Young Engineers in ASHRAE Committee
Minutes 2021 Annual Virtual Conference
(Phoenix) June 9, 2021 9 am -1 pm EST

Join Zoom Meeting
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Passcode: 617100
Find your local number: https://ashrae-org.zoom.us/u/au77451ti

<table>
<thead>
<tr>
<th>Members Present</th>
<th>Members Absent</th>
<th>Guests</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rachel Romero, Chair</td>
<td>Mr Gabriel Nastase, PhD, Reg. XIV</td>
<td>Rick Hermans</td>
<td>Jeanette McCray</td>
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<tr>
<td>Shona O Dea, Sr. Vice Chair</td>
<td>Marisa Rae Kamstra, Incoming Reg. VIII</td>
<td>Luiz Piccoli</td>
<td>Daniel Gurley</td>
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<tr>
<td>Madison Schultz, Jr. Vice Chair/Reg. VIII</td>
<td>Isabel G Sarmento, Incoming Reg. XIV</td>
<td>Mick Schwedler</td>
<td>Joyce Abrams</td>
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<td>Frank Paradiso, Reg. I</td>
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<td>Larry Smith</td>
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<td>Elizabeth Jedrlinic, Incoming Reg. I</td>
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<td>Marie VanderVliet</td>
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<td>Miss Alekhya Kaianathbhatta, Reg. II</td>
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<td>Luke Duffy</td>
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<td>Carrie Anne Monplaisir, Reg. III</td>
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<td>Donald Hay</td>
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<td>Kimberly Pierson, Reg. IV</td>
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<td>Niss Feiner</td>
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<td>Paul Fernandez, Reg. V</td>
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<td>Miguel Gonzalez</td>
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<td>Zachary Alderman, P.E., Incoming Reg. V</td>
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<td>Vanessa Freidberg</td>
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<td>Mallory Schaus, Reg. VI</td>
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<td>Erin Riley</td>
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<td>Robert C Hangen, Reg. VII</td>
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<td>Jose Luis Alexandre</td>
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<td>Jessica J Renner, Reg. IX</td>
<td></td>
<td>Colin Laisure-Pool</td>
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<tr>
<td>Miss Elise Kiland, Reg. X</td>
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<td>Pricilla Almeida</td>
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<td>Branislav Cvijetinovic (Baki), Reg. XI</td>
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<td>Vinod Venugopal</td>
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<td>Callin MacPherson, Incoming Reg. XI</td>
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<td>Bruno Cerqueira Martinez, Reg. XII</td>
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<td>Kokzen Law, Reg. XIII</td>
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<td>Miss Eman Mamdouh Abu Taleb, RAL</td>
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<tr>
<td>Drew Samuels, Member-at-Large</td>
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<tr>
<td>Ashu Gupta, Member-at-Large</td>
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<tr>
<td>Munis Hameed, CIBSE Consultant</td>
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<td>Jeff Clarke, BOD Ex-Officio</td>
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<td>Christopher Krieps, Incoming Member-at-Large</td>
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<tr>
<td>Ronald Gagnon, Incoming BOD Ex-Officio</td>
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</tbody>
</table>
I. Call to Order (Rachel Romero) – 9:04 AM EDT
   a. Review of Agenda
   b. Virtual Meeting Etiquette:
      i. Sign in to Zoom: Reg XX – Name
      ii. Camera on when possible and professional
      iii. Please remain muted when not speaking
      iv. Use the chat feature when items are not time sensitive
      v. Etiquette and Tips from ASHRAE’s Communication Committee can be found [here](#)
II. ASHRAE Code of Ethics Commitment (Romero) – 9:05 AM EDT
   In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and we shall avoid all real or perceived conflicts of interests.
   (Code of Ethics: [https://www.ashrae.org/about/governance/code-of-ethics](https://www.ashrae.org/about/governance/code-of-ethics))
   (Core Values: [https://www.ashrae.org/about/ashrae-s-core-values](https://www.ashrae.org/about/ashrae-s-core-values))
III. Introductions (Rachel) – 9:06 AM EDT
   a. 2020-2021 Roster
   b. New RVCs
   c. Visitors
   d. Group Photo of YEA Committee- SMILE!
IV. Icebreaker YEA Retrospective on Mural (O’Dea) – 9:15 AM EDT
   a. [https://app.mural.co/invitation/mural/firstworkspace3639/1619473452342?sender=sodea0625&key=2014d91a-4e76-4b83-ae72-5ce3c234756c](https://app.mural.co/invitation/mural/firstworkspace3639/1619473452342?sender=sodea0625&key=2014d91a-4e76-4b83-ae72-5ce3c234756c)
V. Approval of Minutes from the 2021 Winter Virtual Meeting (Rachel)– 9:40 AM EDT
   ATTACHMENT A
   a. Moved by Baki, second by Madison. Passed unanimously (14-0-0)
VI. YEA Individual Award of Excellent Awardees Rachel – 9:40 AM EDT
   a. Luiz Antonio Piccoli, Jr.- South Brazil Chapter, Region XII -(Outreach)
   b. Marie VanderVliet- Utah Chapter, Region IX- (Personal)
   c. Nissun Feiner- Toronto Chapter, Region II- (Professional)
VII. Coordinating Officer and Board Ex-Officio (Jeff Clarke) – 9:50 AM EDT
   a. Ex-O presentation via PPT also on Basecamp
   b. Restructuring- it is still being debated by the BOD
   c. Decarbonization in buildings- This is currently being discussed by that committee
   d. Revamped Commercialism policy- Is being currently reviewed
VIII. Liaison Updates – Ad Hoc
   a. List of liaisons is available on Basecamp
   b. Liaison Update from SA – (Baki Cvijeticinovic)
      i. Nothing to report at this time
   c. Liaison Update from MP – (John Molnar)
   d. Liaison Update from CEC- (Carrie Anne Monplaisir)
      i. Nothing to report at this time
   e. Liaison Update from CTTC- (Bruno)
      i. Developing Standard Operating procedure
      ii. ASHRAE encouraging more use of BEQ
      iii. Anyone interested can contact Bruno Martinez
   f. Liaison Update from GAC- (Madison Schulz)
i. Report by Colin- Upcoming GAC event that YEA is invited to attend.
   https://events.rdmobile.com/Sessions/Details/1147071

g. Liaison Update from H&A - (Drew)
i. Nothing to report at this time

IX. Subcommittee Updates – 10:00 AM EDT
a. Professional Development (Baki)
i. Social Media Marketing Progress
ii. YEA has an Instagram and Twitter Account
   1. Social media marketing plan
   2. Social media chair- someone from the subcommittee that will be tasked to
      handle the YEA social media outlets and content
   3. buy-in from other subcommittees
      a. Videos on different ASHRAE topics from the YEA Committee
         i. Videos from Outreach at least 2
         ii. Videos from Personal at least 2

iii. Technical Committee
    1. reaching out to Technical committees, utilizing social media to connect to YEA
      a. Been in contact with TCs via questionnaire

iv. Awards Update
   1. Inspirational Leader Award
   2. Developing Leader Award
   3. HVAC Design Scholarship

v. Building EQ SOPs
   1. Looking to partner with YEA

vi. Leadership U is slated to come back in Winter 2022

vii. Bruno Martinez will be the new Professional Subcommittee Chair

b. Personal Development (Jessica Renner)
i. YEA Webinars
   1. Building a Powerful Elevator Pitch was held in January and was successful
   2. Upcoming Webinar-Introduction to Meditation will be held on June 24, 2021
      a. Registration opens Friday, June 11th

ii. YEA Leadership Weekend Virtual - April 16-18
   1. Was successful and facilitated by Ralph Kison
   2. Welcome packages were sent to all the attendees

iii. Planning for the Fall YLW to be in person
   1. Will know for sure in July 2021 after BOD meeting

iv. College of Fellows
   1. Jessica will meet with them to see how YEA can get back involved and how
      much money was allotted to YEA in the past

v. Slack Group
   1. Book Club

c. Outreach (Mallory Schaus)
i. Report from YEA Leadership Digital, October 2020
   1. 65 virtual registrants out 100 possible registrants
   2. Doubled in-person YLI attendance
   3. Tricia Evans facilitated the 3-day event
   4. WhatApp group formed from this event and is still active
   5. Streamline sharing of contact info
   6. Compliment to YLI but not a replacement
ii. CIBSE partnership for YEA Leadership Digital 2021
   1. Scheduled for this October 2021
   2. To be facilitated by Tricia Evans
   3. CIBSE will be co-hosting this events
      a. Will try to bring in at least 20 people
      b. Agreement will be drafted

iii. ASHRAE India Programming Development
   1. Ashu has help collaborate webinars and certifications with the India chapters
   2. All webinars are on YouTube

iv. YEA Leadership International 2022 proposal - Kuala Lumpur
   1. Proposing to hold on May 13-15, 2022
   2. To prevent a gap in knowledge this event will help new RVCs hosting this event learn the ropes before all RVCs that previously attended this event roll off.

v. CIBSE Update
   1. Munis will be our CIBSE liaison for another year
   2. Upcoming technical symposiums in July 13-14, 2021
   3. CIBSE YEN event will not happen this year but will start again in 2022

vi. Proposed YEA liaisons from allied industry associations
   1. RAL (AAA, ISHRAE)-Ashu
   2. YPFA
   3. CIOB-Carrie Anne
   4. YAF-Kozen

vii. Update on alignment of YLW-YLI
   1. Madison attending the YLD 2020
   2. Continue to monitor the two programs to compare the similarities and what is different

X. Motions – 11:00 AM EDT
   a. No motions to review

XI. BREAK – 11:00 AM EDT

XII. Old Business (Rachel) – 11:10 AM EDT
   a. Review of YEA-related meetings and events during the conference

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Meeting</th>
<th>Location</th>
<th>Attendance</th>
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<tbody>
<tr>
<td>Thursday, June 17, 2021</td>
<td>1:00pm-2:00pm EST</td>
<td>TC 1.4-YEA/Education (Subcommittee)</td>
<td>Zoom</td>
<td>Encouraged</td>
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b. Overview of conference sessions that are either presented or sponsored by YEA:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Presentation</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, June 28, 2021</td>
<td>5:00pm-5:30pm EST</td>
<td>YEA Roundtable: How COVID 19 Impacted Careers of New Graduates and Young Professionals</td>
<td>Virtual</td>
</tr>
</tbody>
</table>

c. MBOs – Review of 2020-2021 Results to Date - ATTACHMENT B
   i. Item #4 should be drafted by the end of the SY

d. Executive Session- Romero- In breakout room
   i. Approval of YEA Developing Leader Award Nominees for Las Vegas Winter Conference 2022
      1. All 9 nominees were approved.
ii. Approval of YEA Inspirational Leader Award Nominees for Las Vegas Winter Conference 2022
   1. Approved nominee
   2. Moved by Drew, second by Baki (14-0-1) (CNV)

XIII. New Business – 11:40 am- (Shona)
a. New YEA Executive Committee 2021-2022
   i. Shona O Dea- Chair
   ii. Madison Schultz- Senior Vice Chair
   iii. Branislav Cvijetinovic (Baki)- Junior Vice Chair
b. Subcommittee Organization for FY2021-2022 - ATTACHMENT C
c. RACI Matrix
   i. Available on Basecamp
   ii. Shona is requesting volunteers to complete the RACI Matrix
      1. Bruno, Elise, Cailin, Carrie Anne volunteered to help with RACI Matrix
d. Diversity, Equity, and Inclusion (DEI) Updates- Schultz/Pierson
   i. Update on activities (Madison)
      1. BOD has approved to have DEI be a standing Committee under Members Council
      2. More work needs to be done to within ASHRAE and membership to become more aware of what DEI is and how important it is.
      3. Currently no YEA members on DEI committee
      4. DEI wants to rebrand YEA and YEA would like to be included on the conversation
   ii. Add Liaison to this committee and YEA DEI Group
      1. Propose Kim Pierson/ Madison Schultz to be included
      2. Elizabeth, Elise, Zack, Eman, Kozen are interested in becoming involved in the DEI committee
e. MBOs – Develop 2021-2022

**YEA MBOs 2021-2022**

<table>
<thead>
<tr>
<th>Item #</th>
<th>MBO</th>
<th>Assigned To</th>
<th>Date Due</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Increase YEA membership by 10%</td>
<td>YEA Committee</td>
<td>6/30/2022</td>
<td></td>
<td>Continue to grow the YEA demographic and encourage involvement</td>
</tr>
<tr>
<td>2</td>
<td>Increase number of YEA members participating on TCs by 15%</td>
<td>Professional Development Subcommittee</td>
<td>6/30/2022</td>
<td></td>
<td>We have been working with TAC to increase awareness and participation to YEA members. Redesign TC YEA guide and include information for international members. Look at each Region’s YEA participation.</td>
</tr>
<tr>
<td>3</td>
<td>Full Circle for entire YEA Committee</td>
<td>YEA Committee</td>
<td>7/1/2021 to 9/30/2022</td>
<td></td>
<td>To encourage all YEA members to donate, the committee wants to lead by example</td>
</tr>
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<td>4</td>
<td>Develop a plan to promote educational resources for international YEA members</td>
<td>Outreach Development Subcommittee</td>
<td>6/30/2022</td>
<td>Ongoing</td>
<td>Provide educational resources for international YEA members who might not be able to attend existing YEA programs. Translate cheat sheet into SI.</td>
</tr>
<tr>
<td>5</td>
<td>Chapter/Member Outreach</td>
<td>YEA Committee</td>
<td>6/30/2022</td>
<td>Ongoing</td>
<td>Continue/increase the communication between YEA RVC’s and YCC’s so that membership is informed of programs and events. Submit reporting form bi-annually.</td>
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<tr>
<td>Item #</td>
<td>Description</td>
<td>Committee</td>
<td>Start Date</td>
<td>End Date</td>
<td>Status</td>
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<tr>
<td>6</td>
<td>100% submission of CRC YEA workshop sign-in sheet</td>
<td>YEA Committee</td>
<td>Within one month of CRC</td>
<td>Ongoing</td>
<td>In order to track YCC attendance at CRC YEA workshops, all YEA RVCs need to submit their workshop sign-in sheets. To encourage adequate training, we want at least 80% of YCCs (or co-chairs) to attend their CRCs and YEA Workshop.</td>
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<tr>
<td>7</td>
<td>Maintain an annual joint College of Fellows mentoring event</td>
<td>Personal Development Subcommittee</td>
<td>6/30/2022</td>
<td>Ongoing</td>
<td>Maintain an organized event that promotes networking and mentorship with the College of Fellows.</td>
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<tr>
<td>8</td>
<td>Establish new YEA liaisons from allied industry associations</td>
<td>Outreach Development Subcommittee</td>
<td>6/30/2022</td>
<td>Ongoing</td>
<td>Collaborate with (3) allied industries. Invite each to at least 1 YEA/ASHRAE event within the 2021-2022 Society Year. (Mirror in participation). Continue to identify new liaisons for the YEA Committee.</td>
</tr>
<tr>
<td>10</td>
<td>Publish Social Media Plan</td>
<td>Professional Development Subcommittee</td>
<td>1/14/2022</td>
<td></td>
<td>Document Release via Basecamp.</td>
</tr>
<tr>
<td>11</td>
<td>Implement Social Media Plan</td>
<td>Professional Development Subcommittee</td>
<td>6/30/2022</td>
<td></td>
<td>Increase Instagram followers by 500% by implementing Social Media Plan. Post social media content on a weekly basis, per Social Media Plan. Track content topics and subcommittee.</td>
</tr>
<tr>
<td>12</td>
<td>Maintain Alignment of YLW-YLI</td>
<td>Personal Development Subcommittee and Outreach Subcommitte</td>
<td>6/30/2022</td>
<td>Ongoing</td>
<td>Make sure there is cross attendance between events once per year.</td>
</tr>
<tr>
<td>13</td>
<td>YEA Presentation at Winter and Annual Meeting</td>
<td>Professional Development Subcommittee and ExCom</td>
<td>6/30/2022</td>
<td>Ongoing</td>
<td>Grow YEA involvement in the technical program through YEA members as presenters</td>
</tr>
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<td>14</td>
<td>ASHRAE Conference Crash Course at the Winter and Annual Meeting</td>
<td>Personal Development Subcommittee</td>
<td>01/29/2022-02/02/2022</td>
<td>Ongoing</td>
<td>Define expectation for YEA DEI committee leader is the official member of the YEA taskforce. Pursue opportunities with other bodies.</td>
</tr>
<tr>
<td>15</td>
<td>Form DEI Coordinating Ad Hoc Committee</td>
<td>DEI Ad Hoc Committee</td>
<td>6/30/2022</td>
<td>Ongoing</td>
<td>Document Release via Basecamp.</td>
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</tbody>
</table>

i. Item# 4- Plan to promote educational resources for international YEA members
   1. Add content on physical deliverable-1 pager.
   2. Come up with a modern way of sharing deliverables
   3. Potential to align with Professional Development-link to videos
   4. Ensure inclusivity of videos

ii. Item# 5- Confirm a cadence and format of communication with local YCCs at a minimum quarterly.
   1. Add metric for frequency
   2. Monthly one-on-ones encouraged

iii. Item# 6- Add folder to Basecamp to make it easier for RVCs to submit sign-in sheets and draw people to Basecamp

iv. Item# 7- Grow or strengthen and define success criteria

v. Item# 8- Collaborate with (3) allied industries
1. By 2022-2023 - Have a presence in other industry events to promote and capture lessons learned
2. Define how ASHRAE can participate at local and society events is applicable or appropriate
3. Define MOU
4. Fully integrate and inform their groups

vi. Item# 11- New MBO
1. Implement Social Media Plan
2. Ron will connect with Baki to go over Society’s social media dashboard

vii. Item# 15- New MBO
1. Form DEI Coordinating Ad Hoc
2. Make sure we have someone officially on the task force from YEA
3. Define expectations for the YEA DEI committee/form official relationship with the DEI committee

viii. Chapter/Member Outreach
1. Track PAOE points
   a. YEA 23- For a YEA Chapter Chair issuing a set of MBOs to YEA Regional Vice Chair Points: 0 /50
   b. Consider adding PAOE points for RVC monthly communication with YCCs

ix. Make DEI an MBO

XIV. Next Meetings (Shona) – 12:20 pm EDT
a. New RVC Training –(Baki)
   i. Waiting for Doodle poll results
   ii. Schedule for July 6-9th potentially
b. Planned for Las Vegas for January 2022
   i. Interim activities
      1. Meet quarterly
      2. Live Google document for the committee can add notes in prior to meetings
      3. Go back to doing the Pre-Conference Subcommittee call prior to the Annual/Winter meetings
      4. Look into a plan to have hybrid meetings for Las Vegas because some people cannot travel due to COVID-19
         a. Carrie Anne will follow up with CEC to ask about hybrid Annual/Winter Meetings going forth and what equipment is needed
         b. https://workspace.google.com/products/meet-hardware/
         c. https://owllabs.com/products/meeting-owl-pro
         d. https://neat.no/?gclid=Cj0KCQjwzYGGBhCTARIsAHdMTQxqHfBHt2JA EJzB87VF8zzWVeFqfHICPGa8erNyusxNoKiiYmHgaAgYqEALw_wcB
      5. YEA ExCom to investigate Hybrid Meeting options at next ExCom meeting.

XV. Adjournment (Shona) – 1:00 pm EDT
Attachment A

Young Engineers in ASHRAE Committee Minutes
2021 Winter Virtual Conference
January 15, 2021 9 am - 1 pm EST

XVI. Call to Order (Romero)
   a. Review of Agenda
      i. No additions
   b. Assign note taker – Madison Schultz
   c. Virtual Meeting Etiquette:
      i. Sign in to Zoom: Reg XX – Name
      ii. Camera on when possible and professional
      iii. Please remain muted when not speaking
      iv. Use the chat feature when items are not time sensitive
      v. Etiquette and Tips from ASHRAE's Communication Committee can be found here

XVII. ASHRAE Code of Ethics Commitment (Romero)
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   (Code of Ethics: https://www.ashrae.org/about/governance/code-of-ethics)
   (Core Values: https://www.ashrae.org/about/ashrae-s-core-values)

XVIII. Introductions (Romero)
   a. 2020-2021 Roster
      i. Present: Shona, Madison, Frank, Alekhya, Carrie Anne, Kimberly, Paul, Mallory, Jessica, Elise, Baki, Bruno, Kozen, Eman, Andrew, Ashu, Jeff Clarke, Mick Schwedler, Jeanette
      ii. Absent: Robert, Gabriel
   b. Visitors

XIX. Icebreaker (Romero)
   a. Breakout rooms: What is a highlight from the last 6 months?
   b. Return for Group Photo

XX. Approval of Minutes from the 2020 Annual Virtual Meeting (Romero) – ATTACHMENT A
   a. Motion to Approve: Bruno, Second: Drew, pass unanimously

XXI. Coordinating Officer and Board Ex-Officio – (Jeff Clarke)
   a. Ex-O presentation via PPT also on Basecamp
   b. Next conference is in the summer and trying to have in person in Phoenix, AZ
   c. If rolling off YEA and want to be on another committee, reach out to Rachel, Jeff, or Mick
      i. Appointments happen in March by Mick

XXII. Joyce and Mick addressed committee to express their thanks for YEA’s work and volunteerism

XXIII. Liaison Updates – Ad Hoc
   a. List of liaisons is available on Basecamp
   b. Liaison Update from SA – (Baki)
      i. Meeting on Jan 22
   c. Liaison Update from MP – (John Molnar)
      i. Recruitment Committee
         1. Working to be creative to maintain and attract members
         2. ASHRAE MP Hardship Program
a. Let MP Chair or MP RVC know and they can get them the information
   ii. Training Committee
       1. Redesign Training for virtual
   iii. Promote membership by offering incentives
   iv. Get MP to help push/promote social media posts
d. Liaison Update from CEC- (Carrie Anne)
   i. Will meet January 22nd, 2021
   ii. Baki has a session in early February on CEC
   iii. STEM Sessions for kids at the Conferences to possibly target YEA Members to get more involved
       1. Previous surveys showed that the members would not use it but more research is on-going
   iv. More family orientated events to possibly be tested out with chapters first then push to regions and conferences
e. Liaison Update from CTTC- (Bruno)
f. Liaison Update from GAC- (Madison) – ATTACHMENT B1 & B2
   i. Attend Government Outreach Days (if possible)
   ii. California Assembly Bill 841 re: ASHRAE guidelines developed by the Epidemic Task Force passed
   iii. California Air Resources Board covers ASHRAE’s stance on HFC phaseouts is on the radar
g. Liaison Update from H&A- (Drew)
   i. H & A will meet on Wednesday of next week
   ii. H & A submitted a video to be posted as part of the video series

XXIV. CIBSE Report – (Munis Hameed)
a. April 2020 meeting was pushed to fall and was virtual.
b. Working with UAE ASHRAE chapter to engage YEA folks
c. Will likely get new liaison in April. Meeting with CIBSE YEN chairs in February. Munis will provide update after.
d. July 13 & 14, 2021 is next conference

XXV. Subcommittee Updates– 10:10 am (10 minutes each) – ATTACHMENT C
a. Professional Development – Baki Cvijetinovic
   i. ASHRAE Videos
      1. 60- seconds videos about various ASHRAE and YEA topics
      2. Videos will be posted on all ASHRAE social media
      3. First few videos are ready to be posted
   ii. TC – YEA outreach
      1. Started to reach out to all the TCs. A questionnaire was sent out and 28 responses received back.
      2. Will post on Instagram different TCs information to attract YEA Members
   iii. Social Media
      1. Looking into adding more ASHRAE hashtags that can be used by YEA and all of ASHRAE
   iv. HVAC Training Scholarship
      1. Discussed ideas for bringing in a YEA member for the virtual conference as an alternate solution to using the HVAC funds
v. Awards
   1. YEA Inspirational Leader Award- Deadline May 1
   2. Developing Leader Award- Deadline May 1
vi. Winter Conference YEA Meetup
1. Refrigeration Basics Roundtable Tuesday, Feb. 9th 4:30pm-5pm ET - Hosted by Baki
2. YEA Q&A - Wednesday, Feb. 10th 4:30pm-5pm ET - Hosted by Baki

b. Personal Development – Jessica Errett
   i. Webinars w/ Ralph Kison
      1. Committee has held four webinars already this year
         a. Recordings are posted on the YEA Resources page
      2. Upcoming webinar: January 26th, Topic: Elevator Pitch & Personal Branding
      3. Goal is to have a webinar every six weeks
      4. Registration fee will go up from $10 waiting to discuss further w/Ralph
      5. Webinar attendees have started a book club and a group on Slack
   ii. Conference Crash Course
   iii. Modified version of College of Fellows Mentorship event
   iv. YEA Leadership Weekend 1.0 Digital tentatively planned for April 16-18, 2021

c. Outreach – Mallory Schaus
   i. Digital YLI Recap
      1. YLI was converted into YEA Leadership Digital due to the pandemic
      2. It was three days three hours each day with about 60 attendees
      3. Tricia Evans was the presenter for the YLD event
      4. Received positive feedback from the attendees and promoting it on social media
      5. YLI/YLD Fall 2021 to be determined but probably digital one more time
   ii. Alignment w/Personal Development
      1. Working with Personal Development on the content of the YLD and other virtual events
   iii. Award Review Process
      1. Need to see more applicants for the YEA Award of Excellence
      2. Maybe investigate the process to make changes where needed to get a bigger pool of applicants
   iv. Roadmap for YEA members
      1. Will start back with this in February

XXVI. Motions
   a. No motions to review

XXVII. Old Business
   a. Review of YEA-related meetings and events during the conference

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Meeting</th>
<th>Location</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, February 8, 2021</td>
<td>2:00pm-3:00pm</td>
<td>YEA Developing Leader Award Ceremony</td>
<td>Zoom</td>
<td>Encouraged</td>
</tr>
<tr>
<td>Tuesday, February 9, 2021</td>
<td>11:30am-12:00pm</td>
<td>ASHRAE Honors Recipients of Society’s Personal Honors Awards (YEA Inspirational Leader Award)</td>
<td>Virtual</td>
<td>Encouraged</td>
</tr>
<tr>
<td>Tuesday, February 9, 2021</td>
<td>4:30pm-5:00pm</td>
<td>Refrigeration Basics Roundtable</td>
<td>Virtual</td>
<td>Encouraged</td>
</tr>
</tbody>
</table>
i. Overview of conference sessions that are either presented or sponsored by YEA:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Presentation</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, January 15, 2021</td>
<td>1:00pm-4:30pm</td>
<td>TC 1.4 YEA/Education, Control Components &amp; Applications, Programs Subcommittee Meetings</td>
<td>Virtual</td>
</tr>
<tr>
<td>Tuesday, February 9, 2021</td>
<td>10:30am-11:30am</td>
<td>Seminar 1: Presentation 1: Smart Labs Toolkit: A Guide to Enable Labs of the Future</td>
<td>Virtual</td>
</tr>
<tr>
<td>Tuesday, February 9, 2021</td>
<td>3:00pm-4:20pm</td>
<td>Seminar 7: Building the Next Generation in Building Science: The Solar Decathlon Competition WITH LIVE Q&amp;A</td>
<td>Virtual</td>
</tr>
<tr>
<td>Thursday, February 11, 2021</td>
<td>12:00pm-1:20pm</td>
<td>Seminar 30: Controls Standards, Guidelines and Codes: What YEA Need to Know! WITH LIVE Q&amp;A</td>
<td>Virtual</td>
</tr>
<tr>
<td>Thursday, February 11, 2021</td>
<td>1:30pm-2:30pm</td>
<td>Workshop 2: Best Practices of the Mentor-Mentee Relationship</td>
<td>Virtual</td>
</tr>
<tr>
<td>On-demand</td>
<td></td>
<td>ASHRAE Crash Course</td>
<td>Virtual</td>
</tr>
</tbody>
</table>

XXVIII. BREAK

XXIX. New Business – 11:15 am
   a. Jr. Vice Chair
      i. Voice vote on candidate
      ii. Baki was the only eligible candidate.
      iii. Motion to move Baki forward brought by Rachel
      iv. Carrie Anne moved Madison second (unanimous 15-0 CNV)
      v. Branislav Cvijeticinovic (Baki) new Jr. Vice Chair

b. 21-22 YEA ExCom
   i. Shona O Dea- Chair
   ii. Madison Schultz- Sr. Vice Chair
   iii. Branislav Cvijeticinovic (Baki)-Jr. Vice Chair

c. MBOs – Review of 2020-2021 Results to Date - ATTACHMENT D
   i. Item# 1
   ii. Item#2
      1. Membership overall low but continue to encourage membership
      2. Professional Committee is working on increasing involvement and getting YEA members more involved.
in%20ashrae%20(yea)/resources/yea-technical-committees-guide.pdf
   iii. Item #4
      1. Outreach will have a report in June for this MBO
   iv. Item #5
1. DRC Reporting forms were done in the past but stopped about four years ago.
2. The Committee feels that it is not necessary so it will be removed from the MBO at this time.

v. Item #9
   1. Linked In
   2. Make sure the website gets updated with a YEA Webinar section (Jeanette)

vi. Item #12
   1. Look for Presenters for the Annual meeting for TCs/Technical Programs
   2. Research topics and possible presenters by February 2021

d. PAOE – ATTACHMENT E
   i. Any recommended changes to PAOE line items, minimums and/or PAR points? We need to submit any recommendations along with our Members Council report. Any recommended changes will not be discussed during the Members Council meeting but will be drafted in the PAOE for President Elect Mick Schwedler to review.
      1. Recommendations
         a. Added virtual incentive/ change the point value due to more virtual events
   ii. Reviewed current status of YEA PAOE Table for 20-21

XXX. Next Meeting – 11:45 am
   a. Planned for June 26, 2021 in Phoenix, AZ
   b. Rachel will look into planning a social event before the Annual Conference

XXXI. Adjournment (10:57am)
<table>
<thead>
<tr>
<th>Item #</th>
<th>MBO</th>
<th>Status</th>
<th>Date Due</th>
<th>Assigned To</th>
<th>MBO Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Increase YEA membership by 10% (11,442 to 12,586)</td>
<td>As of 05/31/2021-10,468</td>
<td>6/30/2021</td>
<td>YEA Committee</td>
<td>Continue to grow the YEA demographic and encourage involvement</td>
</tr>
<tr>
<td>2</td>
<td>Increase number of YEA members participating on TCs by 15% (677 to 778)</td>
<td>As of 06/02/2021: 584</td>
<td>6/30/2021</td>
<td>Professional Development Subcommittee</td>
<td>We have been working with TAC to increase awareness and participation to YEA members. Redesign TC YEA guide and include information for international members. Look at each Region’s YEA participation.</td>
</tr>
<tr>
<td>3</td>
<td>Full Circle for entire YEA Committee</td>
<td>Ongoing</td>
<td>7/1/2020 to 9/30/2020</td>
<td>YEA Committee</td>
<td>To encourage all YEA members to donate, the committee wants to lead by example</td>
</tr>
<tr>
<td>4</td>
<td>Develop a plan to promote educational resources for international YEA members</td>
<td>Ongoing</td>
<td>2/1/2021</td>
<td>Outreach Development Subcommittee</td>
<td>Provide educational resources for international YEA members who might not be able to attend existing YEA programs. Translate cheat sheet into SI.</td>
</tr>
<tr>
<td>5</td>
<td>Chapter/Member Outreach</td>
<td>Ongoing</td>
<td>6/30/2021</td>
<td>YEA Committee</td>
<td>Continue/increase the communication between YEA RVC’s and YCC’s so that membership is informed of programs and events.</td>
</tr>
<tr>
<td>6</td>
<td>100% submission of CRC YEA workshop sign-in sheet</td>
<td>Ongoing</td>
<td>Within one month of CRC</td>
<td>YEA Committee</td>
<td>In order to track YCC attendance at CRC YEA workshops, all YEA RVCs need to submit their workshop sign-in sheets. To encourage adequate training, we want at least 80% of YCCs (or co-chairs) to attend their CRCs and YEA Workshop.</td>
</tr>
<tr>
<td>7</td>
<td>Maintain an annual joint College of Fellows mentoring event</td>
<td>Completed at 2021 Winter Virtual Conference</td>
<td>6/30/2021</td>
<td>Personal Development Subcommittee</td>
<td>Maintain an organized event that promotes networking and mentorship with the College of Fellows</td>
</tr>
<tr>
<td>Item #</td>
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</tr>
<tr>
<td>8</td>
<td>Establish new YEA liaisons from allied industry associations</td>
<td>Ongoing</td>
<td>6/30/2021</td>
<td>Outreach Development Subcommittee</td>
<td>Collaborate with allied industries. Identify new liaisons for the YEA Committee and have at least one attend an ASHRAE Conference within the 2019-2020 Society Year, such as ISHRAE, REHVA, and AIA, where MOUs are signed.</td>
</tr>
<tr>
<td>9</td>
<td>Social media posts for every YEA Leadership event</td>
<td>Ongoing</td>
<td>6/30/2021</td>
<td>Personal Development Subcommittee and Outreach Subcommittee</td>
<td>One post prior and one post after event, at minimum. Intent to promote the event and encourage attendance, and also show the value of the program. On all available platforms</td>
</tr>
<tr>
<td>10</td>
<td>Social media on applications for YEA programs</td>
<td>Ongoing</td>
<td>6/30/2021</td>
<td>Professional Development Subcommittee</td>
<td>Posts on application deadlines at least 1-2 weeks in advance</td>
</tr>
<tr>
<td>11</td>
<td>Complete Alignment of YLW-YLI</td>
<td>Ongoing</td>
<td>6/30/2021</td>
<td>Personal Development Subcommittee and Outreach Subcommittee</td>
<td>Improve ability of participants to participate in a program and transfer to the other</td>
</tr>
<tr>
<td>12</td>
<td>YEA Presentation at Winter and Annual Meeting</td>
<td>Ongoing</td>
<td>6/30/2021</td>
<td>Professional Development Subcommittee</td>
<td>Grow YEA involvement in the technical program through YEA members as presenters</td>
</tr>
</tbody>
</table>
## Subcommittee Organization for FY2021-2022

### Professional Development

<table>
<thead>
<tr>
<th>Region</th>
<th>Chair</th>
<th>Term Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>XIII</td>
<td>Bruno Martinez</td>
<td>2019-2022</td>
</tr>
<tr>
<td>II</td>
<td>Alekhya Kaianathbhatta</td>
<td>2020-2023</td>
</tr>
<tr>
<td>VII</td>
<td>Robert Hangen</td>
<td>2020-2023</td>
</tr>
<tr>
<td>IV</td>
<td>Kim Pierson</td>
<td>2020-2023</td>
</tr>
<tr>
<td>XIV</td>
<td>Isabel Sarmento</td>
<td>2021-2024</td>
</tr>
<tr>
<td>At Large Member</td>
<td>Drew Samuels</td>
<td>2019-2022</td>
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### Personal Development

<table>
<thead>
<tr>
<th>Region</th>
<th>Chair</th>
<th>Term Years</th>
</tr>
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<tbody>
<tr>
<td>IX</td>
<td>Jessica Renner</td>
<td>2019-2022</td>
</tr>
<tr>
<td>X</td>
<td>Elise Kiland</td>
<td>2020-2023</td>
</tr>
<tr>
<td>I</td>
<td>Elizabeth Jedrinic</td>
<td>2021-2024</td>
</tr>
<tr>
<td>XI</td>
<td>Cailin Noll</td>
<td>2021-2024</td>
</tr>
<tr>
<td>V</td>
<td>Zach Alderman</td>
<td>2021-2024</td>
</tr>
<tr>
<td>At Large Member</td>
<td>Drew Samuels</td>
<td>2019-2022</td>
</tr>
<tr>
<td>At Large Member</td>
<td>Chris Krieps</td>
<td>2021-2024</td>
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</table>

### Outreach Development

<table>
<thead>
<tr>
<th>Region</th>
<th>Chair</th>
<th>Term Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>VI</td>
<td>Mallory Schaus</td>
<td>2019-2022</td>
</tr>
<tr>
<td>XIII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td>Name</td>
<td>Term</td>
</tr>
<tr>
<td>------------------------</td>
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</tr>
<tr>
<td>Kozen Law</td>
<td></td>
<td>2019-2022</td>
</tr>
<tr>
<td>Region III</td>
<td>Carrie Anne Monplaisir</td>
<td>2020-2023</td>
</tr>
<tr>
<td>RAL</td>
<td>Eman Mamdouh Abu-Taleb</td>
<td>2020-2023</td>
</tr>
<tr>
<td>Region VIII</td>
<td>Marisa Kamstra</td>
<td>2021-2024</td>
</tr>
<tr>
<td>At Large Member</td>
<td>Chris Krieps</td>
<td>2021-2024</td>
</tr>
<tr>
<td>CIBSE Consultant</td>
<td>Munis Hameed</td>
<td>2021-2024</td>
</tr>
</tbody>
</table>