



Shaping Tomorrow's
Built Environment Today

MINUTES

PLANNING COMMITTEE MEETING

**Wednesday, October 7, 2020
9:00am - 10:00am**

Note: These minutes are the official record of minutes voted on and approved by the Planning Committee meeting at the November 4, 2020 meeting.

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October 7, 2020

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ACTION ITEMS

Planning Committee Meeting

October 7, 2020

No. – Pg.	Responsibility	Summary
1-1	Monitoring Subcommittee	Provide edits to the MBO Tracking Spreadsheet to be implemented next Society Year that reflect additional data that should be captured in relation to the Strategic plan.
1-2	Mr. McQuade/Ms. Maston	Determine talking points for an ExCom meeting to remind Council leadership to submit the status of their MBOs.
3-3	Ms. Maston/ Mr. Klock	Work with Mr. Gullede to determine how the post COVID workshop should take place at the fall BOD meeting

MINUTES
Planning Committee Meeting
October 7, 2020
9:00am - 10:00am

MEMBERS PRESENT:

Sarah Maston
Bill Klock
David Arnold
Blake Ellis
Vanessa Friedberg
Trent Hunt
Tom Lawrence
Mark Miller
Ahmed Alaa Eldin Mohamed
Bjarne Olesen
Heather Platt Gulledge
Bill 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
Kim Mitchell, Chief Development Officer
Alice Yates, Staff Director, Government Affairs
Chandrias Jacobs, Coordinator of Board Services

CALL TO ORDER

Ms. Maston called the meeting to order at 9:01AM on Wednesday, October 7, 2020 .

ASHRAE CODE OF ETHICS COMMITMENT

Ms. Maston read the ASHRAE Code of Ethics commitment. She encouraged all present to read and become familiar with the code.

ROLL CALL

Roll Call was done. Members and staff in attendance as listed above. A quorum was present.

REVIEW OF AGENDA

A new business item titled *Update on Presidential Ad Hoc* was added .

SUBCOMMITTEE REPORTS

Monitoring Subcommittee

Mr. Olesen reported that the subcommittee held a meeting right before the PLC full committee meeting. The subcommittee is struggling to get an overview of how all MBOs are aligning with the strategic plan due to lack of involvement from all of the Councils.

It was noted that not all councils are using the standard circulated MBO template. The Subcommittee would like to further update the template to reflect additional data that the subcommittee would like to capture.

ACTION ITEM - The Monitoring Subcommittee will provide edits to the MBO Tracking Spreadsheet to be implemented next Society Year that reflect additional data that should be captured in relation to the Strategic plan.

AI-1

Tech Council is making progress with their MBO work as the status of several MBOs have been received. Some

of the overall metrics used in the previous strategic plan have and will continue to be used as they relate to member engagement.

Ms. Maston asked if the need for MBO progress could be added to the ExCom or BOD agendas for their upcoming meetings.

Mr. Littleton commented that the PLC Council liaisons can follow up with the Councils to gain movement on some of the MBOs. There is an ExCom meeting Monday where Council leadership can be nudged to have their Councils submit the items requested. The next BOD meeting will be October 15th to focus entirely on the AHR Expo and the Winter Conference.

It was noted that it would be ideal to have an update on MBOs and Strategic progress for the November 18 and 19th BOD meetings.

ACTION ITEM - Mr. McQuade will work with Sarah to determine talking points for an ExCom meeting to remind Council leadership to submit the status of their MBOs.

AI-2

Post COVID ASHRAE Subcommittee

Mrs. Platt Gulledge noted that Mr. Hunt is Vice chair of the Committee and has been serving in this capacity as a result of her having to step away briefly.

She reported that the questionnaire is well on its way to being complete and will be sent out soon. Mr. Hunt reported that the subcommittee is currently in the process of revising the questions before it will be distributed.

The next business of the subcommittee will be begin reviewing what other organizations are doing during the Post COVID environment and how have their operations have changed. Organizations that are currently on the subcommittees radar to review are AHRI, ISHRAE, and REVA.

Mr. Olesen noted that it may be interesting and helpful to include more international organizations such as China to determine how COVID has impacted that operations of organizations around the world.

It was noted that the Subcommittee will be working up until the winter meeting to provide feedback and various findings regarding COVID and its impact.

NEW BUSINESS

Update on Presidential Ad Hoc

Ms. Maston provided an update on the activities of the Society Transformation Ad Hoc.

The ad hoc has begun their work to develop plans that will help to streamline and guide ASHRAE business in the future.

It was noted that a lot of work will need to be done in order for the Society to have a true transformation.

FUTURE MEETINGS

There will be a Planning Committee meeting scheduled for November 4th at 9:00AM to receive an update on the subcommittees progress toward their scheduled initiatives.

There will be a Planning Committee meeting scheduled for December 2nd at 9:00AM to discuss the Post COVID planning session that is scheduled to take place at the fall BOD meeting.

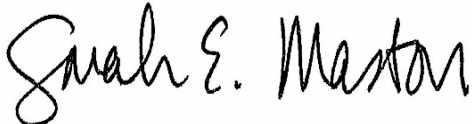
ACTION ITEM - Ms. Maston and Mr. Klock will work with Mr. Gulledge to determine how the post COVID workshop should take place at the fall BOD meeting.

AI-3

ADJOURNMENT

The meeting was adjourned at 9:41am.

Respectfully Submitted,



Sarah Maston