AGENDA

I. Call to Order (Freidberg) – 8:00 am

II. Group Photo -8:05 am -8:15 am

III. ASHRAE Code of Ethics Commitment (Freidberg) – 8:15 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.)

IV. Introductions (Freidberg) – 8:17 am
   a. Announce lunch plans (Romero/Kunkel)

V. Approval of Minutes from the Kansas City meeting (Freidberg) – 8:22 am – ATTACHMENT A

VI. Coordinating Officer and Board Ex-Officio – 8:25 am

VII. Icebreaker (Romero) – 8:27 am

VIII. Liaison Updates – Ad Hoc 8:42 am
   a. SA, MP, PDC, CEC, RP, CTTC, GAC, H&A, DRCs

IX. CIBSE Report (Hameed) – 9:05 am

X. Subcommittee Reports– 9:15 am
   a. As opposed to having each subcommittee present a full report at this time, we held a conference call on 1/10/2020 to review all subcommittee reports. – ATTACHMENT C
   b. Any significant subcommittee updates since our call may be given at this time.

XI. Motions – 9:30 am
   a. No new motions to review currently.

XII. Old Business – 10:30 am
   a. Review of YEA-related meetings and events during the conference
      i. Please note that room assignments may change, so please check the schedule (either in your printed program or the event app) to confirm a meeting’s location.
      ii. Overview of the YEA-related meetings 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>Saturday, February 1</td>
<td>5:00pm – 6:30pm</td>
<td>Student/YEA mixer</td>
<td>Fountain Plaza on the Promenade, Lower Level, Hilton</td>
<td>Encouraged</td>
</tr>
</tbody>
</table>
iii. 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>Sunday, February 2</td>
<td>9:45am – 10:45am</td>
<td>ASHRAE Conference Crash Course</td>
<td>Hilton Orlando, LL, Orange E</td>
</tr>
<tr>
<td>Sunday, February 2</td>
<td>1:30pm – 3:00pm</td>
<td>Seminar 22: Yay! For YEA! Refrigerants and Refrigeration Concepts for YEA Members</td>
<td>Hilton Orlando, LL, Orange G</td>
</tr>
<tr>
<td>Monday, February 3</td>
<td>2:15pm – 4:15pm</td>
<td>Best Practices of the Mentor-Mentee Relationship</td>
<td>Hilton Orlando, LL, Orlando VI</td>
</tr>
</tbody>
</table>

b. All RVCs should be added to the WhatsApp Group (Outreach Subcommittee)

XIII. New Business – 11:00 am
   a. At-Large Nominations (Romero)
      i. Note: attach application and request nominations to be sent to Rachel-
         ATTACHMENT D
   b. MANUAL OF PROCEDURES (MOP) – (Freidberg)
      i. Voting for Jr. Vice Chair larger pool
      ii. Assign Ad Hoc
   c. MBOs – Review of 2019 – 2020 Results to Date - ATTACHMENT B
   d. MBOs – Brainstorm: What's the type and degree of the challenge, how can we impact it, how can we measure our impact... SMART goals
      i. Professional – (Baki)
         1. Overview of existing scope of responsibilities
         2. Challenges discussion
      ii. Personal – (Alexis)
         1. Overview of existing scope of responsibilities
         2. Challenges discussion
      iii. Outreach – (Alek)
         1. Overview of existing scope of responsibilities
         2. Challenges discussion
      iv. Grassroots – (Freidberg)
         1. Chapter Growth & Sustainability/Strength
         2. Attract, Engage, Retain
   e. PAOE (Romero)
      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 Charles Gulledge to review.

f. Executive Session – Approval of YEA Award of Individual Excellence Nominees

XIV. Break for lunch – 12:00 pm – 12:30 pm
   a. Working lunch – Romero/Kunkel group order.

XV. Sub-committee Planning – 2:00 pm
   a. Each subcommittee will have time to get together and develop their programs and assignments.

XVI. Adjournment (Freidberg) – 3:00 pm