



Shaping Tomorrow's
Built Environment Today

MINUTES

PLANNING COMMITTEE MEETING

**Wednesday, September 9, 2020
9:00am - 10:00am**

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

TABLE OF CONTENTS
Planning Committee Meeting
September 9, 2020

CALL TO ORDER	1
ASHRAE CODE OF ETHICS COMMITMENT.....	1
ROLL CALL.....	1
REVIEW OF AGENDA.....	1
APPROVAL OF MINUTES.....	1
REVIEW OF ACTION ITEMS.....	1
SUBCOMMITTEE REPORTS.....	2
Monitoring Subcommittee	2
Post COVID ASHRAE Subcommittee.....	2
2020-21 MBO Review.....	2
OLD BUSINESS	2-3
Fun Bios.....	3
NEW BUSINESS	3
FUTURE MEETINGS.....	3
ADJOURNMENT.....	3

PRINCIPAL MOTIONS

Planning Committee Meeting
September 9, 2020

No. – Pg.	Motion
1-1	The Planning Committee Minutes from the June 11, 2020 meeting as presented be approved.

ACTION ITEMS

Planning Committee Meeting
September 9, 2020

No. – Pg.	Responsibility	Summary
2-1	Mr. Olesen	Distribute reminder to Councils requesting MBO status by October 1 st .
2-2	Mr. McQuade	Follow-up with Tech Council and request that the status and progress of assigned MBOs be submitted.
3-3	Full Committee	Submit fun bios by the next PLC meeting.
3-4	Ms. Maston	Add the Society Transformation Ad Hoc title, purpose, and scope document to Basecamp
3-5	Ms. Maston	Reach out to Mr. Gulledge, Mr. Mehboob, and Mr. Wentz to inform them of the current work of the Post COVID ASHRAE Subcommittee.

MINUTES
Planning Committee Meeting
September 9, 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
Candace DeVaughn, Manager of Board Services
Chandrias Jacobs, Coordinator of Board Services

CALL TO ORDER

Ms. Maston called the meeting to order at 8:59AM on Wednesday, September 9, 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 *Society Transformation Ad Hoc* was added. An old business item titled *Fun Bios* was added.

APPROVAL OF MINUTES

Mr. Hunt moved and Mrs. Platt Gulledge seconded that

(1) The Planning Committee Minutes from the June 11, 2020 meeting as presented be approved.

MOTION 1 PASSED (9:0:1 CNV)

REVIEW OF ACTION ITEMS

Action items 2, 3, 4 and 5 were reported as complete. Action item 1 was reassigned to the Post COVID Subcommittee and reported as ongoing.

SUBCOMMITTEE REPORTS

Monitoring Subcommittee

Mr. Olesen reported that the subcommittee has had one meeting since the last Planning meeting. Correspondence has been distributed to the Councils requesting the status of their MBOs. Council liaisons will follow up with their respective Councils to determine status. The subcommittee is hoping to have the status of all Council MBO by October.

ACTION ITEM - Mr. Olesen will distribute reminder to Councils requesting MBO status by October 1st

AI – 1

Once the status of all Council MBOs have been received, the work of the subcommittee will be focused on updating the current MBO Tracking spreadsheet.

Mr. Olesen noted that not much response has been received from Tech Council regarding the status or progress made toward assigned MBOs.

ACTION ITEM - Mr. McQuade will follow-up with Tech Council and request that the status and progress of assigned MBOs be submitted.

AI – 2

Post COVID ASHRAE Subcommittee

Mrs. Platt Gulledge reported that the first meeting of the subcommittee was last week.

Work has begun to structure a survey that would request feedback from various ASHRAE Groups regarding the effects of COVID 19 on operations. The Subcommittee would like to have the survey finalized by next week's meeting.

The intent of the survey will be to determine a path forward regarding ASHRAE operations after gaining insight into how the pandemic has affected Committee/regional activities.

Ms. Maston informed the subcommittee that the BOD is looking for a final report by the January 2021 Winter meeting.

Mr. Olesen commented that REHVA has a Committee that is also exploring the effect of COVID 19 on operations. It will be helpful to use other organizations and their work on this effort as a guideline for the subcommittee.

Mr. Littleton also noted that the HVAC alliance and AHRI have also been exploring the effects of COVID 19 and have downsized staff and space as a result.

2020-21 MBO REVIEW

MBOs for the 2020-2 Society year were reviewed.

Ms. Maston noted that a slightly different template was used to reflect the same template that Councils are being asked to use to track their own MBOs.

After MBO 1 is complete, a GAP analysis will be done to determine if there are additional initiatives and goals that may need to be tackled by the Committees.

OLD BUSINESS

Fun Bios

Ms. Maston requested that Committee members who have not submitted fun bios should do so by the next meeting.

ACTION ITEM - PLC members will submit fun bios by the next PLC meeting.

AI – 3

NEW BUSINESS**Society Transformation Ad Hoc**

Ms. Maston notified the PLC of the creation of the Society Transformation Ad Hoc. The ad hoc and the current work of PLC are closely related as both groups seek to find ways to streamline ASHRAE.

ACTION ITEM - Ms. Maston will add the Society Transformation Ad Hoc title, purpose, and scope document to Basecamp.

AI – 4

It was noted that the Post COVID ASHRAE Subcommittee may need to be included on some of the ad hocs discussions.

ACTION ITEM - Ms. Maston will reach out to Mr. Gullede, Mr. Mehboob, and Mr. Wentz to inform them of the current work of the Post COVID ASHRAE Subcommittee.

AI – 5

FUTURE MEETINGS**Post COVID Planning Session with the BOD**

Ms. Maston notified the Committee that the fall BOD meeting will take place November 18 & 19th. She requested that Post COVID Subcommittee identify who would like to facilitate the Planning Session at the Fall BOD meeting.

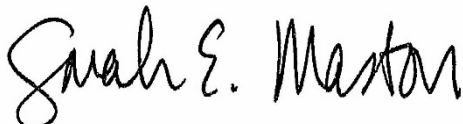
A future PLC meeting will be scheduled for October 7th at 9:00AM. The October 7th meeting will be structured to focus on the work of the subcommittees.

Another PLC meeting may be held after the fall BOD meeting.

ADJOURNMENT

The meeting was adjourned at 9:40am.

Respectfully Submitted,



Sarah Maston