From: Ratcliff, Joslyn [mailto:JRatcliff@ashrae.org]

Sent: Thursday, December 29, 2016 3:11 PM

Subject: ASHRAE | Electronic Communications Committee (ECC) Update

_____

To: Chapter Presidents

         Director and Regional Chairs (DRCs)

Dear ASHRAE Director and Regional Chairs and Chapter Presidents:

Thank you for your service to your Region and / or Chapter.

ASHRAE's Electronic Communications Committee (ECC) would like to share an update of what is happening at the Society level of ECC. Earlier this month, this update was sent to Region and Chapter ECC positions including Region ECC, Region Webmasters, Region Newsletter Editors, Chapter ECC, Chapter Webmasters, Chapter Homepage Editors and Chapter Newsletter Editors. ECC would like to also share it with Chapter Presidents and DRCs.

The update is contained in the attached Word file authored by ASHRAE ECC chair Steven Faulkner. The update will provide you with news on the work being done by ECC, the scope of ECC, and also an invitation to attend ECC's Winter Meeting in Las Vegas as a guest.

ECC's Winter Meeting will take place Saturday, January 28 at 11:00 AM at the ASHRAE Winter Conference in Las Vegas, NV, USA.

You are encouraged to review the attached information document and if you wish forward it to those in your Region and / or Chapter that may have an interest.

Again, thank you for your service to ASHRAE.

Sincerely,

Joslyn Ratcliff

ASHRAE ECC Staff Liaison

Steven L. Faulkner
Chair, Electronic Communications Committee

Reply to: Georgia Power Company
1505 Amberwood Creek Dr. NW
Kennesaw, GA 3152-7705
Tel: 678.793.9190
slfaulkn@southernco.com

Electronic Communications Committee Update and Invitation to the Winter Meeting

Electronic Collaboration Tools Subcommittee (ECT)
- ECT has been working with BOD and Councils on Basecamp3 rollout and training plans. Basecamp3 is available to ASHRAE groups including Standing Committees, Chapters, Student Branches, Regions and Technical Committees.
- ECT is in the process of surveying Chapters/Regions to see what applications they are using for event planning, websites, email and payments with the goal to create a best practices white paper to be posted on the ASHRAE.org website
- ECT is researching LaTex software to create a white paper that will give members the pros and cons for it use with ASHRAE
- ECT is collaborating with TC 1.7 on a Seminar in Las Vegas - Seminar 31 Electronic Project and Document Management: An Introduction and ASHRAE's System Monday, January 30, 2017: 11:00 AM-12:00 PM

Social Media Subcommittee (SMS)
- SMS is creating a webinar for Social Media best practices
- SMS is creating a guidance/policy/webinar/PowerPoint for producing content on ASHRAE YouTube channel

Website Subcommittee (WS)
- WS has been researching Region/Chapter websites
- WS is creating a white paper/webinar for Region website best practices

Electronic Communications Committee Summary of Duties

Scope:
The Electronic Communications Committee identifies electronic communication needs of the membership and staff, recommends and maintains policies, and ensures that the implementation of information technologies meets the objectives and needs of the Society. The committee reports to the Publishing and Education Council.

RESPONSIBILITIES:

General Overview
1. **General Description of the position:**
   The standing committee member is responsible for advancing and promoting topics and policies of ASHRAE in the area of Electronic communications, including technologies in the area of communications, publications, and society enabling-technologies such as electronic meeting/webinar software, video training, and chapter/regional electronic forms. The standing committee member will advise and work with ASHRAE staff, Board of Directors and volunteers on e-communication ideas and skills as well as advance/promote enabling e-technologies with ASHRAE Technical Committees, Society Committees and Staff.

2. **Composition of the committee:**
   The Electronic Communications Committee is a standing committee of the Society and is composed of ten voting members. In addition a BOD Ex-Officio and a coordinating officer are assigned.

3. **Term of Service:**

1 year renewable for 2 additional years. Appointed by Society President.

4. **Required Qualifications:**
   Need to be an ASHRAE member. Must be familiar with appropriate electronic communications, Information Technology (IT), and engineering technologies. Able to work on projects/assignments, attend monthly e-meetings and present findings to the committee.

5. **Helpful qualifications, experience, interests, or skills:**
   Knowledge of databases, spreadsheets, chapter and regional grassroots operations, email, Web meetings, video presentations.

Specific Time, Money, and Task Commitments

1. **Attend the ASHRAE Annual (Summer) and Winter Conferences:**
   • ECC meetings are held on Saturday from 11:00 a.m. – 3 p.m. Subcommittee meetings are generally held before the ECC meeting. Two subcommittees generally meet before the main ECC meeting in two separate meetings from 8:00 AM – 9:15 AM and from 9:30 AM to 10:45 AM
   • Transportation airplane costs are paid by society. Transportation is cost of transportation to the meeting only in compliance with ASHRAE travel reimbursement policy. Room and board are not reimbursed.
   • No other expenses are covered by Society.
   • Subcommittee work description. There will be subcommittee meetings prior to the meeting of the entire committee. The standing committee member will be assigned an ECC subcommittee of interest to serve on.
   • The standing committee member can attend his or her regional dinner. The ECC Chair is a non-voting member on the Publications/Education Council (Pub/Ed) and can attend the Presidents Sunday Night Reception.

2. **Requirements between Annual (Summer) and Winter meetings:**
   • Regularly scheduled conference calls are held, not to number more than one each month.
   • There are no face-to-face meetings in spring and fall, however the ECC chair may need to attend a fall PEC meeting in Atlanta.
   • The individual work load and anticipated time requirement per month are approximately 5-10 hours/ month. It is highly recommended that the standing committee member attend their regional Chapter Regional Conference and assist them in conducting e-workshops.

3. **Other committee activities of which a prospective member should be aware:**
   Society ECC members have a real interest in improving how ASHRAE members worldwide work together. They often have previous ECC experience in Chapters, Regions (Regional Electronic Communications Chair), TC 1.5 (Computers) and/or other ASHRAE groups. The standing committee member will get wide exposure to a number of ASHRAE members.

Visit the ECC page of ASHRAE.org for more information on ECC including past meeting minutes, policy documents and more:
https://www.ashrae.org/society-groups/committees/electronic-communications-committee