

Young Engineers in ASHRAE Committee Agenda
2018 Annual Conference, Houston, TX
Saturday, 6/23/2018, 8:00 am – 3:00 pm

MINUTES

- I. Call to Order (Kopocis) – 8:14 am
- II. ASHRAE Code of Ethics Commitment (Kopocis) – 8:00 am
 - a. In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interests. (Code of Ethics: <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>.)
- III. Introductions (Kopocis) – 8:15 am
 - a. Incoming YEA RVCs from Regions V, VIII, and XI
- IV. Approval of Minutes from the Chicago meeting (Kopocis) – 8:28 am – **ATTACHMENT A**
 - a. Haynes motions; Romero seconded. Unanimous approval 17-0-0
- V. Chair’s Report (Kopocis) – 8:30 am
 - a. Update of 2017-2018 MBOs – **ATTACHMENT B**
 - i. YEA members: breakdown Regional and chapter growth, and compare to overall ASRHAE membership growth
 - ii. TC participation:
 1. Encourage YEA members to attend the TC Chair breakfasts
 2. Encourage YEA members to get on the TC roster, not just the email list
 3. Are TCs encouraged to have YEA members?
 4. Try to liaison more with TAC
 5. Provide TC Chairs with 1-page flyer on how to involve YEA members; per Rachel, CEC has a 2-page flyer
 6. Need to redesign current YEA TC brochure
- VI. Liaison Updates – 8:53 am
 - a. PDC: Lindsey King
 - i. Creation of training products is ongoing
 - ii. Lindsey posted document to Basecamp; matching steps to existing ALL content
 - b. MP: Michelle Swanson
 - i. Retention campaigns
 - ii. Recruiting new members to replace everyone changing to Life Members
 - c. SA: Jake Taylor
 - i. Defeated SmartStart weekend motion; want to create ad hoc with SA, MP and YEA
 1. Ad hoc to discuss: Carrie Anne, Steve; include Enrica and Matt
 - d. GGAC: Kathleen Simpson and Madison Schultz
 - i. Help with communication and expo in July
 - ii. Should they have a liaison for us?
 - e. RP: Steve Wren
 - i. Suggested creation of flyer that shows where you donations go
 - ii. Action Item: ask RP for breakdown of where funds go; annual report; where does funding go and how much for each project?
- VII. CIBSE Report (Targonska) – 9:00 am

- a. YEA Leadership International in Region XIV will encourage YEN attendance
- b. New ASHRAE chapters in the UK
- c. Social media
- d. Liaise with SA regarding international exchange program for students

VIII. Subcommittee Reports– 9:05 am

- a. As opposed to having each subcommittee present a full report at this time, we held a conference call in May to review all subcommittee reports. – **ATTACHMENT C**
- b. Any significant subcommittee updates since our call may be given at this time.
 - i. Personal Development:
 - 1. YLW flyer: printed copies at membership desk, on Basecamp, on YLW webpage
 - ii. Outreach Development:
 - 1. YLI in Belgrade, Serbia from October 19-21, 2018

IX. Old Business – 9:13 am

- a. College of Fellows (CoF) Mentoring Platform
 - i. CoF would like to mentor YEA members; effort was made on Facebook for mentoring platform
 - ii. Discussing a seminar at the winter conference in Atlanta on mentoring; Ralph Kison (YLW facilitator) would facilitate
 - iii. How to develop mentorship ideas:
 - 1. Match.com – questionnaires
 - 2. Speed dating at a conference

More than just putting a message out there; people need to know who to reach out to
- b. Grassroots Transition – recap and highlight impact for YRCs and YCCs
 - i. YCC/Co-Chairs now have access to chapter membership reports on www.ashrae.org
 - ii. Passed at Members Council in November 2017
 - iii. Grassroots info doc on Basecamp; distributed to Regional and Chapter leadership
 - iv. YCC is now a required CIQ position
 - v. Transportation for YCCs to CRC is now covered by Society
 - vi. YRCs are now YEA RVCs
 - vii. YEA RVCs selected through CRC caucus
 - viii. YEA RVCs can be Associate members
 - ix. Discussion of whether or not the YEA Chair and Vice Chairs need to be 35 or younger at the start of their terms. The current Rules of the Board are vague and should be clarified. The YEA Committee will discuss and vote on a motion at the next conference.

X. Board Ex-Officio – 10:39 am

- a. Erich Binder presentation. Jeff Clarke introduction.

XI. Break for lunch – 11:00 am

- a. Working lunch

XII. New Business – 11:50 am

- a. PAOE update
 - i. PAOE Subcommittee update (Kunkel)
 - ii. Starting July 1, 2019, YEA will have their own dedicated PAOE section (YEA points will no longer be scattered throughout all of the sections as they are now). The YEA Executive Committee will serve as an ad hoc to develop the YEA PAOE section and review all line items and points. A final draft will be presented at the 2019 Winter

Conference, so any review and feedback within our committee needs to be completed before that time.

- b. ASHRAE Cheat Sheet for Consulting Engineers (Falconer)
 - i. Review of any feedback/ideas based on document sent by Alyse; end of July deadline for comments; who needs to review this before distribution?
 - ii. Basic information for consulting engineers
 - iii. Maybe give out at HVAC design trainings; send to all YEA members with handbook or new member packet?
 - iv. After this, maybe create a form for energy modeling professions and mechanical contractors
 - v. Have this as a member benefit? If it goes on the website, make it necessary to log in to access. It could go in the technology portal, which is a member only website.
- c. YEA Award Updates
 - i. Overview of all YEA awards and assignments
 - 1. Developing Leader Award – Professional Development Subcommittee
 - a. Point-based system for members within their first five years of membership.
 - b. The H&A Chair confirmed that someone can apply after the five year period, but the points must have been earned within that five-year period.
 - 2. YEA Award of Individual Excellence – each subcommittee will have their own award
 - a. Have decided to split this award into each of the three subcommittees. Subcommittee chairs to upload their comments to Basecamp for ExComm to review.
 - 3. New Faces of Engineering – ExCom and staff has been handling with H&A, and will be assigned to Outreach Development Subcommittee once the award is approved and in place.
- d. Executive Session – Approval of Developing Leader Award Nominees
 - i. Romero motioned, Friedberg 2nd. 16-0-0
- e. YEA Age Restrictions
 - i. What if a member is new to the industry but is older than 35? Can they participate in YEA activities? Can they attend YLW?
 - ii. Maybe 35 and under OR first 5 years of career?
 - iii. YLW is not the only leadership opportunity that exists within ASHRAE
 - iv. What if ASHRAE creates a YLW-esque event that isn't exclusive to YEA?
 - v. Maybe bring this to MP to address those who have done a career change?

XIII. Develop 2018-2019 MBOs – 1:33 pm – **ATTACHMENT D**

XIV. Brainstorming and Planning – 1:55 pm

- a. Each subcommittee will have time to get together and develop their programs and assignments.

XV. Adjournment (Kopocis) – 1:51 pm

ATTACHMENT A

Young Engineers in ASHRAE Committee Agenda 2018 Winter Conference, Chicago, IL Saturday, 1/20/2018, 8:00 am – 3:00 pm

MINUTES

- I. Call to Order (Kopocis) – 8:00 am
- II. ASHRAE Code of Ethics Commitment (Kopocis) – 8:00 am
 - a. In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interests. (Code of Ethics: <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>.)
- III. Introductions (Kopocis) – 8:05 am
- IV. Approval of Minutes from the Long Beach meeting (Kopocis) – 8:20 am
 - a. Rachel moved, CL second. Passed Unanimously.
- V. Introduction of our 2018-2019 Executive Committee (Kopocis) – 8:25 am
 - a. Covered new YEA Committee executive selection process
 - b. Vanessa has been selected to the Junior Vice Chair position
 - c. Will Mak (previous Region VI YRC) will become Senior Vice Chair
 - d. Covered the revised subcommittee structure and members
- VI. Coordinating Officer and Board Ex-Officio – 8:30 am
 - a. Erich presented the attached PowerPoint
- VII. Chair's Report (Kopocis) – 8:45 am
 - a. Update of 2017-2018 MBOs
- VIII. Liaison Updates: SA, MP, PDC– 9:00 am
 - a. Membership Promotion, Michelle Swanson:
 - i. MP is working on moving forward with the Women in ASHRAE (WiA) agenda. Several new motions going through including WiA Chair (already in CIQ as optional).
 - ii. Life Member program to recruit two new members as they go out
 - b. Student Activities, Adam Davis:
 - i. SA is vetting a current motion from Central New York Chapter to implement SmartStart event for students
 - ii. Emilia and Adam will connect regarding CIBSE programs
- IX. CIBSE Report (Targonska) – 9:30 am
 - a. Emilia was appointed as representative by both CIBSE and ASHRAE, and is officially now an ASHRAE member
 - b. Caleb and Ioanna attended CIBSE conference in Manchester
 - c. Jake attended CIBSE conference in Dubai and met with YEN Chairs
 - d. Steph is looking to attend an event in London
 - e. Identifying ASHRAE chapters within CIBSE regions
 - f. Facilitating open exchange of ideas between groups
 - g. Considering leaflet to distribute between groups
 - h. Organizing exchange program (international) and student internship programs
 - i. Considering joint conference between groups
- X. Subcommittee Reports– 9:45 am
 - a. Restructuring of subcommittees (Kopocis)
 - b. Outreach Development
 - c. Personal Development
 - d. Professional Development
- XI. Old Business – 10:45 am

- a. College of Fellows Mentoring Platform
 - i. Action items in New Business
- b. Grassroots Transition – recap and highlight impact for YRCs and YCCs
- XII.** YRC Regional updates – 11:00 am
 - a. Review of any specific issues
 - b. Going to use Basecamp – everyone needs to starting using this program
- XIII.** Break for lunch – 11:30 AM – 12:00 pm
- XIV.** New Business – 12:00 pm
 - a. Referred motions from Members Council:
 - i. Motion 20 from Region XII (Brasil Chapter): That all non-North American attendees for YEA Leadership Weekend have all travel costs reimbursed.
 - 1. Kathleen pointed out that Region XII currently provides one scholarship for each YLW event, which provides reimbursement for all costs. She feels this scholarship is sufficient and fills the needs of the motion, especially considering that sometimes there is only one applicant for the scholarship.
 - 2. Rachel suggested hosting YLI in South America in the future or extend YLW to include South America.
 - 3. South America may become its own Region in the future.
 - 4. Rachel moved that YEA recommends Members Council reject this motion and the YEA Committee will investigate an option to have a future YLW in South America to support Bjarne’s/ASHRAE’s strategic plan. As part of the response to the Brazil Chapter, remind them that there are currently scholarships (twice per year) available to Region XII that are underutilized. Kathleen second. Motion passes 18-0-1.
 - ii. CRC Motion 5 from Region I (Central New York Chapter): That Society create a Smart-Start Weekend Ad-Hoc Committee at the Society Level including members from the Student Activities, YEA, and Membership Promotions committees and provide \$75,000 in funding annually for the committee to distribute amongst the Regions who apply to receive the funding for a Student Focused Program at the Region’s CRC (Smart-Start Weekend).
 - 1. This motion was referred to SA, with a copy to MP and YEA. We will send SA our feedback for their review.
 - 2. Adam stated that SA is deferring until 2018 Annual Conference. YEA agrees to defer as there is value in both of us pushing forward together, and get SA to clarify YEA’s support and involvement with this.
 - iii. Motion 32 from Members Council. Addresses action item from Regional Operations Manual Subcommittee to review the Manual for Chapter Operations (MCO) and determine items that can be addressed to attract millennial by using 3-5 minute short videos on where to find information in the MCO.
 - 1. The end goal of this is to determine how ASHRAE can attract and engage millennials. Members Council recommended short videos using materials found in the MCO. Would short videos be effective? If not, what other marketing tools would work for this demographic?
 - 2. YEA Executive Committee is assigning this to the subcommittee chairs.
 - 3. Point of contact will be the YEA Chair.
 - b. Grassroots transition document (Kopocis)
 - i. Jake will provide transition document to chapter presidents at the chapter presidents training.
 - ii. New procedure will start in April, but reimbursement will start July 1st.
 - iii. Maybe opportunity to get airfare reimbursement early for the three Spring CRCs?

- c. College of Fellows coordination plan (Kopocis)
 - i. Improved communication and involvement
 - ii. Facebook communication, CoF will get a Facebook page.
 - iii. Mentoring workshop – they will host workshop (mentoring) with Ralph.
 - d. Basecamp (Masterson) – everyone now has access
 - e. PAOE Subcommittee update (Kunkel)
 - i. Review and send recommendations before February 1st.
 - ii. Let Steph know if there are additional points for subcommittees.
 - f. Changes for YCC reporting (Kunkel)
 - g. YEA Chapter Chairs report access
 - i. Are co-chairs included?
 - h. YEA Award Changes (group discussion)
 - i. YEA Award of Individual Excellence. Three awards given each year. About moving YEA agenda forward. Nominations must come through YRC, DRC, or someone on Society YEA Committee.
 - ii. New Faces of Engineering. Would represent ASHRAE at a CIBSE conference. Must have made significant contribution to the industry.
 - 1. There is a strong desire from the YEA Committee to keep this going.
 - 2. Need YEA and ASHRAE Executive to still collaborate to keep the prestige.
 - 3. Typically awarded in February.
 - iii. There is also the recently approved Developing Leader Award. Greg will upload criteria to Basecamp.
 - iv. Highlight international candidate if applicable.
- XV.** New Business from the Meeting – 2:30pm
- a. YEA Program submission for Houston Conference brought forth by Rachel, with Vanessa and Steve presenting as well.
 - i. Emilia will chair and get speaker registration.
 - ii. Greg moves the YEA Committee endorse this program. Vanessa seconds. Approved unanimously.
 - iii. New motion for YEA Technical Weekend travel funds
 - 1. Shona moved. Jackson second. 18-0-1.
 - iv. Lindsey: 125th anniversary in 2019, during Daryl Boyce’s Presidential year. Call for papers.
 - 1. Rachel suggested history of YEA. Matt to give input. Lindsey/Rachel to co-chair.
 - v. Kelly Ann working on new tracts for conferences. Considering making YEA friendly logo next to items on agenda.
 - vi. Steph: make sure YRC replacement on board for outgoing chairs and both attend the Annual Conference. Transportation covered by ASHRAE.
 - vii. Region XI is hosting YEA program at CRC and will share results.
 - viii. Leadership Academy is in May 2018. Great opportunity for incoming YRCs.
- XVI.** Adjournment (Kopocis) – 3:00 pm.
- a. Rachel moved. Steve second.

ATTACHMENT B

2017-2018 YEA Committee MBOs

Item #	MBO	Status	Date Due	Assigned To	MBO Comments
1	Increase communication with employers/YEA program brochure for employers	Complete	6/30/2018	YEA Committee	Develop and implement an employer visit report form
2	Increase YEA membership by 15% (9,900 to 11,385)	10,505 as of 7/1/18; 6.11% increase	6/30/2018	YEA Committee	Continue to grow the YEA demographic and encourage involvement
3	Implement ASHRAE Developing Leader Track	Ongoing	6/30/2018	Professional Development Subcommittee	Roadmap for involvement of young ASHRAE members
4	Increase number of YEA members participating on TCs by 15% (595 start total)	595 as of 6/19/18; 0% change	6/30/2018	Professional Development Subcommittee	We have been working with TAC to increase awareness and participation to YEA members. Redesign TC YEA guide
5	Increase number of YEA Chapter Chairs (YCC's) by 5%	.06% decrease as of 6/19/18	6/30/2018	YEA Committee	YRCs are communicating importance of YEA contact at chapter level. It is difficult to get a YCC if the chapter is extremely small and has a hard time filling other chapter positions.
6	Full Circle for entire YEA Committee	Complete	9/30/2017	YEA Committee	To encourage all YEA members to donate, the committee wants to lead by example
7	Assign a YEA liaison to each Members Council committee	Complete	6/30/2018	Outreach Development Subcommittee	To encourage communication and better integrate between committees
8	Develop a plan to promote educational resources for international YEA members	Ongoing	6/30/2018	Outreach Development Subcommittee	Provide educational resources for international YEA members who might not be able to attend existing YEA programs.
9	Implement YEA Communications Procedure	Complete	6/30/2018	YEA Committee	Approve communication plan for YRC's to use to connection YEA Members and YEA Committee
11	Chapter/Member Outreach	Ongoing	6/30/2018	Personal Development Subcommittee	Continue/increase the communication between YRC's and YCC's so that membership is informed of programs and events
12	PDC/YEA Training Products	Ongoing	6/30/2018	Outreach Development Subcommittee	Work with the PDC to develop 5-year plan to cultivate training programs/products for YEA

ATTACHMENT C

YEA Committee Conference Call Agenda
Wednesday, 5/9/2018, 12:00pm – 2:00pm Eastern

Attendees

Jake Kopocis, YEA Chair
Stephanie Kunkel, YEA Vice Chair
CL Liu, Region I YRC
Alexis Gagnon, Region II YRC
Lindsey King, Region III YRC
Jackson Willis, Region IV YRC
Shona O’Dea, Region VI YRC
Stephen Wren, Region VII YRC
Vanessa Freidberg, Region VIII YRC
Rachel Romero, Region IX YRC
Alyse Falconer, Region X YRC
Gregory Jernstrom, Region XI YRC
Carrie Anne Monplaisir, YEA Member-at-Large
Caleb Haynes, YEA Consultant
Emilia Targonska, CIBSE Liaison
Erich Binder, YEA Board Ex-Officio
Will Mak, Incoming YEA Senior Vice Chair
Madison Schultz, Incoming Region VIII YRC
Rhiannon Masterson, Staff Liaison

Agenda

- I. Introduction by Jake Kopocis
 - a. This is the first time we’re having a committee-wide conference call prior to the conference (as opposed to subcommittee calls). This call will help free up more time at our committee meeting in Houston to discuss new ideas and future plans.
- II. Subcommittee Reports
 - a. Personal Development
 - i. YEA Leadership Weekend (YLV)
 1. A YLV marketing flyer has been created and added to the YLV webpage. We will also have printed copies for distribution in Houston.
 2. Quick review of 17-18 YLVs (Fall 2017 in Baltimore and Spring 2018 in Seattle)
 3. Fall 2018 YEA Leadership Weekend (YLV)
 - a. Scheduled for November 2-4, 2018 in Portland, Maine
 - b. Technical Tour of Cross Insurance Arena
 - c. Hotel is finalized and registration will open soon
 4. Spring 2019 YEA Leadership Weekend (YLV)
 - a. We have Ralph’s date availability, but a date/location is TBD.
 - ii. 2018 YEA Leadership Weekend (YLV) 2.0
 1. Date/location is TBD. Location preference is Florida.
 2. We are considering increasing the attendee limit from 15 to 20, and increasing the registration fee to cover the cost.
 - iii. First Time at an ASHRAE Seminar
 1. Scheduled for Sunday, June 24th from 9:45-10:45am in Houston. Rachel and Vanessa will present, and Steph will chair. If you are available, it would be great to

have attendees from this committee. We would also like feedback to use for future seminars.

- a. In addition, there will be a YEA sponsored professional development session that same day from 11am-12:30pm.

iv. Chapter/Member outreach

1. Working on quantifying best practices. Still working on this initiative.

v. Personal Development Award

1. New qualification: recipient must have attended YLW or currently be registered. Would like to have recipient receive transportation to ASHRAE conference.

b. Outreach Development

i. YEA Leadership International (YLI)

1. We are finalizing a date and location. Potential dates are Oct 5-7, Oct 19-21, and Nov 9-11. Potential locations are Ireland, Serbia and Croatia. We are waiting on feedback from YEN to see if a date/location would work well for them. We'd like to focus in Europe to help connect with CIBSE/YEN.

- a. We are likely to select October 19-21, 2018 in Serbia.

2. CIBSE members would need to join ASHRAE in order to register and attend YLI.

ii. International outreach and CIBSE Young Engineers Network (YEN) Development

1. We hope to have YLI hosted in Europe to reach out to the new Region XIV, in addition to CIBSE.
2. Emilia has been great in maintaining a connection with CIBSE. We are still waiting to see if YEN will host another event this year (since it is not held every year).
3. There have continued to be discussion on a joint YEA/YEN conference. It has proven to be difficult to organize and there hasn't been much positive feedback. We would like to look at finding a date that would work for both groups, since the YEN meeting goes from Sunday-Wednesday/Thursday and the YLI meeting goes from Friday-Sunday. In the meantime, with YLI being held in Europe this year, we hope to get YEN participation.
4. Emilia discussion a potential student transfer/internship program.
5. The funds from YEA Technical Weekend will now be used for outreach purposes.

iii. Outreach Development Award

1. No update at this time.

c. Professional Development

i. Awards

1. Developing Leader Award

- a. Nominations closed on May 1st. We received five nominations. Any approved recipients will be approved by H&A at the upcoming 2018 Annual Conference in Houston and the plaques will be given out at the 2019 Winter Conference in Atlanta.
- b. Rhiannon will work with IT to create a report that lists those who potentially qualify. Not all aspects of the award are tracked in a member's bio, so this report will look for those who possibly have enough points to qualify. We can then reach out to those members and recommend that they review the award qualifications to determine if they qualify.

2. ASHRAE New Faces Award

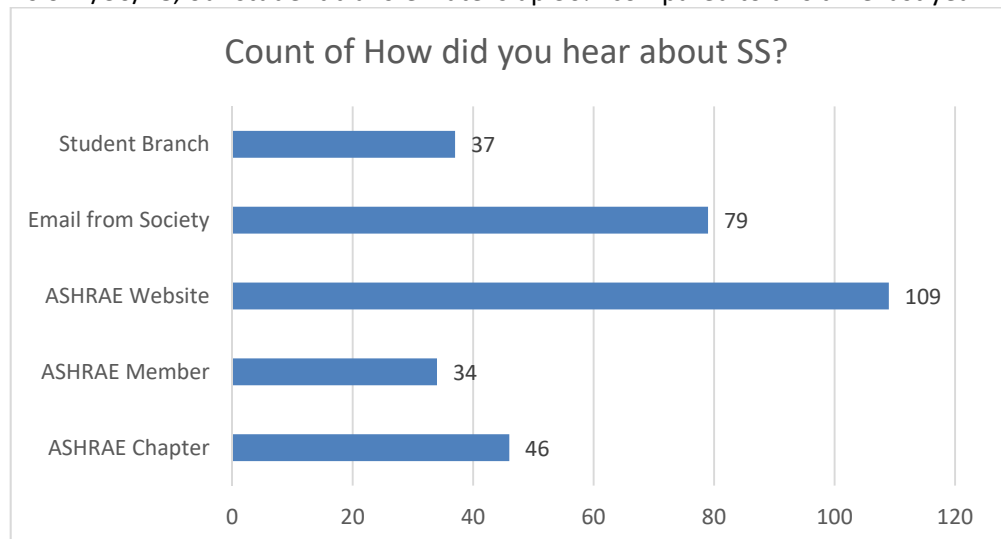
- a. Rhiannon is in the process of creating an outline for this award, which would be an ASHRAE version of the previous New Faces of Engineering.

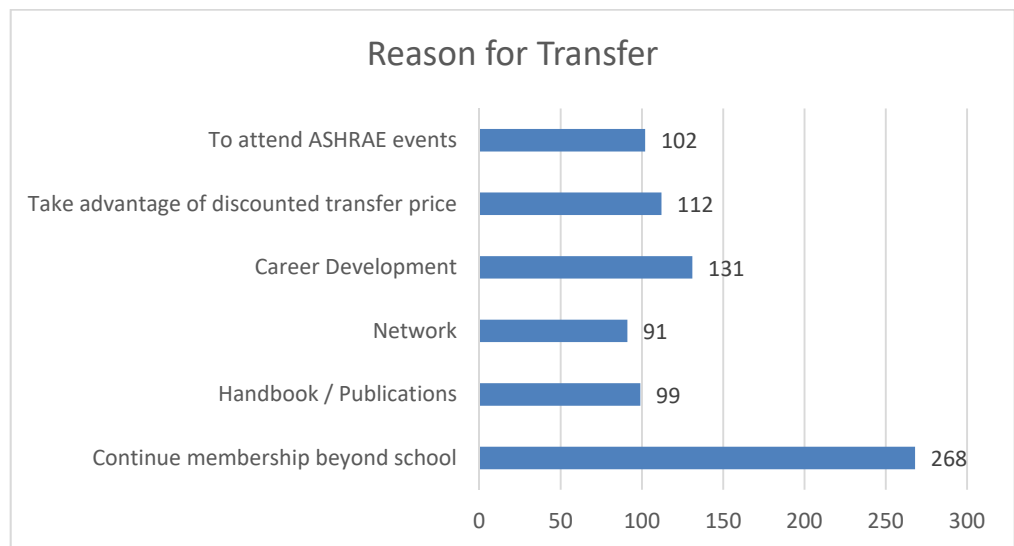
3. Professional Development Award

- a. Still working on criteria.

ii. Leadership U

1. The participants in Houston are:
 - a. Elise Kiland, San Jose Chapter, Region X (VP: Julia Keen)
 - b. Abhishek Khurana, Toronto Chapter, Region II (VP: Mick Schwedler)
 - c. Charlotte Dean, Orange Empire Chapter, Region X (VP: Ginger Scoggins)
 - d. Alekhya Kaianathbhatta, Toronto Chapter, Region II (VP: Edward Tsui)
 2. The meet-and-greet is scheduled for Friday, June 22, 2018 from 6-6:30pm in Meeting Room 338 at the Hilton (HQ hotel). All participants and VPs will attend.
- iii. LeaDRS
1. As of 4/30/18, there have been three LeaDRS participants registered for Houston:
 - a. Region IV: Weston Hockaday
 - b. Region VIII: Taylor Rose
 - c. Region XII: Thiago Portes
 2. Vickie Grant on ASHRAE Staff currently emails all DRCs with instructions on how to register their LeaDRS participant for the conference. Rhiannon confirmed that she will copy the YRCs in the future.
- iv. HVAC Design Training Scholarship
1. All five scholarship recipients from the previous round have been registered for their training of choice between January – June 2018.
 2. Applications are open through June 30, 2018. Five scholarship will be awarded that can be used for any training scheduled between July-December 2018.
- v. Technical Committees
1. As of 4/30/18, there are 585 YEA members on TCs. This is a 1.7% decrease from last year. While we're still at a decrease, it is a big improvement over the 10% decrease we were at in January 2018. Rhiannon will work on reviewing the data to determine why we are seeing a decrease; if it is YEA members aging out, members cancelling, or members no long participating on TCs.
- vi. YEA Hospitality Suite
1. Scheduled for Sunday, June 24, 2018 from 4-6pm. Location TBD. YEA Committee members should attend if available. There will be snacks and a cash bar. A sponsor may still sign up prior to the conference.
- vii. Student Retention
1. As of 4/30/18, our student transfer rate is up 30% compared to this time last year.





viii. Liaison Coordination

1. We have a liaison assigned to all Members Council committees. The liaison will attend the committee meeting to see how YEA can help or how that committee overlaps with YEA.
2. GGAC would like a YEA liaison, and possibly a permanent YEA member on the committee.

ix. PDC/YEA Training Products

1. Assigned to Lindsey King. Working on a roadmap for YEA members. A subgroup was created within PDC, and work is still ongoing.
2. Alyse: interested in creating an HVAC cheat sheet for when young engineers join the industry. Alyse is working on a draft of the content to be ready by Houston. Ideally an 8.5x11 piece of paper with all of the essentials.
 - a. Alyse can send the content to the YEA committee by early June, then we will all discuss in Houston.
 - b. Once content is finalized, then ASHRAE Marketing can design and finalize for distribution.

III. Review of MBOs

- a. Item #2: Can we do a final push for SmartStart to spring/summer graduates?
- b. Item #3:
 - i. Heather Schopplein's TC started a YEA subgroup. Get info from her and send to TC chairs.
 - ii. Professional Development Subcommittee should review the existing TC guide and make edits, then it can go to ASHRAE Marketing to design. The existing TC guide is on the YEA webpage and on Basecamp.

IV. New Business:

- a. A YEA grassroots transition flyer has been added to Basecamp, which reviews what changes will occur due to our transition to grassroots. Please share with your Chapter Presidents and YCC, and anyone else at the Chapter or Regional level who might find it useful

ATTACHMENT D

2018-2019 YEA Committee MBOs

Item #	MBO	Status	Date Due	Assigned To	MBO Comments
1	Increase YEA membership by 15% (10,505 to 12,080)	Ongoing	6/30/2019	YEA Committee	Continue to grow the YEA demographic and encourage involvement
2	Implement ASHRAE Developing Leader Track	Ongoing	6/30/2019	Professional Development Subcommittee	Roadmap for involvement of young ASHRAE members
3	Increase number of YEA members participating on TCs by 15% (595 to 684)	Ongoing	6/30/2019	Professional Development Subcommittee	We have been working with TAC to increase awareness and participation to YEA members. Redesign TC YEA guide
4	Full Circle for entire YEA Committee	Complete	9/30/2018	YEA Committee	To encourage all YEA members to donate, the committee wants to lead by example
5	Develop a plan to promote educational resources for international YEA members	Ongoing	6/30/2019	Outreach Development Subcommittee	Provide educational resources for international YEA members who might not be able to attend existing YEA programs.
6	Chapter/Member Outreach	Ongoing	6/30/2019	Personal Development Subcommittee	Continue/increase the communication between YRC's and YCC's so that membership is informed of programs and events
7	PDC/YEA Training Products	Ongoing	6/30/2019	Outreach Development Subcommittee	Work with the PDC to develop 5-year plan to cultivate training programs/products for YEA
8	80% of YEA Chapter Chairs attend CRC	Ongoing	6/30/2019	YEA Committee	To encourage adequate training, we want at least 80% of YCCs (or co-chairs) to attend their CRCs and YEA Workshop
9	Development of SmartStart Weekend	Ongoing	6/30/2019	YEA Committee	Work with the creators of the SmartStart weekend motion to develop a plan on how to implement event
10	Create one join College of Fellows mentoring event	Ongoing	6/30/2019	YEA Committee	Establish an organized event that promotes networking and mentorship with the College of Fellows