COMMUNICATIONS COMMITTEE

2021 Virtual Annual Conference Meeting
Thursday, June 17
10:00 AM–1:00 PM ET
9:00 AM–12:00 PM CT

MINUTES

Motions:
Motion AVC_1 – to approve May 6 Conference Call #5 Meeting Minutes
7-0-0, CV, Motion Passes
Motion AVC_2 – to recommend passing the updated virtual meeting guidance document, 8-0-0, CV, Motion Passes

Information Items

1. Call of meeting to order
   Ms. Duffy called the meeting to order at 10:00 AM.

2. Code of Ethics Commitment
   Ms. Duffy read the Code of Ethics Commitment.
   In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration,
volunteerism and diversity, and we shall avoid all real or perceived conflicts of interests.

3. **Roll Call**
   Roll call was taken.

4. **Quorum Check**
   Quorum was established with eight voting members on the call.

5. **Ex-O Report**
   Mr. Rakheja provided the BOD Ex-O report to the committee.

6. **Coordinating Officer Report**
   Mr. Schwedler provided general remarks to the committee. He shared with the committee that one of the
goals in streamlining is increase the speed at which ASHRAE moves and makes decisions, and empowering
committes to make decisions. He invited individuals to submit suggestions if there’s anything within policies
that slow them down to share what could be improved. He recognized the work of the committee
contributed to the success of ASHRAE during the pandemic over the past 18 months and thanked the
committee on behalf of the entire ASHRAE board for the committee’s work and the tools and training made
available by the committee.

7. **Approval of Conference Call #5 Meeting Minutes**
   **Motion AVC_1** – Ms. Leblanc moved to approve the May 6 Conference Call Minutes; Ms. Mangler
   seconded. Minutes were approved with no changes and no discussion.
   7-0-0, CNV, Motion Passes.

8. **Chair’s Report**
   Ms. Duffy shared she was very proud to serve on the committee. Ms. Duffy went over the MBOs and cited
   progress for each. The new positions recommended by the committee have been added to the CIQ and the
   MCO changes are in a holding pattern due to so many changes from other groups and Members Council will
   make updates all at once. Ms. Duffy shared that the committee’s documentation has been reviewed, some
   have been sunset or transitioned to other committees and/or updated and revised. provided an update
   from the Membership Promotion Committee. Communication with other groups within ASHRAE has been
   improved – office hours, the committee’s social media page, especially helped make an impact with the
   committee’s visibility.

9. **Vice Chair’s Report**
   Ms. Leblanc shared the Communications PAOE points and revisions for the 2021-2022 year. These will be live
   on ashrae.org when the PAOE Newsletter goes out in July and are also available in Basecamp. Mr. Bourque
   asked which positions are mandatory within the chapter, Ms. Duffy shared the MCO, which defines which
   positions are required. Mr. Schwedler offered advice on filling positions. Ms. Leblanc shared details of the
   updates the committee made to streamline the communications

10. **Staff Report**
    Ms. Ratcliff shared new initiatives and webpages with the committee.
    a. New from ASHRAE > Member to Member Connection Video Series from ASHRAE incoming
       President Mick Schwedler, a new technical podcast will soon launch from ASHRAE Journal,
       Learning Pathways new initiative, and new webpages from the Task Force for Building
       Decarbonization.
       i. Mr. Bourque noted a search for Task Force for Building Decarbonization is good on
          ashrae.org with one exception for decarbonization vs. the British spelling of
decarbonisation. Ms. Ratcliff will keep an eye to see if the search refreshes over time, and if not, look into solutions.

b. Google Docs Privacy Request from PLC
c. Information Requested from CTTC regarding DL evaluations

11. Virtual Meeting Guidance
   
   Motion AVC_2 – Ms. Leblanc moved to approve the updated virtual meeting guidance document; Ms. Mangler seconded. The document was approved for distribution. 8-0-0, CV, Motion Passes.

   Ms. Duffy provided background of the document and Mr. Bourque provided additional comments regarding host vs. facilitator within the document.

   Ms. Ratcliff will post to the ashrae.org website highlighted as new, promote in the Chapter Notes newsletter and make staff liaisons aware.

12. Chapter Website Wordpress Template
   
   Shiftweb has been selected as the vendor to complete this project, the deposit has been paid and work has begun. The template is currently on track for a late summer / early fall launch and an exact timeline as well as history and dialog of the project was pointed out on Basecamp to the committee.

13. Basecamp Disclaimer
   
   Ms. Duffy called attention to the discussion on Basecamp regarding a disclaimer being posted within Basecamp. Mr. Giannitsanos suggests that the disclaimer to be sent prior to invitation to the committee; if they accept, they can continue within the project, if they decline, then they will not be invited to the project. Ms. Leblanc wonders how this would work since anyone can add anyone anytime within Basecamp. Mr. Bourque is in favor of a disclaimer being posted; the only place it can stay at the top is within the documents. Ms. Mangler asked if it would be possible to add the disclaimer to the invitation. Ms. Duffy suggested files and docs and reiterated that the issue with the invitations comes in because anyone can invite anyone. Ms. Leblanc asked if it could be read during meetings similar to how the ethics are done today. Mr. Smith suggested that if the committee can develop some language for an email, he and TAC can help distribute it as appropriate. Mr. Giannitsanos offered that Basecamp is not meant to do what we are trying to do, so any solution may not be 100%; to make it 100% programming by Basecamp would be needed. Ms. Ratcliff explained that Basecamp is an off-the-shelf software ASHRAE purchases, but does not control and that Basecamp feature enhancements are determined by Basecamp. However, Basecamp allows users to suggest “feature requests”, so Ms. Ratcliff will reach out and ask the options as a feature request. Mr. Bourque suggested the committee “upvote” the suggestion, so Ms. Ratcliff will make the committee aware when the suggestion has been made. Ms. Duffy asked Ms. Leblanc to take moving this forward as an action item for 2021-22.

14. Committee Resources
   
   Mr. Kimball reported that the committee has completed reviewing the assigned resources.

15. Intra-Society Communication
   
   The committee’s office hours were discussed. The committee hopes attendance will increase in the future and is looking at ways to increase attendance such as making the times more globally accessible. The next office hours will take place June 17th from 4:30-5:30 PM EDT, with Star Chapter as the subject and following that on June 8th from 11:00 AM- 12:00 PM EDT will be an overview of resources produced by the committee.

16. The committee presented Ms. Duffy with a token of appreciation as a sincere gesture of thanks for her service, leadership and dedication to the committee.
17. **2021-2022 Suggested Meeting Times and Dates**
   2021-2022 suggested meeting times and dates will be suggested soon by Ms. Leblanc. She will keep global time zones in mind and post some ideas to Basecamp.

18. **2021-2022 MBOs**
   Ms. Leblanc discussed the 2021-2022 MBOs, continuing the conversation from Basecamp regarding items the committee will work on next year. She will solidify this list based on the feedback received and share final MBOs afterwards. She asked the committee if they prefer to have a retreat or discuss MBOs via email and the committee broadly moved in favor of discussion without a separate meeting.

19. **Open Floor**
   Ms. Duffy thanked the committee again for its work and following the point Mr. Rakheja made regarding streamlining, encouraged everyone to move ahead with their ideas and not feel they have to wait, not only for this committee, but any committee within ASHRAE. She also encouraged the committee to not use an abbreviated form if its name, but to always spell out ASHRAE Communications Committee.

20. **Adjourn**
   Ms. Duffy adjourned the meeting at 12:50 PM EDT.