



MINUTES

PROFESSIONAL DEVELOPMENT COMMITTEE CONFERENCE CALL May 17, 2019

MEMBERS PRESENT

Charlie Henck, Chair
Fred Betz, VC/Planning
Jeremy Smith, VC/Operations
Tim Dwyer
Jesse Fisher
Walter Law
Tyler Lewis
Sarah Poursharafeddin
Keith Reihl
Jim Vallort

STAFF PRESENT

Karen Murray, Staff Liaison

I. CALL TO ORDER

Mr. Henck called the meeting to order at 9:00am.

II. ASHRAE CODE OF ETHICS

Mr. Henck reminded everyone the meeting would be held in strict compliance with the ASHRAE Code of Ethics. (See full Code of Ethics at <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>.)

III. REVIEW OF AGENDA

Chair's Report added as Item V.

IV. APPROVAL OF MINUTES OF THE JANUARY 14, 2019 MEETING

Mr. Vallort moved and Mr. Reihl seconded approval of Minutes of the January 14, 2019 meeting without change. Motion passed unanimously (CNV). Minutes posted on PDC page, ASHRAE Website.

V. CHAIR'S REPORT

Mr. Henck reported the PEC restructure is moving forward. The PDC MOP and ROB revisions were submitted for review by the Society Rules Committee. The Board of Directors will potentially vote on the restructure at the June meeting. Otherwise the vote will take place at the August BOD meeting.

VI. STAFF REPORT/COURSE UPDATES

Ms. Murray reported on course registrations to date in comparison to the previous year. Overall registrations for HVAC design training, chapter purchased training, and training offered at industry events are slightly above last year. The online and winter conference registration numbers are lower, and registrations for courses at the upcoming annual conference are in line with the previous year.

VII. REVIEW OF 2018-19 MBOs

Mr. Henck led a review of the 2018-19 MBOs. Revisions are noted in [Appendix A](#).

VIII. REVIEW OF OPEN ACTION ITEMS

Updates included in [Attachment B](#).

IX. PLANNING SUBCOMMITTEE REPORT

A. EXISTING COURSE PROPOSALS

The following new courses will be offered in Kansas City:

- Guideline 36: Best in Class HVAC Control (Steve Taylor)
- IgCC and ASHRAE Standard 189.1 Technical Provisions (Tom Lawrence & Anthony Floyd)
- Effective Presentation for Positive Results (Al Veeck)
- Solar PV and Thermal Systems Analysis and Design (Khalid Nagidi & Svein Morner) (also presented in January 2019)
- Laboratory Exhaust Stacks: Safe and Energy-Efficient Design (Brad Cochran)

B. NEW PROPOSALS

No new proposals.

X. OPERATIONS SUBCOMMITTEE REPORT (Smith)

A. EXISTING COURSES IN PROGRESS

1. Short Courses
2. Seminars

Courses were reviewed at recent subcommittee conference call.

B. NON-PERFORMING COURSES

The subcommittee recommends no courses for sunset.

XI. ADJOURN

The meeting was adjourned at 11:30am.

APPENDIX A – 2018-19 MBOs

Professional Development Committee

MBOs for Society Year 2018-19

Chair: Charlie Henck Date: June 27, 2018

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

ASHRAE Strategic Plan 2014 Initiatives addressed by Objective

APPENDIX B – Open Action Items

Action Items

Meeting of January 14, 2019 (Atlanta)

No. Action

- 6 (Operations Subcommittee) Report on Non-Performing courses at the Spring 2019 PDC meeting. [Subcommittee will report at the June meeting.](#)

- 7 Continue discussions with existing 3- and 6-hour course instructors to determine ways to convert their courses to a series of training. In progress. [Ms. Murray will report more information at the June meeting.](#)

- 11 Correct links in the current PDC Reference Manual. Complete. Updates appear in Basecamp. [\(Complete.\)](#)

- 15 Send PDC Liaison guidelines to the full committee. [\(Complete\)](#)

- 16 Coordinate course reviews by assigned chapter monitors. Will begin at the Winter 2020 conference. [Continuous. \(Complete\)](#)