



## COMMUNICATIONS COMMITTEE

Virtual Committee Meeting

August 8, 2023, 11:00 AM EDT

### Minutes

#### **Members Present**

Anuj Gupta, Chair  
Daniel Bourque, Vice Chair  
Kinga Hydras  
Brad White  
Jeanette Hay  
Sandeep Mendiratta  
Dennis Knight  
Jim Arnold  
Dennis Knight

#### **Members Absent**

Thursten Simonsen  
Niss Feiner

#### **Guests**

Nikos Giannitsanos

#### **Staff**

Joslyn Ratcliff  
Lizzy Seymour

#### **ACTION ITEMS**

**CC1\_080823** - Folders for each MBO and place relevant documents, like social media PPT in each folder to be created. (Bourque, Ratcliff)

**CC2\_080823** - Ms. Ratcliff to update committee on new website updates during her staff report each meeting, particularly items added to Marketing Central.

**CC3\_080823** - Ms. Ratcliff to share RCC Contact Information and members to reach out before next meeting.

#### **INFORMATION ITEMS**

1. Mr. Gupta called the meeting to order at 11:02 AM EDT and read the ASHRAE Code of Ethics Commitment.
2. Roll call was taken. Quorum was established with six members on the call.
3. Introductions were made and new members were welcomed to the committee.
4. Mr. White moved to approve the July 18 virtual meeting minutes; Mr. Bourque seconded. Passed 5-0-0, CNV.
5. The agenda was reviewed and Mr. Bourque suggested moving the Motion discussion up in the agenda.
6. Mr. Gupta provided a chair's report thanking the committee for their work, and

mentioning that MBOs would be discussed.

7. Mr. Arnold called attention to the ASHRAE Leadership Presentation at the CRCs and encouraged everyone to attend their CRCs and also watch President Ginger Scoggins' presentation.
8. Mr. Knight called attention to Motion 6 and Mr. White's solution for hosting discussed at the Region V CRC where any of the chapters want to have their page hosted through the Region (Region V) they can choose to do so and redirect their domain to their subpage within the Region website.
9. Mr. Bourque provided a vice chair's report and mentioned the planning calendar available for the committee's comment and review on Basecamp.
10. Ms. Ratcliff offered assistance to members as needed in her staff report.
11. Action Items from the July 18<sup>th</sup> Conference Call were to come with ideas and an implementation plan for MBOs in the next committee meeting and will be discussed.
12. 2023-2024 MBOs & Responsibilities were discussed.

**Attachment A (on Basecamp):** [MBO status](#).

13. Communications Committee discussed a response for Motion 6: *That Society offers support to chapters for building and maintaining chapters websites through "pre-negotiated" agreements and discounts with national suppliers.*

Mr. White moved to accept the response to the motion, Mr. Mendiratta seconded the motion, 5-0-0, CNV.

**Attachment B (on Basecamp):** [Final response to Motion 6](#).

14. Communications Committee discussed Motion 11: *That physical award ribbons and banners distributed at CRC be replaced by digitized versions, so they can be included on Chapter websites and electronic displays.* The Committee discussed comments from Mr. White and referring the motion to Honors and Awards. Due to time constraints the discussion was postponed to the next meeting.

**Attachment C (on Basecamp):** [Draft response to Motion 11](#).

15. The next meeting of the committee will take place **Tuesday, September 12 at 11 AM EDT**. Invitations have been sent and the meeting is posted to Basecamp.
16. Mr. Gupta called for a motion to adjourn. Mr. White moved to adjourn, Mr. Bourque seconded and the meeting was adjourned by Mr. Gupta at 12:09 PM EDT.