I. CALL TO ORDER
Chairman Labunski called the meeting to order at 10:42am and welcomed everyone.

II. REVIEW OF AGENDA
No change.

III. APROVAL OF MINUTES FROM JANUARY 25, 2016 MEETING
Jim Bochat moved and Kay Thrasher seconded approval of Minutes from the 1/25/2016 meeting in Orlando with no change. Motion passed unanimously (CV). Minutes posted on PDC page, ASHRAE Website.

IV. ANNUAL CONFERENCE SLATE OF COURSES
Mr. Labunski encouraged PDC members to attend a scheduled course at the 2016 Annual conference in St. Louis. He reminded members to contact Karen Murray for complimentary registration. Ms. Murray reported the following courses would be presented:

Professional Development Seminars
Introduction to Building Enclosure Commissioning - Saturday
Energy Modeling Best Practices & Applications - Saturday

Short Courses
Energy Management Best Practices - Saturday
Variable Refrigerant Flow System Design & Application - Sunday
Troubleshooting Humidity Control Problems - Sunday
Commissioning for High-Performance Buildings - Monday
Standard 188-2015 – Successfully Managing the Risk of Legionellosis - Monday  
Designing Tall, Supertall and Megatall Building Systems - Tuesday  
Complying with Standard 90.1-2013: HVAC/Mechanical - Tuesday  
Designing High-Performance Healthcare HVAC Systems - Tuesday

V. FALL ONLINE COURSES  
Courses will be voted on by email ballot.

VI. REVIEW OF ACTION ITEMS [Appendix A]  
Mr. Labunski led a review of Open Action Items as of January 25, 2016. Updates are included in Appendix A.

VII. OLD BUSINESS  
A. MBO Status [Appendix B]  
Mr. Labunski emphasized the importance of the MBOs and requested subcommittee assigned items be completed before the June meeting. He reviewed each Objective and led discussion of the current status. Updates are included in Appendix B.

B. Residential Courses – Next Step  
Ms. Thrasher led a discussion of the residential course proposals, highlighting the need for curriculum development, pay structure, deadlines, etc. Both courses, one for homeowners and one for contractors, will be one hour or less in length. The formats are intended to be concurrent, live instructor-led and eLearning courses.

Action Item: Staff to review course development procedures and outline a plan to release an SOW for bid on each course.

VIII. NEW BUSINESS  
A. Presidential Initiative for University Courses  
Chuck Gulledge, PEC Chair, reviewed the Action Item assigned to PDC to develop a plan to roll out the bEQ course at the Annual Meeting in St. Louis and present an action plan for development of future courses. He noted concern that the bEQ course may not be complete and ready for roll out and, emphasizing the importance of the initiative, said he would contact the bEQ Committee Chair and Tim Wentz to determine a course status.

Action Item: Staff to reach out to Tim Wentz for a status on completion of the existing bEQ course.

Bill McQuade shared an update on GGAC Outreach efforts to promote STEM education to youth. He announced that the STEM Module, recently formatted with ASHRAE, is now a part of the Boy Scouts Program.

IX. NEXT MEETING  
PDC Subcommittees Conference Call – prior to the June meeting  
PDC Meeting - June 27, 2016, 8:00am-12:00pm, Marriott St. Louis Grand, St. Louis, MO

X. ADJOURN (Labunski)  
Ms. Thrasher moved and Mr. Betz seconded adjournment. The call was adjourned at 11:35am.
# APPENDIX A: Action Items

Meeting of January 25, 2016 (Winter Conference – Orlando)

<table>
<thead>
<tr>
<th>No.</th>
<th>Page</th>
<th>Responsible</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Staff</td>
<td>Send copy of the ASHRAE Update - ExO Report to Committees to all (Complete.)</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>Cmte/Staff</td>
<td>Develop a plan to roll out the bEQ university course at the Annual Meeting in St. Louis</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Update:</strong> Michael Brandemuehl will chair the ad hoc committee.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Status 4/25/2016:</strong> Tim Wentz plans to establish a Presidential ad hoc committee with members from PDC, bEQ and Student Activities. Tim Dyer and Mo Hosni agreed to serve on behalf of PDC. No action will be required until the ad hoc committee is formed.</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>Staff</td>
<td>Reach out to the Variable Refrigerant Flow and Standard 188 course developers to discuss options for Level II training. (Complete.)</td>
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<td><strong>Update:</strong> Paul Lindahl, Chair of SSPC 188 agreed there would be value in offering a 2nd Standard 188 course. He recommended the course focus on Guideline 12 - Minimizing the Risk of Legionellosis Associated with Building Water Systems which is being discussed for revision. Dermott McMorrow, course instructor and VC of TC8.7 Variable Refrigerant Flow will provide two VRF courses: #1 Fundamentals – Variable Refrigerant Flow Systems: Technology Introduction (presented in Orlando) and #2 Applications – Variable Refrigerant Flow System Design &amp; Application (to be presented in St Louis)</td>
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<td><strong>Status 5/18/2016:</strong> Will report findings before the June meeting.</td>
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<tr>
<td>4</td>
<td>3</td>
<td>Staff</td>
<td>Obtain explanation of costs included in the proposal for revision of the 6-hour Healthcare Facilities course that relate to slide graphics.</td>
</tr>
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<td><strong>Status 5/17/2016:</strong> Waiting on email response. Will report findings before the June meeting.</td>
</tr>
<tr>
<td>5</td>
<td>3</td>
<td>Staff</td>
<td>Cross-check ALI courses with new and top selling publications, noting existing gaps. (Complete.)</td>
</tr>
<tr>
<td>6</td>
<td>4</td>
<td>Ms. Thrasher</td>
<td>Notify RBC of plans to develop two complete residential courses rather than multiple modules. (Complete.)</td>
</tr>
</tbody>
</table>
7  4  Staff  Resend the MOP mark-up to the committee for review and further edit. The PDC Reference Manual requires edits and will be posted in Basecamp for PDC review. (Complete.)

8  5  Staff  Notify PDC as soon as dates and times are confirmed for courses held in conjunction with the ASHRAE Winter and Annual Conferences. (Complete/Continuous.)
## APPENDIX B - ‘15-‘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>
</table>
| 1. Develop courses that reach a wide range of audiences | 3D | Ongoing | None | Planning | Identify products/methods for use by region/chapters.  
Seeking proposals that align with the Strategic Plan. |
| 2. Engage membership for new course ideas that align with the Strategic Plan | 3D | Ongoing | Varies | Operations | Solicit and/or survey new course ideas through TCs, YEA members, design guide developers and Chapters/CTTC.  
Actively soliciting info through email and newsletter messages to Chapters, TAC, YEA, and CTTCs. Attention is also given to written comments and recommendations provided by participants of HVAC Design training. |
| 3. Develop products for international members | 4A | Ongoing | Varies | Planning | Develop strategy and approaches to offer useful courses to international members (Adds value but does not lose money; may help those doing surveys.)  
Work towards this objective falls hand-in-hand with Objective 1. |
| 4. Position PDC to offer new residential courses | 5A | Ongoing | Varies | Full PDC | Develop strategy and approaches to offer useful courses related to residential built environment.  
Outline and SOW complete for 2 residential courses – one for homeowners and one for contractors, each ≤1 hour in length. Likely instructor-led and eLearning courses. |
| 5. Make PDC materials a greater value to chapters | 3D | June 2016 | None | Operations | Explore different models to provide training to ASHRAE Chapters with improved quality and content.  
Continuing through the work of the “Billy Austin” team that includes Jeremy Smith. A separate example is the 90.1 training offered in several locations throughout West Virginia. |

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

ASHRAE Strategic Plan 2014 Initiatives addressed by Objective

CL:km 14 July 2015