



Shaping Tomorrow's
Built Environment Today

MINUTES

PLANNING COMMITTEE MEETING

Friday, June 21, 2019
Kansas City MO Annual Meeting
1:00 pm – 6:00 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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Planning Committee Meeting
June 21, 2019

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ACTION ITEMS

Planning Committee Meeting
June 21, 2019

<u>No. - Pg.</u>	<u>Responsibility</u>	<u>Summary of Action</u>	<u>Status</u>
1 – 4	Gupta	Develop a Lessons Learned document and post it on the Marketing website along with the new strategic plan	_____
2 – 5	Knight	Begin work to draft a gap analysis of the 2014-2019 SP	_____
3 – 6	Staff	Between August and September, schedule a Planning Committee conference call.	_____

MINUTES

PLANNING COMMITTEE MEETING

Kansas City, MO Annual Meeting

June 21, 2019

1:00 – 6:00 pm

MEMBERS PRESENT: William P. Bahnfleth, Chair
Thomas Phoenix, Vice-Chair
Michael Cooper
Jennifer Isenbeck
Dennis Knight
Karine Leblanc
Sarah Maston
Bill McQuade
Bjarne Olesen
Rachel Romero
Hassan Sultan
Tim Wentz
Costas Balaras, NVM
Tim McGinn, NVM
Jeff H. Littleton, Executive VP
Mick Schwedler, CO
Billy Austin, BOD Cons
Costas Balaras, BOD Cons
Marites Calad, BOD Cons
Tim McGinn, BOD Cons
Dan Rogers, BOD Cons
Vanita Gupta, Staff Director
Claire Neme, Staff Liaison
Candace DeVaughn, Manager of BOD Services

MEMBERS ABSENT: Hassan Sultan
Mark Modera, Consultant
Emilia Targonska, Consultant

INCOMING MEMBERS: Bill Klock
David Arnold
Stephanie Kunkel
Tom Lawrence

STAFF PRESENT: Joyce Abrams
Kim Mitchell
Mark Owen
Joslyn Ratcliff
Stephanie Reiniche
Mike Vaughn
Craig Wright

GUESTS PRESENT: Darryl Boyce-President-Elect
Julia Keen, Society Vice President
Edward Tsui
Chuck Gulledge, Treasurer
Art Giesler, Finance
Doug Cochrane, ARC Region II
Veronica Roson, LeADRS, Region XII
Natalie MacDonald, LEADRS, Region IV

Jim Leverette, LeaDRS, Region VII
Don Brandt, DAL
Ginger Scoggins, Chair, HQ Bldg. Ad Hoc
Steve Marek, RMCR, Region IV
Chandra Sekhar, DAL
Trent Hunt, DRC, IX
Elise Backstrom, LeaDRS, Region X
Ben Skelton, DRC VI

CALL TO ORDER / OPENING COMMENTS

Chair Bill Bahnfleth called the meeting to order at 1:08 pm. A quorum was present.

Code of Ethics: Mr. Bahnfleth reminded the group that ASHRAE operates under a code of ethics and asked that they conduct themselves according to this code during all ASHRAE 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.

a. (See full Code of Ethics here): ASHRAE Code of Ethics www.ashrae.org/codeofeth

APPROVAL OF THE MINUTES

Mr. Bahnfleth called for approval of the Planning Committee meeting minutes from the January 11, 2019 PLC meeting. Mr. Knight moved and it was seconded

(1) that the minutes of the Planning Committee meeting on January 11, 2019 be approved as presented.

MOTION 1 PASSED (Unanimous CNV)

ACTION ITEMS UPDATE

All action items have been completed.

REVIEW OF AGENDA

There were no changes to the agenda. The agenda was approved as presented.

INFORMATION ITEMS

Results of Planning Committee Letter Ballot and Board Conference Call Vote

Mr. Bahnfleth reported the results of the PLC letter ballot vote and Board call vote to approve the ASHRAE Strategic Plan. The PLC letter ballot vote was 11-0-1 (one member did not respond to the letter ballot vote). The board voted unanimously via voice vote to approve the strategic plan with the chair not voting.

Strategic Plan-at-a-Glance

Mr. Bahnfleth pointed out the Strategic Plan-at-a-Glance brochure published by the Marketing Department and this will be part of the roll out plan for the new strategic plan.

Seminar 27 – The ASHRAE 2019-2024 Strategic Plan: What and Why?

Mr. Bahnfleth announced that there would be a seminar summarizing the new plan at this conference and encouraged members present to attend. Ms. Leblanc suggested a link to a contact person at ASHRAE should be made available in case there are questions or comments about the strategic plan. Mr. Bahnfleth added that “lessons learned” will be developed and made available to members; they will be asked for feedback on the initiatives on the website.

SUBCOMMITTEE REPORTS

Strategic Plan Development

Mr. McQuade, subcommittee chair, reported on Development Subcommittee work since the 2019 winter meeting and thanked the group for their hard work and for keeping timelines for completion of the report.

Strategic Plan Monitoring

Mr. Knight, subcommittee chair, thanked everyone. He added that work has begun on a 2014-19 Strategic plan gap analysis to see what areas were missed in the last strategic plan to be sure they are captured

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Mr. Bahnfleth opened the floor for comments about lessons learned from the 2014-19 strategic plan.

- Mr. Littleton: felt the facilitator used for the last strategic plan seemed to do a better job than this year's.
- Mr. Olesen: asked if there was sufficient feedback from members who were surveyed.
- Mr. McGinn: The YEA liaison assisted with engagement of YEA members into the process
- Ms. Leblanc: How are members to know their roles in implementing the plan?
- Mr. Knight: A presentation will be made on Monday that will discuss implementation: PLC members should be active in contacting councils and committees
- Mr. Bahnfleth: The last strategic plan identified projects and funding; there was too much top-down planning. This time, we were proactive with committees and councils on implementation; much work is to be done within councils and committees.
- Mr. Austin: How can we improve our implementation process?
- Mr. Olesen: The presidential theme has more focus than the strategic plan.
- Mr. McGinn: 1) monitor financials; 2) councils and committees generate MBOs with initiatives included in their planning
- Board ExOs need to point out the strategic plan and its importance to their committees.
- Ms. Romero: Is the plan included in PAOE? Mr. Boyce: If the strategic plan is presented at a chapter by November 30, 2019, PAOE points will be earned. A 20-minute presentation with speaker notes will be available.

Mr. Bahnfleth thanked all for their hard work on the 2019-20 strategic plan; PLC will continue to work on the plan with Mr. Phoenix as chair. The "gavel" was passed over to Mr. Tom Phoenix as 2019-20 PLC chair.

Remarks from Incoming Chair

Mr. Phoenix announced he will appoint three subcommittees to work with councils and committees;

- The Implementation Subcommittee will work with councils and committees; strategic plan is part of MBOs; implementation is not the responsibility of PLC but we need to assist them to understand it and implement it. Tim Wentz is chair, David Arnold, Michael Cooper and Sarah Maston are members.
- Monitoring/Tracking Subcommittee will continue to deal with unfinished business and new

procedure development. Bjarne Olesen is Chair, Tom Lawrence and Rachel Romero are members.

- Procedures Subcommittee will work on governance documents, MOP, Reference Manual; reorganization of ASHRAE structure. Bill Klock is chair, Stephanie Kunkel and Jennifer Isenbeck are members.

Mr. Phoenix presented the following MBOs for 2019-2020

ASHRAE Planning Committee

MBOs – 2019-20 SY

Mr. Phoenix reviewed his MBOs for 2019-20:

MBO #	Description	<u>Implementation Subcommittee</u>	<u>Monitoring/Tracking Subcommittee</u>	<u>Procedures Subcommittee</u>	<u>Comments / Updates</u>
1	Support and assist ASHRAE groups to initiate the 2019 SP	P	X		Spring 2020
2	Complete the evaluation of current initiatives	X	P		Fall 2019
3	Review monitoring procedures and develop 2019 Monitoring Tracking Plan		P	X	January 2020
4	Review and revise Planning Committee governance materials			P	January 2020
5	<u>Develop a plan for Planning Committee organization and future efforts</u>	P	X	X	Spring 2020

P = primary responsibility

X = Shared responsibility

Mr. Phoenix pointed out that subcommittees can meet by conference call. Between August and September, PLC will schedule full committee calls monthly and the face to face meeting will be in Orlando. Subcommittees will meet between 1:00 and 2:00 pm before the full Planning Committee meeting begins from 2:00 pm – 6:00 pm.

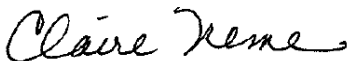
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NEXT MEETING

The next Planning Committee meeting will be a conference call to be scheduled after the Annual Meeting.

The meeting adjourned at 2:45 pm

Respectfully submitted,



Claire Neme, Secretary

Distribution: Board of Directors
Planning Committee