Young Engineers in ASHRAE Committee Agenda
2015 Winter Conference, Chicago, Illinois
Saturday, 1/24/2015, 8:00 am – 3:00 pm
Palmer House

Members Present
Megan Tosh, Chair
Chris Gray, Vice Chair
Frank Rivera, Region I
Audrey Dupuis, Region II
Stephanie Kukel, Region III
Lee Huffines, Region IV
Jake Kopocis, Region V
Will Mak, Region VI
Andrew Myers, Region VII
Caleb Haynes, Region VIII
Sarah Poursharafedden, Region IX
Heather Schopplein, Region X
Kyle Hasenkox, Region XI
Jeanne Duce, Region XII
Rupesh iyengar, Region XIII
Joe Chin, SA Liaison
Charles Culp, BOD Ex-Officio

Members Absent
Bo Twumasi, Consultant
Aakash Patel, RAL
Bryan Holcomb, MP Liaison
David Underwood, CO

Guests
Brandon Damas
John Rieke
Mallory Schaus
Maya Ayoub
Emilia Targonska
Paul Petrilli
Amir Rezaei
Brandon Birkes
Taha Fahim
Hamda Alali
Malalla Alali
Faisal Khamis
Edward Tsui
Karine LeBlanc
Michelle Dionello
Carrie Kelty
Benny Skelton
Carrie Anne Crawford
Michael Collarin
Kevin Marple
Nohad Boudani
Burns Bradford
Isabelle Lavoie
Ted Zachwieja
Jeff Watson
Vanessa Maryott
Bryan Oliva

Staff
Rhiannon Masterson
Patricia Adelmann

I. Call to Order (Tosh) – 8:00 am

II. Introductions (Tosh) – 8:06 am

III. Approval of Minutes from the Seattle Meeting (Tosh) – 8:15 am – ATTACHMENT A
a. Haynes motioned to approve the minutes from the Seattle meeting, Kopocis seconded. Vote: 14-0-0.

IV. RP Update from Patricia Adelmann – 8:20 am
a. Overview of funds raised and number of YEA members contributing

V. Subcommittee Report: Membership Programs (Haynes) – 8:29 am – ATTACHMENT B
a. Overview of YEA Leadership Weekend (YLW), YEA Leadership International (YLI), Leadership U, LeaDRS, and YEA Award

VI. Student Activities Liaison Report – 9:02 am
a. Review of Student/YEA mixer
b. Discussion on program that would acknowledge distinguished participation from Students and YEA members; what type of participation; what to call the program
VII. Break – 9:37 am

VIII. Subcommittee Report: Committee Coordination (Hasenkox) – 10:04 am – ATTACHMENT C
   a. Overview of YRCs rolling off, YRC transition document, and RAL/Region XIII Outreach

IX. Membership Promotion Liaison Report – 10:39 am
   a. Discussion on how to promote ASHRAE benefits to businesses and the motion requesting developing economy discounts for the SmartStart program

X. Board Ex-Officio Update – 11:13 am

XI. Lunch – 11:23 am

XII. Grassroots Transition – 12:00 pm
   a. Discussion on how transition would impact YEA, ASHRAE, and the members
   b. Review of changes that come with transition: YRC to RVC, YCC funded to attend CRC, requirements to serve as RVC (and whether or not we would need to make an exception for YEA due to age restrictions)
   c. Decided that the YEA Transition Ad Hoc needs to finish their research before a decision is made

XIII. Subcommittee Report: Program Development (Duce) – 1:05 pm – ATTACHMENT D
   a. Overview of conference networking events and student retention
   b. Review YEA Technical Weekend proposal – ATTACHMENT E
      i. Hasenkox moved to host a trial run of YEA Technical Weekend, and Haynes seconded. Vote: 14-0-0

XIV. Break – 1:18 pm

XV. Subcommittee Report: Technical Programs (Mak) – 1:30 pm – ATTACHMENT F
   a. Overview of HVAC Design Workshop, New Faces program, sponsorships, and Technical Committees

XVI. CIBSE’s Young Engineers Network (YEN) update (Gray) – 1:47 pm
   a. Outcome of conversation with Josh Eckett (YEN Liaison):
      i. Reviewed struggles/needs of each Society and shared best practices
      ii. Discussed the idea of a forum focused on young members to talk about overarching issues that are important globally

XVII. New Business (Tosh) – 2:05 am
   a. Update of 2013-2014 MBOs – ATTACHMENT G
   b. PAOE updates for 2015-2016

XVIII. YRC Regional updates – 2:13 pm

XIX. Motions – 2:45 pm
   a. Reduction of SmartStart dues for Developing Economies. Referred to Finance and MP, but MP wants our opinion. YEA is okay with the motion. – ATTACHMENT H
   b. Updates to YEA MOP and Reference Document – ATTACHMENT I
      i. Hasenkox moved to update the YEA MOP and Reference Document as presented, Rivera seconded. Vote: 13-0-0.

XX. Adjournment (Tosh) – 2:52 pm
ATTACHMENT A

Young Engineers in ASHRAE Committee Meeting Minutes
2014 Annual Conference, Seattle, WA
Sunday, 6/29/2014, 7:00 am – 12:00 pm

Members Present
Bo Twumasi, Chair
Megan Tosh, Vice Chair
Frank Rivera, Region I
Aaron Smith, Region II
Christopher Albright, Region III
Michael Collarin, Region IV
Will Mak, Region VI
Chris Gray, Region VII
Caleb Haynes, Region VIII
Jake Kopocis, Region IX
Cindy Moreno, Region X
Kyle Hasenkox, Region XI
Jeanne Duce, Region XII
Dennis Alejandro, Region XIII
Carrie Kelty, Consultant
Bryan Holcomb, MP Liaison
Charles Culp, BOD Ex-Officio

Members Absent
Roxanne Scott, Region V
Aakash Patel, RAL
Thomas Phoenix, CO
Francis Lacharite, SA Liaison

Guests
Audrey Dupuis
Stephanie Kunkel
Lee Huffines
Andrew Myers
Sarah Poursharafeddin
Heather Schopplein
Rupesh Iyengar
Nicolas Lemire
Lindsey King
John Breidenthal
Daniel Merkel
Vanessa Maryott
Cris Washburn
Kay Clark
Joe Chin
Shrief E. Shrief
Kevin Marple
Victor Goldschmidt
Edward Tsui
Richard Bowman
David Underwood
Matt Rowe
Isabelle Lavoie
Richard Hayter
Nick Long

Staff
Rhiannon Loomis
Joyce Abrams

I. Call to Order (Twumasi) – 7:03 am

II. Introductions (Twumasi) – 7:03 am
   a. Outgoing/Incoming Leadership and YRCs

III. Board Ex-Officio – 7:15 am
   a. Update from Charles Culp

IV. Approval of Minutes from the Denver Meeting (Twumasi) – 7:17 am
   a. Collarin motioned to approve the minutes from the New York meeting, Kopocis seconded. Vote: 13-1-0.

V. Chair’s Report (Twumasi) – 7:19 am

VI. Liaison Updates – 7:23 am
   a. MP update from Bryan Holcomb: MP motions and member growth goal in new strategic plan
b. SA update from Joe Chin: Successful YEA/Student mixer in New York, attempt to increase student transfers, and increase K-12 interaction

VII. Review of Motion addressing the age limit for YEA – 7:32 am  
a. Region XI brought forward a motion that recommends increasing the maximum YEA age from 35 to 40  
b. Arguments for the motion included the thought that the 36-40 demographic may be more stable since young professionals may move around a lot early in their career and that we don’t want to exclude serving members just because they have aged out  
c. Argument against the motion included the idea that we don’t want to serve members just because they might be more stable and that our purpose is to serve members who need us, which is the young professional demographic  
d. Vote: 2-12-0. Motion defeated.  
e. Action item: the YEA Committee will look at doing something for the 36-40 demographic. If we can provide a benefit to that group, then we should look at how we can do so.

VIII. Subcommittee Reports and Group Discussion – 7:50 am  
a. Subcommittee restructuring and assignments for 2014-2015  
b. YEA Institute – Educational Programs (Collarin)  
   i. Reviewed YEA Leadership Weekend (YLW), YEA Leadership International (YLI), and HVAC Design Essentials Training Scholarships  
c. YEA Institute – Recognition (Gray)  
   i. Reviewed Leadership U (LU), YEA Institute Sponsorships, YEA Award, and LeaDRS Program  
d. YEA Resources - Society (Albright)  
   i. Reviewed Annual Meeting Networking Events, International Outreach, Networking/Communications, Technical Committees, YEA Member participation at Society Meetings, Student Transfers, YEA membership  
e. YEA Resources – Chapter and Regional (Moreno)  
   i. Reviewed outgoing and incoming YRCs and the YCC position

IX. New Business (Twumasi) – 9:34 am  
a. Update of 2013-2014 MBOs  
b. Review of Members Council Motion and structure of YEA Committee  
   i. Discussion of the pros and cons of transitioning to an official grassroots committee, and decided that we need to create a detailed transition plan and timeline to review how the committee wants to change  
   ii. It was agreed that the committee disagrees with the MC motion with the understanding that we will work with other representatives to implement and execute a transition plan.  
   iii. Vote: 0-14-0. Motion defeated.  
c. Richard Hayter of the College of Fellows (CoF) invited the YEA Committee to cohost a forum on how young members can contribute to and participate in the industry. YEA expressed an interest and will work with the CoF on a forum.  
d. Create 2014-2015 MBOs

X. Adjournment (Twumasi) – 12:00 pm
ATTACHMENT B

YEA Membership Programs Subcommittee
Meeting Minutes from Wednesday, January 7, 2015 at 8:00am Eastern

Attendees: Caleb Haynes, Jake Kopoci, Stephanie Kunkel, Megan Tosh, Rhiannon Masterson

Minutes:

1. YEA Leadership Weekend
   a. Fall 2014 YLW, September 5-7, 2014, Washington DC
      i. The optional extra day went. This extra day was ideal for DC and won’t work for every YLW. We will consider the extra day for future events, but it won’t be a requirement.
   b. Spring 2015 YLW, March 27-29, 2015, San Diego
      i. We’ve booked the Residence Inn Downtown/Gaslamp, which is where we stayed last time. It’s an ideal location and we can walk everywhere.
      ii. We’ll go back to the bowling and dinner location for one night, but we need to research what to do the second night because Rock Bottom Brewery has closed.
      iii. We have received 9 registrations, and many more inquiries
   c. Fall 2015 YLW, September 11-13, 2015, Location TBD
      i. Research location options and extra day activities; Rhiannon will get a price estimate for Montreal

2. YEA Leadership International
   a. 2014 Kuala Lumpur
      i. Event went well and Tricia was well received.
      ii. Attendance at the event was 12/13, which has been the norm for the past three YLIs. We want to put more focus on local grassroots efforts, instead of just sending emails from Society. We’ll ask for assistance from the Region XIII and RAL YRCs, as well as ask past attendees or chapter leadership to write articles for their newsletters.
   b. 2015
      i. Based on the interest and number of YEA members in India, the location for the 2015 event will be in Goa, India.
      ii. We will discuss dates in Chicago. The only dates that Tricia is unavailable are: Oct 16-17, Nov 28-29, Dec 5-6

3. Leadership U
   a. The four participants for the 2015 ASHRAE Winter Conference and their VP mentors are:
      i. William (Burns) Bradford, Central FL Chapter, Region XII (Mentor: James Vallort)
      ii. Yunzhi (Lucy) Huang, Mid-Columbia Chapter, Region XI (Mentor: Darryl Boyce)
      iii. Richard Kimball, Central New York Chapter, Region I (Mentor Bjarne Olesen)
      iv. Ted Zachwieja, West Virginia Chapter, Region VII (Mentor Charles Gulledge)
   b. Rhiannon has connected all four participants and their mentors and they have been instructed to start planning their schedules prior to the conference
   c. There will be a meet-and-greet on Friday, January 23rd from 6-6:30pm. If available, subcommittee is asked to attend. Location is the Kimball room on the 3rd floor of the Palmer House.
d. There will be a wrap-up breakfast on Wednesday, 28th. This meeting is typically at 9:30am, but that is not confirmed at this time. This meeting will take place at a restaurant within the Palmer House.

4. LeaDRS

<table>
<thead>
<tr>
<th>Region</th>
<th>LeaDRS Delegate</th>
<th>Member # (if known)</th>
<th>Chapter</th>
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<tbody>
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<td>Region 1</td>
<td>Motion not passed at CRC</td>
<td></td>
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<tr>
<td>Region 2</td>
<td>Jeff Watson</td>
<td>8200688</td>
<td>London</td>
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<tr>
<td>Region 3</td>
<td>Bryan Oliva</td>
<td>8184521</td>
<td>National Capital</td>
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<td>Region 4</td>
<td>Summer meeting only</td>
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<td>Region 5</td>
<td>Jake Taylor</td>
<td>8182367</td>
<td>Columbus</td>
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<tr>
<td>Region 6</td>
<td>Brian Jennissen</td>
<td>8200541</td>
<td>Minnesota</td>
</tr>
<tr>
<td>Region 7</td>
<td>No participant</td>
<td></td>
<td></td>
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<tr>
<td>Region 8</td>
<td>No participant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Region 9</td>
<td>Brandon Birkes</td>
<td>8136126</td>
<td>Utah</td>
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<tr>
<td>Region 10</td>
<td>Michelle Dionello</td>
<td>8062235</td>
<td>Golden Gate</td>
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<td>Region 11</td>
<td></td>
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<tr>
<td>Region 12</td>
<td>Amy Weaver</td>
<td>8015079</td>
<td>Central Florida</td>
</tr>
<tr>
<td>Region 13</td>
<td>No participant</td>
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<tr>
<td>Region At Large</td>
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5. YEA Award

a. We received seven nominations (compared to the nine we received last year)

b. The nominees have been reviewed and sent to the YEA Executive Committee for selection, and their recommendations have been submitted to the Honors & Awards Committee for review in Chicago.

<table>
<thead>
<tr>
<th>Membership Programs</th>
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<th>Action</th>
<th>Date Due</th>
<th>Status</th>
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<td><strong>YEA Leadership Weekend</strong></td>
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<tr>
<td>1</td>
<td>Staff</td>
<td>Open registration for San Diego</td>
<td>December</td>
<td>Complete</td>
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<tr>
<td>2</td>
<td>All; Staff</td>
<td>Research 2nd dinner option for San Diego</td>
<td>February</td>
<td>Complete</td>
<td></td>
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<tr>
<td>3</td>
<td>Staff</td>
<td>Create draft slides about YLW for DL presentations</td>
<td>February</td>
<td>In Progress</td>
<td></td>
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<tr>
<td>4</td>
<td>Staff</td>
<td>Research cost of hosting fall 2015 YLW in Montreal</td>
<td>March</td>
<td>In Progress</td>
<td></td>
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<tr>
<td><strong>YEA Leadership International</strong></td>
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<td></td>
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<tr>
<td>1</td>
<td>All; Staff</td>
<td>Select location for 2015 YLI</td>
<td>January</td>
<td>Complete</td>
<td></td>
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<tr>
<td>2</td>
<td>Subcommittee</td>
<td>Check with Aakash on dates for YLI</td>
<td>January</td>
<td>Complete</td>
<td></td>
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<tr>
<td>3</td>
<td>Staff</td>
<td>Book Tricia for 2015 YLI</td>
<td>February</td>
<td>Pending</td>
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<tr>
<td>4</td>
<td>Subcommittee</td>
<td>Contact past attendees for newsletter article</td>
<td>March</td>
<td>In Progress</td>
<td></td>
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<tr>
<td><strong>Leadership U</strong></td>
<td></td>
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<tr>
<td>1</td>
<td>All; Staff</td>
<td>Attend intro meeting and wrap-up breakfast if available</td>
<td>January</td>
<td>Complete</td>
<td></td>
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<tr>
<td>2</td>
<td>Staff</td>
<td>Open applications for Annual meeting in Atlanta</td>
<td>January</td>
<td>Complete</td>
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</table>
YEA Committee Coordination Subcommittee
Meeting Minutes from Monday, January 12, 2015 at 10:00am Eastern

Attendees: Kyle Hasenkox, Audrey Dupuis, Megan Tosh, Chris Gray, Rhiannon Masterson

Minutes

1. Grassroots Transition
   a. Update from Megan on future structure of YEA Committee
   b. Updates to Rules of the Board (ROB)
      i. The Appointment section of 3.300.005; needs changes and possible additions
         1. Need to figure out how to update the requirement of Member grade; we want Associate members to be eligible, but what experience should they have?
         ii. This subcommittee will draft ROB changes and submit them by the end of this week. Next week we will send those suggested changes to the ad hoc for review. This way we will have proposed changes ready for Members Council if they want to vote on it in Chicago.
         iii. Megan will email Paul Petrilli (and cc this subcommittee) to ask about the status of member grade requirements for RVC

2. RAL/Region XIII Outreach
   a. We will reach out to RAL and Region XIII to promote YLI once we have a date and location for the event
   b. The Membership Programs Subcommittee discussed their difficulty with YLI attendance and how to better communicate with YEA members outside of North America. This topic will be discussed at our meeting in Chicago

3. Rolling Off YEA Committee Procedure
   a. Attachment A shows the list of eligible incoming YRCs for 15-16. This list is made up of previous YLW attendees in Regions V, VIII, XI and RAL.
      i. Region V: since Jake is completing the last year of Roxanne’s term, he would like to stay on for another full 3-year term. Has DRC support.
      ii. Region VIII: Vanessa Maryott is the recommended replacement, and has DRC and employer support
      iii. Region XI: Saron Zerai is the recommended replacement, and has DRC support. Her employer support is pending
      iv. RAL: The DRC has been contacted, but no lead on a potential candidate
   b. Audrey and Kyle are working on a rolling-off document

4. YRC TC Involvement
   a. As of 12/8/14, the number of YEA members participating on TCs has dropped from 423 to 349 (see attached MBO document for more details)
      i. Rhiannon will work with IT to figure out why there was such a big drop in participation (are they aging out, begin taken off of the roster, etc)
   b. Follow up with Will about TC slides for YEA presentation

5. CIBSE’s Young Engineers Network (YEN)
   a. Chris has been working with the YEN liaison and they discussed doing a forum for young engineers that revolves around worldwide problems – global warming, recycling, etc. The forum attendees would break into small groups to discuss the program, then bring
their ideas/solutions back to the whole group. They discussed developing a pilot for Atlanta or Orlando (since YEN will have a big contingency in attendance). The intent is to take this concept to local chapter/region level, then expand it to Society meetings.

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<th>Action</th>
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<th>Status</th>
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<td></td>
<td>Grassroots Transition</td>
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<tr>
<td>1</td>
<td>Subcommittee</td>
<td>Update ROB</td>
<td>January</td>
<td>In Progress</td>
</tr>
<tr>
<td>2</td>
<td>Tosh</td>
<td>Send ROB updates to ad hoc</td>
<td>January</td>
<td>In Progress</td>
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<tr>
<td></td>
<td>Rolling Off YEA Committee Procedure</td>
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</tr>
<tr>
<td>1</td>
<td>Subcommittee</td>
<td>Select candidates for Region V, VIII, XI, RAL</td>
<td>January</td>
<td>Complete</td>
</tr>
<tr>
<td>2</td>
<td>Hasenkox</td>
<td>Contact RAL for feedback</td>
<td>January</td>
<td>Complete</td>
</tr>
<tr>
<td>3</td>
<td>Hasenkox, Dupuis</td>
<td>Complete rolling-off document</td>
<td>March</td>
<td>In Progress</td>
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<tr>
<td></td>
<td>TC Involvement</td>
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<tr>
<td>4</td>
<td>Staff</td>
<td>Analyze drop in TC participation</td>
<td>January</td>
<td>Complete</td>
</tr>
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ATTACHMENT D

YEA Program Development Subcommittee
Meeting Minutes from Tuesday, January 6, 2015 at 12:00pm Eastern

Attendees: Jeanne Duce, Lee Huffines, Andrew Myers, Heather Schopplein, Chris Gray, Rhiannon Masterson

Minutes:

1. Annual & Summer Meeting Networking Events
   a. YEA Hospitality Suite, Sunday, January 25, 2015:
      i. The Suite will have an outside sponsor (which was sold by the ASHRAE advertising team). They will have some signage displayed and representatives present at the Suite to network, but they will not give any sales pitches.
      ii. TAC will not be sponsoring the Suite as they have decided to focus their volunteer time and funds this year to professionally develop a video on TCs with help from YEA that would go out to all YEA members and other to help increase TC participation.
      iii. The event was shortened to two hours (4-6pm) due to lack of attendance during the last hour and the cost to replenish food
   b. The YEA/Student mixer will be held on Saturday, January 24, 2015 from 5-6:30pm. The SA Committee is organizing the event and have put together an icebreaker exercise. They do not need any assistance from YEA at this time – they just need us to show up!
   c. We will have YEA promotional material available at the membership desk

2. YEA Technical Weekend
   a. Updates from subcommittee
      i. Have been working with Karen Murray on structure of event, facilitators, and cost
      ii. Plan on moving forward with planning of event and would like to schedule it for the late fall in Atlanta (Maybe November)
      iii. Still need to plan dinner, activities, tour, etc.
         1. Ideas for a technical tour include the Aquarium, World of Coke, CNN Center, College Football Hall of Fame
         2. We will also research any Atlanta buildings that have been featured in HPB or the Journal
      iv. Create 1-page handout for YEA Committee to review and discuss while in Chicago. Include purpose and goal of weekend, and draft agenda.

3. Student Retention
   a. As of December 31st, the number of student transfers are up 11.3% compared to the same time last year (133 transfers to 148 transfers).

4. Networking/Communications
   a. The Winter meeting events and SmartStart were promoted in the December YEA Connection newsletter

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<tr>
<td>Meeting Networking Events</td>
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**YEA Technical Weekend**

<table>
<thead>
<tr>
<th></th>
<th>Subcommittee</th>
<th>Put together 1-page brochure on event</th>
<th>January</th>
<th>In Progress</th>
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<tr>
<td>2</td>
<td>Subcommittee</td>
<td>Finalize cost analysis</td>
<td>January</td>
<td>Complete</td>
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<tr>
<td>3</td>
<td>Staff; All</td>
<td>Research ATL buildings for technical tour</td>
<td>February</td>
<td>In Progress</td>
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**Networking/Communications**

<table>
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<tr>
<th></th>
<th>Staff</th>
<th>Post on Facebook weekly; highlight regional activities</th>
<th>Weekly through 6/2015</th>
<th>Ongoing</th>
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<tbody>
<tr>
<td>2</td>
<td>All; Staff</td>
<td>Issue quarterly newsletter (March, June, September, December)</td>
<td>9/1/2014; 12/1/2014; 3/1/2015; 6/1/2015</td>
<td>Ongoing</td>
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</table>
YEA Technical Weekend Proposal

Reasons for Proposed Engineering Weekend

- Theme:
  - High performance buildings are the “buzz”. We feel that companies will be the main supporters of this weekend, so we chose a topic that they can use to market their employee experience to potential customers.
  - While weekend is not designed to be a study aid for the HBDP certification exam, we do feel that it would provide an additional resource for potential examinees.

- Time:
  - Weekend provides the opportunity for employees to attend without taking more than a day from “billable” hours.
  - November is a slower time for most companies, and doesn’t conflict with any known ASHRAE society events.

- Price:
  - Attendee or their company would be covering the cost. This would not be a program that chapters would cover expenses on.
  - Price needs to be less than that of attending the winter or annual conferences. Otherwise, there what incentive would be for a company to send a YEA member to the weekend in lieu of the conference?
    - Cost of half day ALI program for members at winter conference = $119
    - Cost of full day ALI program for members at winter conference = $395
    - Cost of winter conference for members = $450 / $580 (Advance/Normal)
    - Example hotel cost for winter conference (based on Palmer House) = $169/night

- Why Attend:
  - CEU/PDH
  - Network with other YEA members
  - Learn with your “peers”. Many people feel more comfortable taking courses when they know the experience level is similar between attendees.

- Fits with ASHRAE’s Strategic Plan
  - Connect: Weekend will help increase member “involvement” by providing an additional opportunity to attend ALI courses.
  - Educate: Directly relates to the goal to “create learning experiences that enhance the knowledge and effectiveness of individuals who apply building sciences”.
  - Extend: Increases the educational opportunities offered to our YEA members.
  - Adapt: While currently not a global program, the hope is that we could eventually continue with an “international educational weekend” (similar to the YEA international leadership weekend).

Setback for Proposed Engineering Weekend

- Additional studying before taking the test is required.
  - The course “does not teach the test”.
  - Certification test is not available at the end of the course.
**Tentative Itinerary 1**

**Friday**
4PM – Check into Hotel
6PM-8PM – Dinner Social at ASHRAE Headquarters or rent out a room at Embassy Suites or restaurant nearby.

**Saturday**
7:30AM-8:30AM – Breakfast at Embassy Suites
9:00AM-12PM – Basics of High Performance Building Design and Understanding Standard 189.12011
12PM – 1PM – Lunch
1PM-4PM – High Performance Building Tour
4PM-5PM – Sweet Water Brewery Tour
6 PM - Dinner

**Sunday**
7:30AM-8:30AM – Breakfast at Embassy Suites
9:00AM-12PM – Advanced High-Performance Building Design
12PM – 1PM – Lunch
1PM-2PM – Optional Tour of ASHRAE Headquarters.

**Tentative Itinerary 2**

**Friday**
4PM – Check into Hotel
6PM-8PM – Dinner Social at ASHRAE Headquarters or rent out a room at Embassy Suites or restaurant nearby.

**Saturday**
7:30AM-8:30AM – Breakfast at Embassy Suites
9:00AM-12PM – Basics of High Performance Building Design and Understanding Standard 189.12011
12PM – 1PM – Lunch
1PM-4PM – Advanced High-Performance Building Design
4PM-5PM – Sweet Water Brewery Tour
6 PM - Dinner

**Sunday**
7:30AM-8:30AM – Breakfast at Embassy Suites
9:00AM-12PM – High Performance Building Tour
12PM – 1PM – Lunch
1PM-2PM – Optional Tour of ASHRAE Headquarters.
## Estimated Cost for YEA Technical Weekend.

<table>
<thead>
<tr>
<th>Sum of Cost</th>
<th>% of Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel &amp; Food Cost</td>
<td>$14,000</td>
</tr>
<tr>
<td>Course Option 1</td>
<td>$4,314</td>
</tr>
<tr>
<td>Supplemental Materials</td>
<td>$555</td>
</tr>
<tr>
<td>2 Day Van Rental</td>
<td>$700</td>
</tr>
<tr>
<td><strong>Sum of Cost</strong></td>
<td>$19,569</td>
</tr>
<tr>
<td>30 Attendees x $400 registration</td>
<td>$12,000</td>
</tr>
<tr>
<td><strong>Additional Subsidies</strong></td>
<td>$7,569</td>
</tr>
</tbody>
</table>

### Hotel and Food Cost

<table>
<thead>
<tr>
<th></th>
<th>Friday Night Hotel</th>
<th>Saturday Night Hotel</th>
<th>Friday Night Dinner/ Social</th>
<th>Saturday Lunch</th>
<th>Saturday Dinner/ Social</th>
<th>Sunday Lunch</th>
<th>Total/ person</th>
<th>Total (35 people)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday Night Hotel</td>
<td>$140</td>
<td>$140</td>
<td>$35</td>
<td>$20</td>
<td>$45</td>
<td>$20</td>
<td>$400</td>
<td>$14,000</td>
</tr>
</tbody>
</table>

### Course Option Cost

| Total Cost Option 1    | $4,314             | ASHRAE Prints and ships course materials (Bound paper with CDs) |
| Total Cost Option 2    | $3,825             | ASHRAE Prints and ships course materials (CDs only)             |
| Total Cost Option 3    | $3,582             | YEA Prints and ships course materials                             |

### Supplemental Material

<table>
<thead>
<tr>
<th>Supplemental: Standard 189.1 2014 Standard</th>
<th>$ 64 each x 5 copies = $320</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplemental: Standard 189.1 2009 User’s Manual</td>
<td>$ 47 each x 5 copies = $235</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$555</td>
</tr>
</tbody>
</table>

### Van Rental

<table>
<thead>
<tr>
<th>Van Rental</th>
<th>Daily Rental</th>
<th>Qty needed</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 passanger Van</td>
<td>$225</td>
<td>2</td>
<td>$450</td>
</tr>
</tbody>
</table>
YEA Technical Programs Subcommittee
Meeting Minutes from Monday, January 12, 2015 at 11:00am Eastern

Attendees: Will Mak, Frank Rivera, Sarah Poursharafeddin, Megan Tosh, Chris Gray, Rhiannon Masterson

Minutes:

1. HVAC Design Workshop
   a. We have awarded scholarships for these workshops thus far for the 14-15 SY:
      i. September 7-9, 2014 in Dubai, UAE
         1. We received seven applicants
      ii. November 3-5, 2014, in Atlanta, GA
         1. We received 20 applicants
   b. Scholarships are open for these future workshops:
      i. March 16-18, 2015 in Atlanta, GA
         1. Applications will close on Monday, January 19th
         2. As of January 12th, we have 17 applicants
      ii. June 15-17, 2015 in Atlanta, GA
         1. Applications will close on Monday, April 20th
         2. As of January 12th, we have 33 applicants
   c. Here is an overview of the number of applicants we have received for the workshop scholarship:

<table>
<thead>
<tr>
<th>Year</th>
<th>Jan</th>
<th>Feb</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td>8</td>
<td>23</td>
<td></td>
<td>60</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td>24 (Atlanta)</td>
<td>32 (Dubai)</td>
<td>32</td>
<td>7 (Dubai)</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   d. The scholarship is promoted in the YEA Connections newsletter, on the YEA FB page, and on the YEA homepage. We sometimes include direct emails to YEA members.

2. New Faces
   a. We received 25 applications (down slightly from last year’s 33 applications).
   b. The recipient for the 2015 New Face award is Alyssa Wingenfield of the Central PA Chapter. Alyssa has been notified of her selection, but the news will not officially be announced until April 2015.
   c. As the award recipient, Alyssa will attend the CIBSE Conference in London in April 2014

3. Sponsorship
   a. Patricia Adelmann, staff liaison for RP, will provide the committee with an update in Chicago
   b. The YEA Hospitality Suite will have an outside sponsor (which was sold by the ASHRAE advertising team). We are checking to see if TAC would also like to sponsor like they have in the past.

4. Technical Committees
   a. Forum in Chicago on demystifying TCs
i. It was recommended to start the forum out with a demonstration on how to go to the ASHRAE website and sign up for a TC. Also mention that you can just show up to a TC meeting (this allows you to get to know the people on the committee and see if it would be a good fit for you).

ii. Will is going to help with the forum, which is on Monday 1/26 at 11am

b. Any updates on the TC join process
   i. Added join button
   ii. No updates to process – still have to email and wait
   iii. TC rosters are still a manual process – not automated

c. As of 12/8/14, the number of YEAs members participating on TCs has dropped from 423 to 349 (see attached MBO document for more details)
   i. 37 new participants (11% new to ASHRAE, 89% new to TCs)
   ii. 58 dropped participants (57% aged out, 22% stopped participating, 21% cancelled ASHRAE membership)

<table>
<thead>
<tr>
<th>#</th>
<th>Assigned To</th>
<th>Action</th>
<th>Date Due</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC</td>
<td></td>
<td><strong>Technical Programs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Mak</td>
<td>Assist with ‘Demystifying TCs’ forum in Chicago</td>
<td>January</td>
<td>Complete</td>
</tr>
<tr>
<td>2</td>
<td>Subcommittee</td>
<td>Continue to work w/ Society and TAC on updating TC join process</td>
<td>June</td>
<td>In Progress</td>
</tr>
<tr>
<td>4</td>
<td>Staff</td>
<td>Analyze drop in TC participation</td>
<td>January</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>HVAC Design Essentials Training - Scholarship</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>All; Staff</td>
<td>Review apps for March training in ATL</td>
<td>January</td>
<td>Complete</td>
</tr>
<tr>
<td>2</td>
<td>All; Staff</td>
<td>Review apps for June training in ATL</td>
<td>April</td>
<td>Pending</td>
</tr>
<tr>
<td>3</td>
<td>Staff</td>
<td>Add new trainings as they become available</td>
<td>Ongoing</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
## ATTACHMENT G

### YEA 2014-2015 MBOs

<table>
<thead>
<tr>
<th>Item #</th>
<th>MBO</th>
<th>Status</th>
<th>Date Due</th>
<th>Assigned To</th>
<th>Applicable Strategy #</th>
<th>MBO Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Increase number of YEA Chapter Chairs (YCCs) by 14% (119 to 136)</td>
<td>112 YCCs as of 1/6/15</td>
<td>6/30/2015</td>
<td></td>
<td>YRCs are communicating importance of YEA contact at chapter level. It is difficult to get a YCC if the chapter is extremely small and has a hard time filling other chapter positions.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Full Circle for entire YEA Committee</td>
<td>Complete</td>
<td>9/30/2014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Increase number of YEA members participating on Technical Committee by 15% (368 to 423)</td>
<td>347 as of 1/6/15</td>
<td>6/30/2015</td>
<td></td>
<td>We have been working with TAC to increase awareness and participation to YEA members. TAC sponsors the YEA Hospitality Suite at the winter meetings. Redesign the TC YEA guide.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Increase the number of YEA member attendees at Society conferences by 10% and the number of YEA speakers by 5%</td>
<td>Will review after Chicago</td>
<td>6/30/2015</td>
<td></td>
<td>YEA membership is growing, and we want to encourage YEA members to be speakers at or attend at ASHRAE conferences. Action items on how to directly accomplish this; submit sponsored presentation at every conference</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Increase YEA membership by 15% (7,987 to 9,185)</td>
<td>8,621 as of 1/5/15 (8%)</td>
<td>6/30/2015</td>
<td></td>
<td>Recruit non YEA members on TCs</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Develop future plan for YEA Committee</td>
<td></td>
<td>6/30/2015</td>
<td></td>
<td>Intelligently transition to more chapter and regional focus/representation</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Develop and implement YEA Technical Weekend</td>
<td></td>
<td>12/1/2015</td>
<td></td>
<td>Development to be completed this SY, implementation date TBD</td>
<td></td>
</tr>
</tbody>
</table>
Region-At-Large (Northern Pakistan Chapter) – Motion 6.j (10/02/2014):
That for developing economies, similar to student fee which is $10 (instead of $20), under smart start program, new graduate student fees should be reduced to half too.

Recommendation:
1. The first year out of college annual membership should be $10
2. Then $25 for the second year and $25 for the third year.
3. Students should also have the option of paying $60 for all three years.

Background: For developing economies, student fee is $10 (instead of $20). Now under Smart Start program, a graduate student has to pay as per the following:

1. The first year out of college annual membership is still only $20.
2. Then it is $50 for the second year and $50 for the third year.
3. Students also have the option of paying $120 for all three years.

Since student fee is reduced to half, smart start program for developing economies should be reduced accordingly as new graduates may not even have a job and will not be able to afford the sudden incremental dues. This is required to keep and retain the membership of the new graduates.

Recommended new structure:
1. The annual membership fees for the first year out of college remains $10.
2. Then $25 for the second year and $25 for the third year.
3. Graduate Students could also have the option of paying $60 for all three years.

(Note: Motion 6.j was referred to both the Finance Committee and the Membership Promotion Committee. The Student Activities Committee Chair was sent a copy of the referred motion.)
ATTACHMENT I

Summary of changes:

MOP
1. Section 3.2: updated names of subcommittees
2. Section 5.2.2.1: updated day of YEA Committee meeting
3. Section 8.2: updated names and descriptions of subcommittees

MOP Reference Document
1. Section B.1.a: updated length of YEA Hospitality Suite (it has been shortened from 3 to 2 hours because attendance usually drops dramatically after 2 hours and we won’t have to replenish food)
2. Section C.2.e.1: updated name of subcommittee that reviews Leadership U applications
3. Section C.3.a: removed mention of trainings held at ASHRAE HQ since now they are held at multiple locations
4. Section C.3.e: updated name of subcommittee that reviews HVAC training scholarship applications
5. Section C.4.b and e: changed National Engineers Week Foundation to their new name of DiscoverE
6. Section C.4.d: removed mention of USA Today print ad since DiscoverE no longer offers it as a benefit
7. Section G: added number formatting
8. Section G.3: added restriction of current YEA Committee members to YEA Award eligibility
9. Section G.4: clarified that Society YEA Committee must put forward nominations
10. Section G.5: Expanded the judging pool to YEA Executive Committee

YOUNG ENGINEERS IN ASHRAE (YEA)
MANUAL OF PROCEDURES (MOP)

3. Structure

3.2 The YEA Committee includes four subcommittees. Each subcommittee will have three or four members, with one of those members serving as subcommittee chair. The four subcommittees are:
   3.2.1 Committee Coordination
   3.2.2 Membership Programs
   3.2.3 Program Development
   3.2.4 Technical Programs

5. Committee Member Responsibilities

5.2 Duties:

5.2.2 Attend all scheduled YEA Committee and subcommittee meetings.
   5.2.2.1 Two meetings of the YEA Committee occur each year, concurrent with the Society Annual and
Winter meetings (June and January). Committee meetings are usually scheduled for Saturday.

8. Subcommittees

8.2 To carry out the mission of the YEA Committee, four (4) subcommittees have been created as follows with associated responsibilities:

8.2.1 The Committee Coordination subcommittee shall plan and maintain the roles and responsibilities of the YEA Regional Coordinator (YRC) position, Region XIII and RAL outreach, and the grassroots transition.

8.2.2 The Membership Programs subcommittee shall plan and maintain YEA Leadership Weekend, YEA Leadership International, Leadership U, LeaDRS, and the YEA Award.

8.2.3 The Program Development subcommittee shall plan and maintain networking events at the Winter and Annual meetings, YEA Technical Weekend, and student retention.

8.2.4 The Technical Programs subcommittee shall plan and maintain the HVAC Design Essentials Workshop scholarship, the New Faces program, and participation with Technical Committees.

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YOUNG ENGINEERS IN ASHRAE (YEA) MANUAL OF PROCEDURES (MOP) REFERENCE DOCUMENT

Appendix B: YEA Annual and Winter Meeting Activities

B.1 Program

A. The YEA Hospitality Suite is held at both Annual and Winter Meetings, typically on Sunday from 4-6pm. This event allows YEA members in attendance to network and socialize with both fellow YEA members and ASHRAE members in attendance.

Appendix C: YEA Institute

C.2 Leadership U:

E: Participant Selection:

Selection criteria:

1. Application screening and initial participant selection shall be made by the Membership Programs Subcommittee

C.3 HVAC Design Essentials Training Scholarship

A: Overview: The HVAC Design Essentials Training scholarship allows a YEA member to register for this training free of charge. Budget permitting, a scholarship will be offered for each training held at ASHRAE Headquarters in Atlanta, GA.

E. Recipient Selection: The Technical Programs Subcommittee will openly solicit applications from YEA members for the scholarship through the ASHRAE website, email, social media, and other relevant means. Applications submitted by YEA members to ASHRAE by the deadline will be compiled by the Staff Liaison and submitted to Technical Programs Subcommittee for review and final participant selection. The scholarship recipient will be selected based on their contribution to the industry, their ASHRAE involvement, their career goals, and the relevance of this training to their current job description.
C.4 New Faces of Engineering Program

B: Background:
The New Faces of Engineering recognition program was introduced by ASHRAE in 2003 and is a part of National Engineers Week, which is sponsored by DiscoverE and is a coalition of engineering societies, major corporations and government agencies. Engineers Week is held the second week in February and New Faces is promoted to provide incentive to those in college to consider engineering careers.

D: Program Benefits:
The individual selected as ASHRAE’s New Face of Engineering will receive recognition through a USA Today print ad, new releases to their local press, and inclusion in ASHRAE Insights and the ASHRAE Journal. Additional recognition may be awarded as deemed appropriate by the YEA Committee.

E: Participant Selection:
ASHRAE will openly solicit applications from YEA members ages 30 and younger for the program through the ASHRAE website, email, social media, and other relevant means. Applications or inquiries sent DiscoverE will be forwarded to the YEA Staff Liaison.

Applications submitted by eligible applicants to ASHRAE by the deadline will be compiled by the Staff Liaison. An initial review will be conducted by ASHRAE staff to narrow down the top ten applicants. The YEA Executive Committee will select their top three applicants, which will then be sent to DiscoverE for final review and selection.

Appendix G: YEA Award of Individual Excellence

3. ELIGIBILITY
The award is open to ASHRAE voting and corresponding YEA members whom demonstrate behaviors as outlined in Section 7 below. Past recipients of the award and current Society YEA Committee members are not eligible.

4. NOMINATION
A nomination for the YEA Individual Award of Excellence is made by a DRC, YRC or Society YEA Committee member by completing a nomination form that outlines the special contribution that the nominee made to the YEA program during the preceding Society year. The nomination shall be presented to the YEA committee by September 30.

5. JUDGING
The YEA Executive Committee and ASHRAE Staff Liaison review all nominations received and qualify the nominees prior to passing the nomination along to the Honors and Awards Committee. The YEA Committee shall make recommendation(s) to the Honors and Awards Committee prior to the Winter Meeting. The recommended candidate shall be chosen from all nominations that meet eligibility requirements as outlined under Section 7 Criteria for Selecting Recipients and approved by the YEA Committee.