I. Call to Order (Gray) – 8:00 am

II. Introductions (Gray) – 8:00 am

III. Approval of Minutes from the Atlanta Meeting (Gray) – 8:15 am – ATTACHMENT A
   a. Haynes motioned to approve the minutes from the Atlanta meeting, Kopocis seconded. Vote: 16-0-0.

IV. Coordinating Officer and Board Ex-Officio – 8:20 am
   a. Board Ex-Officio presentation – ATTACHMENT B

V. Chair’s Report (Gray) – 8:40 am
   a. Update of 2015-2016 MBOs – ATTACHMENT C

VI. Updates from SA & MP Liaisons – 9:00 am
   a. MP: Reached goal of 55,000 members by 2015; discussion of whether to open SmartStart to non-Student members
   b. SA: Follow-up on ASHRAE Developing Leaders Award; jump in Student members; Student/YEA Mixer scheduled for Saturday 1/23 from 5-6:30pm

VII. Subcommittee Reports – 9:30 am
a. Membership Programs (Kopocis) – ATTACHMENT D
   i. YLW/YLI: overview of Fall 2015 YLW in Montreal, 2016 YLI event in India, and
teaching Spring 2016 YLW in Austin
   ii. YLW 2.0: researching location options; reviewing program with Ralph; will likely be
held in Spring 2017
   iii. Leadership U/LeaDRS: review of participants
   iv. YEA Award: three nominees sent to Honors & Awards for approval; will be awarded at
   2016 Annual Conference in St. Louis
b. Committee Coordination (Rivera) – ATTACHMENT E
   i. YRC Transition: review of incoming YRCs for 2016-2017 Society year; all nominees have
been approved by YRC and DRC; committee voted to approve all nominees
   ii. RAL/Region XIII Outreach
   iii. First Time at an ASHRAE Event: scheduled for Sunday 1/24 from 1:30-3pm
   iv. YEN/CIBSE: CIBSE Graduate of the Year is Ryan Rodrigues
c. Program Development (Duce) – ATTACHMENT F
   i. Conference Networking events: review of YEA Hospitality Suite and YEA/Student Mixer
   ii. YEA Technical Weekend (YTW): review of inaugural event; want to continue event
   iii. ASHRAE Developing Leader Program: review of sample nomination letter that will be
sent to Honors & Awards
d. Technical Programs (Mak) – ATTACHMENT G
   i. HVAC scholarship: review of upcoming scholarships and deadlines
   ii. New Faces: recipient should be selected by February 2016
   iii. Technical Committees: review of YEA participation and what work has been done to
make joining a TC easier
   iv. YEA/YEN program: goal is to host a join session in St. Louis
   v. ASHRAE App survey: discussed results and committee ideas for presentation to
Members Council

VIII. Break for lunch – 12:00 -12:30 pm

IX. New Business (Gray) – 12:30 pm
   a. ASHRAExCHANGE discussion
      i. Forum is not getting enough traction; discussion on why it is not being used (outdated
format, response time is too long, is it dependable?, etc)
   b. 2016-2017 PAOE recommendations
      i. All recommendations sent to Haynes for review and submission with YEA Members
Council Report

X. Motions referred from Members Council
   a. Region II (Hamilton Chapter): That Society enrich the SmartStart Program by adding reduced
conference fees to the current reduced membership fees. Target SmartStart conference fee
would be $25 to $100 for the first 3 years after graduation.
      i. YEA supports the idea of a reduced conference fee for SmartStart participants; maybe
it is tied to an existing discounted rate, such as the speaker rate; this motions was also
sent to SA and CEC for review
   b. Region XII (Argentina Chapter): That ASHRAE translate the SmartStart membership program
into Spanish and Portuguese, starting 1/1/16.
      i. Complete
XI. Motions to present to Members Council  
   a. Even though the YEA Committee is not a grassroots committee, we still want the Regions to be able to provide their recommendations for the YRC position. We would like for the CRC worksheet to be updated with a section where CRC caucus can enter their YRC recommendations. Approved unanimously 16-0-0.

XII. Adjournment (Gray) – 1:30 pm
ATTACHMENT A

Young Engineers in ASHRAE Committee Minutes
2015 Winter Conference, Atlanta, GA
Saturday, 6/27/2015, 8:00 am – 3:00 pm
Atlanta Hilton

Members Present
Megan Tosh, Chair
Chris Gray, Vice Chair
Audrey Dupuis, Region II
Stephanie Kunkel, Region III
Lee Huffines, Region IV
Jake Kopocis, Region V
Will Mak, Region VI
Andrew Myers, Region VII
Caleb Haynes, Region VIII
Sarah Poursharafeddin, Region IX
Heather Schoopleine, Region X
Kyle Hasenkox, Region XI
Jeanne Duce, Region XII
Rupesh Iyengar, Region XIII
Aakash Patel, RAL
Joe Chin, SA Liaison
Charles Culp, BOD Ex-Officio
David Underwood, CO

Members Absent
Frank Rivera, Region I
Bo Twumasi, Consultant
Randy Schrecengost, MP

Guests
Vanessa Maryott
Ioanna Deligkiozi
John Constantinde
Jerry Casey
John Rieke
Kevin Marple
Greg Jermstrom
Ginger Scoggins
John Constantinde

Staff
Rhiannon Masterson
Patricia Adelmann
Joyce Abrams

I. Call to Order (Tosh) – 8:02 am
II. Introductions (Tosh) – 8:02 am
III. Approval of Minutes from the Chicago Meeting (Tosh) – 8:13 am
   a. Haynes motioned to approve the minutes from the Chicago meeting, Poursharafeddin seconded. Vote: 15-0-1.
IV. Chair’s Report (Tosh) – 8:14 am
   a. Updates to YEA MOP and Reference Document
      i. Purpose to formalize selection procedure of YRC and clarify that YRC must reside in Region they represent
   b. Update of 2014-2015 MBOs
V. RP Update from Patricia Adelmann – 8:34 am
   a. Overview of funds raised and number of YEA members contributing
VI. Subcommittee Report, Membership Programs (Haynes) – 8:57 am
   a. Successes: Spring 2015 YEA Leadership Weekend (YLW) in San Diego, adjustments to Ralph’s program and addition of scavenger hunt
   b. Setbacks: YEA Leadership International (YLI) success compared to YLW, attendance struggle
   c. Vision: YLW 2.0, YLW alumni to come back for stage two
VII. Updates from SA and MP Liaison – 9:19 am
SA: SA, MP and YEA working together on Developing Leader award. Would be awarded to well-rounded young ASHRAE member. Would serve as roadmap for what a young member can do to get involved. Need to develop a point system to qualify members, similar to DSA. Goal is to present to Members Council at 2016 Winter Conference in Orlando.

MP: focus on marketing efforts and targeting toward 35 and under members. Open to any suggestions/input from YEA.

VIII. Subcommittee Report, Committee Coordination (Hasenkox) – 9:46am
   a. Successes: Four YRCs rolling onto committee; YRC “survival guide” development
   b. Setbacks: Want to do more with RAL/RXIII
   c. Vision: Finalize “survival guide”

IX. Subcommittee Report, Program Development (Duce) – 10:00am
   a. Successes: YEA Technical Weekend (YTW) development
   b. Setbacks: Developing and planning a new event
   c. Vision: Continue to grow YTW

X. Subcommittee Report, Technical Programs (Mak) – 10:12am
   a. Successes: HVAC scholarship applicants; RP/scholarships
   b. Setbacks: Need to develop marketing for promoting TCs
   c. Vision: Continue to encourage YEA participation on TCs and streamline the process

XI. CIBSE’s Young Engineers Network (YEN) update (Gray) – 10:26 am
   a. Goal is to create something useful out of relationship, such as form/seminar on global issues. Discussion that allows brainstorming among participants. Create repository of discussion results so the conversation can continue. Would like to pilot this idea at 2016 Winter Conference in Orlando in a workshop format.

XII. YRC Regional updates – 10:30 am
     Successes, Setbacks, Visions for each YRC

XIII. Motion: YEA MOP updates as discussed during Chair report – 1:09 pm

XIV. New Business (Gray) – 1:31 pm
     a. Introduce new committee members:
        i. Background: Location, Family, Education, Paying Job, ASHRAE Jobs, Years in ASHRAE
     b. Subcommittee assignments for 2015-2016
     c. Create 2015-2016 MBOs with input from new members

XV. Adjournment (Tosh) – 1:58 pm

XVI. New Member Orientation (Tosh) – 2:00 pm
ASHRAE Update

ExO Report to Committees

Strategic Plan: Next Step

- Moving to implement Strategic Plan Initiative 4, Expanding ASHRAE’s Role in Global Community
- Studied two geographic areas as pilots on where ASHRAE should expand
  - Europe as mature market
  - Middle East as emerging market
- Final recommendation for a business plan has been submitted to Planning and Board of Directors at this Conference
- Board to consider how and in what manner to proceed for expanding global presence
Presidential Ad Hoc: Impact of Centralized Training on CRCs

- Charge: consider effect of centralized training on attendance at Chapters Regional Conferences (CRCs)
- Gathered data and statistics related to attendance at CRCs and Centralized Trainings
- Surveyed past Membership Promotion and Research Promotion Committee chairs to get feedback on experiences
- To present findings at 2016 Winter Conference

Presidential Ad Hoc: Chapter Volunteerism and Engagement

- Developing an easily replicated plan to mobilize, engage and inspire chapter volunteers to bring the message of ASHRAE’s mission to the broader community
- Identified three broad areas for further investigation (titles are preliminary and descriptive only)
  - Mentoring/Rewards
  - Facilitating Chapter Participation/Volunteering
  - ASHRAE Message to Broader Community
- To provide final report at 2016 Annual Conference
Presidential Ad Hoc: Building Performance Alliance

- Charge: develop a strategy to create training and tools that will enable building operations staff to meet or exceed a building’s design performance potential
- Held a workshop in Washington, D.C., with 11 organizations represented
- Good feedback provided on key questions
- Final committee report expected at 2016 Annual Conference

New Tools
90.1 ECB, 90.1 Energy Cost Budget (ECB) app

- A tool for modeling compliance with ASHRAE/IES Standard 90.1-2010
  - Automates calculations needed to show a building project’s compliance with Standard 90.1-2010 using the Energy Cost Budget (ECB) Method
  - Input project parameters and then calculate proposed design’s projected performance and compliance—no need to build your own spreadsheet.
  - Output results in Microsoft® Excel® for clients and project records
  - Learn more at 901ecb.ashrae.org

Updated TC Websites

- Goal: to simplify editing process of technical committee websites
- All sites that chose to migrate are now live; ahead of previous goal of 2016 Annual Conference
- Very positive response
- Demo available at www.ashrae.org/TCWebsiteDemo
Collaborative Software and Handbook

- Launching document collaboration software for Handbook chapters
- Allows several authors to work on a document together
- Eliminates members having to email large files
- Good record of changes
- Available spring 2016

Legionella – Standard 188

- Establishes minimum legionellosis risk management requirements for building water systems
- Less than two months after publication, portions adopted in New York City following an outbreak that left at least 12 confirmed dead and more than 120 cases of infection
IAQA Update

- Discovering more opportunities for ASHRAE/IAQA collaboration: IAQ 2016, IAQ Position Document
- Full complement of staff on board
- In process of implementing reciprocal membership discounts
- Current focus is on growth of IAQA

Make Plans to Attend!

- March 14-16: 6th International Conference on Energy Research and Development, State of Kuwait
- April 21: ASHRAE Webcast, Making Net Zero Positive: Solving the Efficiency and Cost Paradox
- Jun 25-29: 2016 Annual Conference, St. Louis, Missouri
- Aug. 10-12: ASHRAE/IBPSA-USA SimBuild 2016: Building Performance Modeling Conference
- Sept. 12-14: IAQ 2016 Defining Indoor Air Quality: Policy, Standards and Best Practices, Alexandria, Virginia, co-organized by Air Infiltration and Ventilation Centre (AIVC)
- Sept. 27–29: AHR Expo Mexico, Monterrey, Mexico
## ATTACHMENT C

**2015-2016 YEA MBOs**

<table>
<thead>
<tr>
<th>Item #</th>
<th>MBO</th>
<th>Status</th>
<th>Date Due</th>
<th>Assigned To</th>
<th>MBO Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Increase communication with employers/YEA program brochure for employers</td>
<td>In progress</td>
<td>6/30/2016</td>
<td>Program Development</td>
<td>Develop and implement an employer visit report form</td>
</tr>
<tr>
<td>2</td>
<td>Increase YEA membership by 15% (8,720 to 10,037)</td>
<td>9,373 as of 1/5/16; 7.5% increase</td>
<td>6/30/2016</td>
<td>Everyone</td>
<td>Continue to grow the YEA demographic and encourage involvement</td>
</tr>
<tr>
<td>3</td>
<td>Development of YLW 2.0</td>
<td>Budget approved; planning in progress</td>
<td>6/30/2016</td>
<td>Membership Programs</td>
<td>With over 300 YLW graduates, we want to offer a way to maintain their involvement</td>
</tr>
<tr>
<td>4</td>
<td>Develop ASHRAE Developing Leader Track</td>
<td>In progress</td>
<td>1/1/2016</td>
<td>Program Development</td>
<td>Roadmap for involvement of young ASHRAE members</td>
</tr>
<tr>
<td>5</td>
<td>Increase number of YEA members participating on TCs by 15% (371 to 427)</td>
<td>412 as of 1/8/16; 11% increase</td>
<td>6/30/2016</td>
<td>Technical Programs</td>
<td>We have been working with TAC to increase awareness and participation to YEA members. Streamline TC join process. Redesign TC YEA guide.</td>
</tr>
<tr>
<td>6</td>
<td>Increase number of YEA Chapter Chairs (YCCs) by 5% (113 to 119)</td>
<td>Complete; 137 as of 1/8/16</td>
<td>6/30/2016</td>
<td>Committee Coordination</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>
</tr>
<tr>
<td>7</td>
<td>Full Circle for entire YEA Committee</td>
<td>12/13 YRCs</td>
<td>9/30/2015</td>
<td>Everyone</td>
<td>To encourage all YEA members to donate, the committee wants to lead by example</td>
</tr>
</tbody>
</table>

YRCs = YEA Regional Coordinators, TAC = Technical Activities Committee
ATTACHMENT D

YEA Membership Programs Subcommittee
Conference Call: Wednesday, January 13, 2016 at 10:00am Eastern

Attendees:
Jake Kopocis
Stephanie Kunkel
Rupesh Iyengar
Chris Gray
Caleb Haynes
Rhiannon Masterson

Agenda:
1. Overview of the year and goals/plans
   a. We wanted to maintain our current programs and start YLW 2.0; these five programs were broken up and assigned to members within the subcommittee
2. Fall 2015 YLW, September 11-13, 2015, Montreal
   a. Overview/takeaways
      i. 10 people stayed for optional tour on Monday; Nic Lemire helped organize
      ii. Icebreakers ran short – too much extra time before dinner
      iii. Saturday went smoothly; good group participation; scavenger hunt went well, and would like to continue to do these in the future
   b. Lessons learned:
      i. ASHRAE presentation needed improvement; changed it for Goa and set aside time to prepare; add prep time to schedule for future YLWs
      ii. If we have event in Canada, we need to put a note that any driving violations will prevent attendees from entering Canada
3. 2015 YEA Leadership International, December 11-13, 2015, Goa India
   a. Overview/takeaways
      i. We had 15 attendees from 6 different countries; all attendees were from RAL
   b. We had issues with FedEx not delivering the supply boxes; we printed out what was necessary at the hotel; Rhiannon will email all attendees an electronic survey and ask for mailing addresses to send materials once boxes return to Atlanta
   c. We will reach out to chapters during our researching for the 2016 location; Ioanna expressed interest in helping plan the next event in Greece
4. Spring 2016 YLW, February 19-21, 2016, Austin
   a. 29 registrants as of 1/13/16
   b. Rhiannon has researched dinner/evening options and will review with Vanessa
   c. Jake will communicate any of Ralph’s content changes following their call tomorrow
   d. Steph will not attend this event, but all other YRCs are attending
5. Fall 2016 YLW
   a. Location TBD
   b. In order to secure Ralph’s availability, the dates of September 9-11, 2016 has been selected.
6. YLW 2.0
   a. Overview – ATTACHMENT A
      i. This event is meant to be a leadership and team building event
ii. We will use the Strength Finder personality profile, which is similar to OPP

b. Location
i. We are looking at hub cities that are easy to get to
ii. Also looking at resort locations where we can host everyone on one campus; difficulty is that any resort is at least an hour drive from an airport
iii. Rhi and Steph will discuss location options and ask for help from ASHRAE event staff if necessary

7. Leadership U
a. The four participants for the 2016 ASHRAE Winter Conference and their VP mentors are:
   i. Chonghui Liu, Central New York Chapter, Region I
      1. Mentor is James Vallort, Illinois Chapter, Region VI
   ii. Jessica Errett, Nebraska Chapter, Region IX
      1. Walid Chakroun, Kuwait Chapter, RAL
   iii. Manalee Nabar, New York Chapter, Region I
      1. Patricia Graef, Southwest Florida Chapter, Region XII
   iv. Cris Washburn, Mississippi Valley Chapter, Region VI
      1. Mentor is Charles (Chuck) Gulledge, North Piedmont Chapter, Region IV
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 22 from 6-6:30pm in meeting room Lake Virginia A (Orlando Hilton). If available, subcommittee is asked to attend.

8. LeaDRS
a. Here is a list of LeaDRS participants for Orlando:

<table>
<thead>
<tr>
<th>Region</th>
<th>DRC</th>
<th>LeaDRS Attendee</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td></td>
<td>Bill Walter</td>
</tr>
<tr>
<td>II</td>
<td></td>
<td>Doug Cochrane</td>
</tr>
<tr>
<td>III</td>
<td></td>
<td>Roger Jones</td>
</tr>
<tr>
<td>IV</td>
<td></td>
<td>Ginger Scoggins</td>
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<tr>
<td>V</td>
<td></td>
<td>Rick Zbin</td>
</tr>
<tr>
<td>VI</td>
<td></td>
<td>Mark Miller</td>
</tr>
<tr>
<td>VII</td>
<td></td>
<td>Larry Fisher</td>
</tr>
<tr>
<td>VIII</td>
<td></td>
<td>Bill Klock</td>
</tr>
<tr>
<td>IX</td>
<td></td>
<td>Blake Ellis</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Karine Leblanc</td>
</tr>
<tr>
<td>XI</td>
<td></td>
<td>Keith Yelton</td>
</tr>
<tr>
<td>XII</td>
<td></td>
<td>Jennifer Isenbeck</td>
</tr>
<tr>
<td>XIII</td>
<td></td>
<td>Edward Tsui</td>
</tr>
<tr>
<td>RAL</td>
<td></td>
<td>Farooq Mehboob</td>
</tr>
</tbody>
</table>

9. YEA Award
a. We received 7 nominations (on par with the number of nominations from last year). The nominees have been sent to YEA ExComm for review and selection. Up to their top three picks will be sent to Honors & Awards for approval in Orlando, and the awards will be presented at the 2016 Annual Conference in St. Louis.
ATTACHMENT A

YLW 2.0 Overview

DAY ONE – SELF-AWARENESS DEVELOPMENT

- Introductions:
  - Personal introductions and sharing key lessons learned and applied since attending YEA 1.0
  - Present personal branding/self-promotion within YEA and ASHRAE
  - Group introduction ice breaker exercise - Pingo
- Review of 1.0 material – see “R” on mind map
- Strengths Finder 2.0 (New)
  - Complete online pre-weekend
  - Review profile of top 5 themes
  - Create group chart outlining where each person falls under the 4 major strengths themes of Executing, Influencing, Relationship Building and Strategic Thinking
  - Group exercise – Winter Warriors (understanding how individual strengths can benefit a team)

DAY TWO – PERSONAL LEADERSHIP SKILLS

- Communication Factors (New)
  - Personal communication skills – verbal/non-verbal
  - Communication barriers - the influence of perceptions and inference (Ladder of Inference video )
  - Communication loop - leading through understanding
  - Personal brand promotion – defining and refining your brand message
- Johari Window (New)
  - Complete free online assessment in advance of weekend
  - Review 4 areas of awareness/non-awareness
  - Group exercise to discuss importance of self-awareness and personal growth to develop leadership skills and importance of revealing “blind spots”
  - Group presentation of key attributes of effective leaders
- Bring it together - “Personal Leadership Promotion Plan”
  - Action plan for building your leadership brand and profile
  - Leveraging Day One concepts and refining to create your brand position
- Team leadership
  - Day two - consider adding an activity that focuses on team leadership by utilizing and leveraging individual strengths and differences that we have been exploring since Saturday and that link back to YEA 1.0
YEA 2.0 - Day One
Leadership Skills Development

Exercises/Resources

StrengthsFinder 2.0

• 6 X as likely to be engaged on the job
• 3 X as likely to have excellent quality of life

**CHALLENGE:** We focus on shortcomings.

**CHALLENGE:** We romanticize trying to fix our shortcomings.
## Four Domains of Team Strength

<table>
<thead>
<tr>
<th>Domains</th>
<th>Executing</th>
<th>Influencing</th>
<th>Relationship Building</th>
<th>Strategic Thinking</th>
</tr>
</thead>
<tbody>
<tr>
<td>People with dominant Executing themes</td>
<td>know how to make things happen.</td>
<td>People with dominant Influencing themes</td>
<td>know how to take charge, speak up, and make sure the team is heard.</td>
<td>People with dominant Relationship Building themes</td>
</tr>
<tr>
<td>Achiever</td>
<td>Activator</td>
<td>Adaptability</td>
<td>Analytical</td>
<td></td>
</tr>
<tr>
<td>Arranger</td>
<td>Activator</td>
<td>Adaptability</td>
<td>Analytical</td>
<td></td>
</tr>
<tr>
<td>Belief</td>
<td>Command</td>
<td>Connectedness</td>
<td>Context</td>
<td></td>
</tr>
<tr>
<td>Consistency</td>
<td>Command</td>
<td>Developer</td>
<td>Context</td>
<td></td>
</tr>
<tr>
<td>Deliberative</td>
<td>Communication</td>
<td>Empathy</td>
<td>Context</td>
<td></td>
</tr>
<tr>
<td>Disciple</td>
<td>Communication</td>
<td>Harmony</td>
<td>Context</td>
<td></td>
</tr>
<tr>
<td>Focus</td>
<td>Maximizer</td>
<td>Inciser</td>
<td>Context</td>
<td></td>
</tr>
<tr>
<td>Responsibility</td>
<td>Self-Assurance</td>
<td>Individualization</td>
<td>Context</td>
<td></td>
</tr>
<tr>
<td>Restorative</td>
<td>Significance</td>
<td>Positivity</td>
<td>Context</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Woo</td>
<td>Relator</td>
<td>Context</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Learner</td>
<td>Context</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Strategic</td>
<td>Context</td>
<td></td>
</tr>
</tbody>
</table>
YOUR UNIQUE CONTRIBUTION TO THE TEAM

In each of the following sections, there are five possible responses. To help you think about how your talents and strengths help you and the team execute, influence others, build relationships, and improve and think about information, answer the questions that follow:

1. Which domain is most important for you?

2. In which domain are you least important?

3. Have you been maximizing your dominant domain? Are your colleagues aware of your talents and strengths in this domain?

4. Have you been “blind” to any of your nondominant domains?

When team members learn how they can more intentionally use their talents and strengths to help them achieve their performance objectives, they gain a process they can use time and time again to set them up for success.
Characteristics of High Performing Teams

- Mutual trust
- Common vision, goals, objectives
- Shared leadership
- Clear roles and responsibilities
- Open communication with healthy conflict
- Effective processes and decision-making
- Valued diversity
- Individual and mutual accountability
- Positive atmosphere
- Ongoing evaluation
YEA 2.0 - Day Two
Leadership Skills Development

Communication Skills / Self Awareness

Johari Window
Communication - Empathy

Thinking Part
“I understand your situation”

Feeling Part
“I feel what you are feeling”

Empathy

Ladder of Inference

Source: The Fifth Discipline Fieldbook, Senge et al., 1994
ATTACHMENT E

YEA Committee Coordination Subcommittee
Conference Call: Thursday, January 7, 2016 at 11:00 am Eastern

Attendees:
Frank Rivera
Audrey Dupuis
Ioanna Deligkiozi
Caleb Haynes
Rhiannon Masterson

Agenda:
1. YRC Transition
   a. The following YRCs will be rolling off as of June 30, 2016:
      i. Frank Rivera, Region I
         1. Replacement is still under consideration; Frank will work with his DRC to select
            a replacement prior to our committee meeting in Orlando
      ii. Will Mak, Region VI
         1. Replacement is Shona O’Dea from the Illinois Chapter
      iii. Jake Kopocis, Region IX
         1. Replacement is Rachel Romero from the Rocky Mountain Chapter
      iv. Jeanne Duce, Region XII
         1. Replacement is Kathleen Simpson from the Southwest Florida Chapter
   b. All replacement have been approved by both the YRC and DRC
   c. The YEA Committee will vote on these replacements at their meeting
2. RAL/Region XIII Outreach
   a. YEA Leadership International (all 15 attendees were from RAL)
   b. HVAC Design Training scholarship:
      i. There was a training in Dubai in November 2015 and we had 30 applicants (most
         applicants out of any training); 27 of the applicants were from RAL
      ii. There are two upcoming trainings in Region XIII (Hong Kong and Kuala Lumpur in May
         2016)
         1. Rhiannon to email all YEA members in Region XIII to promote these trainings
3. Liaison Coordination
   a. Caleb is liaison for SA; who is liaison for MP?
4. First time at the ASHRAE event
   a. This session is set for Sunday from 1:30-3pm; Chris and Frank be the main presenters:
      i. Chris will present the first half and focus on the ins-and-outs of the ASHRAE
      ii. Frank will present the second half and focus on how to make the most of a conference
   b. Other YEA Committee members are welcome to participate and provide their own feedback
      during the session
5. YEN/CIBSE
   a. The CIBSE Graduate of the Year is Ryan Rodrigues. Caleb will serve as his YEA contact, and
      Ryan has been invited to all YEA events in Orlando.
ATTACHMENT F

YEA Professional Development Subcommittee
Conference Call: Friday, January 8, 2016 at 1:00 pm Eastern

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

Agenda:

10. Conference Networking Events
   a. YEA Hospitality Suite, Sunday, January 24, 2016 from 4-6pm:
      i. ASHRAE’s sponsorship team sold a sponsorship to Xylem for the event. This is
         the same company that sponsored the Suite in Chicago.
   b. YEA/Student Mixer, Saturday, January 23, 2016 from 5-6:30pm
   c. We will have YEA promotional material available at the membership desk

11. YEA Technical Weekend
   a. Inaugural event well; had positive feedback and surveys – ATTACHMENT A
   b. Goal was to break even on cost; ended up going over about $1,700 – ATTACHMENT B
   c. Believe this is an event we should continue; moving forward we should think about
      offering more specific topics and not have the courses be as broad; keep the schedule
      with two sessions – it helps to break up the content and maintain interest
      i. Attendance: we budged for 30 attendees, but ended up with 14; for future
         events we think that 20 attendees would be an idea number
      ii. Certification: look at offering a practice certification test at the end of the event
          and invite a local certified YEA member to dinner one night
   d. Now that this event has been developed, does this stay with this subcommittee or does
      it move to another subcommittee? If it moves, the two subcommittee should meet and
      discuss how to plan this event moving forward.
   e. The ASHRAE Marketing Department is finishing up a video for this event and we will use
      it to help promote future events

12. Student Retention
   a. Compared to this time last year, the number of student transfers is up 15.5% (148
      transfers in 14/15 to 171 transfers in 15/16).

13. ASHRAE Developing Leader Program
   a. Sample nomination and point tally form and PowerPoint slide – ATTACHMENT C
   b. Will advertise via YEA pages (homepage, FB page, LinkedIn), YEA newsletter, available
      ASHRAE avenues (FB page, H&A page, newsletters); also want to make Student aware –
      can work with SA on how to advertise
   c. We can recognize similar to the YEA Award: provide a plaque at the YEA Hospitality
      Suite, but don’t cover cost of transportation; this would keep the cost/budget
      reasonable; we can ask if this can be presented at the Plenary
ATTACHMENT A

2015 YEA Technical Weekend Survey Results

1. How would you rate your overall YEA Technical Weekend experience? **Average = 4.65**
   
   1  2  3 (1)  4 (4)  5 (12)

2. How applicable was what you learned to your day-to-day job? **Average = 4.35**
   
   1  2  3 (2)  4 (7)  5 (8)

3. Was this an effective networking opportunity for you? **Average = 4.59**
   
   1  2  3 ()  4 (7)  5 (10)

4. Did this experience enhance your interest in ASHRAE? **Average = 4.76**
   
   1  2 ()  3 ()  4 (4)  5 (13)

5. How would you rate the accommodations and location? **Average = 4.88**
   
   1  2  3  4 (2)  5 (15)

6. What did you like or dislike about the location of the accommodations?
   - Easily accessible (6)
   - Walkable to restaurants (4)
   - Nice hotel (2)
   - Poor thermal comfort at hotel

7. Would you recommend YEA Technical Weekend to other young ASHRAE members? **YES (17)**

8. What was your favorite part about Technical Weekend?
   - GA Tech tour (8)
   - Meeting members from other industries/chapters and sharing experiences (6)
   - Courses and content (2)
     - Advanced session (2)
   - Well structured/scheduled; good mix of learning and networking
   - Sweetwater tour

9. What was your least favorite part about Technical Weekend?
   - Felt too quick – add an extra day
   - Advanced session
   - Sweetwater brewery – doesn’t approve of alcohol consumption
   - Overlap between sessions

10. What is one thing that you would change for upcoming Technical Weekends?
• Add icebreakers (2)
• Use different locations/cities in the future (2)
• More specific sessions; less broad (2)
• More networking activities
• Another technical tour
• Tour of the aquarium
• Water bottles for attendees during sessions
• Extend technical seminar
• Less overlap between sessions
• Keep to the schedule
• More time at Sweetwater
• More time for sessions to allow for breaks/more discussion

11. Please list any additional comments you have (i.e. ideas for next year, potential improvements, general feedback).
• GA Tech tour was good use of time and very informative (2)
• Have YTWs catered towards different topics and go more in depth (ie energy modeling, building controls); allows for repeat attendance (2)
• No Styrofoam (2)
• Duration is good (don’t miss much work)
• Better planning with brewery tour
• Add time for attendees to discuss common topics or lessons learned; group discussion panel
• Add a session on-site during one of the tours
• Add a short session about ASHRAE opportunities

12. What about ASHRAE in general? How can we better serve our young professional members? Please list any comments you have:
• More of these opportunities
• Make sure to offer both informal (casual happy hour) and formal (seminars) opportunities for YEA members to get together
• Better email communication so YEA members are more aware of events
• More weekend activities
• Provides transportation reimbursement to YCC for CRC

Heather’s notes:
1. Get feedback from attendees beforehand on what they want to get out of the weekend
2. Look at attendee bios and give instructors idea of “who” is in the group
3. Send email to attendees beforehand with photos of subcommittee members so they know who they are
4. Include a roundtable discussion for attendees...what do I do in my market? What works? What are some lessons learned?
## YEA Technical Weekend Budget

### Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructors/Courses/Materials</td>
<td>$4,314.00</td>
<td>$4,314.00</td>
</tr>
<tr>
<td>Hotel</td>
<td>$10,000.00</td>
<td>$4,994.64</td>
</tr>
<tr>
<td>Friday Dinner</td>
<td>$1,000.00</td>
<td>$926.59</td>
</tr>
<tr>
<td>Saturday Lunch</td>
<td>$1,000.00</td>
<td>$521.63</td>
</tr>
<tr>
<td>Saturday Dinner</td>
<td>$1,000.00</td>
<td>$1,067.49</td>
</tr>
<tr>
<td>Sunday Lunch</td>
<td>$1,000.00</td>
<td>$400.07</td>
</tr>
<tr>
<td>GA Tech Tour</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Sweetwater Tour</td>
<td>$350.00</td>
<td>$170.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>$555.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Committee Travel</td>
<td>$2,000.00</td>
<td>$693.56</td>
</tr>
<tr>
<td>Rental vans</td>
<td>$700.00</td>
<td>$696.74</td>
</tr>
<tr>
<td></td>
<td><strong>$21,919.00</strong></td>
<td><strong>$13,884.72</strong></td>
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</tbody>
</table>

### Income

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Income</td>
<td>$12,000.00</td>
<td>$5,600.00</td>
</tr>
<tr>
<td>Budget</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td></td>
<td><strong>$22,000.00</strong></td>
<td><strong>$15,600.00</strong></td>
</tr>
</tbody>
</table>

| Difference            | $81.00  | $1,715.28 |
ATTACHMENT C

ASHRAE Developing Leaders Document

NOMINATION AND POINT TALLY FORM
For Developing Leader Award (DLA)
Revised January 14, 2016

Please review and follow the instructions for completion of this form.

NAME OF NOMINEE: ____________________________________________________

REGION: ______________________________________________________

CHAPTER: ______________________________________________________

ADDRESS: ______________________________________________________

PHONE: ______________________________________________________

EMAIL: ______________________________________________________

NOMINATION SUBMITTED BY:

NAME: ______________________________________________________

ADDRESS: ______________________________________________________

PHONE: ______________________________________________________

EMAIL: ______________________________________________________

SUMMARY OF POINTS: (Note Point Maximums for Activities in All Categories)

CATEGORY A: _______ (Student Activities, 6 points maximum)

CATEGORY B: _______ (Grassroots Activities, 12 points maximum)

CATEGORY C: _______ (Technical Activities, 12 points maximum)

CATEGORY D: _______ (General Activities, 16 points maximum)

TOTAL POINTS IN ALL CATEGORIES: _______

24 POINTS WITHIN 5 YEARS OF STUDENT'S GRADUATION DATE, OR 5 YEARS OF THEIR JOIN DATE QUALIFIES YOU FOR THE AWARD
<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity/Dates</th>
<th>ASHRAE Bio Section</th>
<th>Points</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Involvement with a Student Branch</td>
<td></td>
<td></td>
<td>1/2 per year</td>
<td></td>
</tr>
<tr>
<td>2. Being an Officer in a Student Branch</td>
<td></td>
<td></td>
<td>1 per year</td>
<td></td>
</tr>
<tr>
<td>3. Submit an entry into the Student Design Competition</td>
<td></td>
<td></td>
<td>1 per entry</td>
<td></td>
</tr>
<tr>
<td>4. Attend the Student Program at the Winter Conference</td>
<td></td>
<td></td>
<td>1 per year</td>
<td></td>
</tr>
<tr>
<td>5. Apply for ASHRAE Scholarships</td>
<td></td>
<td></td>
<td>¼ per application</td>
<td></td>
</tr>
<tr>
<td>6. Apply for the New Faces in Engineering College Edition</td>
<td></td>
<td></td>
<td>1 per application</td>
<td></td>
</tr>
<tr>
<td>7. Participate in an Undergraduate Grant Project</td>
<td></td>
<td></td>
<td>1 per project</td>
<td></td>
</tr>
<tr>
<td>8. Be a mentee of a local chapter member</td>
<td></td>
<td></td>
<td>½ point</td>
<td></td>
</tr>
<tr>
<td>9. Enter the Smart Start Program</td>
<td></td>
<td></td>
<td>1 point max</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL POINTS FOR CATEGORY A** *(Maximum 6 points)*
### CATEGORY B: GRASSROOTS ACTIVITIES

**SOCIETY OFFICERS/BOARD OF DIRECTORS/REGIONAL POSITIONS/CHAPTER OFFICERS/CHAPTER BOARD OR GOVERNORS/OTHER LISTED CHAPTER POSITIONS/CHAPTER MEETINGS/ETC**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity/Dates</th>
<th>ASHRAE Bio</th>
<th>Points</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chapter Positions</strong> – <em>For items 11-16, a maximum of 6 points may be claimed for all chapter officer, Board of Governor, and other list chapter positions (except Chapter President); Points for Regional Vice-Chair should be entered in Category XXX</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Chapter President</td>
<td></td>
<td>2 per year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Chapter Officer (President Elect, VP, Secretary, Treasurer)</td>
<td></td>
<td>1 per year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Chapter Board of Governors</td>
<td>Do not include points here for positions claimed in 10 or 11 above</td>
<td>1/2 per year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Student Branch Advisor</td>
<td></td>
<td>1 per year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Chapter Historian</td>
<td>Do not claim points for Regional Historian for same year</td>
<td>1 per year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Chapter Webmaster</td>
<td>Do not claim points for Regional Webmaster for same year</td>
<td>1 per year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Chapter Committee Chair</td>
<td>Give committee names, year(s) served</td>
<td>1 per year</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8 points maximum plus points for service as Chapter President</td>
<td></td>
<td>SUBTOTAL (10-16)</td>
<td></td>
</tr>
</tbody>
</table>

**General Grassroots Activities** – *For items 17-18, a maximum of 4 points may be claimed*

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity/Dates</th>
<th>ASHRAE Bio</th>
<th>Points</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>24. Attend 75% of the local chapter meetings annually</td>
<td></td>
<td>½ per year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25. Attend the Chapters Regional Conference</td>
<td></td>
<td>1 per year</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 points maximum</td>
<td></td>
<td>SUBTOTAL (24-25)</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL POINTS FOR CATEGORY B** (Maximum 12 points)
# Category C: Technical Activities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity/Dates Society Year(s)</th>
<th>ASHRAE Bio Section</th>
<th>Points</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TC/TG Activities</strong></td>
<td>Technical Committee (TC) 4 Points Maximum per Committee, Task Group (TG) 2 Points per TG or 5 Points Total</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26. TC/TG Chair or Secretary</td>
<td></td>
<td></td>
<td>3 per year</td>
<td></td>
</tr>
<tr>
<td>27. TC/TG Vice Chair</td>
<td></td>
<td></td>
<td>2 per year</td>
<td></td>
</tr>
<tr>
<td>28. Corresponding Member</td>
<td></td>
<td></td>
<td>1/2 per year</td>
<td></td>
</tr>
<tr>
<td>29. Voting member of a TC</td>
<td></td>
<td></td>
<td>1 per year</td>
<td></td>
</tr>
<tr>
<td>30. Serve as a TC Webmaster</td>
<td></td>
<td></td>
<td>1 per year</td>
<td></td>
</tr>
<tr>
<td>31. Serve as a TC Subcommittee Chair</td>
<td></td>
<td></td>
<td>1 per year</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8 points maximum</td>
<td>Subtotal (26-31)</td>
</tr>
<tr>
<td><strong>Publications and Presentations</strong></td>
<td>Give details, i.e., when paper was delivered, title and page numbers, where is paper was published or in what ASHRAE Transactions edition if was published and the page numbers. Maximum 4 points for subsection.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32. Handbook – New Chapter Principal author</td>
<td></td>
<td></td>
<td>2 per chapter</td>
<td></td>
</tr>
<tr>
<td>33. Handbook – Chapter Reviser</td>
<td></td>
<td></td>
<td>1 per chapter</td>
<td></td>
</tr>
<tr>
<td>34. Speak at a Society Annual or Winter Conference</td>
<td></td>
<td></td>
<td>2 per presentation</td>
<td></td>
</tr>
<tr>
<td>35. Present a technical session at a local chapter meeting</td>
<td></td>
<td></td>
<td>1 per presentation</td>
<td></td>
</tr>
<tr>
<td>36. Receive an ASHRAE Certification</td>
<td></td>
<td></td>
<td>2 per certification</td>
<td></td>
</tr>
<tr>
<td>37. Lead a Project using the ASHRAE BEQ</td>
<td></td>
<td></td>
<td>2 per project</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8 points maximum</td>
<td>Subtotal (32-37)</td>
</tr>
<tr>
<td><strong>Total Points for Category C</strong></td>
<td><strong>Maximum 12 points</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td>Activity/Dates Society Year(s)</td>
<td>ASHRAE Bio Section</td>
<td>Points</td>
<td>Total</td>
</tr>
<tr>
<td>----------</td>
<td>--------------------------------</td>
<td>-------------------</td>
<td>--------</td>
<td>-------</td>
</tr>
<tr>
<td>37. Apply for New Faces in Engineering</td>
<td>1 per application</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38. Pass Fundamentals of Engineering/Engineer in Training Exam</td>
<td>2 points</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39. Mentor a student after graduation</td>
<td>1 per student mentored</td>
<td>(3 points maximum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40. Advance Associate-Member</td>
<td>1 point</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41. Write an article for an ASHRAE publication (local chapter newsletter, ASHRAE Journal, etc)</td>
<td>½ per article</td>
<td>(3 points maximum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42. Attend the Society Winter and Annual Conference</td>
<td>1 per conference</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>43. Volunteer at a Society Winter or Annual Conference</td>
<td>1 per conference</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>44. Apply for the LeaDRS program</td>
<td>½ per application</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>45. Apply for Leadership U</td>
<td>½ per application</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46. Participate in either the LeaDRS or Leadership U Program</td>
<td>2 points</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>47. Attend a YLW or YLI</td>
<td>2 per event</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>48. Attend a YTW</td>
<td>2 per event</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>49. Attend an ASHRAE ALI Course</td>
<td>½ per 3 hours</td>
<td>(1/2 point for a 3 hour course and 1 point for a 6 hour course, maximum 5 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50. Pass the PE Exam</td>
<td>2 points</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL POINTS FOR CATEGORY D** *(Maximum 16 points)*
YEA Developing Leaders “Star Award”

**Proposed Implementation**

- Track information to be distributed with new members package and graduating student email. Will also be available on the website.
- Applications due Nov. 30th
- No cap on number of recipients per year
- Award distributed during YEA Hospitality at Winter Meeting
- Travel will not be reimbursed by Society
- Recipients not able to attend Winter Meeting will have awards mailed
- Recipients will be acknowledged in YEA newsletter and the awards section of Insights
- Bio will be automatically updated
ATTACHMENT G

YEA Technical Programs Subcommittee
Conference Call: Thursday, January 14, 2016 at 1:00 pm Eastern

Attendees:
Will Mak
Greg Jernstrom
Jake Taylor
Chris Gray
Caleb Haynes
Rhiannon Masterson

Agenda:

1. HVAC Design Workshop
   a. Scholarships are open for these future workshops:
      i. March 14-16, 2016 in Atlanta, GA (deadline is Monday, January 18, 2016)
      ii. April 11-13, 2016 in Miami, FL (deadline is Monday, February 15, 2015)
      iii. April 25-27, 2016 in Minneapolis (deadline is Monday, February 15, 2015)
      iv. May 9-11, 2016 in Halifax, NS (deadline is Monday, March 14, 2015)
      v. May 16-18, 2016 in Vancouver, BC (deadline is Monday, March 14, 2015)
      vi. May 25-27, 2016 in Hong Kong (deadline is Monday, March 14, 2015)
      vii. May 30-June 1, 2016 in Kuala Lumpur (deadline Monday, March 14, 2015)
      viii. June 13-15, 2016 in Atlanta, GA (deadline is Monday, April 18, 2016)
   b. We have given 5 sponsorships so far this Society year. The average number of applicants is 12. The lowest number of applicants was 8 for the Denver training in September, and the highest number of applicants was 31 for Dubai in November.
   c. 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.
   d. Should we look at reducing the number of scholarships so that we can also cover the cost of travel for the scholarship recipient? The hope is that the recipient’s company would cover the cost of travel; we would also risk people applying just to get to travel to a certain training location
   e. Rhiannon will gather applicant data over the rest of the Society year and present an overview for St Louis; at that time we can see if there is a decline in attendance and if we need to take any action

2. New Faces
   a. The recipient for the 2016 New Face award is yet to be determined. A recipient should be selected in February 2016. The recipient will be published in the ASHRAE Journal, website and newsletters, as well as all YEA outlets. The recipient will also attend the 2016 CIBSE Technical Symposium in the UK.

3. Sponsorship
   a. The YEA Hospitality Suite will be sponsored by Xylem. They sponsored the event during the 2015 Winter Conference in Chicago.

4. Technical Committees
   a. The number of YEA members participating on TCs has increased by 11% this Society year (from 371 to 412). Factors for growth:
      i. It is now easier to join a TC online
ii. The TC webpage now has more useful information/explanations
iii. TCs have been emphasizing YEA a lot more and focusing on YEA participation
   1. Example, TC 1.4 is hosting a session just for YEA members in Orlando
   2. We want to encourage TC do continue to do sessions/activities like this; we should have someone from this subcommittee speak with TAC to express our interest in continuing these types of activities
      a. TAC meets on Saturday (1/23) 8:00 am – 3:00 pm and Wednesday (1/27) 7:00 am – 10:00 am
      b. Our current tracking report only shows the current number of TC participants. Rhiannon work with IT to expand report so that we can see total losses and gains, which will help us determine why people stop participating (ie age, no longer member)

5. ASHRAE App Survey
   a. Review results – ATTACHMENT A
   b. Next, Will will put together a summary of our observations and the survey results to send to Ginger

6. CIBSE/YEN Collaboration
   a. The goal is to host a session in St Louis
   b. Next steps: reach back out to YEN and clarify what they want to accomplish in St Louis
   c. YEA will host the first session, then YEN will host a follow-up session
Executive Summary

Background
This report presents results from the ASHRAE App Survey conducted from December 16, 2015 to January 15, 2015. The survey was sent to YEA Members within the ASHRAE organization. The survey collected various information about what types of features users of a future ASHRAE app would utilize. The survey was conducted through an online questionnaire.

Survey Objective
The ASHRAE App survey objective was to provide feedback on what types of features the YEA demographic would use in a future ASHRAE app. Questions included age breakdown, technical features, social media features, and conference information features.

Survey Methodology
The survey was sent twice, once on December 16, 2015 and January 6, 2016 to all YEA Members in ASHRAE.

Key Findings
The age groups that responded to the survey were diverse across the YEA demographic ranging from 22 to 35 years old. The majority of responders used the Apple iOS or Android platforms on their smartphone. Over 75% of responders were design or application engineers.

The overwhelming response for using an ASHRAE app was for technical data and resources with reading the digital ASHRAE magazines as a distinct second place.

Surprisingly, the majority of responders did not care for social media features on a future ASHRAE app.

Based on the survey results, a future ASHRAE app should focus heavily on providing members access to technical data and resources like ASHRAE Handbooks, psychrometric and duct/pipe sizing calculators as well as access to ASHRAE standards and guidelines for both the Apple iOS and Android platforms.

Survey Results
Age
The age groups that responded to the survey were fairly diverse across the YEA demographic with the 26-29 year old group responding the most.
**Smartphone Operating System**

The most popular operating systems for smartphones were either Apple iOS or Android.

**Tablets**

Over 65% of responders owned a tablet device. This should be kept in mind for future ASHRAE app development to ensure that apps work properly on tablets as well as smartphones.

**Work Background**

An overwhelming percentage of responders were design or application engineers. The rest of the responders were spread among the remaining work backgrounds.
App Usage
Survey responders were asked to rank from 1 to 5 (1 being highest request and 5 being lowest request) what features would be of most use between Technical data/resources, social media, ASHRAE Journal, personal account/chapter information, and conference information.

A large amount of responders ranked technical data/resources as the number one use for a future ASHRAE app with reading the digital ASHRAE Journal as a distinct second.
Figure 6 - Using the App for Social Media

ranking: Social media

Figure 7 - Using the App to Read the ASHRAE Journal

ranking: Reading the digital ASHRAE Journal

Figure 8 - Using the App for Personal/Chapter Information

ranking: Personal account/chapter information
**Technical Data and Resources**

In general, all suggestions for Technical Data and Resources were voted to be included on the app.

**Social Media**

Responders were more mixed on Social Media features on the app. Responders were split between not using the app for social media and using the app for forums/discussions.
Personal Account and Chapter Information

Surprisingly, a large amount of responders wanted to see capabilities to renew membership and following local chapter events through the app.

![Graph: Personal/Chapter Information Features]

ASHRAE Conferences

Within ASHRAE conference features, a large portion of responders wanted maps and schedules of ASHRAE conferences as well as the ability to register for the conference through the app.

![Graph: ASHRAE Conference Features]

Paying for an App

Not surprisingly, over 65% of responders polled that they would not pay for a future ASHRAE app.

![Graph: Paying for ASHRAE App]

App Usage

The majority of responders stated that they would use the app weekly and during work hours. This correlates with the technical content and resources requested in earlier questions.