>Develop strategy and approaches to offer useful courses related to residential built environment. (Long-term effort; may help those doing surveys.)</td>
</tr>
<tr>
<td>5. Make PDC materials a greater value to chapters</td>
<td>3D</td>
<td>June 2016</td>
<td>None</td>
<td>Operations</td>
<td>Explore different models to provide training to ASHRAE Chapters with improved quality and content.</td>
</tr>
</tbody>
</table>

**Additional Recommendations for Strategic Planning:** None at this time

ASHRAE Strategic Plan 2014 Initiatives addressed by Objective  
CL:km 14 July 2015