



Shaping Tomorrow's
Built Environment Today

MINUTES

PLANNING COMMITTEE MEETING

Tuesday, April 14, 2020
1:30 pm – 2:30 pm

Note: These minutes are the official record of minutes voted on and approved by the Planning Committee at the June 11, 2020 meeting.

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April 14, 2020

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PRINCIPAL MOTIONS
 Planning Committee Meeting
 April 14, 2020

No. – Pg.	Motion
1 – 2	that the minutes from the Planning Committee meeting of January 31, 2020 be approved as presented.

ACTION ITEMS
 Planning Committee Meeting
 April 14, 2020

No. – Pg.	Responsibility	Summary
1-2	Implementation Subcommittee	Review the current Planning Committee structure and tasks that should be completed by the Committee when the Strategic plan is not being addressed (Carryover from January 31, 2020).
2-2	Mr. Olesen	Provide update to Committee regarding RACs Research Strategic Plan (Carryover from January 31, 2020).
3-2	Implementation & Monitoring/ Tracking Subcommittees	Determine a true GAP and Overlap Analysis by meeting with each of the liaisons from the Councils (Carryover from January 31, 2020).
4-2	Mr. Klock	Review items in the Planning Committee MOP that are not currently being done by the Committee for possible removal/ discussion (Carryover from January 31, 2020).
5-2	Mr. McQuade	Provide report of findings from “ Lessons Learned” survey (Carryover from January 31, 2020).
6-2	Mr. Klock	Provide an update of the results received from the ROB Review Questionnaire sent to Committee Chairs and Vice Chairs
7-3	Mr. McGinn	Report ExCom’s feedback regarding the Planning Committees involvement in helping the Board imagine a Post-Coronavirus ASHRAE
8-3	Staff/ Mr. Phoenix	Schedule May Planning Committee Conference Call

MINUTES

Planning Committee Meeting

April 14, 2020

1:30 pm -2:30 pm

MEMBERS PRESENT:

Thomas Phoenix
Timothy McGinn
David Arnold
Michael Cooper
William Klock
Stephanie Kunkel
Thomas Lawrence
Sarah Maston
Bjarne Olesen
Heather Platt Gulledge
Timothy Wentz
William McQuade

STAFF PRESENT:

Jeff Littleton, Executive Vice President
Mark Owen, Staff Director, Publications & Education
Joyce Abrams, Staff Director, Member Services
Stephanie Reiniche, Staff Director, Technology
Vanita Gupta, Staff Director, Marketing
Kim Mitchell, Chief Development Officer
Alice Yates, Staff Director, Government Affairs
Candace DeVaughn, Manager of Board Services
Chandrias Jacobs, Coordinator of Board Services

CALL TO ORDER & OPENING COMMENTS

Mr. Phoenix called the meeting to order at 1:36 pm on Tuesday, April 14, 2020.

ASHRAE CODE OF ETHICS COMMITMENT

Mr. Phoenix read the ASHRAE Code of Ethics commitment. He encouraged all present to read and become familiar with the code.

ROLL CALL

Roll Call was done. Guests introduced themselves. Members and guests in attendance as listed above. A quorum was present.

APPROVAL OF MINUTES

It was moved and seconded,

- (1) that the minutes from the Planning Committee meeting of January 31, 2020 be approved as presented.**

MOTION 1 PASSED (Unanimous Voice Vote, CNV).

REVIEW OF ACTION ITEMS

Action Items 2, 6, 7, 8, and 10 were reported as complete. Action items 1,3, 4, 5 and 9 were reported as ongoing and carried over.

SUBCOMMITTEE REPORTS

Implementation Subcommittee

Mr. Wentz reported that progress has been made towards the review of the Planning Committees Reference Manual. Review of the GAP and Overlap Analysis spreadsheet is consistently underway as the intent is to turn over the spreadsheet to the Monitoring/ Tracking Subcommittee for future use.

It was noted that the status of Council MBOs should be reviewed on an ongoing basis.

Monitoring/ Tracking Subcommittee

Mr. Olesen reported that the Monitoring/Tracking Subcommittee will continue to work with the Implementation Subcommittee in preparation of gaining ownership of the GAP and Overlap Analysis Spreadsheet.

Procedures Subcommittee

Mr. Klock reported that the Procedures Subcommittee is in process of sending the ROB Review Questionnaire to Standing Committee Chairs and Vice-Chairs. It was noted that the Subcommittee is hoping to receive responses from Standing Committee leadership by the end of the month (see ATTACHMENT A for written report).

Mr. Klock will provide an update of the results received from the ROB Review Questionnaire sent to Standing Committee Chairs and Vice-Chairs at the next meeting. ACTION ITEM

AI-6

ROB CHANGE REVIEW

Planning ROB Change – Representation Statement

The most recent version of the Planning Committee ROB approved by the Board was reviewed to determine if the statement regarding representation should be added back.

There was consensus from the Committee that the statement would remain removed as it is understood that ASHRAE is a global Society. Representation of Committee membership should be throughout the world and not just North America.

It was determined that no other changes would take place regarding the Planning Committee composition at this time.

LESSONS LEARNED SURVEY REPORT UPDATE

Mr. McQuade reported that all survey results have been received. Progress is being made to compile the results of the Lessons Learned Survey for reporting to the Committee at the Annual Meeting.

NEW BUSINESS

Planning and Post-COVID-19 ASHRAE

Mr. McGinn conveyed the importance of the Planning Committee's involvement in determining what a post-Coronavirus (COVID) ASHRAE environment may look like. In an effort to brainstorm how this involvement would take place, the Committee was encouraged to setup an Ad Hoc from Planning in the near future that could work with the BOD to discuss post COVID ASHRAE. There was consensus that this aided in determining future activities of the Planning Committee when the Strategic Plan is not in the beginning stages of

implementation.

It was noted that there is already a streamlining task group that could be tasked with overseeing ASHRAE's role in a post-COVID environment, however, there is a possibility that the group may not always be appointed by the President-Elect.

Mr. McGinn noted that he would discuss Planning's role regarding ASHRAE and the impact of COVID-19, with ExCom.

Mr. McGinn will report ExCom's feedback regarding the Planning Committees involvement in helping the Board imagine a Post-Coronavirus ASHRAE at the next meeting. ACTION ITEM

AI-7

FUTURE MEETINGS

Mr. Littleton provided the Planning Committee with an update regarding how business meetings of the ASHRAE Annual Conference will be handled as a result of the COVID-19 pandemic.

It was suggested that another conference call take place in May to prepare for the Annual Conference.

Staff will work with Mr. Phoenix to schedule the next Planning Committee conference call in May. ACTION ITEM

AI-8

ADJOURNMENT

The meeting was adjourned at 2:30 pm.

Respectfully Submitted,



Thomas H. Phoenix

Attachments: A. Procedures Subcommittee Report

Procedures Subcommittee Report:

Over the course of this week, a short survey will be provided to standing committee chairs (with a copy to the staff liaison). The questions are as follows:

1. Does the Committee's Scope and Purpose, as listed, align with the Committee's current operations?
2. Are the Committee's membership requirements, as listed, being met? (Composition, Qualifications and Terms of Service should be reviewed)
3. Is the Committee set up in a way that can adequately support the Strategic Plan? If not, what do you need?
4. If you could, what would you change in the ROB as it pertains to your Committee?

We will compile the data and then figure out what we do with it. This is one of the three activities that we are planning on dealing with yet this year. The other two are as follows:

- Review of the Reference Manual
- Review of MOP