



Shaping Tomorrow's
Built Environment Today

MINUTES

PLANNING COMMITTEE MEETING

Wednesday, December 2, 2020
9:00am - 10:00am

Note: These minutes are the official record of minutes of the Planning Committee voted on and approved at the January 6, 2021 meeting.

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December 2, 2020

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PRINCIPAL MOTIONS
Planning Committee Meeting
December 2, 2020

No. – Pg.	Motion
1-2	The Minutes from the November 4 th , 2020 Planning Committee Meeting as presented be approved.

ACTION ITEMS
Planning Committee Meeting
December 2, 2020

No. – Pg.	Responsibility	Summary	Status
1-2	Mr. Littleton	Contact Stephen Matthews at CIBSE to determine how the organization is being impacted by COVID and copy David Arnold. (Carryover from November 4, 2020)	

MINUTES
Planning Committee Meeting
December 2, 2020
9:00am - 10:00am

MEMBERS PRESENT:

Sarah Maston
Bill Klock
David Arnold
Blake Ellis
Stephanie Kunkel
Trent Hunt
Tom Lawrence
Vanessa Friedberg
Mark Miller
Bjarne Olesen
Heather Platt Gulledge
Ahmed Alaa Eldin Mohamed
Bill McQuade

STAFF PRESENT:

Mark Owen, Staff Director, Publications & Education
Joyce Abrams, Staff Director, Member Services
Chandrias Jacobs, Coordinator of Board Services
Candace DeVaughn, Manager of Board Services

CALL TO ORDER

Ms. Maston called the meeting to order at 9:00AM on Wednesday, December 2, 2020.

ASHRAE CODE OF ETHICS COMMITMENT

Ms. Maston read the ASHRAE 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 accepted as presented.

APPROVAL OF MINUTES

Mr. Mohamed moved and Mr. Lawrence seconded that,

(1) The Minutes from the November 4, 2020 Planning Committee Meeting as presented be approved.

MOTION 1 PASSED (11:00:0 CNV)

REVIEW OF ACTION ITEMS

Action Items 2-3 were reported as complete. Action Item 1 was reported as ongoing.

SUBCOMMITTEE REPORTS**Monitoring Subcommittee**

Mr. Olesen reported that the subcommittee is still attempting to get the MBOs from the Councils and Committees into the spreadsheet. This is not complete yet, however, there has been progress made.

Most of the subcommittees action items should be completed this year. For the 2021 winter meeting, the subcommittee would like to have statistics for how many of the MBOs deal with the initiatives and goals.

Several metrics were used to measure progress when the strategic plan was initiated. It was noted that these same metrics will be used to measure current progress with the MBOs. An update will be provided at the 2021 Winter Meeting of PLC.

It was noted that updates have been received from several of the councils regarding their progress with MBOs.

Ms. Kunkel reported that Mr. Schwedler is also working on putting the MBOs for Members Council into the correct format. Members Council is also determining which of their initiatives match their MBOs.

Post COVID ASHRAE Subcommittee

Ms. Platt Gulledge reported that Subcommittee gave their report during the Fall BOD Meeting. The report and data found appeared to be perceived well by the BOD.

A lot of feedback was received regarding additional organizations that should be researched to determine how operations have changed due to the pandemic.

Ms. Maston noted that though the report and presentation were well received, there wasn't much time to present that data as originally planned.

ASHRAE LEAN ASSESSMENT

This portion of the meeting was conducted in Executive Session.

Open Session reconvened at 9:51am.

OLD BUSINESS**Fun Bio Game**

A fun activity for committee members was done as there has been no face to face interaction as a result of the pandemic.

FUTURE MEETINGS

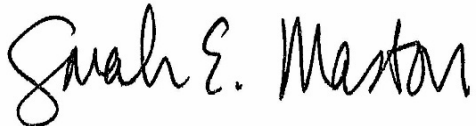
The 2021 Winter meeting will be held on Wednesday, January 6, 2021, at 9:00am - 12:00pm.

A February PLC meeting is set to be scheduled on February 3rd.

ADJOURNMENT

The meeting was adjourned at 10:04am.

Respectfully Submitted,

A handwritten signature in black ink that reads "Sarah E. Maston". The signature is written in a cursive, flowing style.

Sarah E. Maston, Chair