



Shaping Tomorrow's  
Built Environment Today

## MINUTES

### PLANNING COMMITTEE WEB MEETING

Thursday, July 26, 2018  
3:00 pm – 4:30 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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**ACTION ITEMS**

Planning Committee Meeting  
July 26, 2018

<b><u>No. - Pg.</u></b>	<b><u>Responsibility</u></b>	<b><u>Summary of Action</u></b>	<b><u>Status</u></b>
1 - 4	Knight/McGinn	Review the current strategic plan and identify initiatives that should continue and those that should become legacy.	_____
2 - 4	Younger	Revise the list of priorities based on today's discussion and send them to PLC members	_____

## MINUTES

**PLANNING COMMITTEE WEB MEETING  
July 26, 2018**

**MEMBERS PRESENT:** William P. Bahnfleth, Chair  
Thomas H. Phoenix, Vice Chair  
Michael Cooper  
Dennis Knight  
Karine Leblanc  
Sarah Maston  
Bill McQuade  
Bjarne Olesen  
Rachel Romero  
Hassan Sultan  
Mick Schwedler, CO  
George W. Austin, NVM, BOD Cons  
Marites Calad, NVM BOD Cons  
Tim McGinn, NVM, BOD Cons  
Dan Rogers, NVM, BOD Cons  
Jeff H. Littleton, Executive VP  
Vanita Gupta, Staff Director  
Claire Neme Staff Liaison

**MEMBERS ABSENT:** Jennifer Isenbeck  
Tim Wentz  
Mark Modera, Cons  
Emilia Targonska, Cons  
Costas Balaras, NVM BOD Cons  
Mary Townsend, Executive Secretary to BOD

**STAFF PRESENT:** Kim Mitchell  
Stephanie Reiniche  
Mark Owen  
Joyce Abrams (late)  
Craig Wright

**MCKINLEY STAFF PRESENT** Jay Younger  
Eileen Dolan

**CALL TO ORDER**

Chair Bill Bahnfleth called the meeting to order at 3:03 pm.

**NEW BUSINESS****Power Point Presentation – Survey Results of SP Priorities (Attachment A)**

Jay Younger reviewed a Power Point presentation of results of a survey to identify a list of priorities for the 2019 draft SP that will be presented to the Board of Directors in November. The full presentation is attached; however most of the meeting discussion centered around slide #2 as shown below.

## Full Prioritization Results

Initiative	# that listed as "must have"	# that listed as "nice to have"	# that listed as "refer/redirect to ongoing work stream"	# that listed as able to be taken out of the plan
Assess and Update ASHRAE's Regional Structure	6	5	2	3
Improvement of Chapter Engagement, Capacity and Support	10	3	2	0
Increase Standards Efficiency and Impact	8	2	5	3
Indoor Environmental Quality	7	5	7	3
On-Demand Internet Based Education Resources for Members	4	4	7	1
Organizational Streamlining	9	5	2	3
Redesign the ASHRAE Research Process	4	6	6	7
Residential Buildings	4	5	6	8
Resilient Buildings and Communities	8	5	2	2
Smart Buildings, Communities and Cities	9	3	2	3

The green colors indicate stronger consensus on an initiative (7-10 score) and the red colors indicate less consensus (1-6 score). It was pointed out that there are too many priorities than available funding can support. The goal of this meeting was to gain input from the PLC members so the number of initiatives can be reduced to about 4.

Mr. McGinn suggested it was important to review the previous strategic plan and identify initiatives that should continue or become legacy initiatives. Dennis Knight and Tim McGinn took an action item to review the current plan initiatives and report back to PLC.

AI 1

A long discussion was held about which initiatives should be redirected or taken out of the plan. A suggestion was made to combine two or more of the initiatives to reduce the number. Even though residential buildings scored high (8) in the survey to be removed from the SP initiatives, Mr. Olesen felt it should not be removed. Mr. Phoenix agreed and added that the perception of entirely removing this initiative from the SP would not be good since a standing committee has been working on this for several years. Mr. Bahnfleth suggested the current term in use regarding buildings of the future was wellness.

Ms. Maston added she felt that some initiatives, like assessing regional structure, did not seem to be strategic but rather more tactical and internally focused in nature. It was pointed out that part of the strategic plan was not only initiatives but also input to councils in order to get things done.

It was agreed that on-demand internet based education could be removed from the plan; However ongoing work should still be continued within ASHRAE using available resources.

Mr. Cooper suggested the research process was an integral part of improvement of standards efficiency and possibly the two should be combined. Mr. McGinn suggested sequencing these; breaking them into two phases; one to be addressed at the start of the plan and the other to be addressed at the mid-point of the plan.

After further discussion, Jay Younger indicated he would revise the slide based on the discussion and attempt to reduce the number of initiatives by combining them.

AI 2

**ADJOURNMENT**

The meeting was adjourned at 4:30 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary Dean Townsend".

Mary Dean Townsend, Secretary

Attachments: A. Strategic Plan Initiatives Survey Presentation

# ASHRAE Strategic Prioritization

PLC Responses

July 26, 2018

# Full Prioritization Results

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# Summary of Prioritization Results

## Prioritized

- Improvement of Chapter Engagement, Capacity and Support
- Increase Standards Efficiency and Impact
- Indoor Environmental Quality
- Organizational Streamlining
- Resilient Buildings and Communities
- Smart Buildings, Communities and Cities

## Referred

- On-Demand Internet Based Education Resources for Members

## Removed

- Redesign the ASHRAE Research Process
- Residential Buildings

## For Further Consideration

- Assess and Update ASHRAE's Regional Structure

## Discussion

- Is this initiative critical to advance ASHRAE in the current strategic planning cycle?
- Should it be combined with another initiative area?

## For Further Consideration

- Assess and Update ASHRAE's Regional Structure

## Discussion

- Which of these initiatives are critical to advance ASHRAE in the current strategic planning cycle?
- Which can be reserved for future planning cycles?

## Prioritized

- Improvement of Chapter Engagement, Capacity and Support
- Increase Standards Efficiency and Impact
- Indoor Environmental Quality
- Organizational Streamlining
- Resilient Buildings and Communities
- Smart Buildings, Communities and Cities

# Discussion

- How would you recommend this initiative be operationalized if removed from the plan?

## Referred

- On-Demand Internet Based Education Resources for Members

## Removed

- Redesign the ASHRAE Research Process
- Residential Buildings