

**Young Engineers in ASHRAE Committee
Minutes 2024 Annual Conference
(Indianapolis) 22 June 2024 8 am -3 pm EDT
Saturday, June 22, 2024**

8:00 AM | (UTC-04:00) Eastern Time (US & Canada)

More ways to join:

Meeting link:

<https://ashrae.webex.com/ashrae/j.php?MTID=me7886ddadf82feab17661a2d7bc9db59>

Meeting number:

2349 512 3632

Meeting password:

PVjJXFNp423

Join from a video or application

Dial 23495123632@ashrae.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone

Use VoIP only

AGENDA

- | | | |
|------------|---|-----------------------|
| I. | <u>Call to Order (Baki)</u> | 08:00 (5 mins) |
| | <ul style="list-style-type: none">a. Review of Agendab. Hybrid Meeting Meeting Etiquette:<ul style="list-style-type: none">i. Sign in to Zoom: <i>Reg XX – Name</i>ii. Virtual attendees:<ul style="list-style-type: none">1. Camera on when possible and professional2. Please remain muted when not speaking3. Use hand raising feature<ul style="list-style-type: none">a) Jr. Vice Chair (Elise) to advocate in the roomiii. Etiquette and Tips from ASHRAE’s Communication Committee can be found here.iv. Raise hand. Wait to be recognized by Chair.<ul style="list-style-type: none">1. Be inclusive, please limit sidebar conversations.v. Utilizing Simplified Rules of Orders (ATTACHMENT A) | |
| II. | <u>ASHRAE Code of Ethics Commitment (Baki)</u> | 08:05 (1 min) |
| | <p>In 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 shall avoid all real or perceived conflicts of interest. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We celebrate diverse and inclusive communities, understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and the communities our Society serves. We respect and welcome all.</p> | |

Code of Ethics - <https://www.ashrae.org/about/governance/code-of-ethics>
Core Values - <https://www.ashrae.org/about/ashrae-s-core-values>
Diversity Statement - <https://www.ashrae.org/about/diversity-equity-and-inclusion-dei>

III.	ASHRAE Simplified Rules of Order- Quick Reference - ATTACHMENT A	
IV.	Role call (Jeanette)	08:06
	(10 min)	
	a. 6 month update	
	b. Guests – What is your dream car/vehicle?	
V.	Meeting Minute Approval (Baki)	08:16
	(4 mins)	
	a. 2024 Winter Meeting (Chicago) – ATTACHMENT B	
	i. Motion to approve Marisa second Chris	
	ii. Passed 16-0 unanimously	
VI.	Team Building (Bruno)	08:20
	(30 mins)	
VII.	YEA Individual Award of Excellence (Baki)	08:50
	(5 mins)	
	a. Alekhya Kaianathbhatta, Personal Development, Region II, Toronto Chapter	
	b. Michelle Shadpour, Professional Development, Region X, San Diego Chapter	
	c. Mohammed Murtaza, Outreach, Region-at-Large, ASHRAE Falcon Chapter	
VIII.	Coordinating Officer and Board Ex-Officio (Ron)	08:55
	(10 mins)	
	a. Ex-O presentation via PPT also on Basecamp	
	i. Scott Peach will be the incoming Board Ex-O	
	ii. Marketing Central has up to date logo items	
	iii. New Strategic Plan feedback is being accepted until July 1, 2025	
	iv. Government Outreach days are ways for ASHRAE to get involved in government and give input	
	1. Bill passed to regulate green buildings based on ASHRAE Standards	
	2. Lawmakers are happy to hear from ASHRAE	
	v. Research Promotion has raised over \$7 million dollars for ASHRAE	
	vi. Building Decarbonization will be made a permanent task force it will be the CEBD.	
	vii. Stay and get involved in TCs	
	viii. Professional Development- newest certification is CDP (Decarbonization Professional)	
	ix. Topical Conference- Woman in ASHRAE Leadership Symposium has the YEA Empowerher award applications are open until July 1 st and 8 winners will be selected.	
	x. Winter Conferences are rotating between Orlando, Las Vegas, and Chicago	
	xi. New Region XV will be All of India and Sri Lanka as of July 1, 2024.	
	xii. Get Involved: Speak with senior managers or self-nominate	
	xiii. Always keep your ASHRAE bio updated	
	xiv. Media inquiries- only the Society President can speak to media	
IX.	Motions (Baki)	09:15 (2 mins)

- a. Referred Motion
 - i. 2022 Fall CRC Region X San Jose Chapter – Motion 22-10-1 (August 20, 2022): Mentorship Program -- **ATTACHMENT C**
 - 1. Cailin will be the Consultant working to revamp the mentorship program to make automated and more workable for members and staff to manage.
 - 2. Cailin will have an update on the progress in the 2025 Winter Conference
 - 3. YEA wanted to hold off the see if there was a chance to work with the COF but the COF has their own Mentor program
 - 4. Planning Committee will be reaching out to YEA and SA to come up with a shadowing program in the coming year
 - 5. Possibly amend the motion and refer to MP
 - 6. Look at do you want a mentor for the conference or year around
 - a) Long-term mentorship program is more robust to maintain
 - b) Cost is also a factor for people attending the conference to have a mentorship program.
 - 7. Motion to Postpone Madison second Marisa
 - ii. YEA Leadership Scholarship for Developing Economies
 - 1. Status Update: Being voted on in In Indy

X. Group Photo (Jim) 09:17 (8 mins)

XI. Liaison Updates (Baki) 09:25 (15 mins)

- a. MP Update- looking to see if YEA attendance is improving with changes made like the discounted rate
 - a. YEA members are having an uptick in attendance
 - b. Are more employers supporting ASHRAE and travel of the YEA members?
 - c. Are student members taking advantage of the SmartStart Program?
 - d. International currency is still an issue for some members
 - e. ASHRAE does have a hardship program but it is not utilized a lot.
 - f. MP has put forth a motion to have the option for an alternate fund where members can donate to a fund that will help other that cannot or have trouble paying their membership dues. It is under investigation.
 - g. Cailin will reach out to MP to get help with the Mentorship Program/revamping the current program
 - h. MP would welcome YEA bringing them a plan outside of Leadership U and LeaDRS that would provide mentorship they would support.
- b. SA- IFMA would like to get more scholarships from YEA applications close July 30th.
 - a. **Action Item: Send SmartStart status to Katie Thomson**
- c. CTTC- Paul will follow up
- d. TEC- None
- e. TC-None
- f. CEC-no update
- g. GAC- more collaboration
- h. H& A- Ron will be on H&A and offer to serve as liaison
- i. BEQ- they are an MPG

- j. RP- We raised money you spend it
- k. Social Media- going well. Please send content to Elise B. work email
- l. DEI- there are a new DEI videos posted on the website, Cultural Appreciation event at this conference, they are focusing more scholarships for women
 - a. Madison will roll onto the DEI committee July 1st
 - b. DEI is sponsor at this conference
- m. Planning: give Trent Hunt ideas to increase value of membership to the board

Committee	YEA Committee Member
Student Activities	Keiron
CTTC	Paul
TC	Liz
MP	Paul/ Fiona McCarthy-RVC VI
TEC	
CEC	Joshua
RP	Lukas
GAC	Paul
H&A	
BEQ	Keiron
Social Media - Internal	Menna
DEI	Marie/Baki

- XII.** CIBSE Report (Sundhara) 09:40
(5 mins)
- a. Trying to collaborate to see if anyone can attend the 2024 YLI Singapore
 - b. Partnering with Fiona to see how YEA and CIBSE can improve the relationship
- XIII.** Ad Hoc: Decarb Challenge Fund (Marisa/Zach) 09:45
(5 mins)
- a. Updates since Winter Conference
 - i. We are almost complete
 - ii. Presentation structured as a debate will be Sunday at this conference from 11-12:30pm
 - iii. The winners will discuss the current status or completion of their projects
 - b. Planning for next year
 - i. Dennis will be announcing new program at this conference
 - ii. Website currently being updated with new Decarb Challenge information and deadlines
 - iii. Dennis theme for the year is workforce development
 - iv. Look into if this Decarb challenge will be a permanent program
 - 1. YEA should make the ask for a permanent person on the committee to take on the Decarb Challenge
 - v. There will be a webinar about the application process for the 24-25 year
- XIV.** BREAK 09:55
(15 mins)
- XV.** Brainstorming (Baki) 10:10
(90 mins)

- a. YLW 2.0 Attendance
 - i. Market to business owners
 - ii. Better utilize our local resources
 - iii. Go to the life member meeting at 10 on Monday to get money for the event and sponsor at least 2 people to attend
 - iv. Change the eligibility to work experience or number of ASHRAE member.
 - 1. No age requirement
 - 2. Take away the 1.0 attendance requirement to open it up to more people
 - v. Explore locations that are easier for a lot of people to get to
 - vi. Look into having it every other year and switching the time of year that the event is held
 - 1. Alternate with a YLI 2.0 and YLW 2.0
 - 2. Issue maybe a number of people eligible
 - 3. If a YLI 2.0 was created a cycle of every 3-5 years
 - 4. YLW 2.0 if every other year there is an issue of training facilitators
 - vii. Make the cost of YLW 2.0 more in line with YLI
 - viii. Allowing multiple attendees attend event multiple times
 - ix. Make RVCs more accountable in recruiting attendees
- b. Mentorship
 - i. Reach out to members in your region to see if there is an interest there for a mentor/mentee relationship
 - ii. Start within the chapter level to create mentorship opportunities for chapter members
 - 1. It allows you to have a contact to once back at home
 - 2. Low costs
 - iii. Make the mentorship a Chapter level thing
 - iv. Now that we have a consultant-Cailin for the 24-25 year to own the project will make a big difference
 - v. When doing Membership renewal or join have a opt-in option
 - vi. Making it a mentorship position in the CIQ/ great for large chapters bad for smaller chapters
 - 1. For smaller chapters may have to be bumped to the regional level
 - vii. YEA can provide a toolkit for chapters or regions to implement a mentorship program
 - viii. Need to create a platform to join mentors and mentees that can be created through ASHRAE IT
- c. Conference Attendance
 - i. Location matters when deciding to attend a conference
 - ii. Having things for family to do if you are attending the conference
 - 1. Have more family involved activities at the conference i.e. for spouses and kids in the conference or at least have a list of things that your family can do

- iii. The time of year when the conference happens
- iv. Financial support personal and employer
- v. Make the conference more accessible and make ASHRAE programs more accessible so that people can see the value in attending
 - 1. Accessibility is a big piece that the board is working on for 2025.
- vi. Making other industries apart of the event to gain more employer support
- vii. Have RVC do a check in with their YCCs that are attending and meet with them and show them around or go to different meetings they normally wouldn't attend
- viii. Cost justification kits need to be better so that we can have a better chance of presenting it to their employer and get a positive response. The kits need more information.
- ix. Cost/Benefit balance needs to be better in the conference. How ASHRAE sells the conference for the employer and to the YEA member should be different
- x. Make it make more business sense for employers to send employees to the conferences as well as make investments.
- d. Communication with YCCs
 - i. Make CRC more influential
 - 1. CRC workshop is a big opportunity to make an impact on YCCs do more than just a presentation
 - 2. Let YCCs know that RVCs are available as a resource
 - 3. Do a 1 on 1 call right after the CRC to go over things for the year with the YCC
 - ii. Do a better job about getting a buy-in for YCCs to attend the CRCs
 - iii. Reaching smaller chapters need more engagement
 - iv. Make sure Workshop is in-person
 - v. Create a roadmap on how to communicate with YCCs
 - vi. Templates for emails for YCCs to use for various topics/events/issues
 - vii. Have quarterly reports from the subcommittee meeting to exchange and then share with YCCs
 - viii. RVCs create a one page update of all events to be aware of and sent out to YCCs// Update annually
 - ix. **Action Item: Keiron with start an RVC Toolkit on Basecamp**
- e. Increase YEA membership
 - i. Social media we are trying new things
 - 1. Send out more posts on events
 - 2. Social media should be more proactive than reactive
 - 3. Make it easy marketing to members//members want quick short communication verses long communication
 - 4. Go back to doing more post on relevant things to ASHRAE
 - 5. More diverse content to reflect the make up of YEA
 - ii. Collaboration on who should be working on getting new members YEA or

MP

1. Targeting employers to provide MP with tools/justification to get new members
- iii. Accessibility and adding value///how to get people to join and stay
- iv. Collaborate better with SA on recruiting
- v. Education-making sure members and people are aware of all the programs and benefits of ASHRAE

XVII. LUNCH BREAK 11:40 (60 mins)

a. Grab food to-go for a working lunch

XVIII. YEA-Related Meetings and Events during the Conference (Baki) 12:40 (5 mins)

a. Please note that room assignments may change, so please check the schedule (ASHRAE 365 app) to confirm a meeting's location.

b. Overview of the YEA-related meetings during the conference:

Date	Time (EDT)	Meeting	Location	Attendance
Friday 21 June	6-6:30pm	Leadership U Meet & Greet	JW Marriott, 208 (2)	Encouraged
Friday 21 June	7-9pm	Committee Dinner	The Rathskellar - 401 E Michigan St, Indianapolis	Required
Saturday 22 June	8am-3pm	Committee Meeting	JW Marriott, 101 (1)	Required
Sunday 23 June	10:30am-12pm	College of Fellows Meeting	JW Marriott, White River H (1)	Encouraged
Sunday 23 June	1-2:30pm	MRG – Professionals with Young Families	JW Marriott, 313 (3)	Suggested if applicable
Sunday 23 June	4-6pm	YEA Hospitality Reception	JW Marriott, White River G (1)	Strongly Encouraged
Tuesday 25 June	8:15am-12pm	Members Council	JW Marriott, White River D (1)	Encouraged
Wednesday 26 June	9:30am-11:00am	Leadership U and LeaDRS Wrap-Up Breakfast	JW Marriott, 202 (2)	Encouraged

c. Overview of conference sessions that are either presented or sponsored by YEA:

Date	Time	Presentation	Location
Sunday 23 June	8-9am	Seminar 1: ASHRAE Conference Crash Course	JW Marriott – Indianapolis, 3 , Gr Ballroom 2
Sunday 23 June	9:45-10:45am	Workshop 3: Creating a Competitive Advantage by Leveraging Company Culture	JW Marriott – Indianapolis, 3 , Gr Ballroom 8
Sunday 23 June	11-12:30pm	Debate 2: 2023-2024 ASHRAE Decarbonization Challenge: Project Review	JW Marriott – Indianapolis, 3 , Gr Ballroom 4
Sunday 23 June	1:30-3pm	Seminar 15: Communication, Prioritization and Management Skills for Engineers	JW Marriott – Indianapolis, 3 , Gr Ballroom 2

Monday 24 June	8-9am	Seminar 20: Building a Strong Foundation: Control and Pump Design Essentials for New Engineers	JW Marriott – Indianapolis, 3 , Grand Ballroom 7
Monday 24 June	8-9:20am	Seminar 22: Career Ownership for New Engineers	JW Marriott – Indianapolis, 3 , Grand Ballroom 8

- XIX.** Review of 2023/2024 MBOs (Baki) 12:45
(15 mins)
a. Review/update on Basecamp
- XX.** Executive Session (Baki) 13:00 (5 mins)
a. Approval of YEA Developing Leader Awards Nominee
b. Approval of YEA Inspirational Leader Awards Nominee
- XXI.** New Business (Bruno) 13:05
(10 mins)
a. Incoming YEA Executive Committee
i. Bruno Martinez – Chair
ii. Elise Kiland – Senior Vice Chair
iii. Liz Jedrilinc – Junior Vice Chair
b. Subcommittee Organization for 2024/2025

Professional Development		Term Years	Personal Development		Term Years	Outreach Development		Term Years
Chair	Region V		Chair	Region IX		Chair	Region VI	
	Paul Fernandez	2025		Marie Grace VanderVliet	2025		Drew Samuels	2025
	Region XIII			Region XII			At Large Member	
	Chak Mou (Lukas) Lam	2025		Keiron Dharmanash Nanan	2025		Basma Sadek	2025
	At Large Member			Region II			Region XIV	
	Basma Sadek	2025		Benjamin Oliver	2026		Joshua Vasudevan	2026
	RAL - I			Region III			Region X	
	Money Khanna	2026		Tyler Berry	2026		Elise Backstrom	2026
	Region IV			Region VII			RAL - II	
	Ben Bingham	2026		Blake Forsythe	2026		Emmy Sherif	2027
	Region VIII			At Large Member			At Large Member	
	Chris Krieps	2027		Zach Alderman	2027		Zach Alderman	2027
	Region I			Consultant - Mentorship			CIBSE Consultant	
	Vineet Nair	2027		Caillin MacPherson	2025			2025
	Region XI						Consultant - Decarb Challenge	
	Rosie Welch	2027					Marisa Higgins	2025

c. WhatsApp Groups

- i. Action Item: Baki to remove old members Madison created an Alumni Group

- XXII.** Review of 2024/2025 MBOs (Bruno) 13:15
(30 mins)
a. Update on Basecamp
i. MBO 1: Increase social media followers
- Get someone on board to help with getting content and post for those on the older end of YEA and send content to Elise
 - Change from follower focus to content//Every subcommittee provide content at the beginning of the month
 - Review current social media plan that is currently on Basecamp
 - Action Item: Elise B. will setup and send out a reminder via

- calendar invite
 - Action Item: Add multi lingual posts
 - ii. MBO 2: Set up automated emails to qualified award candidates
 - Have a pilot for next year and if the pilot work then we will permanently implement
 - Look at streamlining all awards
 - Maybe look into automating the HVAC Scholarship application
 - Action Item: Jeanette to get final update from IT
 - iii. Mbo 3: Decarbonization Fund Program
 - Will continue this year and be headed by Marisa
 - Action Item: Confirm the future of this program so that we can change it from an MBO to a permanent program of YEA
 - iv. MBO 4: Futureproof YLI/YLW
 - Create a succession plan and document
 - Revamp YLW 2.0
 - v. MBO 5: Increase YEA participation in topical/ annual/ and winter conferences
 - Create a webinar to show the process
 - Set a goal to have a YEA to Chair a TC plan (3-5 plan)
 - Create a document to submit to TC increase YEA participation
 - Prepare Motion to get funds for the topical conference by the Fall MC for the 25-26 SY
 - vi. MBO 6: Develop Mentorship Program
 - Develop a plan for the mentorship plan, including timelines and implementation timeframe and what the mentorship plan will be targeted toward
- XXIII. Announcements (Baki) 13:45 (5 mins)**
- a. Reminder to send CRC YEA workshop sign-in sheet to Jeanette
 - i. Missing RAL
 - b. Upcoming Events
 - i. Leadership U
 - 2025 Annual Conference - Orlando
 - ii. YLI 2024
 - 18-20 October 2024
 - Singapore, Singapore
 - Registration opened January 17th -August 11th, 2024
 - iii. YLW 1.0
 - 8-10 November 2024
 - San Francisco, USA
 - c. Submit sessions for Winter Conference 2025 (Orlando) by Friday, August 2, 2024
- XXIV. Next Meeting (Baki) 13:50 (1 mins)**
- a. Winter Conference Meeting (Orlando) – Saturday, 8 February 2025, 8am EST
- XXV. Adjournment (Baki) 13:51 (1 mins)**
- a. Motion Baki second Marisa
- XXVI. Sub-Committee Break-Out Sessions 13:51 (69 mins)**