MINUTES

PLANNING COMMITTEE WEB MEETING

Monday, December 17, 2018
12:00 pm – 1:00 pm

Note: These minutes have not been approved by the Planning Committee and are not the official record of the meeting until approved.
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December 17, 2018

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MINUTES

PLANNING COMMITTEE WEB MEETING
December 17, 2018

MEMBERS PRESENT: William P. Bahnfleth, Chair
Thomas Phoenix
Jennifer Isenbeck
Dennis Knight
Sarah Maston
Bill McQuade
Bjarne Olesen
Hassan Sultan
Costas Balaras, NVM
Tim McGinn, NVM
Mark Modera, Cons
Jeff H. Littleton, Executive VP
Vanita Gupta, Staff Director
Claire Neme, Staff Liaison

MEMBERS ABSENT: Michael Cooper
Karine Leblanc
Rachel Romero
Tim Wentz
Emilia Targonska, Consultant
Billy Austin, NVM
Marites Calad, NVM
Dan Rogers, NVM
Mick Schwedler, CO

STAFF PRESENT: Joyce Abrams
Kim Mitchell
Mark Owen
Stephanie Reiniche
Craig Wright
Alice Yates

CALL TO ORDER / OPENING COMMENTS

Chair Bill Bahnfleth called the meeting to order at 12:04 pm am and turned the meeting over to Bill McQuade. Staff was asked to take a roll call. A quorum was present.

Code of Ethics: Mr. McQuade reminded the group that ASHRAE operates under a code of ethics and reminded everyone to familiarize themselves with the code during the operation of all meetings. 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.


APPROVAL OF THE MINUTES

Mr. McQuade called for approval of the Planning Committee meeting notes from the October 17th web meeting. Mr. Phoenix made the motion and it was seconded
1) that the Planning Committee minutes from the October 17, 2018 web meeting be approved as presented

MOTION PASSED (7-0-0 CV)

REVIEW OF AGENDA

Mr. McQuade asked if there were changes to the agenda. The agenda was approved as presented.

STRATEGIC PLAN MARKETING ROLLOUT

Mrs. Gupta gave an overview of the draft strategic plan marketing rollout.

It was suggested to solicit input from other societies on the draft strategic plan. Possibly a few organizations with whom we have a MOU agreement could be offered a “sneak peek” which could result in an expansion in areas of collaboration. McKinley had contacted some of these organizations; Mr. Phoenix offered his assistance because he serves on the NIBS board and McKinley also is consulting with them on their strategic plan. Mr. McQuade agreed to send Ms. Gupta the strategic plan document approved by the Board so it can be updated.

STRATEGIC PLAN METRICS

Mr. McGinn presented his report on metrics; reducing the number from 10 to 8. After some discussion, Mr. Modera asked if annual operating costs per member could be researched back a few years earlier than 2013 to get a better idea of the trends. Mr. McGinn took an action item to do this.

Mr. McGinn reported the average time to market a product is 6-8 years which was surprising. He suggested a goal of reducing this timeline to 4 years. Mr. McGinn asked for comments on the metrics. The web connection was lost before Mr. McGinn could finish his report. The metrics report will be emailed to everyone later today for their review and comment.

FEEDBACK PROCESS FOR COUNCILS AND COMMITTEES FOR THEIR BUDGETS/WORKPLANS TO SUPPORT THE STRATEGIC PLAN

Mr. Knight had to leave the meeting but he agreed to provide a suggested method of feedback for councils and committees to use with their budgets and work plans in support of the strategic plan.

NEXT MEETING

The next Planning Committee meeting will be in January during the Winter Conference.

ADJOURNMENT

The motion was made and it was seconded and the meeting was adjourned at 1:01 pm.

Respectfully submitted,

Claire Neme

Claire Neme, Secretary

Attachments: A. Draft Marketing Plan Rollout
B. Strategic Plan Metrics

Distribution: Board of Directors
Planning Committee