



Shaping Tomorrow's
Built Environment Today

MINUTES

PLANNING COMMITTEE MEETING

**April 23, 2024
10:00AM – 11:00AM**

Note: These minutes are the official record of minutes voted on and approved by the Planning Committee at the May 21, 2024 meeting.

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April 23, 2024

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PRINCIPAL APPROVED MOTIONS

Planning Committee Meeting

April 23, 2024

No. – Pg.	Motion
1-2	The minutes from the February 20, 2024, and March 19, 2024 meetings of the Planning Committee as presented be approved.

ACTION ITEMS
 Planning Committee Meeting
April 23, 2024

No. – Pg.	Responsibility	Summary
1-1	Smith/ Sepulveda	Provide an update regarding automation/use of an online mechanism for collection of Council and Committee MBOs with Marketings' assistance.
2-1	Patton	Discuss reformatting suggestions of the Membership Survey with MP as noted during the 2024 Winter Conference PLC meeting and other survey items of note. Determine if there is another method for distributing the survey.
3-1	Schultz	Work with Marketing to determine how mind mapping activities may be crystalized so that ASHRAE stakeholders may be able to access.
4-1	Kunkel/ Hunt	Review the PLC MOP and update as directed by SRC using MOP Template.
5-1	Hunt/ Macauley	Add the word version of the reviewed PLC MOP to Basecamp for comment by the committee.
6-1	All subcommittees	Review and provide comments regarding feedback presented in the results from the Strategic Plan Feedback Form to determine if any action should be taken by the Planning Committee.

MINUTES
Planning Committee Meeting
April 23, 2024
10:00AM – 11:00AM ET

MEMBERS PRESENT:

Steph Kunkel, Chair
Trent Hunt, Vice Chair
Devin Abellon
Doug Cochrane
Rupesh Iyengar
Billy Austin
Michael Patton
Madison Schultz
Andres Sepulveda
Jonathan Smith
Sheila Hayter
Corey Metzger
Heather Schopplein
Mick Schwedler
Buzz Wright

STAFF PRESENT:

Vanita Gupta, Staff Director, Marketing
Mark Owen, Staff Director, Publications
Kirstin Pilot, Staff Director, Development
Stephanie Reiniche, Staff Director, Technology
Alice Yates, Staff Director, Government Affairs
Craig Wright, Staff Director, Finance
Candace Denton, Sr. Manager, Board Services
Chandrias Jolly, Manager, Board Services

CALL TO ORDER

Ms. Kunkel called the meeting to order at 10:00 a.m. on April 23, 2024.

ASHRAE VALUE STATEMENT

Ms. Kunkel read the value statement.

ROLL CALL

Roll call was done. Members and staff were in attendance as listed above. A quorum was present.

REVIEW OF AGENDA

The agenda was reviewed and accepted as presented.

Ms. Kunkel notified the committee that most of the meeting would be focused on mind map training that will be conducted by Ms. Schultz and Mr. Smith (Jonathan).

APPROVAL OF MINUTES

Mr. Smith (Jonathan) moved and Mr. Cochrane seconded that,

(1) The minutes from the February 20, 2024 and March 19, 2024 meetings of the Planning Committee as presented be approved.

MOTION 1 PASSED (Unanimous Voice Vote)

ACTION ITEMS

All action items were reported as ongoing.

SUBCOMMITTEE REPORTS**Strategic Plan Development Subcommittee**

Mr. Macauley reported on behalf of the subcommittee. He shared that the strategic planning session with the BOD, facilitated by McKinley Advisors in March, was successful. The session was held over two days and strategic objectives and areas of improvement were discussed. Key themes were also determined.

Survey and interview results were also reviewed for possible incorporation into the upcoming strategic plan. Results from the session are currently being finalized by McKinley for presentation at a future check-in meeting. Once the results from the session have been presented to the subcommittee, they will then be presented to the full committee. The results presented will be used to develop the first draft of the strategic plan. Intent is to have the first draft of the strategic plan presented to the BOD in early June, ahead of the meeting in Indianapolis.

Implementation and Innovation Subcommittee

Mind map training was conducted by Mr. Smith (Jonathan) who served as the moderator and Ms. Schultz served as the note taker. The training was recorded to ensure that it can be referred to later by the committee and other ASHRAE groups. It can be found here – [Mind Map Training](#).

Ms. Schultz reminded the committee that the training was being done as an increase in interest was received surrounding the activity prior to the Winter Conference. It was expressed that this opportunity should be made available to other ASHRAE groups as it has helped spark creativity in groups where there has been some stagnation.

The training is set to be made available to all who would like to view it.

Validation and Documentation Subcommittee

Ms. Kunkel reported on behalf the subcommittee and noted the following as provided by Subcommittee Co-Chair, Mr. Smith (Chad) ahead of the meeting:

(Action Items)

1. We have coordinated with ASHRAE IT, and they have us on the list to work on doing a test for the online MBO input form. Tentatively scheduled to work with us in mid-April but could be sooner or later depending on workload. But we should have final version to present at Annual meeting. Will involve marketing as needed and result with staff having the database of information that will be kept for historical reference.

(Updates)

1. Membership survey (Mr. Patton is intending to be on the call and if he is, he can give this update) – we received the data on all the open responses from members on the survey to review. Also, in discussions about different methods of distributing the survey. They also discussed the distribution of responses among professions and noted that return rate of engineers exceeds all other categories and MP is going to try to figure out ways to grow responses from other professions.
2. We are also working on evaluating MBO distribution and their alignment with current SP as well as doing one additional round of solicitation of any other feedback to provide to the group ahead of the SP meetings next week.

Mr. Sepulveda shared that by the end of next month, the subcommittee will have completed their review of all metrics for MBOs.

FUTURE MEETINGS

Ms. Kunkel reminded the committee that the meeting on June 11th will begin covering items that are normally addressed during the Annual conference. This is being done as the BOD will attend the meeting in Indianapolis to hear the presentation of the draft strategic plan.

ADJOURN

The meeting adjourned at 10:58 a.m.

Respectfully Submitted,



Steph Kunkel