



ELECTRONIC COMMUNICATIONS COMMITTEE (ECC)

Conference Call #3

Thursday, March 21, 2019

11:00 AM–12:00 PM EDT

MINUTES

1. Call meeting to order

Ms. Tosh called the meeting to order at 11:02 AM.

2. Code of Ethics

ASHRAE Code of Ethics

In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interests.

(See full Code of Ethics: <https://www.ashrae.org/codeofethics>)

3. Roll call of ECC members, staff & guests

4. MEMBERS PRESENT:

Megan Tosh
Gerardo Alfonso
Ken Cooper
Cindy Callaway
Pam Duffy
Nitin Naik
Karine Leblanc
Jessica Mangler

MEMBERS ABSENT: Justin Stonehocker
Mark Hydeman

BOD EX-OFFICIO ABSESENT: Ben Skelton

COORD. OFFICER ABSENT: Julia Keen

GUESTS / STAFF PRESENT: Joslyn Ratcliff (ASHRAE staff / ECC liaison)
Nikos Giannitsanos

5. Quorum Check

Quorum was achieved with 8 voting members on the call.

6. The agenda was reviewed and no changes were made.

7. Approval of Winter Conference Minutes

Mr. Cooper moved to approve the Winter Conference Minutes. Ms. Duffy seconded, 0-0-7, CNV

8. Overview Reports

a. Chair's Report – the content for Ms. Tosh's report will be covered later in the meeting, so no report was given.

b. Vice Chair's Report – Mr. Alfonso shared the new metrics he ran for the region websites and commended Region VII for improvement to their site and making the most of the recommendations from the subcommittee. Ms. Ratcliff will post these new metrics to the clientside.

c. BOD Ex-Officio's Report - no report given.

d. Coordinating Officer's Report – no report given.

e. Staff Reports

- i. Joslyn Ratcliff – Ms. Ratcliff shared that a new system for booking travel would soon be announced. This new system replaces the AMEX system. Information for the Kansas City conference is available online at ashrae.org/kansascity and please let her know if there's anything she can help with.

9. Subcommittee Reports

a. **Strategic Planning**

Ms. Tosh provided a report to inform the committee about the subcommittee's actions since the last full committee meeting. The focus of the subcommittee has been revising the ECC procedural documents as a result of the PEC restructure.

- i. The timeline and next steps for the changes to the MOP, ROB, and Reference Manual were discussed. The timeline is posted on Basecamp. The MOP and the ROB are due to PEC by April 15th, and the subcommittee aims to finish the Reference Manual by July 1.
- ii. The subcommittee shared the revision suggestions to the ROB and MOP they have been working on. **(ATTACHMENT A)**
- iii. Further to discussions that took place at the Atlanta conference, Ms. Tosh shared that moving forward ECC will report to Members Council and will be a committee of 8 instead of 10, with option of a consultant as needed. The strategic planning subcommittee therefore dropped the word "electronic" from many places in the committee documentation and ensured the emphasis was for communication among members (member groups), not staff-managed communications. Mr. Cooper does not agree with the membership requirements of a past council voting member and feels these need further review. Ms. Callaway agrees with Ken and stated there's not much difference between a past council member and a past council voting member and added that a committee Ex-O should look out for how the Society works in relation to the committee.

Ms. Tosh suggested looking at the changes from two angles:

- 1) Concerns to maintain members with ASHRAE experience
- 2) Does requiring that one of the members be a past voting council member address that, or do we want to get around that some other way?

Mr. Cooper suggests using a broader reach. Ms. Leblanc doesn't see an issue with the requirement. Ms. Mangler and Ms. Callaway concur that since this committee focuses on communications across Society, it's good to have the input in the form of members on the committee with experience in each council. Ms. Callaway suggests removing the voting requirement to open it up to many more that are qualified to serve as members.

b. Electronic Collaboration Tools

Ms. Callaway informed the committee of the subcommittee's March meeting. Karen Murray from ASHRAE staff attended the meeting to provide an idea of how PDC uses Basecamp. Cindy Michaels, ASHRAE staff liaison for Publications committee, will attend the next ECT meeting.

The subcommittee is moving ahead with the "old" email-based clientside way and Mr. Cooper is working on guidance documentation regarding use of the clientside.

Mr. Hydeman corresponded with Mike Vaughn from ASHRAE staff to see if assistance from ECC is needed for Basecamp for his area and they are fine with how they are doing things now and do not require assistance. Mr. Cooper will start developing an SPC template like the one he did for TCs.

Chapter Basecamp rollout will continue based on CRC schedule.

c. Social Media

No report as the committee has completed all of its action items.

d. Websites

Ms. Mangler provided a report to inform the committee of the progress of the subcommittee.

- i. A survey of tools to begin template creation process as a result of ECC Response to Motion 25 from Granite State Chapter is in the early stages of coming together. The goal is to send the survey following the Annual Conference.

- ii. New Motion Membership Promotion Committee – Motion 10 (01/15/2019) was discussed with the response the same as for the Granite State Motion 25. Ms. Ratcliff to send the response to Members Council.
(Attachment B)
- iii. The streamlining of evaluation criteria for website awards for CRCs has been tabled for now since the templates that ECT will work on will be factored into this.

10. The committee discussed, fine-tuned, and voted on the motion from ECC regarding electronic sign-ins originally brought up by Ms. Leblanc at the Atlanta meeting. Mr. Cooper and Ms. Callaway disagree on the fiscal impact stated in the motion.

ECC Motion 1, 3/21/2019

Ms. Duffy moves that ECC recommend to Publishing Council that staff create an electronic means for recording attendance at ASHRAE meetings including CRCs, CRC workshops, and for all official ASHRAE committees. Ms. Mangler seconded.

Motion passed. 8-0-0 CV

Ms. Ratcliff to send the motion to PEC for their consideration.

(Attachment C)

11. MBOs

(Attachment D)

12. ECC's next full committee meeting will take place on Thursday, May 15th. ECC members and RECCs already have calendar invitations that were sent at the beginning of the Society year.

13. Ms. Tosh adjourned the meeting at 12:06 p.m.

2.405 ~~ELECTRONIC MEMBER COMMUNICATIONS COMMITTEE~~

2.405.001 SCOPE AND PURPOSE

The ~~Electronic Member~~ Communications Committee identifies the ~~electronic communication and collaboration~~ needs ~~for of the~~ membership ~~groups and staff~~, recommends and maintains policies, and ensures that the implementation of information technologies meets the objectives and needs of the Society.

2.405.002 MEMBERSHIP

2.405.002.1 Composition (13-01-30-09)

The members of this committee are as follows

A. Eight (8) voting members including the chair and vice chair, with provision for 2 consultants, as needed.

B. Non-voting members include a Board ex officio member and coordinating officer.

2.405.002.2 Qualifications

A. Membership should include at least one past voting member from each council.

B. A substantial number of the members shall have recent experience with electronic communications technologies.

2.405.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, ~~subject to ROB 3.300 Election and Appointment Procedures.~~

2.405.003 OPERATION

2.405.003.1 General Requirements

A. Recommend and maintain policies ~~and guidance~~ for managing ASHRAE's ~~electronic~~ communication infrastructure ~~within membership groups.~~

(05-02-10-25/13-01-30-08)

B. Ensure that ~~electronic~~ communications policies ~~and guidance~~ balance the multiple goals of ~~generating income, promoting ASHRAE's public image, being in alignment with ASHRAE's Strategic Plan,~~ providing services to members, and assisting volunteers in their service to the Society.

C. Review current ~~membership group~~Society activities for conformance with existing policy.

D. ~~Provide oversight of staff activities in electronic communications.~~

E. ~~Regularly communicate with members about the capabilities of ASHRAE's electronic communications infrastructure.~~

F. ~~Plan for future enhancements to the ASHRAE electronic communications infrastructure. Maintain a prioritized list of capabilities to be added.~~

~~GD.~~ Recommend and maintain policies ~~and guidance~~ governing data access, security, and privacy protection for electronic communications.

~~HE.~~ Provide assistance to staff to ensure coordination of electronic databases to ensure that data managed within the Society can be made available as necessary ~~for the appropriate functions.~~

2.405.003.2

~~IF.~~ The committee shall define and maintain a process for evaluating and prioritizing requests for new ~~electronic~~ communications services that can be used by ~~the councils~~membership groups. The execution of an approved request is a staff function.

2.405.003.3

Commented [J1]: Consider altering committee name per the ad hoc report

Commented [RJ2R1]: Suggestion in report is Member Communications Committee (MCC)

Commented [J3]: Revise per the direction of the committee

Commented [J4]: Content which references or is duplication of content from other chapters of the ROB should be removed to allow more efficient management of the ROB

Commented [J5]: Ensure this content reflects the revision made to the scope and purpose

~~J. The committee shall develop and maintain guidelines on how to prepare an electronic communications request.~~

~~2.405.003.4~~

~~K. The committee should provide assistance to those preparing proposals. The councils may use the Electronic Communications Committee to review proposals for completeness. The review criteria should include considerations such as adequate definition, justification of need, technical feasibility, etc.~~

Commented [J6]: More appropriate to list as part of General Requirements

2.405.004 STRATEGIC PLAN

(09-06-21-12C)

This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a report to the council prior to the Annual Meeting. The report includes the current status of each activity which supports the fulfillment of the committee's assignments under the strategic plan. The committee shall report to the council all recommendations for changes to the strategic plan as provided by the committee's constituents prior to the Annual Meeting.

MANUAL OF PROCEDURES

for

~~ELECTRONIC~~
MEMBER
COMMUNICATIONS
COMMITTEE

REVISED: ~~06-27-2015~~03-14-2019 (will change later, too)

**MANUAL OF PROCEDURES
FOR
~~ELECTRONIC-MEMBER~~ COMMUNICATIONS
COMMITTEE**

FOREWORD

The ~~Electronic- Member~~ Communications Committee (~~ECCMCC~~) is a General Standing Committee of the Society and operates under the direction of the Board of Directors and ~~Publishing and Education~~Members Council. The Rules of the Board (ROB) for the ~~ECCMCC~~ is the constitution of the committee. Proposed changes to the ROB and its appendices must be approved by the Board of Directors.

This Manual of Procedures (MOP) is a supplement to the ROB that describes the methods and procedures by which ~~ECC-MCC~~ accomplishes the duties and responsibilities assigned to it. The MOP is an internal document of the committee for its own guidance. The MOP, and revision thereto, following approval by the committee, shall be submitted to ~~Publishing and Education~~Members Council or designated council subcommittee for approval. (ROB 2.400.005)

Proposed ~~ECCMCC~~ MOP and ROB changes shall normally only be presented to ~~Publishing-Members~~ Council for approval once a year for consideration at their fall meeting. Proposed changes that ~~ECCMCC~~ believes require more immediate attention shall first be presented to the chair of ~~Publishing-Members~~ Council for permission to submit to ~~Publishing and Education~~Members Council.

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TABLE OF ACRONYMS

BAR	Board-Approved Rules
BOD	Board of Directors
EC	Electronic communications
ECCMCC	Electronic-Member Communications Committee
DAL	Director-at-Large
MBO	Management By Objectives
MOP	Manual of Procedures
PubEd C	Publishing and Education
Members Council	ROB Rule(s) of the Board of
Directors	RRO Robert's Rules of Order
SBL	Society's Bylaw(s)

SECTION A – ~~ELECTRONIC MEMBER COMMUNICATIONS COMMITTEE~~ (~~ECCMCC~~) - GENERAL

Part 1 Responsibilities/Duties

- A.1.1. Assist the ~~Councils~~ with defining, budgeting and prioritizing requests for new ~~electronic~~ communications services. The ~~Councils~~ manage ~~electronic~~ communications development as any other resource. ~~The ECC reviews proposals for adequate definition, justification of need, technical feasibility, consistency with related EC functions, and conformance with Society policies.~~
- A.1.2. Identify the ~~electronic~~ communication needs of the membership, ~~and staff~~, recommend and maintain policies, and ensure that the implementation of information technologies meets the objectives and needs of the Society. [ROB 2.405.001]
- A.1.3. The ~~ECCMCC~~ is not responsible for developing the content that is distributed through the website or through other ~~EC~~ functions. [~~ROB 2.405.003.4~~]
- A.1.4. Work with staff to oversee organization, usability, and quality control of the website, and helps staff define and prioritize needed improvements.
- A.1.5. Recommend and maintain policy and procedures for managing ASHRAE's ~~electronic~~ communication (~~EC~~) infrastructure. [ROB 2.405.003.~~G~~]
- A.1.6. Develop and maintain a continually evolving vision for the future of ASHRAE ~~electronic~~ communications.
- A.1.7. ~~ECCMCC~~ shall maintain and keep current a Reference Manual describing the other procedures followed by ~~ECCMCC~~ that are not covered in the MOP. Changes to the Reference Manual may be approved by a majority of ~~ECCMCC~~ voting members.

Commented [RJ1]: Important to leave Councils plural

Commented [RJ2]: Will likely become D because others were struck (D, E, F)

Part 2 Membership

- A.2.1 The ~~Electronic Member~~ Communications Committee (~~ECCMCC~~) shall consist of the number of voting members as authorized in ROB 2.405.002.1.
- A.2.2 ~~ECCMCC~~ membership also includes two non-voting ex-officio members: a member of the ASHRAE Board of Directors (BOD) and a Coordinating Officer. [ROB 2.405.002.1]

Part 3 Meetings

- A.3.1 The ~~ECCMCC~~ is authorized to meet ~~two (2) three (3)~~ times per year: at the Annual and Winter Meetings of the Society ~~and at Technology Weekend in the fall~~. At the discretion of the ~~ECCMCC~~ Chair, the ~~ECCMCC~~ may elect to meet more often. ~~ECCMCC~~ meetings other than at Society Annual and Winter Meetings may be held via teleconference ~~and/or Internet~~, at the discretion of the ~~ECCMCC~~ chair.
- A.3.2 Notice of meetings shall be given to all ~~ECCMCC~~ members at least 10 days in advance.

Notice will be given electronically by e-mail.

A.3.3 A quorum shall consist of a majority of the ECCMCC, present in person for face-to-face meetings or by ~~telephone or Web for electronic meetings~~teleconference.

A.3.4 The following Ex-Officio members of the ECCMCC may participate in the discussions but are not eligible to vote:

- ~~ASHRAE Manager of Electronic Communications and Applications~~MCC Staff Liaison
- Board Ex-Officio
- Coordinating Officer

A.3.5 Meetings are open to all members of the ECCMCC, all Society members, all registered guests at scheduled Society meetings, and those invited by the Chair.

Part 4 Operations

A.4.1 Any member of ECCMCC is eligible to introduce motions or items for consideration.

A.4.2 All ~~non-fiscal~~ matters shall be decided by a majority ~~of the of those voting. Approval of fiscal matters requires a two-thirds majority and a majority of the~~ voting members. For letter or e-mail ballots, all committee members are considered present.

A.4.3 All meetings shall be conducted according to Parliamentary Procedure as specified in *Robert's Rules of Order* (RRO).

Commented [RJ3]: ECC would like to ask SRC to advise on if there's better language to use here and is interested to know if what they are using here is in line with what other committees use and if there a standard way to state this?

SECTION B – CHAIR, AND VICE CHAIRS AND MEMBERS

Part 1 Selection

B.1.1 ECCMCC Members are appointed annually by the President-elect of the Society to serve for one year commencing at the close of the next Annual Meeting of the Society. The intention, however, is for ECCMCC members to serve three (3) years on ECCMCC. (ROB_2.405.002.3)

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B.1.2 The Chair and one (1) Vice Chair of the ECCMCC are appointed by the President-Elect of the Society from the current membership of the ECCMCC to serve one-year terms commencing at the close of the next Annual Meeting of the Society.

Part 2 Responsibilities of the Chair

B.2.1 Preside over meetings of the ECCMCC.

B.2.2 Establish standing and special ad hoc subcommittees as may be required. Assign a chair and members to the subcommittees from the committee membership.

B.2.3 Delineate responsibilities and duties of the subcommittees established.

B.2.4 Assign liaisons to other standing committees and councils as appropriate.

B.2.5 Prepare reports for the ~~Publishing and Education Members~~ Council as required.

B.2.6 In conjunction with the ~~ASHRAE Manager of Electronic Communications and Applications~~ MCC Staff Liaison, prepare meeting agendas and minutes.

Part 3 Responsibilities of the Vice Chair

B.3.1 Preside over committee meetings in the absence of the Chair, and assist the Chair with preparation of the agenda and supporting documentation.

Part 4 Responsibilities of the ~~ECCMCC~~ Staff Liaison

B.4.1 Maintain all official reports, correspondence, and documentation of ~~ECCMCC~~ actions.

B.4.2 Assist the Chair with preparation of the agenda and supporting documentation for ~~ECCMCC~~ meetings, and provide this information to the committee ~~at least two weeks~~ prior to the meeting.

B.4.3 Coordinate with other ASHRAE staff as needed.

B.4.4 Implement actions approved by the ~~ECCMCC~~ to further the goals and objectives of the committee.

Part 5 Responsibilities of All Committee Members

B.5.1 Fully participate in all assigned subcommittees and complete assignments by the designated time.

SECTION C – SUBCOMMITTEES

C.1. Standing Subcommittees of ~~ECCMCC~~ are determined by the Chair. Their membership and duties shall be defined in the ~~ECCMCC~~ Reference Manual.

C.2. Ad hoc subcommittees may be appointed by the Chair of the Committee.

C.3. The Chair shall appoint the members of each subcommittee. Subcommittee members should be members of the Committee, but the Chair may appoint additional subcommittee members who are not members of ~~ECCMCC~~ when there is a need for members who have experience in areas that are of immediate importance to ~~ECCMCC~~.

C.4. Subcommittee members are appointed for the Society year. If a member's term of service on the Committee continues into the next Society year, ~~he/she~~ the member may be reappointed to the same subcommittee or be appointed to a different subcommittee by the incoming Chair.

SECTION D - REVISIONS TO RULES AND PROCEDURES

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(This Section is for Informational Purpose Only)

D.1. Proposed changes to Rules of the Board (ROBs) may be submitted by committees, councils and Board members. Changes proposed by a committee shall be submitted through the body to which it reports; councils and Board members may submit proposed changes directly to the Board of Directors.

D.2 Revisions to this Manual of Procedures must be approved by ~~Publishing and Educational Council (PubEd Council)~~ Members Council or designated council subcommittee.

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D.3 The procedures to propose a change to an existing ROB or to the ~~ECCMCC~~ MOP are given in the ~~ECCMCC~~ Reference Manual.

D.4 Proposed ~~ECCMCC~~ MOP changes may be presented to ~~Members PubEd~~ Council for approval for consideration at any time during the year. However, changes will be reviewed during the annual and winter meetings. Proposed changes that ~~ECCMCC~~ believes require more immediate attention shall first be presented to the chair of ~~PubEd-Members~~ Council for permission to submit to ~~PubEd-Members~~ Council.

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D.5 Proposed ~~ECCMCC~~ ROB changes may be presented to Functional at any time during the year. However, changes will be reviewed during the annual and winter meetings.



Shaping Tomorrow's
Built Environment Today

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Joyce Abrams
Director
Member Services

jabrams@ashrae.org

TO: Megan Tosh, Electronic Communications Committee Chair
Joslyn Ratcliff, Electronic Communications Committee Staff Liaison

FROM: Joyce Abrams

DATE: February 19, 2019

SUBJECT: Members Council Referral – Website Template

ECC RESPONSE

ECC received and responded to a similar motion, Region I (Granite State Chapter) Motion 25 (11/8/2018) during the 2018-2019 Society year. ECC's response to that motion is pertinent and is attached. (ATTACHMENT A). The response to this motion is the same:

ECC discussed this motion during their Atlanta meeting and ECC's websites subcommittee will take an action item to create website templates for use by chapters. The target rollout of Chapter website templates will be July 2020. ECC's websites subcommittee will aim to create templates that can be used in various tools / formats. The first step in this process will be determining the best tools to create website templates and investigating the use of advanced website building tools among chapters to determine which tools are currently being used, or would be used if templates were available. The first step in this process will have a target completion date of July 2019. Please note that initially, these website templates will likely not be hosted by ASHRAE's Society website due to technology and resource limitations.

During the Members Council 2019 winter meeting in Atlanta, the council referred the motion below to the Electronic Communications Committee for consideration. I appreciate your keeping me advised of your actions. Let me know if you have any questions. Thank you.

Membership Promotion Committee – Motion 10 (01/15/2019):

That Society provide a website template to chapters that want to create or update their website.

Background: To have a standardized way of presenting chapter events as well as help chapters communicate their activities. Society will currently host but there are no templates provided to create the Web site. Electronic Communications Committee currently has guidelines but does not provide a

template. If chapters have similar Web sites then it could assist with implementation of pushing information *through* ASHRAE 365. We are aware that one chapter is spending \$950 on this template. Society having this information will save chapters money.

Fiscal impact: ASHRAE should have source code available so fiscal impact should be negligible.

cc: Michelle Swanson, Membership Promotion Committee Chair
Daniel Gurley, Membership Promotion Committee Staff Liaison

ATTACHMENT A

TO: Megan Tosh, Electronic Communications Committee Chair
Joslyn M Ratcliff, Electronic Communications Committee Staff Liaison

FROM: Joyce Abrams

DATE: December 5, 2018

SUBJECT: Members Council Referral

ECC RESPONSE:

ECC discussed this motion during their Atlanta meeting and ECC's websites subcommittee will take an action item to create website templates for use by chapters. The target rollout of Chapter website templates will be July 2020. ECC's websites subcommittee will aim to create templates that can be used in various tools / formats. The first step in this process will be determining the best tools to create website templates and investigating the use of advanced website building tools among chapters to determine which tools are currently being used, or would be used if templates were available. The first step in this process will have a target completion date of July 2019. Please note that initially, these website templates will likely not be hosted by ASHRAE's Society website due to technology and resource limitations.

During the Members Council November 2018 meeting in Atlanta, the council referred the motion below (Motion 25) to the Electronic Communications Committee for consideration. I appreciate your keeping me advised of your actions. Let me know if you have any questions. Thank you.

Region I (Granite State Chapter) Motion 25 (11/8/2018):

That Society shall provide website hosting that permits the use of more advanced website-building tools and basic templates for local chapter and region websites.

Background: The cost and time commitment for each of the local chapters (particularly chapters with smaller membership) to create and host the local chapter ASHRAE website is quite high as a percentage of the local budget. This results in a sub-optimal website experience for local users (and especially young users) and poor representation for the ASHRAE organization. ASHRAE provides a hosting service that is available to chapters and regions, but this service has limited functionality to support applications such as Wordpress.

The request is to have the main ASHRAE.org website provide an advanced portal for each of the local chapters to use that could be referenced by the local chapter domain name (i.e. www.nh.ashrae.org)

and would contain general information that could then be edited with content by the local ASHRAE organization. This would have a number of positive benefits:

- The “look and feel” of the local chapter website would be consistent with the main ashrae.org website.
- The domain names would be consistent (i.e. nh.ashrae.org) and therefore easier to find using search engines.
- The messaging would be consistent between the main ASHRAE national organization and the local chapters
- Access control to the site for editing and updates would be controlled by the same mechanism as the CIQ utilizes today. This would improve security of information and also prevent loss of login information. Loss of local website login information is often lost during chapter organization changes.
- Local documents would be stored in a more secure fashion

Fiscal Impact: Reduce local chapter expenses by an estimate of \$3000 per year. It is assumed that these resources would be developed by Society. The cost to enable this additional functionality is estimated to be low, considering the new technology used on the new ashrae.org website likely provides for this type of deployment.

**ASHRAE
Electronic Communications Committee
MOTION**

Motion Identification No.
ECC1-03212019

Moved By: Ms. Pamela Duffy, seconded by Ms. Jessica Mangler

Motion: The ECC recommends to Publishing Council that staff create an electronic means for recording attendance at ASHRAE meetings including CRCs, CRC workshops, and for all official ASHRAE committees.

Background:

By using an electronic tool instead of paper sign in sheets to track attendance of members and guests during TC meetings, standing committee meetings, at CRC workshops and meetings, and other meetings across Society, Society would be able to gather the information more easily and more importantly, efficiently. It would avoid the loss of paper sign-in sheets and reduce administrative effort required for both volunteers and staff in printing, distributing, scanning, and saving paper sign-in sheets.

A digital record of attendance would greatly simplify the process of gathering data and determining past total attendance for meetings in order to better plan space and timing for future meetings. Digital attendance records would also simplify the administrative work required to determine what meetings a specific member has attended over time, which could be useful for other society activities such as the region nominating committee.

ECC feels that ASHRAE society should lead the way in new technology moving away from paper to electronic. It would also save money in mailing paper and save staff time to gather all the sign in sheets since they would be all uploaded automatically.

Fiscal Impact:

Minimal staff time to develop a simple electronic sign in method that would be saved to a cloud platform.

Vote Count: 8

For: 8 Against: 0 Abstained: 0 Chair Voting: Y

Passed: X Failed: Withdrawn:

Electronic Communications Committee

MBOs for Society Year 2018–19

Chair: Megan Tosh **Date:** 23 June 2018

Objective	Compl. by	Fiscal Impact	Resp. Party	Comment/Status
Support ASHRAE staff to promote their social media goals for the 2018-2019 year.	6/30/19	None	SM	Going well
Put together a training presentation on how to use the (new) Clientside of Basecamp for regions, chapters, standing committees, and TCs	12/31/18	None	ECT	In progress
Improve committee communication with RECC's and increase RECC participation.	6/15/19	None	ST	Encouraged by RECC attendance on 9-20-18 call
Improve committee communication with Chapter ECC's by providing ECC updates annually.	6/30/19	None	ST	Perhaps think of how to improve CECC participation
Evaluate how social media platforms can be used by members to serve the membership	6/30/19	None	SM	In progress (with SMS)
Establish recognition for volunteers doing great ECC work at the Chapter & Regional levels	6/30/19	None	Web, SM	In progress
Evaluate the RECC and Chapter ECC role at CRC	6/30/19	None	ST	On hold due to larger conversations on role of ECC / how it fits into the Society.

WS / Web = Website Subcommittee, **ECT** = Electronic Collaboration Tools Subcommittee, **SMS** = Social Media Subcommittee, **ST** = Strategic Planning Subcommittee