



Shaping Tomorrow's
Built Environment Today

MINUTES

PLANNING COMMITTEE MEETING

**Monday, May 2, 2022
10:00AM – 11:00AM**

Note: These minutes are the official record of minutes voted on and approved by the Planning Committee at the June 24, 2022 meeting of the committee.

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May 2, 2022

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PRINCIPAL MOTIONS

Planning Committee Meeting

May 2, 2022

| No. – Pg. | Summary |
|------------------|---|
| 1-1 | The minutes from the January 28, 2022 Planning Committee meeting as presented be approved. |
| 2-3 | Changes to ROB Section 2.416 as presented in ATTACHMENT A be approved. |
| 3-3 | The PLC Reference Manual as presented in ATTACHMENT A be approved. |

MINUTES
Planning Committee Meeting
May 2, 2022
10:00AM – 11:00AM EDT

MEMBERS PRESENT:

Bill Klock, Chair
Heather Platt Gullledge, Vice Chair
Wade Conlan
Blake Ellis
Mark Miller
Vanessa Friedberg
Trent Hunt
Tom Lawrence
Stephanie Kunkel
Andres Sepulveda
Dunstan Macauley, Coordinating Officer

STAFF PRESENT:

Jeff Littleton, Executive Vice President
Mark Owen, Staff Director, Publications & Education
Joyce Abrams, Staff Director, Member Services
Kim Mitchell, Staff Director, Development
Stephanie Reiniche, Staff Director, Technology
Vanita Gupta, Staff Director, Marketing
Alice Yates, Staff Director, Government Affairs
Chandrias Jolly, Assistant Manager - Board Services
Candace DeVaughn, Manager - Board Services

CALL TO ORDER

Mr. Klock called the meeting to order at 10:01AM on Monday, May 2, 2022.

ASHRAE CODE OF ETHICS COMMITMENT

Mr. Klock read the ASHRAE Code of Ethics commitment.

FOR INFORMATION ONLY: ASHRAE SIMPLIFIED RULES OF ORDER – QUICK REFERENCE

Mr. Klock noted that the new Simplified Rules of Order has been attached to the agenda as a reference.

ROLL CALL

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

REVIEW OF AGENDA

Mr. Klock notified the committee that after completion of the review of action items, ROB edits as noted from the Implementation Subcommittee would be discussed.

APPROVAL OF MINUTES

Mr. Hunt moved and Mr. Lawrence seconded that

(1) The minutes from the January 28, 2022 Planning Committee meeting be approved as presented.

MOTION 1 APPROVED (Unanimous Voice Vote, CNV).

ACTION ITEMS

All action items were reported as complete.

SUBCOMMITTEE REPORTS

Implementation Subcommittee

Mr. Hunt reported that the subcommittee is seeking approval of changes to the PLC ROB and Reference Manual as noted in the Implementation Subcommittee Report to PLC (**ATTACHMENT A**). Changes were also reviewed by several members of the previous Vision 2030 Ad hoc.

Mr. Klock notified the committee that changes as presented included any comments that were received by the committee and staff that were asked to review prior to the meeting.

The following regarding the composition of the PLC ROB was discussed:

C. Non-voting members include

1. the Executive Vice President

2. one (1) Staff Director

3. ~~and consultants~~ Consultants as assigned by the President Elect

a. At least four (4) first-year Directors

b. Other Consultants

Mr. Littleton noted that as presented in the revised PLC composition, BOD members will have no vote regarding the strategic plan. Are we saying the first year BOD members are in training mode? This can be perceived as the YEA member and the two non-voting individuals are more strategic as they get to vote in their first year.

Mr. Klock notified Mr. Littleton that the addition of first-year BOD members serving on PLC was a direct result of the recommendations received from the Vision 2030 Ad hoc. The way the PLC ROB is written allows for there to still be voting members that are also members of the BOD.

Mr. Hunt suggested that BOD members that are not considered to be voting members of the committee may be heard at the subcommittee level.

He shared that the initial thought of the Vision 2030 Ad Hoc was to have the BOD members on the committee as consultants so that they would not incur any costs for travel. With the change to remove the word consultant, there are four BOD members listed as non-voting members. Moving them changes the number of committee members of the overall group.

Mr. Hunt moved that

(2) Changes to ROB Section 2.416 as presented in ATTACHMENT A be approved.

MOTION 2 APPROVED (9:0:0, CNV)

Mr. Hunt moved that

(3) The PLC Reference Manual as presented in ATTACHMENT A be approved.

Mr. Klock noted that PLC owns this document. We can approve as is now and continue to modify in the future. We should make these changes and then make any further changes as appropriate.

Mr. Hunt noted changes to the Monitoring subcommittee as it will now be referred to as the Validation and Documentation Subcommittee. Wanted to make sure everyone was aware of the changes.

MOTION 3 APPROVED (9:0:0, CNV)

Mr. Hunt thanked the subcommittee and members of the Vision 2030 Ad hoc for their work.

Monitoring Subcommittee

Ms. Kunkel reported that the subcommittee is working with staff to identify the status of KPIs at this point in the strategic plan. Metrics from the KPIs will be calculated and included in the subcommittees annual report.

Mr. Ellis shared that KPIs and their status were previously shown in a PPT. the subcommittee this year is seeking to add data in the form of a dashboard.

Mr. Klock notified the committee that in development of the next strategic plan, the committee will be encouraged to determine measurable KPIs in conjunction with elements of the strategic plan.

OPERATING COST PER MEMBER UPDATE

Mr. Macauley provided an update regarding the following strategic plan task:

Operational Efficiency: ExCom to study and focus on trends in the Operating Cost per Member and develop strategies and action items to bring to the Board to optimize operational efficiency.

He noted that ExCom is seeking clarity regarding the definition of operating cost per member. Is operating cost per member representative of the total membership or dues paying members?

Ms. Kunkel noted that Mr. Ellis received data in the form of a spreadsheet from the Finance Committee regarding operating cost per member. Intent is to use the Society Operating cost per member in their finalized report.

Mr. Ellis asked Mr. Macauley if the spreadsheet contained any other information related to KPIs. The subcommittee was not aware of any other KPIs set up before the strategic plan.

Mr. Hunt noted that this is in the implementation portion of the strategic plan. The task to ExCom is to develop strategies and action items to improve this and not just keep it up to date.

Mr. Macauley shared that he understood the the ask was to determine what the society operation cost per member represents. Will take back to ExCom strategies that should be developed based on what is listed in the implementation section of the strategic plan.

NEXT MEETING

Mr. Klock shared that the next meeting of the committee will be in Toronto during the 2022 Annual Conference.

Mr. Lawrence asked staff if they are aware if a test is needed for re-entry into the US. Noted that from Germany to the US, a rapid COVID instant test is needed.

Mr. Littleton notified the committee that he and other staff are working to clarify what type of test is needed for US re-entry. Rules are changing frequently. Staff is actively discussing the infrastructure needed so that conference attendees have access to rapid COVID tests.

ADJOURNMENT

The meeting was adjourned at 10:40AM.

A handwritten signature in cursive script that reads "Bill Klock". The signature is written in black ink and has a long, sweeping underline that extends to the right.

Respectfully Submitted,

Bill Klock, Chair

Attachments: A. Implementation Subcommittee Report – May 2, 2022