MEMBERS PRESENT
Charlie Henck, Chair
Jeremy Smith, VC/Operations
Tim Dwyer
Jesse Fisher
Lindsey King
Walter Law
Michael Langton, Incoming Member
Cheng Wee Leong, Incoming Member
Tyler Lewis
David Meredith, Incoming Member
Keith Reihl
Jim Vallort
Billy Austin, BOD ExO
John Symko, Incoming BOD ExO
Julia Keen, Coordinating Officer

STAFF PRESENT
Karen Murray, Staff Liaison/Manager of Professional Development
Sarah Boyle, Managing Editor, Professional Development

VISITORS
Don Brandt
Kristin Burke
Natalie Moore
John Nix
Rob Zagar
I. CALL TO ORDER
Mr. Henck called the meeting to order at 8:00am.

II. ASHRAE CODE OF ETHICS
Mr. Henck advised everyone present that the meeting would be held in compliance with the ASHRAE Code of Ethics. (See full Code of Ethics at [https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics](https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics).)

III. REVIEW OF AGENDA
Certification Exam Prep added to Item XIII. NEW BUSINESS.

IV. APPROVAL OF MINUTES FROM MAY 17, 2019 MEETING
Mr. Reihl moved and Mr. Smith seconded approval of Minutes from the May 17, 2019 meeting without change. Motion passed unanimously (CNV). Minutes posted on PDC page, ASHRAE Website.

V. BOARD ExO REPORT
Mr. Symko presented the ExO Report to Committees. He highlighted the Headquarters move, indicating it was on schedule and demolition was expected to begin this summer.

Dr. Keen thanked the committee for the time and positive responses given to the PEC restructure process. She noted that PDC is a critical component of ASHRAE and education courses are one of the top revenue streams. She reported that the 2019-20 PDC budget was aggressive and emphasized the need to maximize the potential of the courses.

The new Strategic Plan focuses on resilience and IEQ. It’s essential to ensure ASHRAE members know of the existing opportunities.

Committee members discussed and suggested the following ways to increase member awareness of course opportunities. Dr. Keen recommended revising the MBOs with some of the ideas shared.

- Seek YEA input on course offerings

ACTION ITEMS

<table>
<thead>
<tr>
<th>No.</th>
<th>Page</th>
<th>Responsible</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>Staff Liaison</td>
<td>Post version 22 of the PEC Restructure PowerPoint to basecamp.</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>PDC members</td>
<td>Review and comment on the MOP by Sep 30, 2019.</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>PDC Chairs</td>
<td>Review the need for additional subcommittee based on the new committee responsibilities</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>Mr. Fisher</td>
<td>Develop the criteria for a course instructor and draft a list of potential new instructors for discussion at the fall conference call.</td>
</tr>
<tr>
<td>5</td>
<td>4</td>
<td>Mr. Fisher</td>
<td>Contact Ms. Southard to discuss repayment options.</td>
</tr>
</tbody>
</table>
• Provide short, low cost webinars
• Offer subscriptions to learning packages
• Offer/reinstate revenue share to chapters that host ALI training
• Understand where someone hears about the course when they register?
• Use marketing resources
• Make Marketing aware of know what’s needed; ASHRAE learning is a necessity.
• Use social media
• Establish a certificate of proficiency program
• HVAC attendees speak at YEA meeting(s)

**ACTION 1:** Staff Liaison will post version 22 of the PEC Restructure PowerPoint to basecamp.

**VI. CHAIR’S REPORT**
Committee officers will meet to discuss the upcoming schedule and how to accomplish the MBOs for the year.

**VII. PEC RESTRUCTURE**
A. **ROB – Training and Education Committee**
   Mr. Reihl moved and Mr. Vallort seconded approval of the Training and Education Committee section of the Rules of the Board. Motion passed. CNV. The approved ROB will go to the Functional Subcommittee for review before being voted on in PEC.

B. **MOP – Training and Education Committee**
   Approval of the Training and Education Committee Manual of Procedures (MOP) was tabled until the fall conference call.

   **ACTION 2:** PDC members to review and comment on the MOP by Sep 30, 2019.

   Mr. Vallort suggested reexamining the committee setup and perhaps adding another subcommittee or additional Ad Hoc. The committee chairs agreed to discuss and define the actions needed.

   **ACTION 3:** PDC Chairs to discuss the need for a new subcommittee and potential Adhoc committees to assume potentially new committee responsibilities.

**VIII. FINANCIAL REPORT**
Not provided at the meeting.

**IX. STAFF REPORT/COURSE UPDATES**
A. **COURSE USAGE**
   Ms. Murray compared year-end course registrations to those from the same time last year. She noted that registrations for this conference were higher.

<table>
<thead>
<tr>
<th>Annual Conf</th>
<th>Courses</th>
<th>Registrants</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Kansas City</td>
<td>10</td>
<td>212 (final)</td>
</tr>
<tr>
<td>2018 Houston</td>
<td>10</td>
<td>173</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter Conf</th>
<th>Courses</th>
<th>Registrants</th>
</tr>
</thead>
</table>

The committee expressed concern regarding the number of active and alternate instructors who would be available to teach if the same course was requested in numerous locations. Additional instructors should be identified for existing course.

**ACTION 4:** Mr. Fisher will develop the criteria and qualifications for a course instructor and draft a list of potential new instructors for discussion at the fall conference call.

Mr. Fisher reported that, due to other commitments, Laura Southard would not be available to continue her work on the Heating & Cooling Loads SDL. He noted that Ms. Southard agreed to refund ASHRAE the amount received to revise the SDL.

**ACTION 5:** Mr. Fisher will contact Ms. Southard to discuss options.

**X. SUBCOMMITTEE REPORTS**

**A. PLANNING**

Mr. Valort moved and Mr. Reihl seconded approval of the proposed slate of courses for the 2019 Fall Online Course Series. Motion passed unanimously (CNV).

Mr. Valort moved and Mr. Reihl seconded approval of the proposal to develop a one-hour course tentatively titled, *Standard 189.1 and the International Green Construction Code — A Brief Overview*. Motion passed with 1 abstention (CNV).
Mr. Valort moved and Mr. Fisher seconded approval of the proposal to develop a three-hour course tentatively titled, *The ASHRAE Commissioning Process for New Construction*. The proposed course will replace the previous Guideline 0 and Standard 202 courses. Motion passed unanimously with recommended title change (CNV).

**B. OPERATIONS**

**XI. MBO PROGRESS**

Updates included in Appendix A.

**XII. OLD BUSINESS**

A. BUILDING EQ COURSE UPDATE

Mr. Dwyer reported no new updates.

B. REVIEW OF OPEN ACTION ITEMS

Updates included in Appendix B.

**XIII. NEW BUSINESS**

A. COURSE REPORTS/EVALUATIONS (PDC Liaisons)

Reports shared by email.

B. MBO 2019-20

Updates included in Appendix C.

C. SUBCOMMITTEE ASSIGNMENTS

Mr. Henck announced the following assignments for Society Year 2019-20:

**Planning**

Jeremy Smith, Chair
Walter Law
Dave Meredith
Andrew Sneed
Jim Vallort

**Operations**

Keith Reihl, Chair
Jesse Fisher
Michael Langford
Cheng Leong
Aakash Patel
Sarah Poursharafeddin

D. NEW-MEMBER TRAINING

New member orientation will take place mid-summer in the form of self-review of the PDF slides of how PDC operates. It was discussed that the PDF slides for training would be sent to each committee member.
E. RECOGNITION OF OUT GOING COMMITTEE MEMBERS
   Mr. Henck recognized the outgoing committee members and thanked them for their contributions to the PDC. He announced that he would remain as chair through the 2019-20 year.

F. CERTIFICATION EXAM PREP
   Ms. Murray announced that ALI is working with Certification to create pilot exam prep courses for the Commissioning and HVAC Design certification exams.

XIV. NEXT MEETING
   Fall 2019 Conference Call

XV. ADJOURN
   The meeting was adjourned at 12:00pm.
APPENDIX A – 2018-19 MBOs

**Professional Development Committee**  
MBOs for Society Year 2018-19  
Chair: Charlie Henck    Date: June 27, 2018

<table>
<thead>
<tr>
<th>Objective</th>
<th>SP</th>
<th>Completed by</th>
<th>Fiscal Impact</th>
<th>Responsible Party</th>
<th>Comment/Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop a 5-year plan on developing young engineer training products that can reach a wider audience than just our design class</td>
<td>1C</td>
<td>June 2019</td>
<td>None</td>
<td>Planning Subcommittee</td>
<td>Complete</td>
</tr>
<tr>
<td>2. Develop topics and RFPs for an additional (3) practical applications courses to 'fill the gaps' in our current offerings.</td>
<td>3D</td>
<td>January 2019</td>
<td>None</td>
<td>Planning Subcommittee</td>
<td>Complete</td>
</tr>
<tr>
<td>3. Review all SDLs and issue RFPs for the ones that need updating.</td>
<td></td>
<td>June 2019</td>
<td>None</td>
<td>Operations Subcommittee</td>
<td>In progress</td>
</tr>
<tr>
<td>4. Review all existing courses and sunset those that have not been used in 5 years or recommend updates</td>
<td></td>
<td>June 2019</td>
<td>None</td>
<td>Operations Subcommittee</td>
<td>In progress</td>
</tr>
<tr>
<td>5. Establish guidelines for liaison</td>
<td></td>
<td>June 2019</td>
<td>None</td>
<td>Operations Subcommittee</td>
<td>In progress</td>
</tr>
<tr>
<td>6. Every course reviewed by PDC Liaison prior to presentation– Quality check</td>
<td></td>
<td>January 2019</td>
<td>None</td>
<td>Operations Subcommittee</td>
<td>Continuous</td>
</tr>
<tr>
<td>7. Improve marketing of courses/branding. Work with ASHRAE marketing for improvement</td>
<td></td>
<td>January 2019</td>
<td>TBD</td>
<td>Planning Subcommittee</td>
<td>Continuous</td>
</tr>
</tbody>
</table>

**Additional Recommendations for Strategic Planning:** None at this time
**APPENDIX B – OPEN ACTION ITEMS**

**PDC MEETING JANUARY 14, 2019 (ATLANTA)**

<table>
<thead>
<tr>
<th>No.</th>
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</thead>
<tbody>
<tr>
<td>6</td>
<td>4</td>
<td>Operations</td>
<td>Report on Non-Performing courses at the Spring 2019 PDC meeting. In progress. Info available by the Fall committee meeting.</td>
</tr>
<tr>
<td>7</td>
<td>4</td>
<td>Staff Liaison</td>
<td>Continue discussions with existing 3- and 6-hour course instructors to determine ways to convert their courses to a series of training. In progress. Info available by the June meeting. (Complete/Continuous)</td>
</tr>
<tr>
<td>15</td>
<td>6</td>
<td>Staff Liaison</td>
<td>Send PDC Liaison guidelines to the full committee. (Complete)</td>
</tr>
</tbody>
</table>
# APPENDIX C– 2019-20 MBOs

## Professional Development Committee

**MBOs for Society Year 2019-2020**  
**Chair:** Charlie Henck  
**Date:** June 24, 2019

<table>
<thead>
<tr>
<th>Objective</th>
<th>SP</th>
<th>Complete by</th>
<th>Fiscal Impact</th>
<th>Responsible Party</th>
<th>Comment/Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review new strategic plan for items that apply to PDC and develop a plan to implement.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jun-20</td>
<td>None</td>
<td>Planning Subcommittee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Develop topics and RFPs for an additional (3) practical applications courses to ‘fill the gaps’ in our current offerings for developing young engineers.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jan-20</td>
<td>None</td>
<td>Planning Subcommittee</td>
<td>Add Alternate teaching methods. Add Members and Affiliate Societies #2.</td>
<td></td>
</tr>
<tr>
<td>3. Review all SDLs and issue RFPs for the ones that need updating.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jun-20</td>
<td>None</td>
<td>Operations Subcommittee</td>
<td>Review by Jan Issue RFP by June</td>
<td></td>
</tr>
<tr>
<td>4. Review all existing courses and sunset those that have not been used in 5 years or recommend updates</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jun-20</td>
<td>None</td>
<td>Operations Subcommittee</td>
<td>Continuous</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jun-20</td>
<td>None</td>
<td>Operations Subcommittee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Every course reviewed by PDC Liaison prior to presentation– Quality check</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jun-20</td>
<td>None</td>
<td>Operations Subcommittee</td>
<td>Continuous</td>
<td></td>
</tr>
<tr>
<td>7. Improve marketing of courses/branding. Work with ASHRAE marketing for improvement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jun-20</td>
<td>TBD</td>
<td>Planning Subcommittee</td>
<td>Continuous</td>
<td></td>
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</table>

**Additional Recommendations for Strategic Planning:** None at this time