



COMMUNICATIONS COMMITTEE

Virtual Committee Meeting

Tuesday, April 15, 2025

11:00 AM – 12:30 PM EDT

MINUTES

Members Present	Members Absent	Guests	Staff
Daniel Bourque, Chair	Franco D'Atri	Jyrteanna Teo	Joslyn Ratcliff
Thursten Simonsen, Vice Chair	Sandeep Mendiratta		
Kinga Hydras	Bill McQuade, CO		
Jeanette Hay			
Brad White			
Niss Feiner			
Jim Arnold, BOD Ex-O			

Part I - Administrative

1. Mr. Bourque called the meeting to order at 11:05 AM and read the ASHRAE Value Statement.
2. Attendance was taken and a quorum was met with 5 voting members on the call and one more joining after roll call.
3. Mr. Bourque facilitated a brief ice breaker in which members on the call shared their favorite candy.
4. The agenda was reviewed, and no changes were made.
5. Mr. White moved to approve the March 11 meeting minutes, Mr. Bourque seconded, and the minutes were approved with no changes. 5-0-1, CV.
6. Mr. Arnold shared that the BOD had recently discussed and approved a policy on AI. The committee discussed the policy and acknowledged that it was posted on the ashrae.org website. Mr. Arnold will also share the Membership Model ad hoc report with the committee and Mr. Bourque posted it to Basecamp. Mr. White posted the draft AI policy to Basecamp, and Ms. Ratcliff posted a link to the final policy in the chat.

Mr. Arnold shared that nominations have taken place for the 2025-2026 year.

7. Mr. Bourque did not have a chair's report.
8. Mr. Simonsen shared that the PAOE edits made in Orlando were moved forward to Members Council and that a draft of the 2025-2026 PAOE will be ready for Spring CRCs.
9. Ms. Ratcliff shared:
 - Staff is working on a new feature for ASHRAE 365 called "ASHRAE Conversations" that will allow a new vehicle for member communication within the app. This is in addition to ASHRAE 365 now being an option for Regions to use for their CRCs.
 - Region use of ASHRAE 365 for CRCs will be piloted in the Spring for Regions that have chosen to opt-in, and available for Regions with Fall CRCs.
 - Travel and accommodations arrangements should be made now for Phoenix and registration for the conference is now open; Ms. Ratcliff is happy to help with any of those items if needed.
 - The 2025-26 roster for Communications Committee has been finalized and incoming members are invited to future meetings.

10. The committee discussed a motion put forward by Mr. Feiner as follows:

That ASHRAE permit the use of AI-assisted notetakers and meeting recordings for the purpose of accurate recordkeeping and increased volunteer efficiency during Society, Regional, or Chapter-level meetings, except:

- *when discussions involve ASHRAE intellectual property or confidential material, or*
- *when the meeting enters executive session.*

Authorization for recording and transcription shall require prior notice to all participants and compliance with applicable privacy regulations. A disclaimer should be issued that recordings are for internal use only and are not considered official records without review and approval.

Discussion took place as follows:

Mr. White questioned privacy considerations and asked if it was known whether or not the AI notetaking tool would reintroduce information into the AI models as there could be potentially tools that would do this. It was noted that the way the motion it written nothing said would be private.

Mr. Bourque asked if it would be possible to scrub things or pause the recording. Mr. Feiener said there was not a way to scrub and was not sure if there is a way to pause. Ms. Ratcliff was asked if this functionality existed in WebEx's AI notetaker and she was not sure because this is not something used for her meetings.

Mr. Simonsen asked three questions:

- 1) Where the information would be stored; for example, would it be stored in

Basecamp, or somewhere else?

- 2) Who would be able to access and if it would be protected by login?
- 3) Furthermore, he asked if people would run into issues with people whose jobs, such as those in the public sector or government jobs, don't allow for this type of recording

Mr. Feiner noted the intent of the motion was that the recordings would be used for personal, not committee use.

Mr. White mentioned that different states and countries have different privacy laws and noted 1-party and 2-party consent states, so that would need to be taken into consideration. Mr. Feiner noted that Ontario is single-party consent.

Mr. Bourque suggested asking AI to mine MBOs from previous years for patterns and information.

Mr. Arnold, speaking in favor of the motion, commented that this conversation was similar to the ones taking place at the BOD level and offered perhaps something like this could help to stop repetition of projects, etc. within ASHRAE. He stated that although we don't know where AI is going, we know it is not going away and it is important that ASHRAE's intellectual property (IP) be protected.

Mr. Bourque asked how to be involved with the Society's AI initiatives and Mr. Arnold said he would check. Later in the meeting, Mr. Feiner noted he is also interested.

Ms. Hay, speaking in favor of the motion, suggested Communications Committee should research a tool and provide a recommendation (similar to what was done for Basecamp).

Mr. Feiner said his intent in putting the motion forward is to allow individuals to use the tools they have, but the motion belongs to the group and not to him and asked Mr. Arnold if he felt anything should be changed.

Mr. Arnold said the motion looks good as written and offered that he believes there will be a conservative stance until more is known.

Mr. Bourque called for a vote on the motion. Mr. White Seconded.

5, 1, 0, Chair Voting, Motion Passes.

Mr. White, Mr. Simonsen, Mr. Feiner, Ms. Hay and Ms. Hydra voted in favor of the motion.

Mr. Bourque voted against the motion.

Mr. D'Atri and Mr. Mendiratta were absent.

Mr. Bourque said he will discuss the motion in with his chapter.

Part II - MBOs

11. MBOs were discussed as follows:

- **MBO #1 - Template / Guideline for Sponsorships**

Ms. Hay updated the document based on feedback received so far and will update on Basecamp. She will seek feedback during the Region VIII CRC workshops. Mr. Bourque recommended sharing at the Chapter Operations workshop.

- **MBO #2 - Update Website Templates**

Mr. Bourque will finalize the boilerplate and then Ms. Ratcliff can engage the vendor to begin work.

- **MBO #3 - Update CC Guidance Documents / Make Insanely Useful**

Mr. Simonsen will review the documents and open discussions on Basecamp, with a goal of 2-3 documents reviewed this month and 2-3 more each month leading up to the Annual Conference. He offered that anyone is welcome to read through the documents and offer comments on Basecamp. Mr. Bourque suggested individuals can be assigned to documents like what was done last year.

[The working checklist of documents can be found here.](#)

- **MBO #4 - Engage with CC Stakeholders**

- PAOE topics have been reviewed for next Office Hour, and an Office Hours has been set for 11 EDT on April 22 on the topic of maintaining procedural documentation, based on PAOE CC10.1 and CC10.2.
- Mr. Bourque reminded those on the call that there are other topics from the research into underused PAOE points that others could present an Office Hour on.

- **MBO #6 - Review and Update ROB 1.201.010 as needed.**

- Ms. Ratcliff has marked up the document with Mr. White's comments and this is ready for committee vote at the next meeting.

12. Mr. Feiner will schedule a meeting with the Grassroots Ad Hoc to discuss a response to Motion 24-RAL-1 and has asked Ms. Ratcliff to send out a Doodle poll for the first meeting.

13. Centralized training, pursuant to the committee's response to Centralized Training - Motion 24-7-1, was not discussed during this meeting.

14. Due to time constraints, a vote on MBO #6 will be taken at the next meeting and discussion will be added to the agenda for enhanced virtual meeting capability at Society conferences. With that in mind, Mr. Bourque adjourned the meeting at 12:30 PM EDT.