



Shaping Tomorrow's
Built Environment Today

MINUTES

PLANNING COMMITTEE MEETING

**September 26, 2023
2:00PM – 3:00PM**

Note: These minutes are the official record of minutes voted on and approved by the Planning Committee at the January 19, 2024 meeting.

TABLE OF CONTENTS
Planning Committee Meeting
September 26, 2023

CALL TO ORDER.....	1
ASHRAE CODE OF ETHICS COMMITMENT.....	1
ROLL CALL.....	1
REVIEW OF AGENDA.....	1
APPROVAL OF MINUTES.....	1
ACTION ITEMS.....	2
SUBCOMMITTEE REPORTS.....	2-3
Validation and Documentation.....	2
Implementation and Innovation.....	2-3
Strategic Plan Development	3
FUTURE MEETINGS.....	3
ADJOURNMENT.....	3

PRINCIPAL APPROVED MOTIONS

Planning Committee Meeting

September 26, 2023

No. – Pg.	Motion
1-1	The minutes for the August 22, 2023 meeting of the Planning Committee be approved as presented.

ACTION ITEMS

Planning Committee Meeting

September 26, 2023

No. –Pg.	Responsibility	Summary
1-3	Subcommittee Chairs	Update the Basecamp calendar with upcoming activities/meetings that may be of interest to the full committee.
2-3	Full committee	Review responses from the Strategic Plan Feedback form to determine what actions should be taken by the subcommittees.

MINUTES
Planning Committee Meeting
September 26, 2023
2:00PM – 3:00PM ET

MEMBERS PRESENT:

Steph Kunkel, Chair
Trent Hunt, Vice Chair
Devin Abellon
Doug Cochrane
Farhan Adil Mehboob
Madison Schultz
Chad Smith
Dunstan Macauley
Corey Metzger
Heather Schopplein
Buzz Wright

STAFF PRESENT:

Vanita Gupta, Staff Director, Marketing
Mark Owen, Staff Director, Publications
Kirstin Pilot, Staff Director, Development
Chandrias Jolly, Manager - Board Services

The meeting was chaired by Vice Chair, Trent Hunt.

CALL TO ORDER

Mr. Hunt called the meeting to order on Tuesday, September 26, 2023 at 2:01 PM.

ASHRAE CODE OF ETHICS COMMITMENT

Mr. Hunt read the code of ethics commitment.

ROLL CALL

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

REVIEW OF AGENDA

The agenda was reviewed and accepted as presented.

APPROVAL OF MINUTES

(1) The minutes for the August 22, 2023 meeting of the Planning Committee be approved as presented.

MOTION 1 PASSED (Unanimous Voice Vote, CNV)

ACTION ITEMS

All action items were reported as complete.

SUBCOMMITTEE REPORTS

Validation and Documentation

Mr. Smith provided an update on the activities of the subcommittee.

He shared that the subcommittee has made progress towards the below assigned MBOs:

MBO #	Description
1	Improve MBO data gathering and receive all Council and Committee MBOs and tallies by April 2024. Coordinate with Dennis Knight's PEAC.
2	Collaborate with MP to increase the participation in the Annual Membership Survey to at least 10%.
3	Utilize the metrics and KPI's developed to evaluate current SP and present results to PLC during Annual Conference. This will assist in developing KPI's for use in next Strategic Plan.

In reference to MBO #1, the subcommittee is still in the process of collecting MBOs from all of the councils and committees. Groups have been given until the end of October to have all MBOs submitted in the MBO template.

It was reported that Mr. Patton met with the Membership Promotion Committee as assigned in MBO #2, regarding the annual Membership survey. Questions will be similar to last year. Requested confirmation for dates of when the survey is to be distributed.

Ms. Gupta notified the committee that the survey will be distributed to membership on November 1st with a response period lasting until November 30th.

Mr. Smith noted that the subcommittee will report survey results to the full committee at the 2024 Winter Conference.

Ms. Kunkel inquired if MP chose to use incentives to increase the response rate for the membership survey. Noted that three incentives were given last year, and they helped to gain traction with the survey.

Ms. Gupta shared that this year, the Membership Promotion Committee has decided that incentives will be as follows:

- free conference registration for the chapter with the highest completion rate
- \$300 off for 3-chapter registrations

As an update to MBO #3, Mr. Smith notified the committee that the Strategic Plan Development Co-Chairs have been contacted. Work with the subcommittee will continue to be ongoing.

Implementation and Innovation

Ms. Schultz reported that the subcommittee is working towards their MBOs as noted below:

MBO #	Description
6	Create system for gathering ideas from membership for new initiatives to include in upcoming SP.
7	Team with student and YEA members to solicit recommendations for strategic goals.
8	Provide minimum of 3 innovative ideas to increase the value in ASHRAE membership.

Shared that the subcommittee is working to find times to meet with SA and YEA. YEA has a deadline of fall to submit strategic goal recommendations for PLC consideration.

Strategic Plan Development

Mr. Macauley shared that the RFP was sent to potential consultants on September 15th. The RFP was sent to 13 firms. Have already received interest from several firms. Next steps are to create scoring criteria for evaluation of proposals received; will be working on this in the next month and will issue to PLC for review. Also looking to establish a set of interview questions and a dedicated procedure to be used to conduct interviews.

Mr. Abellon shared that the subcommittee has also been discussing the potential consultant short list and what the interview process will be. We have tentative interview dates for the latter part of November. Still need to determine where we will do the interviews and how.

Mr. Hunt noted that the calendar function in Basecamp can be used to keep up with RFP deliverables.

Ms. Kunkel shared that the RFP and consultant work has a lot of overlap with the work of other subcommittees. She requested that Ms. Schultz and Mr. Kopocis populate YEA and SA meetings in the Basecamp calendar for PLC so all members are aware of what the subcommittees are working on. Mr. Sepulveda and Mr. Smith will update the calendar with deadlines for committees and councils regarding MBO responses.

ACTION ITEM – Subcommittee co-chairs will update the Basecamp calendar with upcoming activities/meetings that may be of interest to the full committee. AI-1

She reminded the committee that the first pull for comments from the Strategic Plan Feedback Form is quickly approaching.

ACTION ITEM - The full committee was asked to review responses from the Strategic Plan Feedback form to determine what actions should be taken by the subcommittees. AI-2

FUTURE MEETINGS

The next Planning Committee meeting will be Wednesday, November 1, 2023, 11:00 a.m.– 12:00 p.m. ET.

ADJOURNMENT

The meeting was adjourned at 2:24 p.m.

Respectfully Submitted,
Trent Hunt