

Chapter Officer Call Notes July 21, 2020

Attendees

- Colorado Chapter: Sean Convery, Vicki David
- Emerald City Chapter: Tim Evans
- Georgia Chapter: Star Scott, Juan Archila, Kelly Weisinger, Todd Mowinski
- Heart of America Chapter: Chris Ertl, Jim Baldwin
- National Capital Chapter: Dave Tash
- New England Chapter: Ken Crooks, Quentin Gilly
- North Carolina-Triangle Chapter: Pete Caudle, Ginger Scoogins
- Northern California Chapter: Orange Buensuceso, Barb Lambing, David Bendet
- San Diego Chapter: Dennis Shea, Don Posson
- Windy City Chapter: Adana Johns
- Headquarters: Phil Wirdzek, Kathleen Brady, Michaela Magnuson

2020 Annual Conference Update/Chapter Promotion Request

Phil gave a conference update:

- Due to COVID-19 concerns, I²SL is taking the annual conference virtual October 6 and 7 with two full days of concurrent technical sessions, virtual exhibits, and a plenary panel. Training workshops will be held online October 5, and October 8 will be reserved for working group Zoom calls. The chapter officers can also have a Zoom call before the conference, if desired.
- ERG created a promotional flier, email text, and graphics for websites and social media (see attachments provided with these call minutes). The August Sustainability Scoop will feature more exciting aspects of the conference to promote. Chapters are encouraged to use these materials to promote the conference at the local level. Rates are less than half the usual price!
- Those who submitted abstracts to speak should have heard back by now. If you have not please [email I²SL](#). And if anyone has ideas for the high-level plenary panel of lab owners talking about COVID-19, please feel free to share with Phil Wirdzek.

Virtual Event Platforms for Chapters

Michaela reviewed some of the different options that could be available to chapters for virtual events:

- ERG has a subscription for GoTo; chapters can use GoTo Webinar to host presentations/take polls and surveys with 1,000 attendees, or GoToMeeting, which can host up to 250 attendees and is more interactive. It's free to use, the only cost would be to have Michaela run the system.
- I²SL also has access to a Zoom pro account to host up to 100 people; we would need to purchase a commercial license with financial support from chapters to host larger Zoom gatherings.
- There are a variety of platforms such [HeySummit](#), which acts as a landing page for online events, but they require a separate Zoom account to host webinars and presentations.
- [Accelevents](#) is a virtual conference platform that requires a flat fee and a cut of registration fees; it's similar to the platform we're using for the annual conference, with fewer bells and whistles.

- Michaela will research more options and share with the chapter officers. If anyone is interested, please contact [Phil Wirdzek](#), and he will schedule a call to discuss virtual platforms further.
 - Ken Crooks said the New England Chapter is interested using a virtual event platform.
 - Sean Convery said the Colorado Chapter is coordinating with the Heart of America Chapter on a virtual event and asked if separate moderators for each “room” in GoTo.
 - With GoTo Webinar, ERG can host multiple meetings on different lines, but not breakout rooms; however, ERG staff can help facilitate additional webinars.
 - The group discussed the benefits of having platform with breakout rooms for the foreseeable future.
 - Dave Tash from the National Capital Chapter asked if chapters are charging for events.
 - Sean Convery said the chapter discussed charging for their Education Day. They are considering free registration for their Education Day for those who attend the national conference or may charge a nominal fee of \$25-50 for registration.

I²SL/SLCan/ASHRAE Working Group – Lab Planning for Pandemic

Phil noted that I²SL HQ is working with ASHRAE and Sustainable Labs Canada (SLCan) to develop a position paper or operating guide regarding COVID-19 and labs.

- If interested, please [contact Phil Wirdzek](#). He is looking for a PI or lab managers; a number of designers and engineers have volunteered.
- The group is currently working to define what form the document will take and is hoping to have more details by the annual conference in October.

Chapter Activities

Representatives from each of the chapters present gave the following updates:

- **New England:** The chapter helped organize, moderate, and sponsor the second I²SL COVID-19 town hall. The group’s main challenge has been figuring out how to host virtual events.
- **National Capital:** The chapter had to cancel its socializing event in April and is now working on a couple of potential events or presentations.
- **North Carolina:** The chapter has met once as a group since April, but not much has changed.
- **Georgia:** The chapter is getting ready to send out a newsletter, is looking to host a virtual event with 5- to 7-minute presentations, and is working on getting a sponsor for a lunch-and-learn. Officers have been looking at chapter organization and how they want to proceed in the future.
- **Heart of America:** As discussed earlier, the chapter is planning to host a virtual Education Day with the Colorado Chapter. The date they’re considering is November 5.
- **Windy City:** In addition to all the initial planning of the 2020 annual conference, the chapter has been trying to plan an extension conference with H2I, but has had difficulty attracting vendors. The Windy City treasurer has retired, so there is a vacancy on their board; elections have been on hold, but now that the conference is virtual, they will do more board development.
- **Colorado:** The chapter is planning their Education Day with the Heart of America chapter. They’ve been shifting board positions and opened up three positions for members-at-large. These updates bring more collaboration and new ideas, which has been great for the chapter.
- **San Diego:** The chapter signed up for a Zoom account and held a free webinar a few weeks; they are looking at doing more online, but it has been difficult finding people who are interested. If anyone else has experience with this, please email Dennis Shea. The chapter is also working with

the NorCal Chapter on an event and looking to increase chapter sponsorship. Don Posson is the new chapter Vice President.

- **Northern California:** There are now new officers on the NorCal Chapter board; the new chair, David Bendet, is curious to hear how other chapters are publishing newsletters and if anyone can share templates or designs. The chapter assisted with the second I²SL town hall and is working on virtual events and industry collaborations with ASHRAE, Biolink, and the International Society for Pharmaceutical Engineering (ISPE) San Francisco Chapter.
 - A new board member, Orange Buensuceso, will lead a Young Professionals committee. Orange is looking to collaborate with other chapters who may have similar initiatives.
 - Orange is thinking of surveying current young members to find out what is relative to them and what would get them more active. They are thinking about creating events that specifically target young professionals. Interested officers can [contact Orange](#).
- **Emerald City:** The chapter is working on a virtual event that focuses on medical and cancer centers and how they have operated during the pandemic.

Next Meeting/Future Events

- Chapter officers will be meeting via Zoom prior to the virtual conference in October. Stay tuned for more information.
- If any chapter officers would like admin rights to the Chapter Calendar or just to add an event to the calendar without admin rights, please email [Michaela Magnuson](#).