

CONFERENCES AND EXPOSITIONS COMMITTEE

Minutes from the
Meeting of June 16, 2020
Conference Call

Members Present

Michael Collarin, Chair
Corey Metzger, Vice Chair
Devin Abellon
Vikrant Aute
Nohad Boudani
Kristen Cetin
Robert Cox
Gary Debes
Melanie Derby
Joe Firrantello
Ashu Gupta
Steve Idem
Rupesh Iyengar
Nivedita Jadhav
Bing Liu
Ryan MacGillivray
Farhan Mehboob
Maggie Moninski
Leticia Neves
Scott Peach
Kim Pierson
Sonya Pouncy
Christine Reinders-Caron
Lee Riback
Raul Simonetti
Marianna Vallejo
Marites Calad, BOD ExO

Members Absent

Kyle Inge

Guests

Jeff Gatlin
Chad Powell

Staff

Lizzy Seymour
Tony Giometti
Haley Booker-Lauridson
Chris Preyor
Joyce Abrams
Ragan McHan

1. Call to Order

Mr. Michael Collarin called the meeting to order at 12:05 p.m.

2. Approval of February 1, 2020 CEC Minutes

Motion 1: It was moved by Mr. Gary Debes and seconded by Mr. Ryan MacGillivray that the minutes be approved.

Vote: Unanimous voice vote in favor, CNV. PASSED

3. Host Committee Reports

2021 Winter Conference in Chicago – The Host Committee is planning to hold the Welcome Party at the Chicago Cultural Center, Members Night Out will feature an upscale casino night and jazz band and that tours are being scheduled. Because of the pandemic, a decision on whether to hold or postpone the January 2021 AHR Expo at McCormick Place will be made in September or October 2020.

2021 Annual Conference in Phoenix – Ms. Lizzy Seymour said that the plans are on pause. The Welcome Party is planned for the Arizona Science Center and Members Night Out would have a singer/songwriter.

2022 Winter Conference in Las Vegas – The general chair has been named and the Host Committee is being organized.

2022 Annual Conference in Toronto – Conference Chair Mr. Doug Cochrane said that he is forming the Host Committee.

The list of upcoming scheduled annual conferences was reviewed. The next open annual conference is in 2025, and committee members voiced approval to hold it in Austin, Texas because of the conference being called off in 2020 because of the pandemic.

4. Joint Expo Policy Committee Report

Mr. Bill Harrison provided a report for the committee. Highlights from the report are: a decision on a new contract with the International Exposition Company has not been made; tracking of attendees from the 2020 AHR Expo in Orlando was good; the timeframe for deciding to hold the 2021 AHR Expo in Chicago is mid-September, and the 2020 AHR Expo Mexico has been cancelled and moved to 2021 in Monterrey.

5. ExCom Report

Mr. Collarin said additional effort would be needed on forming subcommittees within CEC to examine the annual and winter conference registration rates as well as how to add value to the conference registrants. He called for people to participate on the subcommittees.

The list of future Annual and Winter Conference sites:

Annual, June 26-30, 2021 – Phoenix

Winter, January 29 - February 2, 2022 – Las Vegas

Annual, June 25-29, 2022 – Toronto

Winter, February 4-8, 2023 – Atlanta

Annual, June 24-28, 2023 – Tampa Bay

Winter, January 20-24, 2024 – Chicago

Annual, June 22-26, 2024 – Indianapolis

Winter, February 8-12, 2025 – Orlando

Winter, January 31 – February 4, 2026 – Las Vegas

6. Annual and Winter Subcommittee

Ms. Maggie Moninski provided the report. She said the subcommittee reviewed how the committee had to pivot responsibilities from a face-to-face conference in Austin to a virtual conference. Ms. Bing Liu asked what CEC can do for a virtual conference as would be done for an onsite conference. She requested getting feedback from the entire committee.

Action Item 1: Mr. Collarin will arrange a virtual conference wrap-up meeting. (Secretary's note: this meeting was scheduled and held.)

7. Topical Conferences Subcommittee

Ms. Marianna Vallejo provided a status update on the topical conferences:

- a. September 29 – October 1, 2020 *Virtual* 2020 Building Performance Analysis Conference and SimBuild. This conference originally was scheduled to take place August 9-13 in Chicago.
- b. *Postponed* IAQ 2020, Athens, Greece. This conference was originally scheduled to take place September 14-16. The conference will be rescheduled for either May or September 2021 in Athens.
- c. *Postponed* 4th ASHRAE International Conference on Efficient Building Design—Materials and HVAC Equipment Technologies, Beirut, Lebanon. This conference was originally scheduled to take place October 1-2, 2020. It will be rescheduled in Spring 2021.
- d. *On Hold* Third ASHRAE Developing Economies Conference, Delhi India
- e. March 10-12, 2021, Virtual Design and Construction, Orlando, Florida
- f. August 15-18, 2021, Ventilation 2021 Conference, Toronto, Canada
- g. December 5-8, 2022, Buildings XV, Clearwater Beach, Florida

8. Operations Subcommittee

Mr. Metzger said that items related to this subcommittee would be included in the CEC MBOs for 2020-2021.

9. Event Sponsorship Subcommittee

Mr. Abellon reported that the goal of the subcommittee is to build upon what was done for the 2020 Winter Conference in Orlando. Staff had prepared a prospectus for sponsorship of the virtual conference and that there was one sponsor for it. Mr. Jeff Gatlin will be the new chair of the subcommittee. Mr. Metzger will be the CEC representative on the subcommittee.

10. BOD ExO Report

Ms. Marites Calad presented the Board of Director's report to the committee. She provided updates on the new ASHRAE HQ, the 2019-2024 Strategic Plan, publications, courses and ASHRAE Vision 2030 and beyond.

The discussion turned to having the 2020 Annual meetings virtual instead of face-to-face. Several members voiced their opinions: they did not like the meetings because they extended over a period of weeks, they had to juggle the meetings into their workday, some were back-to-back, the times were not convenient for members around the world and, also, it was good that the TC meetings did not overlap the technical program,

Suggestions for improvement included having the meetings scheduled during a more condensed time period, have the meetings on the weekend and have more scheduled with attention to time zones.

11. MBOs

Mr. Collarin provided an update on the 2019-2020 MBOs. See Attachment A. Ms. Liu asked who will be the chairs of the 2022 conferences. Mr. Metzger said Mr. Raul Simonetti will chair the 2022 Winter and Mr. MacGillivray will chair the 2022 Annual.

Mr. Metzger presented the MBOs for 2020-2021. See Attachment B.

12. Other Business

Mr. Collarin wished to congratulate and thank the members who had completed their terms:

- Bing Liu
- Joe Farrantello
- Melanie Derby
- Kim Pierson
- Leticia Neves

In addition, Mr. Metzger thanked Mr. Collarin for his service and for chairing CEC. All were recognized with a round of applause.

13. Adjournment

Mr. Collarin adjourned the meeting at 2:26 p.m., EDT.

Respectfully submitted,



Anthony Giometti
CEC Staff Liaison

ATTACHMENT A

Committee Objectives
Committee: Conferences and Expositions Committee
Year: 2019 – 2020
Chair: Michael Collarin
Vice Chair: Corey Metzger

Objective	Planned Completion Date	Status	Fiscal Impact	Responsible Party	Cost Budgeted
1. Complete work on Committee Guidance Documents, Reference Manual, and New Member Handbook.	12/31/2019	In Process	None	Collarin, Metzger, Ad Hoc, and Staff	None
2. Revise MOP to include current CEC practices and procedures.	12/31/2019	Complete	None	Collarin, Metzger, and Staff	None
3. Revise Sustainability Project guideline documents.	12/31/2019	In Process	None	Collarin and Staff	None
4. Organize, update, and use the CEC Basecamp for committee documents and on-boarding	12/31/2019	Ongoing	None	Collarin and Staff	
5. Revise structure of “Topical” Conference Subcommittee and develop/implement a succession plan.	12/31/2019	Complete	None	Collarin, Firrantello, Ad Hoc and Staff	None
6. Select the conference chairs for the 2022 Winter and 2022 Annual Conferences	6/30/2020	Complete	None	Collarin, Metzger	None

Committee Objectives
 Committee: Conferences and Expositions Committee
 Year: 2020 – 2021
 Chair: Corey Metzger
 Vice Chair: Vikrant Aute

Objective	Planned Completion Date	Status	Fiscal Impact	Responsible Party	Cost Budgeted
1. Complete work on Committee Guidance Documents, Reference Manual and New Member Handbook.	12/31/2020		None	Metzger, Operations Subcommittee, and Staff	None
2. Revise Sustainability Project guideline documents.	12/31/2020		None	Metzger and Staff	None
3. Review requirements for Session Chairs and provide updated direction.	12/31/2020		None	Operations Committee	None
4. Determine how to handle hybrid conferences (technical program for both in-person and remote attendees).	12/31/2020		None	ExCom and Staff	None
5. Select the conference chairs for the 2023 Winter and 2022 Annual Conferences	6/30/2021		None	Metzger and Aute	None
6. Increase representation of academic members on CEC.	6/30/2021		None	Metzger and Aute	None