AGENDA

I. Call to Order (Gray) – 8:01am

II. Coordinating Officer and Board Ex-Officio – 8:02am
   a. Board Ex-Officio presentation – ATTACHMENT A

III. Introductions (Gray) – 8:08am

IV. Approval of Minutes from the Orlando Meeting (Gray) – 8:21am – ATTACHMENT B
   a. Motion to approve by Haynes, second by Rivera, 10-0-0, 4 absent

V. Chair’s Report (Gray) – 8:22am
   a. Update of 2015-2016 MBOs – ATTACHMENT C

VI. Updates from SA & MP Liaisons – 8:28am
   a. Global initiatives
   b. Women in ASHRAE activities. Goal is to make sure ASHRAE provides a fully inclusive environment for everyone, not just increase number of female members. ASHRAE outpaces the industry average of the number female members; industry average is 6-8% and ASHRAE YEA is 12%.
   c. As decided at the MP/SA/YEA liaison breakfast, we won’t have liaisons come into each other’s meetings unless there are specific items to discuss.

VII. Subcommittee Reports– 8:31am
   a. Membership Programs (Kopocis) – ATTACHMENT D
      i. 2016 Spring YLW event in Austin
         1. Had a good event wrap-up brainstorming session. Would like to develop more marketing pieces to promote what happens at YLW. Would like to make a 2 minute or less video to promote YLW (we could interview attendees in Vegas). Also want to update YLW PowerPoint presentation.
      ii. 2016 Fall YLW in Charlotte is scheduled for November 4-6
      iii. 2017 Spring YLW date and location TBD. Will finalize dates with new subcommittee.
      iv. 2016 YLI in Athens, Greece is scheduled for September 9-11.
         1. Promoting internationally and going to marketing to CIBSE and all RAL chapters. Need to focus on benefit and what event provides.
         2. Currently have 4-5 registrants; goal is 20
         3. Look at offering a discounted registration fee for local attendees who assist with planning of event? Local attendees don’t need hotel, so they would like a discount. We encourage all attendees to stay at the hotel and since the event is highly subsidized by ASHRAE, even if we remove the cost of the hotel we still pay more than the $250/registrant for the event. Table discussion for subcommittee at later date.
v. 2016 YLW 2.0
   1. Program is complete and Ralph Kison is ready to go.
   2. Looking at date in Spring 2017 and location TBD
   3. Attendance cap is 15 people and registration will be first-come first-served.
vi. Leadership U has its regular schedule for St. Louis. Four participants, meet-and-greet held on Friday, and wrap-up breakfast scheduled for Wednesday.
vii. LeaDRS program participants don’t have a formal meet-and-greet like LU; should we look at setting something up? It’s difficult to get all DRCs and participants together at a time that works for everyone and since LeaDRS is a Regional program and not limited to YEA participants, we decided not to include a LeaDRS meet-and-greet with the LU meet-and-greet.
viii. The YEA Award was awarded to three recipients. Only one recipient is in attendance at this meeting and she will be presented with her award at the YEA Hospitality Suite.
b. Break – 9:01am
c. Committee Coordination (Rivera) – ATTACHMENT E – 9:10am
   i. There will be four new YRCs for the 2016-2017 Society year
   ii. International marketing
      1. Look at created YEA webinars, which would make information more accessible to international members. Focus on technical industry related topics, as well as professional development topics. Maybe survey members to see what they want. ASHRAE already has Go To Meeting, so no need for new software.
   iii. Liaison coordination. We reached out to other committees to see how to better integrate. Received positive feedback.
   iv. PAOE recommendation: points for YEA members who donate to RP
   v. First time at an ASHRAE event is being submitted for the next Winter conference
   vi. CRC PP presentation can updated to include more specific information on RP that can be individualized at each Region
d. Program Development (Huffines) – ATTACHMENT F – 9:32am
   i. YEA Hospitality Suite. No sponsor yet for Vegas
   ii. Promotional material located at membership desk. For Las Vegas, make sure we have “first time at an ashrae event” promo at membership desk.
   iii. YTW is tentatively scheduled for March 24-26 or March 31-April 2, 2017. Topic will be energy management topic, but no speaker selected yet. Want to do one speaker instead of two like last time. Logistics last time in Atlanta worked well, so doing the same thing for this time. Aiming for 30 attendees, 20 is breakeven point.
   iv. Participation on the SmartStart program is up 20%.
   v. For the Developing Leaders award, we received feedback from H&A on paperwork that we will address and resubmit for review during next conference.
   vi. Look at hosting community service project at winter meetings.
e. Technical Programs (Mak) – ATTACHMENT G – 9:43am
   i. HVAC Design Essentials Training scholarship updates and applicant review.
      1. We provide one scholarship for each training and only registration is covered
      2. ALI is planning on three additional trainings for 16-17 SY. The number of trainings goes up every year and this year would cost $8-9k to cover all trainings.
      3. Maybe have a pool and review apps only once, and then let those 4 people pick which training they want to go to. Or maybe do the pool twice per year in an attempt to reach more people.
ii. New Faces 2016 is Rachel Romero and she is going to CIBSE conference in November.
iii. TC participation has seen a large growth, likely due to simplification of join process.
   1. Greg attended TAC meeting this morning; some TCs will recognize YEA members at their meetings, which helps promote attendance/participation
      a. Discussed having a brochure promoting TCs and TAC offered to supply some content
      b. We want to make sure YEA members are staying involved in TCs. New joins are provisional members, but they get dropped after two years if they don’t do anything so how do we keep them involved?
      c. Shadow program: if you have an interest in a category or specific area, they will look at TC that needs help and assign them to it. Not just for YEA members – everyone.
   iv. YEN program was denied for St. Louis, but going to try again for Las Vegas.

VIII. Break – 10:07am

IX. YRC Regional updates – 10:21am
   a. Review of any specific issues
   b. Grassroots discussion
      i. Recommendation to create ad hoc of pros/cons of grassroots and what the structure would like. Timeline: have this information together in time for the Members Council meeting in the fall and make decision in Las Vegas. Task assigned to Chris Gray.

X. New Business – 11:09am
   a. Life Member’s Club would like to support YEA and give up to $3k annually. Where would this funding best be used? (Gray)
      i. Ideas: community service activity, YCC travel reimbursement to CRC, YEA webinars
      ii. Needs to be something we can track and report on
   b. RP liaison – 11:14am
      i. RP is happy to support YEA’s efforts and no donation is too small.
      1. YEA asked if the transportation reimbursement voucher could be updated to include RP donation specifically toward YEA. RP recommended that we put forward motion, which would be assigned to RP. It might be an easier update now that the form is electronic.
   c. Lunch – 11:26am
   d. 2016-2017 MBOs (Haynes) – ATTACHMENT H – 12:33pm
      i. Motion to approve by Kopocis; second by Rivera; 10-0-0, 4 absent

XI. 2016-2017 Brainstorming (Haynes) – 12:48pm
   a. Restructuring subcommittees
      i. Goal is to refocus subcommittees to specific purpose and spread out opportunities
      ii. Going from four to three subcommittees: professional development, outreach development, and personal development
         1. Professional development: develop technical content; 4 YRCs
         2. Personal development: soft skills and networking; larger with 6 YRCs
         3. Outreach development: 4 YRCs;
      iii. Approved by Dupuis; second by Kopocis. 10-0-0, 4 absent
   b. Break – 1:26pm
c. Motion to add YEA to transportation reimbursement for RP contributions – 1:32pm
   i. Motion by Kopocis; Rivera second; unanimous

d. Brainstorming
   i. Have in person subcommittee meetings at conferences. Leave it up to subcommittee chair if they prefer conference call or in-person meeting. We would need to have meeting space and it would require more time at the conference. Rhiannon will check on cost of renting additional meeting space.

XII. Adjournment (Haynes) – 1:52pm
2016-17 Theme

• Directives
  – Adapt ASHRAE resources to help expand member knowledge and develop the visionaries of tomorrow
  – Adapt ASHRAE investments to energize chapters and engage members
  – Adapt ASHRAE technology to produce an immediate, direct benefit to members and society.

Strategic Plan

• Planning Committee nearing completion of discussions on Initiative 4, “Role in the Global Community” based on results of work by consultant, MCI.
• MCI final report contains 31 recommendations. Specific recommendations under consideration in following general categories:
  – Membership and Operations
  – Marketing
  – Professional Development
  – Publications
  – Website
• Committee further plans to provide recommendations with costs/revenue projections for years 1, 2 and 3.
Board of Directors Fall Meeting

- First Board meeting held outside North America
- Held Oct. 3 and 4 in Bangkok following combined Chapter Regional Conference (CRC) for Region XIII and the Region-at-Large (RAL)
- Will expand the Board’s perspective and present it with unique opportunity to work with members from dozens of chapters and countries.
- Follows goals in Strategic Plan www.ashrae.org/strategicplan

Flammable Refrigerant Research

- Part of global effort to phase down use of high global warming potential refrigerants
- $5.2 million initiative by ASHRAE, AHRI and U.S. Department of Energy
- Results to be used in Standards 15 and 34
Certification

• BEAP, BEMP and CPMP accredited by American National Standards Institute), joining HBDP approved last year

• Personnel who work at U.S. federal buildings can now include ASHRAE certification in professional development plan
  – BEAP, CPMP and OPMP certifications and ASHRAE Learning Institute’s Fundamentals of Building Operation, Maintenance and Management course considered Federal Buildings Personnel Training Act (FBPTA)-Aligned

Planned 2016 Publications

• Design Guide for Cleanrooms
• Design Guide for Duct Systems
• Design Guide for Air Terminal Units
• Design Guide for Dedicated Outdoor Air Systems
• Design Guide for Sustainable Refrigeration Facilities and Systems
• Member’s Survival Guide: Design/Build section
Planned 2016 Standards

- Standard 90.1 (energy efficiency)
- Standard 90.4 (data centers)
- Standard 126 (HVAC Air Ducts and Fittings – with SMACNA)
- Standard 135 (BACnet)
- Standard 154 (Ventilation for Commercial Cooking Operations)
- Standard 201-2016 User’s Manual
- Guideline 10 (Interactions Affecting the Achievement of Acceptable Indoor Environments)
- Standard 52.2 (General Ventilation Air Cleaning Devices for Removal Efficiency by Particle Size)
- Standard 160 (Criteria for Moisture-Control Design Analysis in Buildings)
Make Plans to Attend!

- Aug. 10-12: ASHRAE/IBPSA-USA SimBuild 2016: Building Performance Modeling Conference, Salt Lake City, Utah
- 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. 20–22: AHR Expo Mexico, Monterrey, Mexico
  - Jan. 30-Feb. 1: AHR Expo, Las Vegas
- Jan. 11-13: Sustainable Management of Refrigeration Technologies in Mobile Marine and Fisheries Sectors, Bangkok
- Feb. 26-27: Second International Conference on Energy and Indoor Environment for Hot Climates, Doha, Qatar
ATTACHMENT B

Young Engineers in ASHRAE Committee Meeting Minutes
2016 Annual Conference, Orlando, FL
Saturday, 1/23/2015, 8:00 am – 3:00 pm
Orlando Hilton

**Members Present**
Chris Gray, Chair
Caleb Haynes, Vice Chair
Frank Rivera, Region I
Audrey Dupuis, Region II
Stephanie Kunkel, Region III
Lee Huffines, Region IV
Jake Taylor, Region V
Will Mak, Region VI
Andrew Myers, Region VII
Vanessa Maryott, Region VIII
Jake Kopocis, Region IX
Heather Schopplein, Region X
Greg Jernstrom, Region XI
Jeanne Duce, Region XII
Rupesh Iyengar, Region XIII
Ioanna Deligkiozi, RAL
Russell Marcks, SA Liaison
Carrie Kelty, MP Liaison
Ginger Scoggins, BOD Ex-Officio

**Members Absent**
Megan Tosh, Consultant
Timothy Wentz, CO

**Guests**
Aru Sau
Ashu Gupta
Mark Miller
Fiona Martin
Annie Smith
Ryan Rodrigues
Kurt Ljungberg
Russell Marcks
Karine LeBlanc
Annie Foster Courtney
Burns Bradford
Jason Alphonso
Alexandros Leontis
Rachel Romero
Manalee Nabar
Jessica Errett
Carrie Anne Crawford
Charlie Culp
Larry Fisher
Arati Sakhalkar

**Staff**
Rhiannon Masterson

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
   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

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)
      i. YLW/YLI: overview of Fall 2015 YLW in Montreal, 2016 YLI event in India, and upcoming 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)
      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)
      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)
      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 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>9,420; 8% 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>Complete: 524; 41.2% 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: 140; 23.8% increase</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>
ATTACHMENT D

YEA Membership Programs Subcommittee Conference Call
Wednesday, June 1, 2016 at 9am Eastern

Attendees:
Jake Kopocis
Stephanie Kunkel
Rupesh Iyengar
Vanessa Maryott
Rhiannon Masterson

Minutes:
1. YEA Leadership Weekend
   a. Spring 2016 YLW, February 19-21, 2016, Austin
      i. Create a marketing piece that better explains the purpose of this event. We had some attendees in Austin that came to the event, but didn’t know what to expect. Maybe we can work with the ASHRAE Marketing Department to create a PowerPoint or flyer/brochure that quickly explains the purpose of YLW. Try to make it mobile-friendly. Include on YLW website. We will need to create the copy and desired format to present to the Marketing Department.
      ii. We would also like to make a quick video about YLW and its purpose. Rhiannon isn’t sure on the turnaround time for a video, but she can email the staff that creates the videos to get us put on the list. Ideally we would like to video some interviews while in Las Vegas.
      iii. We also need to do some work on the PowerPoint presentation that we use during YLW. Make it more visual and use less words. Incorporate changes that we discussed in Austin.
   b. Fall 2016 YLW, November 4-6, 2016, Charlotte
      i. Rhiannon will send hotel information to ASHRAE Events Department after St. Louis so they can get quotes from hotels. Once hotel is selected, we can open registration.
      ii. Ralph is confirmed
      iii. Possibility for Monday add-on tour:
         1. There is a whitewater facility located outside of Charlotte. We could do a technical tour of the facility and then do the whitewater course as a team-building exercise.
         2. Rhiannon will work with ALI to find out how PDHs are awarded and if we could get some for this technical tour. If PDHs aren’t incorporated, is it worth it to do an extra optional day?
   c. Spring 2017, Dates and location TBD
      i. Will need to be held in February or late April/May
2. YEA Leadership International, September 9-11, 2016, Athens, Greece
   a. Hotel is booked and Tricia is confirmed
   b. Registration is open. We can accommodate 20 attendees, possibly more if the hotel has room availability and a larger meeting space available.
      i. Rhiannon, Steph, Rupesh, and Vanessa will be attending pending subcommittee structure for 16-17 Society year.
   c. Promotion in St. Louis:
3. YLW 2.0
   a. Ralph is unavailable the following dates:
      i. March 17-April 3, 2017
      ii. April 14-17, 2017
   b. We either need to have 2.0 in February 2017 or late April/May 2017
   c. Formatting/structure of the event is done
   d. Most likely location is Northern CA
   e. We’ve received a verbal confirmation from Ralph regarding rates, but Rhiannon will email Ralph an official contract for the 16-17 year’s events.
4. Leadership U
   a. The four participants for the 2016 ASHRAE Annual Conference are:
      i. Pamela Duffy, Dallas Chapter, Region VIII
      ii. Madison Schultz, Central Oklahoma Chapter, Region VIII
      iii. Susan Nagel, Kansas City Chapter, Region IX
      iv. Anoop Peediayakkun, Kuwait Chapter, RAL
   b. Meet-and Greet is scheduled for Friday at 6:30pm
   c. Wrap-up breakfast is scheduled for Wednesday at 9:30am
5. LeaDRS
   a. Rhiannon will email YRCs to get participant info for St. Louis
6. YEA Award
   a. The three recipients this year are:
      i. Hao Luo, New York Chapter, Region I
      ii. Rachel Romero, Rocky Mountain Chapter, Region IX
      iii. Kris Tan, Singapore Chapter, Region XIII
   b. Only Hao Luo will be in attendance to receive his award at the YEA Hospitality Suite.
   c. Rachel Romero asked if it was possible to receive her award at the YEA Hospitality Suite in Las Vegas. This would not be an issue to accommodate. We can also ask Kris Tan if she will be in attendance at the Las Vegas conference and present her award then.
ATTACHMENT E

YEA Committee Coordination Subcommittee Conference Call
Tuesday, May 31 at 11:00am Eastern

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

Minutes:
1. YRC Transition
   a. The following Regions will have a new YRC beginning July 1, 2016:
      i. Region I
         1. Outgoing YRC: Frank Rivera
         2. Incoming YRC: Chonghui Liu
      ii. Region VI
         1. Outgoing YRC: Will Mak
         2. Incoming YRC: Shona O’Dea
      iii. Region IX
         1. Outgoing YRC: Jake Kopocis
         2. Incoming YRC: Rachel Romero
      iv. Region XII
         1. Outgoing YRC: Jeanne Duce
         2. Incoming YRC: Kathleen Simpson

2. RAL/Region XIII Outreach
   a. Region XIII: HVAC Training scholarships – Singapore and Indonesia. Rhiannon will email all Region XIII YEA members to encourage them to apply for scholarships.
   b. RAL: YLI 2016 in Greece. This event will be promoted to all YEA members, but specifically targeted at RAL YEA members and those in Europe since this is the first time the event will take place in Europe.
   c. In order to make information more accessible to international members, what if YEA started doing webinars? We could broadcast technical or industry-related topics. Test the idea to see if we get participation.
      i. Discuss with entire committee to get feedback
      ii. ACTION ITEM: Rhiannon will check with ASHRAE staff to see if have existing webinar software that we could use or if our needs would require new software/access.

3. Liaison Coordination
   a. All committees have been contacted to gauge interest in establishing a YEA liaison, and positive feedback was received from all committees. Some of those committees expressed an interest in sending a representative to our YEA Committee meeting to give a small update, which would allow us to determine how a YEA liaison could best serve that committee.
      i. Frank will follow-up with the 2-3 committees that requested time at our YEA Committee meeting to set up a time for them to present during our meeting in
St. Louis. Based on those presentation, we will ask the YEA Committee for volunteers to serve as liaisons to those committees.

b. Caleb is the current YEA liaison for SA and will attend the SA/MP/YEA liaison breakfast scheduled for Saturday morning before our committee meeting.

c. Based on Ioanna’s communication with RP, they expressed an interest in emphasizing the ability for donations to be earmarked for YEA.
   i. It was suggested to recommend a PAOE item for the 17-18 year that would award points for YEA members who donate to RP. The purpose would be to encourage donation early in a member’s ASHRAE career so that it becomes second nature to donate moving forward.

4. First time at an ASHRAE event
   a. This session will not be held in St. Louis. Based on feedback, it was determined that the session will provide the most benefits at winter conference.
   b. Frank will submit this session for the 2017 Winter Conference in Las Vegas. We received a verbal confirmation that we can hold the session in Las Vegas, but we will submit the paper work to confirm a spot.

5. YEN/CIBSE
   a. No update from subcommittee
   b. Caleb will check with Chris for an update and see if anything needs to be worked on

6. Other Business
   a. CRC PowerPoint Presentation:
      i. Any revisions/updates needed?
      ii. Should we add a slide that emphasizes RP and giving back to ASHRAE/the industry? We could show the impact of RP donations earmarked for YEA?
         1. Example of what Audrey Dupuis includes in her CRC presentation for Region II – ATTACHMENT A
      iii. Is the upkeep of this presentation assigned to a subcommittee?
ASHRAE Research

- Since 1919, research been core of ASHRAE’s existence
- ASHRAE Research is largest program of fundamental and applied research supported by a technical society
  - Currently 60+ active research projects, 40+ projects approved for further development
  - 55 percent of research is conducted by universities; 45 percent is conducted by private research or engineering firms
  - More than 800 research projects valued at $67.5 million conducted since 1960

Importance of ASHRAE Research

- Improves work and application of building systems
- Allows development of technical information to create standards and guidelines
- Project topics include sound, duct design, the effect of oil in refrigerants, load calculations, thermal conductivity, simplified energy analysis procedures, weather data, refrigerant property data, fire and smoke control and solar design
In 2015, Region 2 collected:
176,316 $
Region II Active/Recently Completed Research (summer/fall 2014)

- Graduate Student Grant in Aid (GIA) 13-14, Calibrating a Building Energy Model on a Component Level Using a Bottom-up Based Methodology, Concordia University, Nicholas Zibin
- GIA 14-15, Study on an Advance Hybrid Air Filtration System, Tianjin University, Zhuangbo Feng
- GIA 14-15, Occupant-Learning Blinds and Lighting Automation, Carleton University, Burak Gunay
- GIA 14-15, Advanced Models of Fire Smoke Transport in High Rise Buildings, Concordia University, Dahai Qi
ATTACHMENT F

YEA Professional Development Subcommittee Conference Call
Tuesday, May 31, 2016 at 4:00pm Eastern

Attendees:
Lee Huffines
Andrew Myers
Heather Schopplein
Rhiannon Masterson

Minutes:

1. Conference Networking Events
   a. YEA Hospitality Suite, Sunday, January 26, 2016:
      i. No sponsorship as of yet
   b. We will have YEA promotional material available at the membership desk

2. YEA Technical Weekend
   a. Topic of weekend will be energy management
   b. Rather than two separate presenters, we want to use one presenter for both sessions
   c. Currently researching dates in the fall (September/October) and spring (March/April) that could work and avoid conflicting with YLW/YLI events.
   d. Same logistics as event last year in Atlanta
   e. Would like to get at least 20 attendees, but 30 is the goal

3. Student Retention
   a. For 15-16 YTD, the number of student transfers is up 20.15% compared to last year (currently at 316 total transfers, and last year had 263 transfers)
   b. 316 is the highest number of transfers since the start of the SmartStart program
   c. What changed?
      i. Rhiannon began sending out emails to all Students the month of their expiration date and reminded them to use SmartStart if they were graduating. Sent from rmasterson@ashrae.org as opposed to generic inbox like students@ashrae.org.
      ii. ASHRAE’s online renewal system continues to prompt students to transfer if their listed graduation date has passed. This change was implemented last year.

4. ASHRAE Developing Leader Program
   a. We received feedback from H&A regarding what they need in terms of the paperwork. Heather uploaded the document in a Google doc for us to review. Two minor adjustments were made to the point system based on feedback from H&A. Aside from any final edits from this subcommittee, the award is ready to be submitted to H&A. H&A will review it during their committee meeting in St. Louis, and it will then go on to Members Council for approval.

5. Community Service Project at ASHRAE Conferences
   a. CEC is not willing to provide financial support to host a community service project at ASHRAE conferences. Since both 2017 conferences will be in Region X, Heather is helping to organize a community service project that is not officially tied to ASHRAE, but is organized by the chapter or Region. YEA can help promote these events, even though they will be YEA-specific events.
ATTACHMENT G

YEA Technical Programs Subcommittee Conference Call
Tuesday, June 14, 2016 at 1:00pm Eastern

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

Minutes:
1. HVAC Design Training
   a. New dates for 16-17 Society year:
      i. August 24-26, 2016 in Singapore
      ii. August 29-31 in Jakarta, Indonesia
      iii. Not official, but there should be another training in Dubai
   b. Overview of application numbers since start of scholarship
      i. ATTACHMENT A: Table presentation of number of applicants for each training
      ii. ATTACHMENT B: Graph presentation of number of applicants for each training by city
      iii. We saw a large increase in the number of trainings offered during the current 15-16 Society year, which doubled the cost to provide scholarships for each training. YEA does not have a specific budget line item for this scholarship (it is grouped in with the overall YEA promotions budget which covers a variety of YEA programs).
      iv. In order to complete a review of the scholarship and any trends, Rhiannon will work with the ASHRAE Learning Institute (ALI) to gather the following information:
         1. Total attendance numbers for each training where we offered a scholarship, and if possible, the number of YEA members in attendance
         2. How many trainings are scheduled for the 16-17 Society year?

2. New Faces
   a. The recipient for the 2016 New Face award is Rachel Romero. She will attend the CIBSE meeting scheduled in November 2016, and provide a review of her experiences once she returns.

3. Technical Committees
   a. MBO to increase YEA TC participation by 15%. As of 6/14/16, we are at 32.6% growth (371 participating YEA members to 492) – ATTACHMENT C
   b. Greg will attend the TAC meeting in St. Louis and find out how we can further collaborate to increase YEA participation on TCs. He will reach out the TAC Chair and see if he can get on the agenda.
   c. Any interest in a brochure on benefits of TCs for YEA members? Greg will ask at TAC meeting

4. ASHRAE App Survey
   a. No updates or outstanding action items

5. CIBSE/YEN
   a. Still planning on submitting a workshop for the 2017 Winter Conference in Las Vegas
## Overview of HVAC Scholarship Application Numbers

### 2015-2016 Society Year

<table>
<thead>
<tr>
<th></th>
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<tr>
<td>Location</td>
<td>Denver</td>
<td>Atlanta</td>
<td>Dubai</td>
<td>Atlanta</td>
<td>Houston</td>
<td>Atlanta</td>
<td>Miami</td>
<td>Minneapolis</td>
<td>Halifax</td>
<td>Hong Kong</td>
<td>Kuala Lumpur</td>
<td>Vancouver</td>
<td>Atlanta</td>
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<td># of Applicants</td>
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<td>17</td>
<td>31</td>
<td>12</td>
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<td>14</td>
<td>8</td>
<td>7</td>
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### 2014-2015 Society Year

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### 2013-2014 Society Year

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<tbody>
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<td>Atlanta</td>
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<td>20</td>
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### 2012-2013 Society Year

<table>
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<th>Date</th>
<th>Aug 2012</th>
<th>Jan 2013</th>
<th>Mar 2012</th>
<th>Jun 2013</th>
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<tbody>
<tr>
<td>Location</td>
<td>Atlanta</td>
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<td>Atlanta</td>
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<tr>
<td># of Applicants</td>
<td>6</td>
<td>3</td>
<td>8</td>
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</table>

### 2011-2012 Society Year

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<tr>
<th>Date</th>
<th>Jan 2012</th>
<th>May 2012</th>
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<tbody>
<tr>
<td>Location</td>
<td>Atlanta</td>
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<tr>
<td># of Applicants</td>
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</tr>
</tbody>
</table>

### Total Applicants

- **2015-2016**: 156
- **2014-2015**: 74
- **2013-2014**: 166
- **2012-2013**: 40
- **2011-2012**: 27
Design Essentials Scholarship Applicants

- Atlanta
- Toronto
- Dubai
- Chicago
- Denver
- Houston
- Miami
- Minneapolis
- Halifax
- Hong Kong
- Kuala Lumpur
- Vancouver

- 2011-2012
- 2012-2013
- 2013-2014
- 2014-2015
- 2015-2016
## ATTACHMENT H
### 2016-2017 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>
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<tbody>
<tr>
<td>1</td>
<td>Increase communication with employers/YEA program brochure for employers</td>
<td>In progress</td>
<td>6/30/2017</td>
<td></td>
<td>Develop and implement an employer visit report form</td>
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<tr>
<td>2</td>
<td>Increase YEA membership by 15% (9,420 to 10,833)</td>
<td>In progress</td>
<td>6/30/2017</td>
<td></td>
<td>Continue to grow the YEA demographic and encourage involvement</td>
</tr>
<tr>
<td>3</td>
<td>Develop ASHRAE Developing Leader Track</td>
<td>In progress</td>
<td>6/30/2017</td>
<td></td>
<td>Roadmap for involvement of young ASHRAE members</td>
</tr>
<tr>
<td>4</td>
<td>Increase number of YEA members participating on TCs by 15% (524 to 603)</td>
<td>In progress</td>
<td>6/30/2017</td>
<td></td>
<td>We have been working with TAC to increase awareness and participation to YEA members. Redesign TC YEA guide</td>
</tr>
<tr>
<td>5</td>
<td>Increase number of YEA Chapter Chairs (YCCs) by 5% (140 to 147)</td>
<td>In progress</td>
<td>6/30/2017</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>
</tr>
<tr>
<td>6</td>
<td>Full Circle for entire YEA Committee</td>
<td>In progress</td>
<td>9/30/2016</td>
<td></td>
<td>To encourage all YEA members to donate, the committee wants to lead by example</td>
</tr>
<tr>
<td>7</td>
<td>Assign a YEA liaison to each Members Council committee</td>
<td>In progress</td>
<td>6/30/2017</td>
<td></td>
<td>To encourage communication and better integrate between committees</td>
</tr>
<tr>
<td>8</td>
<td>Develop YEA webinars</td>
<td>In progress</td>
<td>6/30/2017</td>
<td></td>
<td>Provide educational resources for international YEA members who might not be able to attend existing YEA programs.</td>
</tr>
<tr>
<td>9</td>
<td>Develop pilot community service activity</td>
<td>In progress</td>
<td>6/30/2017</td>
<td></td>
<td>Provide a way for YEA members to give back to the community while at an ASHRAE conference.</td>
</tr>
</tbody>
</table>