COMMUNICATIONS COMMITTEE

Conference Call #1 | SY 2021-2022

Thursday, July 15

11:00 AM–12:00 PM ET
8:00 AM–9:00 AM PT

Online via Zoom

MINUTES

Motions

Motion CC_1 – to approve 2021 Annual Conference Meeting Minutes
7-0-0, CV, Motion Passes

Information Items

1. Call of meeting to order
   Ms. Leblanc called the meeting to order at 11:00 AM.

2. Code of Ethics Commitment
   Ms. Leblanc 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.

Members Present
Karine Leblanc
Nikolaos Giannitsanos
Anuj Gupta
Daniel Bourque
Thursten Simonsen
Eleazar Rivera
Richard Kimball

Members Absent
Jessica Mangler
Farooq Mehboob
Ashish Rakheja

Guests

Staff
Joslyn Ratcliff
3. **Roll Call**
Quorum was met with 7 voting members on the call.

4. **Approval of Minutes**
Mr. Bourque moved to approve the Virtual Annual Conference Call Minutes; Mr. Gupta seconded.
Motion passes 7-0-0, CV.

5. **Chair’s Report**
Ms. Leblanc provided an overview of the year ahead for the committee, thanked everyone for their work and expressed that she is looking forward to a great year.

6. **Introductions of new committee members and Jamboard “Getting to Know You”**
The committee spent time in a virtual meet-up format getting to know each other by reviewing a Jamboard members provided information on prior to the meeting. Each member spoke for approximately two minutes to introduce themselves and their “board” was shared.

7. **Staff Report**
Ms. Ratcliff updated the members on the progress of the Wordpress template for Chapters and shared the project was on track for on time completion.

8. **MBOs**
Ms. Leblanc discussed the MBOs with the committee and members. Members provided input on the MBOs during the meeting and were asked to provide input on Basecamp following the call, after which MBOs would be assigned for work based on the additional feedback received.
Attachment A: MBOs

9. **Next Meeting**
The next meeting will take place September 16 at 11 AM ET.

10. **Adjourn**
Ms. Leblanc adjourned the meeting at 12:00 ET.