



Publishing and Education Council (PEC)

Tuesday, January 23, 2018

Palmer House Hotel - Chicago, IL

Voting Members

Edward	Tsui	Chair	
Julia	Keen	Vice Chair	
Billy	Austin	Member/Director	
Douglas	Cochrane	Member/Director	
William	McQuade	Member/Director	
Benjamin	Skelton	Member/Director	
Roger	Jones	Member/Director	
Keith	Yelton	Member/Director	
Chee Sheng	Ow	Member/Past Certification	
Heather	Platt	Member/Past ECC/Past Pubs	
Daniel	Dettmers	Member/Past Handbook	
John	Nix	Member/Past PDC	
Jin Jin	Huang	Member/Past Publications	
Mohammad	Hosni	Member at Large	absent
Shanta	Tucker	Member at Large	absent

Visitors

Joslyn Ratcliff
Emily Sigman
Tim Kline
Mark Owen
Karen Murray
David Soltis
Chuck Gullege

Nonvoting Members

Cameron	Labunski	Certification Chair
Eric	Fullerton	Certification Vice Chair
Heather	Schopplein	ECC Chair
Megan	Tosh	ECC Vice Chair
David	Yuill	HB Chair
Donald	Fenton	HB Vice Chair
Kent	Anderson	Historical Chair
Bruce	Flaniken	Historical Vice Chair
Kay	Thrasher	PDC Chair
Charles	Henck	PDC Vice Chair/Planning
Frederick	Betz	PDC Vice Chair/Operations
Francis	Lacharite	Publications Chair
Jose Luis	Correa	Publications Vice Chair
Ashish	Rakheja	Consultant/RAL
Steve	Comstock	Staff Liaison

Additional Distribution:

Jeff Littleton, Executive Vice President
Mary Townsend, Assistant to Board of Directors (BOD)
ASHRAE Staff Directors, Publications & Education Managers

Table of Contents

1.	Call to Order	6
2.	ASHRAE Code of Ethics Review	6
3.	Attendance.....	6
4.	Review of Agenda.....	6
5.	Approval of Meeting Minutes	6
6.	Review of Motions	6
7.	Review of Action Items.....	7
8.	Items Referred to PEC from Other Groups	7
9.	Items Referred by PEC to Other Groups	8
10.	Subcommittee Reports	
10.1	Journal Advertising Sales Subcommittee	9
10.2	eLearning Subcommittee	10
10.3	Fiscal Planning Subcommittee	10
10.4	Functional Planning Subcommittee.....	13
10.5	Research Journal Subcommittee.....	14
11.	Committee Reports	
11.1	Certification Committee.....	15
11.2	Electronic Communications Committee.....	16
11.3	Handbook Committee	17
11.4	Historical Committee.....	19
11.5	Professional Development Committee	20
11.6	Publications Committee	
12.	Old Business	
12.1	Presidential and Strategic Plan Initiatives	20
12.2	PEC MBOs.....	22
13.	New Business	
13.1	Development Committee & ASHRAE Giving Program	22
13.2	PEC Restructure Ad Hoc Presentation.....	23
14.	Adjourn.....	23

Motions

Meeting of January 23, 2018

No.	Page	Motion
1	6	Approved the draft minutes as distributed for the October 24, 2017 Conference Call. Approved 11-0-0 CNV
2	10	Members Council Referral <u>Region IX (Rocky Mountain Chapter) – CRC Motion 24:</u> That every Chapter receive a 10% royalty of ASHRAE Bookstore sales due to the Chapter’s promotional efforts. Failed 0-0-11 CNV
3	11	Members Council Referral <u>Region IX (Rocky Mountain Chapter) – CRC Motion 24:</u> That Society offer the most recent version of an ASHRAE Standard, Standard User Manual or ASHRAE Design Guide as an option to receive in lieu of current ASHRAE Handbooks as part of their yearly membership benefit to be specified as currently done during membership renewal process. Failed 0-0-11 CNV
4	12	Approved \$15 of the Winter 2020 ASHRAE meeting registration fee be allocated to provide copies of a revised edition of “Proclaiming the Truth” free to registrants. Approved 11-0-0 CNV
5	13	Recommend to the BOD the following changes to the Certification Committee section of the Rules of the Board (ROB): 2.429.002 MEMBERSHIP 2.429.002.1 Composition (15-01-28-07) The members of this committee are as follows: A. Nine (9) voting members, including a chair and a <u>two</u> vice chairs B. Non-voting members include a Board ex officio member and coordinating officer Approved 11-0-0 CNV <i>(Secretary’s Note: Motion Approved by the BOD January 24, 2018)</i>

PEC Minutes · January 23, 2018 · Chicago, IL

Recommend to the BOD the following changes to the Certification Committee section of the Rules of the Board:

2.429.002 MEMBERSHIP

2.429.002.1 Composition (15-01-28-07)

The members of this committee are as follows:

6

13

A. ~~Nine (9)~~ Eleven (11) voting members, including a chair and a vice chair

B. Non-voting members include a Board ex officio member and coordinating officer

Approved 9-1-0 CNV

(Secretary's Note: Motion Approved by the BOD January 24, 2018)

Review for further consideration Members Council referral Region IV (Atlanta Chapter) – Motion 16: That Society move the Historical Committee from reporting to PubEd Council to reporting to Members Council making this committee a Grassroots Committee and to include the 14 RVCs as voting members of the committee.

7

18

Approved 10-0-1 CNV

Action Items

Meeting of January 23, 2018

No.	Page	Responsibility	Action
1	6	Staff	<p>Post approved minutes of the October 24, 2017 PEC Conference Call ASHRAE website Basecamp.</p> <p>Complete. March 5, 2018</p>
2	11	Staff	<p>Send Response to Members Council Referral <u>Region XII (Brasil Chapter) – CRC Motion 34: That every Chapter receive a 10% royalty of ASHRAE Bookstore sales due to the Chapter’s promotional efforts.</u></p> <p>Complete. April 18, 2018 (Attachment L)</p>
3	12	Staff	<p>Send response to Members Council Referral <u>Region IX (Rocky Mountain Chapter) – CRC Motion 24: That Society offer the most recent version of an ASHRAE Standard, Standard User Manual or ASHRAE Design Guide as an option to receive in lieu of current ASHRAE Handbooks as part of their yearly membership benefit to be specified as currently done during membership renewal process.</u></p> <p>Complete. April 18, 2018 (Attachment M)</p>
4	12	Staff	<p>Send Referral to <u>Conference & Programs Staff: That \$15 of the Winter 2020 ASHRAE meeting registration fee be allocated to provide copies of a revised edition of “Proclaiming the Truth” free to registrants.</u></p> <p>Complete. April 18, 2018 (Attachment N)</p>
5	14	Staff	<p>Include Approved Certification ROB changes on the PEC Report to the Board of Directors (BOD).</p> <p>Complete. January 24, 2018 (Attachment P)</p>

1. Call to Order

Mr. Tsui called the meeting to order at 8:03 a.m.

2. ASHRAE Code of Ethics Commitment

Mr. Tsui reviewed with the council the ASHRAE Code of Ethics.

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. (See full Code of Ethics: <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>.)

3. Introduction of Members and Visitors

Members of the council, visitors and staff introduced themselves.

- 3.1 PEC Roster (**Attachment A**)
- 3.2 Subcommittee Rosters (**Attachment B**)

4. Review of Agenda

Mr. Tsui reviewed the agenda with the council.

5. Minutes - Meeting of October 24, 2017 Conference Call

Mr. Comstock reminded the council members that the draft minutes and other documents have been posted to the PEC Basecamp site.

Ms. Platt moved and Mr. McQuade seconded:

- (1) That PEC approve the draft minutes as distributed for the October 24, 2017 Conference Call.**

MOTION (1) Approved 11-0-0 CNV

An action was assigned to staff to post the approved minutes on the PEC page of the ASHRAE website and the PEC Basecamp website. (**ACTION ITEM 1**) *Complete March 5, 2018*

6. Review of Approved Motions – Meeting of October 24, 2017 Conference Call

Mr. Comstock reviewed the motion approved at the PEC October 24, 2017 Conference Call.

No.	Page	Motion
1	4	Approved June 27, 2017 Long Beach Meeting minutes.

Approved 9-0-0 CNV

7. Review of Open Action Items

Mr. Comstock reviewed the action items from the **PEC October 24, 2017 Conference Call**.

Meeting of October 24, 2017			
No.	Page	Responsibility	Action
1	4	Staff	Post the approved minutes of the Meeting of June 27, 2017 Long Beach on the PEC page of the ASHRAE website and the PEC Basecamp site Complete. (November 2, 2017)
2	7	Staff	Send most recent financial statements for the council to PEC members for their review. Complete. (October 30, 2017)
3	10	Staff	Bring ASHRAE apps to the attention of ASHRAE Student Branches. Complete. (Attachment C)
4	12	Staff	Provide PDC with Building EQ Course scheduling for Student Branches. Complete.

Meeting of June 27, 2017			
No.	Page	Responsibility	Action
5	20	Comstock	Help define parameters for standard process for course translation that will define the development processes and methods of cost recovery and provide answers for those members who seek foreign language courses. Complete.

8. Items Referred to PEC from Other Groups

Mr. Comstock reviewed items that have been referred to PEC since the Annual Meeting in Long Beach, June 2017.

- 8.1 That every Chapter receive a 10% royalty of ASHRAE Bookstore sales due to the Chapter’s promotional efforts. **(Region XII, Brasil Chapter – Fall 2017 CRC Motion 34) (Attachment D)**

Fiscal Planning Subcommittee to report.

- 8.2 Members Council has assigned an ad hoc to work on **Motion 20 (Motion 4e)** consisting of Members Council, ECC and Finance Committee

02/02/2017 - A survey by ECC indicates that there is no one-size fits all solution for chapter needs, but that the chapters with solutions in place are generally happy with and would recommend the solutions they are using. ASHRAE's electronic collaboration tools subcommittee is working on a document based on the survey results intended to provide information to chapters about what tools are currently in use as a basis to decide which tools might be best to consider for their use. After discussion ECC researched estimated cost if Star Chapter was to be provided by Society for use across all chapters and estimates the cost to be \$147,256.20 set up and \$196,560.00 annually. ECC would need to know if this cost would be acceptable to proceed with a recommendation to use. *(from Members Council minutes)* **(Attachment E)**

ECC to report.

- 8.3 Members Council referred the following motion to Certification Committee. **(Region-At-Large, Pune Chapter – Fall 2017 CRC Motion 42)**: That Society credit to ASHRAE Certified Professionals (like BEMP, BEAP) a certain number of years of experience (similar to PE) when considering them for advancement to membership grade. **(Attachment F)**

Certification Committee to report.

9. Items Referred by PEC to Other Groups

Mr. Comstock reviewed items PEC has referred to PEC to other groups since the Annual Meeting in Long Beach, June 2017.

- 9.1 At the June 27, 2017 Annual Meeting in Long Beach, the Certification Committee requested PEC send the following recommendation to Members Council for consideration and implementation. **(Attachment G)**

The Certification Committee recommends assigning PAOE points for multiple certifications earned or renewed by the same chapter member.

Background: Currently, 100 points may be earned for each individual who earns an ASHRAE certification during the Society President's term, and an additional 50 points is added for each member who renews their ASHRAE certification during the Society President's term. *(Certification Committee Approved: 7-0-0 CNV) (PEC Approved: 10-0-0 CNV)*

Fiscal Impact: None

(Secretary's Note: Members Council has referred this to the President Elect Advisory Committee for their consideration)

- 9.2 The Historical Committee requested PEC send a recommendation to Tech Council requesting: **That Tech Council seek input from TCs to name the best paper from each year since 1995. (Attachment H)**

Background: This will be a continuation of the 100 best papers that were named as part of the Centennial celebration. Technical Committees would be a great source of information for historically significant technical processes and advancements for 125 anniversary. (PEC approved 10-0-0 CNV)

Fiscal Impact: None.

(Secretary's Note: This request was taken up by Tech Council at this meeting in Chicago January 2018.)

10. Subcommittee Reports

10.1 Journal Advertising Sales

Mr. Tsui gave the subcommittee report. (**Attachment I**)

Mr. Tsui reported to council members that in a three-publication competitive market ASHRAE Journal's advertising share-of-market (SOM) for January to December 2017 has increased 3% to 62%, compared to the same time in 2016, in a three-publication competitive market. January-only advertising sales for 2018 shows total revenue consistent with previous January sales.

Mr. Comstock reported in 2017, the Journal had 228 active advertising accounts, which is three more net advertisers than in 2016. ASHRAE Media has been increasing opportunities with sponsorships, online advertising, eNewsletters and supplier webinars. These are often sold in packages as part of an integrated marketing strategy. Charts were provided to the strategic planning committee relating to advertising showing actual advertising revenues along with projected increases in sales revenue.

Mr. Comstock reported HPB magazine advertising earned more than \$83,000 for the Fall and Winter issues, which is approx. \$10,000 more than budgeted and \$25,000 more than earned for the previous Fall and Winter issues. Mr. Comstock reminded the council with increased sales come increasing in commission expenses.

Mr. Comstock reported complimentary subscriptions to HPB magazine were sent to approximately 200 governmental, regulatory and code officials involved with the ASHRAE Grassroots Government Advocacy Committee in an effort to continue reaching stakeholders involved with sustainable buildings.

Mr. Comstock reported the subcommittee discussed concerns raised at Members Council regarding supplier webinars promoted by ASHRAE. Webinars are clearly labelled advertising but there was a complaint that ASHRAE does not allow commercial presentations by chapters. All competing publications offer webinars to advertisers and eliminating this advertising vehicle would negatively impact revenue from direct sales and from advertising packages. ASHRAE sold six webinars for a total of \$85,000 gross revenue. Six additional webinars have been sold as part of advertising packages, for an additional \$350,000 and orders for all available supplier webinars in 2018 are sold out for ASHRAE Journal.

10.2 eLearning

Mr. Tsui gave the subcommittee report. (**Attachment J**)

Mr. Tsui reported subscription revenue for ASHRAE eLearning continues to grow with the majority of subscriptions coming from individual subscribers. Annual subscription revenue is 96.9k with a forecast of 210k, on a budget of 210k.

ASHRAE continues its marketing efforts to corporate subscriptions, which have previously shown to be great source of revenue for eLearning. These efforts include weekly targeted emails to selected current and previous corporate customers, chapter outreach through CTTC, monthly email to new members for the month, quarterly emails to corporations, face-to-face promotion at ASHRAE conference, and eLearning portal video hosted on ASHRAE.org as well as pushed out through social media.

Courses are listed and detailed in the subcommittee's report.

10.3 Fiscal Planning

Ms. Platt gave the subcommittee report. (**Attachment K**)

Ms. Platt moved and Mr. Nix seconded:

- (2) That every Chapter receive a 10% royalty of ASHRAE Bookstore sales due to the Chapter's promotional efforts.**

Background: During the Members Council November 2017 meeting in Atlanta, the council referred the motion below to PEC for comment.

Region XII (Brasil Chapter) – CRC Motion 34: That every Chapter receive a 10% royalty of ASHRAE Bookstore sales due to the Chapter's promotional efforts.

Members Council will revisit this motion after PEC comments are received. The motion's intent is to create an extra attraction or benefit to members and public to attend Chapter meetings like Chapter Dinners and Seminars by promoting sales of bookstore items with discount in those meetings. Every Chapter would receive a certain number of discount coupons from ASHRAE Bookstore to promote bookstore sales. Chapters also would have a financial incentive by receiving a percentage of sales. Online sales with discount coupon is available with many e-commerce tools.

Fiscal Impact: No fiscal impact since the sales revenue increase will offset the costs of implementation.

Fiscal Planning Subcommittee recommends that PEC not approve the motion. The subcommittee reviewed the referral and concluded implementation would have a significant negative fiscal impact on revenue. The result would likely be a need to increase prices. The committee concluded that it would be difficult to determine which and when promotion efforts of chapters led to an increase in sales, making it difficult

when a commission was to be earned. Plus there will be additional costs associated with the administration of tracking sales back to chapter members and making payments. It was also noted chapters currently have the opportunity to purchase publications on consignment at a discount from society and then sell them, keeping the difference. The PEC will work with Members Council to promote this benefit.

(Fiscal Planning Subcommittee voted 0-0-8 CNV.)

PEC members discussed and agreed with the subcommittee that the motion negatively impact ASHRAE revenue. Mr. Jones commented that these programs are very valuable to the chapters.

An action item was assigned to staff to send a memo with the above action to the Members Council. **(ACTION ITEM 2) (Attachment L)** Complete 04/18/2018

MOTION (2) Failed 0-0-11 CNV

Ms. Platt moved and Mr. Jones seconded:

- (3) That Society offer the most recent version of an ASHRAE Standard, Standard User Manual or ASHRAE Design Guide as an option to receive in lieu of current ASHRAE Handbooks as part of their yearly membership benefit to be specified as currently done during membership renewal process**

Background: During the Members Council November 2017 meeting in Atlanta, the council referred the motion below to PEC for comment.

Region IX (Rocky Mountain Chapter) – CRC Motion 24: That Society offer the most recent version of an ASHRAE Standard, Standard User Manual or ASHRAE Design Guide as an option to receive in lieu of current ASHRAE Handbooks as part of their yearly membership benefit to be specified as currently done during membership renewal process.

Some users may find the Standards, User Manuals and Design Guides more beneficial than the Handbooks as they can provide more guidance on their topics. Longtime members have collected the Handbooks for years and now wish to enjoy the Standards, User Manuals and Design Guides as a Membership benefit.

Fiscal Planning Subcommittee recommends that PEC not approve the motion. This referral was made to Handbook Committee and to Standards Committee but since the impact is fiscal the Fiscal Planning Subcommittee took up the issue. The subcommittee concluded that the process of determining print runs would be extremely complex and either excess or inadequate inventory leading to a negative substantial fiscal impact; Handbook print runs would become smaller increasing unit cost; substantial effort required to reprogram dues notices; complexity in assembling publication packages of equal value and varying update schedules for items in package; reduced sales of publications. Additionally, a limited distribution of the Handbook would diminish the editorial value of the Handbook as a unifier of technology application Society wide.

The subcommittee concluded that the question of member benefit, however, extends beyond fiscal issues and Handbook editorial issues, and should be considered at a higher policy making level within ASHRAE. An action item was assigned to Vice President Julie Keen to initiate discussion at the Executive Committee about the type of membership benefit that should be offered in the future.

Council members discussed the complexity of implementing this motion. Mr. Comstock gave a brief review of the process printing the Handbook and agreed with the subcommittee that is seemed to be a much broader policy issue concerning what member benefits should be and should be made by the Board of Directors.

An action item was assigned to staff to send a memo with the above action to the Members Council. **(ACTION ITEM 3) (Attachment M) Complete 04/18/2018**

MOTION (3) Failed 0-0-11 CNV

Ms. Platt moved and Mr. Nix seconded:

- (4) Fiscal Planning Subcommittee recommends that PEC recommend to Members Council that \$15 of the Winter 2020 ASHRAE meeting registration fee be allocated to provide copies of a revised edition of “Proclaiming the Truth” free to registrants.**

Background: Historical Committee would like to update “Proclaiming the Truth” for the 125th Anniversary of ASHRAE in 2020. A book on the 100th anniversary was a popular benefit of the registration package in 1995. The Historical Committee has begun preparing the update. If Members Council supports the proposal, Members Council can determine which levels of registration would qualify for the print book and if the transfer to cover printing cost would be an addition to the fee or absorbed by the conference. Perhaps the book would be a benefit of full registration fee payment.

Fiscal Subcommittee Approved 7-0-0 CNV

Fiscal Impact: To be determined by Members Council based on the distribution plan (\$15 times of the number of registrants entitled to receive the book).

Council members discussed the popularity of “Proclaiming the Truth” when it was first presented.

An action item was assigned to staff to send a referral memo with the above action to the Managers of Conference Services and Conference Programs. **(ACTION ITEM 4) (Attachment N) Complete 04/18/2018**

MOTION (4) Approved 11-0-0 CNV

Mr. Tsui also reported the Board had approved providing Economy Courier distribution of the 2018 ASHRAE Handbook from the Opportunity Fund to improve the success rate of delivery to members in countries other than US, Canada, and Europe.

10.4 Functional Planning

The chair of the subcommittee Mr. Hosni was unable to attend the subcommittee meeting. Ms. Keen gave the subcommittee report. (**Attachment O**)

(5) Functional Planning Subcommittee recommends PEC approve and recommend to the Board of Directors the following changes to the Certification Committee section of the Rules of the Board:

2.429.001 SCOPE AND PURPOSE

This committee is responsible for developing, implementing, and monitoring ASHRAE credentialing programs.

2.429.002 MEMBERSHIP

2.429.002.1 Composition (15-01-28-07)

The members of this committee are as follows:

A. Nine (9) voting members, including a chair and ~~a~~ two vice chairs

B. Non-voting members include a Board ex officio member and coordinating officer

2.429.002.2 Qualifications

A. The chair and vice chairs s shall hold the grade of Member or higher in the Society

Background: Increasing the number of Certification Committee Vice Chairs from one to two, with staggered, two-year terms, would not only enable better allocation of increasingly complex responsibilities, e.g. a Vice Chair with promotion duties and a Vice Chair with ANSI accreditation duties, but also facilitate continuity and leadership development. This change in the Committee structure would aid in successfully developing, implementing, and monitoring ASHRAE credentialing programs. (*Certification Committee Approved 7-0-0 CNV*) (*Fiscal Planning Subcommittee Approved 3-0-0 CV*)

Fiscal Impact: None.

MOTION (5) Approved 11-0-0 CNV

(Secretary's Note: Motion Approved by the BOD January 24, 2018)

(6) Functional Planning Subcommittee recommends PEC approve and recommend to the Board of Directors the following changes to the Certification Committee section of the Rules of the Board:

2.429 CERTIFICATION COMMITTEE

2.429.001 SCOPE AND PURPOSE

This committee is responsible for developing, implementing, and monitoring ASHRAE credentialing programs.

2.429.002 MEMBERSHIP

2.429.002.1 Composition (15-01-28-07)

The members of this committee are as follows:

- A. ~~Nine (9)~~ Eleven (11) voting members, including a chair and a vice chair
- B. Non-voting members include a Board ex officio member and coordinating officer

Background: Given the addition of a 7th certification, the HVAC Designer certification slated to launch in June, 2019, and having achieved ANSI accreditation of four certification programs in the past two and one-half years, the Certification Committee believes that adding two (2) Certification Committee members would aid in successfully developing, implementing, and monitoring ASHRAE credentialing programs. The amount of work has expanded significantly since January, 2015 when the number of Certification Committee members increased from seven (7) to nine (9). *(Certification Committee Approved 7-0-0 CNV) (Fiscal Planning Subcommittee Approved 3-0-0 CV)*

Fiscal Impact: \$2,400 annually estimate. (Two additional members, two meetings per year, \$600 transportation cost per meeting per person)

Ms. Keen raised concerns about the Board of Directors' not wanting to increase the budget at this time.

MOTION (6) Approved 9-1-0 CNV

An action item was assigned to staff to include the last two motions on the PEC Report to the BOD. **(ACTION ITEM 5) (Attachment P)** *Complete 01/24/2018*

(Secretary's Note: Motion Approved by the BOD January 24, 2018)

10.5 Research Journal

The subcommittee report. **(Attachment Q)**

Science and Technology for the Built Environment (STBE) Impact Factor increased to 0.928 compared to 0.871 in 2015. This is a significant increase. The Impact Factor (IF) is split this year because of the title change in 2015; each Impact Factor reflects the citations in 2016 to the content published in the two iterations of the journal: content published in 2014 in HVAC&R Research and content published in 2015 in STBE. This Impact Factor year will be the last for HVAC&R Research and is the first for STBE. All future Impact Factor releases will be for just the STBE title.

STBE's rankings among journals is up 5 spots to 31 of 61 titles in Construction & Building Technology; up 19 spots to 78 of 130 titles in Engineering, Mechanical; up 7 spots to 36 of 58 titles in Thermodynamics.

STBE has a CiteScore (by Elsevier) of 1.01, a Highest CiteScore Percentile of 66%, and a CiteScore Rank of 50 of 149 titles in Building and Construction. This metric is similar to Impact Factor, although it uses a 3-year window instead of 2 years, includes editorials and book reviews, which IF does not.

ASHRAE members' usage of free online access to STBE, introduced in January 2017, increased by 20-25% during July-December over usage during the first half of the year. Overall 2017 subscription usage is up 23% compared to 2016 (approximately 38.6k versus 31.3k); this is following a trend of 28% usage increase in 2016 over 2015. The 2017 Q1-Q3 quarterly usage was consistently above 2016 Q1-Q4 quarterly usage.

STBE received and published more papers than ever before; 285 papers submitted during 2017 and published 106 papers.

In 2018 STBE will be increasing the number of issues published per year from 8 to 10 or 1520 pages/year. This is being done at no additional cost to ASHRAE, and is accompanied by an increase in the subscription price. It is anticipated that this action will help increase the Impact Factor.

The STBE Best Paper award winner has been chosen and the results passed on to the Honors and Awards Committee. The winner will be announced at the Annual Conference Plenary Session in Houston.

STBE editor-in-chief will be liaising with the Conferences and Expositions Committee (CEC) regarding ways to increase submissions to the journal and encourage presentations of papers at ASHRAE Conferences. Discussions include the topic of receiving two-page abstracts for conferences; the abstracts may then be targeted for development into full papers as well as outreach made to subscribers and to highly cited/downloaded authors to invite submissions of articles to STBE.

Mr. Tsui reported in 2017 PEC approved increasing STBE associate editors from 12 to 14 in an effort to speed the journal's review process and publication time. Expansion of the reviewer pool using both ASHRAE and Taylor & Francis resources is also being studied.

The subcommittee will review the effectiveness of 7 open-access papers offered by STBE during 2017 for consideration of future open-access offerings.

The publisher's report from Taylor & Francis is shown in an attachment to the subcommittee's report.

11. Committee Reports

11.1 Certification

Mr. Labunski gave the committee report. (**Attachment R**)

Mr. Labunski reported the committee approved the slate of nominees for the HVAC Designer Exam Subcommittee for the 2018-20 term. The HVAC Designer certification is budgeted for development in 2018-19 with first exams to be administered at the 2019 Annual Conference.

Mr. Labunski reported the Building Commissioning Professional (BCxP) and Building Energy Assessment Professional (BEAP) certifications have been recognized by the U.S. Department of Energy (DOE) as meeting the Better Buildings Workforce Guidelines (BBWG).

In response to a Members Council request, the Certification Committee's comment on CRC Motion 42 is that crediting to ASHRAE Certified Professionals a certain number of years of experience when considering them for advancement to membership grade would promote awareness of certification.

Mr. Labunski reported that effective March 31, 2018, the passing score and life-to-date pass rate will be published annually for each certification.

Mr. Labunski reported that effective March 31, 2018, the Better Buildings Workforce Guidelines (BBWG) Code of Ethics will be adopted as a requirement for all ASHRAE certifications with current certificants required to agree to the Code of Ethics upon recertification. Currently, this Code of Ethics is a requirement for just the BCxP and BEAP certification programs. Note: in the Society Rules Committee meeting of January 31, 2017 there was "consensus that the BBWG aligns (and does not conflict) with ASHRAE's Code of Ethics."

Mr. Labunski reported that the committee completed the ANSI required annual Management System Review, evaluating the results of internal and external audits, feedback from applicants and candidates, assessment of ASHRAE's exam development and delivery contractor, an impartiality threat analysis, the status of preventive and corrective actions, follow-up actions from previous management reviews, and the 2017 complaints log.

The Certification Committee 2017-2018 MBOs are shown in Attachment A of the committee's attached report to PEC.

11.2 Electronic Communications (ECC)

Ms. Schopplein gave the committee report. (**Attachment S**)

Ms. Schopplein reported ECC approved guidelines for the development and use of "Apps" by ASHRAE Groups to be posted on the ECC page of the ashrae.org website shown in Attachment A of ECC's report to PEC.

ECC's social media subcommittee is reviewing all of ECC's guidance on various media types with an aim to make an overview document with sections on specific media types such as Facebook, Online Video, Apps, and other electronic means of communication.

Ms. Schopplein reported ECC will continue rolling out Basecamp to Regions and Chapters during SY 2017-2018, and will investigate the Client's perspective for documents shared with them. In addition, the committee will create slides on Basecamp best practice for input into CRC presentations.

Ms. Schopplein reported online document retention on ashrae.org was discussed. ECC recommends that the ASHRAE archive any documents (excluding publications) over 10 years old. These documents shall be maintained by ASHRAE, so that they can be requested by members but not shown on the website.

ECC discussed awards given for ECC (website, newsletter, etc.) at the Regional level and will put together a list to post on the ECC page of ashrae.org for informational purposes.

Ms. Schopplein reported ECC is aware of action by staff to ensure ASHRAE is in compliance with the upcoming General Data Protection Regulation (GDPR) that goes into effect May 2018.

Ms. Schopplein reported ECC discussed the response provided to Tennessee Valley Chapter – Motion 4e (10/14/2016): *That ASHRAE Society provide a software program for all Chapter to streamline Chapter Operations (Process meeting/event registrations, process transactions, meetings/event check-in, program ratings) and Chapter Administration tasks (mailing lists, newsletter distribution, website materials) to directly address ASHRAE Strategic Plan Initiative 1B and 2A.* ECC revised response is available in Attachment B of the ECC report to PEC.

ECC 2017-2018 MBOs are shown in Attachment C of ECC's attached report to PEC.

11.3 Handbook

Mr. Yuill gave the committee report. (**Attachment T**)

Mr. Yuill reported the committee has continued training and promotion of the ASHRAE Authoring Portal (authoring.ashrae.org), to TC Handbook Chairs in the Sunday training session. The Portal allows TCs or other authoring groups to store and revise copyrighted intellectual property in a secure location, with multiple authors able to work on a document simultaneously. Google Analytics data shows 1036 users and 20,448 pageviews in the last calendar year. The portal is also in use by ASHRAE Learning Institute (ALI), the REHVA/ASHRAE task force, SPC 200 and several special publications. Mr. Yuill reported ASHRAE Handbook Online has 14,608 active subscribers with 33,309 unique users and 353,975 pageviews in the last calendar year.

Handbook Committee approved a new chapter on occupant-centric sensing and controls for the 2019 HVAC Applications volume. The chapter is assigned to MTG.OBB (Occupant Behavior in Buildings). Mr. Yuill reported that a new Review Subcommittee consisting of members from the 2021 Fundamentals Volume Subcommittee has been established to review chapters from the 2017 Fundamentals volume and share those review results with the TCs for consideration in the next revisions.

The status update of the Handbook Committee 2017-2018 MBOs is shown in Attachment A of the committee report to PEC.

11.4 Historical

Mr. Anderson gave the committee report. (**Attachment U**)

Mr. Anderson reported Historical Committee approved a timeline with the approved budget for 125th anniversary shown as Attachment A of the committee's report to PEC and reviewed the final list of projects for the 125th anniversary and all progress made by the Committee on project development. The updated project list is shown as Attachment D of the committee's report to PEC.

Mr. Anderson reported the committee approved a proposal, the “HVAC&R Giants of the Industry” project, for the 125th anniversary shown as Attachment B of the committee’s report to PEC.

Mr. Anderson reported the committee approved a motion to develop an “ASHRAE Historical Markers” program to recognize and identify historically important locations, projects, milestones, etc. similar to those of other engineering societies, such as IEEE, ASME, and ASCE.

Mr. Anderson reported the committee approved a motion to request that the Historical PAOE category be included as one of the categories for which the minimum points must be earned for chapters to receive the Presidential Award of Excellence (PAOE).

Mr. Anderson reported the committee approved a CRC motion from Region IV to move the Historical Committee from reporting to PEC to Members Council as a grass roots committee, and to include the Regional Historians as Voting Members of the committee.

After discussion by council members it was concluded that the motion should have further consideration by PEC and other groups in ASHRAE.

Mr. Jones moved and Mr. Nix seconded:

(7) That PEC review the following referred motion from Members Council for further consideration and possible recommendations to other groups

Region IV (Atlanta Chapter) – Motion 16: That Society move the Historical Committee from reporting to PubEd Council to reporting to Members Council making this committee a Grassroots Committee and to include the 14 RVCs as voting members of the committee.

Background: The Historical Committee does an incredible amount of work with only 9 members. To fill positions on the sub-committees, some members must be on more than one subcommittee. In addition, this committee creates and updates the Manuals for both the RVCs and the Chapter Historians, does research on Historical items and locations of Historic sites, digitizes historic papers, creates historical presentations, votes on awards nominations and is currently working on publications for the 125th Anniversary, as well as, other publications and research. PAOE criteria supports this being a Grassroots Committee since it is a PAOE category for points and is include in the Chapter Operations Manual as well. All Regions should have representation, as do the other Grassroots Committees. (Vote: 7-0-0)

The Regional Historians currently serve as non-voting members on Publishing and Education Council and are not reimbursed transportation to attend the Society meetings. This is not RVC position. The Region Operations Subcommittee voted 6-0-0 (chair not voting) to refer this motion to the Publishing and Education Council for consideration with copy to the Historical Committee.

Fiscal Impact: A few hours of staff time to amend documentation and transportation to Winter and Annual meetings for 5 additional voting members to the current 9 members. The committee members are currently drawn from the RVCs or representatives for their Region.

Council members discussed and decided this issue can be reviewed better after the PEC Ad Hoc Restructure Committee has finalized its report and made their suggestions.

MOTION (7) Approved 10-0-1 CNV

Mr. Anderson also reported the committee members attended all Section TC/TG Chair breakfasts to solicit Technical Committee papers and presentations for 125th anniversary.

The committee will review and update all committee documents prior to the Annual Conference. The committee will also develop policy for record retention of ASHRAE documents and items of historical importance to be included as a Rule of the Board (ROB).

Mr. Anderson reported the committee identified three potential individuals for Leadership Recall, including Presidential Members Lynn Bellenger and Tim Wentz. The committee also selected the Lou Flagg Award winner for 2018.

11.5 Professional Development (PDC)

Ms. Thrasher gave the committee report. (**Attachment V**)

Ms. Thrasher reported PDC met with several course presenters and discussed ways to improve course content and coordination with other ASHRAE course offerings. PDC will develop an affinity diagram to help identify courses that present similar or advanced ideas. An event similar to the DL mixer was discussed as a possible way to get presenters together to exchange ideas.

The committee is developing a roadmap to guide new engineers toward courses that can help them develop their knowledge in the engineering field. PDC also discussed including pairing the roadmap with mentoring whenever possible. Ms. Thrasher reported PDC discussed how ASHRAE could use its ties with other organizations to assist them with our program products. CIBSE, ISHRAE, Building Code officials and others have expressed an interest; PDC will work with staff to follow up on these opportunities.

Ms. Thrasher reported two new courses will be presented at the 2018 Winter Conference in Chicago and two more are under development for presentation at the 2018 Annual Conference in Houston. Ms. Thrasher also reported that the Building EQ curriculum has been made available; 25 universities have downloaded the curriculum. User feedback is expected to be available in mid-2018 and the committee will review the feedback before pursuing additional course development.

Ms. Thrasher reported PDC brainstormed ideas for new courses and new delivery methods. Ideas included virtual reality presentations, hands-on site visits and interactive facilitator type presentations with problem solving exercises. PDC will follow up with TCs and instructors on several potential course ideas.

PDC 2017-2018 MBOs are shown as Attachment A of the PEC report to PEC.

11.6 Publications

Mr. Lacharité gave the committee report. (**Attachment W**)

Mr. Lacharité reported the 90.1 Portal containing the 2016 standard, user's manual, and redline version has been launched with a free trial available until March 15, 2018.

Mr. Lacharité reported two apps, HVAC PT Chart and HVAC Duct Sizer, have been newly cobranded by ASHRAE and are available in the Apple store. The Android versions will be released within the next month. The web app for modeling compliance with Standard 90.1-2010 using the Energy Cost Budget (ECB) Method described in the standard now has 994 users and 665 projects registered.

The winner of the 2017 *ASHRAE Journal* Paper of the Year award was selected, with the results forwarded to the Honors and Awards Committee for presentation in June at the Annual Conference in Houston.

Mr. Lacharité reported liaisons from the committee contacted authoring groups regarding the need for revision or replacement of ASHRAE publications four or more years old.

Special publications completed from January 2017 through January 2018 are listed in Attachment A of the committee's report to PEC and a status summary of upcoming publications is shown in Attachment B.

Publications Committee 2017-2018 MBOs are reported in Attachment C of the subcommittee report to PEC.

12. Old Business

12.1 Presidential and Strategic Plan Initiatives

Mr. Tsui reviewed the status of the council's Presidential and Strategic Plan Initiatives.

12.1.1 **Application Guides** - (*Society Directive 3 Initiative 2*)

The following guides have been recently published. (1) Dedicated Outdoor Air Systems; (2) Air Terminal Units; (3) Clean Rooms. Pending publication: (4) Duct System; (5) Sustainable Refrigeration. Natural Ventilation under consideration.

(Assigned to Publications Committee)

12.1.2 **App Development** - (*Society Directive 3 Initiative 3*)

Recently published SuperheatCalc and ASHRAE Weather Database (linked from Handbook Online). Cobranded and released two commercial apps: PT Chart and Duct Sizer. A new HVAC Units Converter app is under consideration.

(Assigned to Publications Committee and staff)

- 12.1.3 **Engineering Essentials Course** - *(Society Directive 2 Initiative 2)*
Course to be presented in March for first time.
(Assigned to PDC)
- 12.1.4 **Building EQ Course for Student Branch Use** - *(Society Directive 2 Initiative 3)*
Completed work with Building EQ Committee to make university course available. Download course material delivery process in place with mechanism for Course feedback. Since July launch, instructors have downloaded 54 course sample materials with 25 downloading the full course.
(Assigned to Building EQ Committee and staff)
- 12.1.5 **HVAC Operations Training** - *(PEC MBO 2)*
New course has been presented two times in 2016-17. Promotions to appeal to target market (facility managers and consultants working with facility managers) to be further refined.
(Assigned to Professional Development Committee and staff)
- 12.1.6 **Technology Portal** - *(Society Directive 3, Initiative 1)*
ASHRAE Technology Portal includes Research Reports and Journal articles available to ASHRAE members. In June, scope of Portal expanded to include ASHRAE Transactions, Conference Technical Paper Preprints, Conference Papers and Seminars. These additional elements are available on a subscription fee basis with member and nonmember pricing. Portal usage is very impressive. For month of December 15,325 page views; 5 min average visit; 822 unique visits; 1,657 total visits.
(Assigned to staff)
- 12.1.7 **Web Based Educational Platform** - *(Society Directive 1, Initiative 1)*
New eLearning platform includes personal training dashboard for members to track educational course completion taken in the eLearning Learning Management System or self-reported training from another source making portal single place for all educational product and registration to ease member access and findability.
(Assigned to eLearning Subcommittee and staff)
- 12.1.8 **Cooperation with UNEP** - *(PEC MBO 8)*
An eLearning course “Refrigerant Literacy” for policy makers launched last year. “Sound Management of Refrigerants” eLearning course for technicians is to launch in spring. Courses communicate ASHRAE value to governmental communities in developing world and content is leveraged for ASHRAE use. Other current projects - RAC Plant Assessment program; University Level Course on Refrigerant Management; Low GWP Innovation Award.
(Assigned to ASHRAE UNEP Liaison Committee and staff)
- 12.1.9 **ASHRAE CIBSE Training Initiative** - *(Executive Committee Assignment)*
Collaboration took place with CIBSE to identify and produce educational products that serve the needs of both memberships without regard to geographic boundary.

A web-based course on Use of Weather Data in Energy Modeling has been put on hold. Also being explored is a collaborative online vehicle based on content from HPB magazine with infusion of UK-based case studies.

(Assigned to CIBSE ASHRAE Liaison Committee and staff)

12.1.10 Global Availability of **Regionally Relevant Training**

Dubai Center opened to offer market relevant training for Middle East, Africa, Eurasia and Indian subcontinent markets. Business model being reconsidered with alternative focus of delivering courses in partnership with regional societies of engineers in addition to training in Dubai. To date, three trainings have been provided with a revamped spring 2018 schedule to be developed in Chicago. Also, an Excellence in Building Performance credential has been created to add market presence.

(Assigned to staff)

12.1.11 **Handbook PDF Access**

Plans progressing to replace CD with PDF access via Internet with 2018 Handbook. PDF accessed through Technology Portal. Portal to be programmed to recognize members entitled to PDF access. PDFs can be viewed online through portal for as long as a membership is active and may also be downloaded for future, offline access during the membership period. Online files are searchable by volume and chapter.

(Assigned to staff)

12.1.12 **Standard 90.1 Portal**

Chicago launch planned for online version of 90.1 with user's manual. Platform allows for users to view the standard with notations made for pertinent user guidance. The User's Guide will also be printed but the online companion document with the manual offers multiple advantages. This could be a model for future user's manual development (making it a living document) and also could be expanded to include other standards and users manuals.

(Assigned to 90.1 SSPC and staff)

12.2 PEC MBOs

Mr. Tsui reviewed the status of the council's MBOs. (**Attachment X**)

13. New Business

13.1 Development Committee and ASHRAE Giving Program

Mr. Gulledge came to the PEC meeting to make a brief presentation on the Development Committee's efforts to develop a new major ASHRAE Giving Program. More information will be provided to the members as the program is developed. (**Attachment Y**)

13.2 PEC Structure Ad Hoc Committee

Ms. Keen made a presentation to the council of the committee's first draft of ideas to restructure the council and its reporting subcommittees and committees. (**Attachment Z**)

14. Adjourn

Mt. Tsui adjourned the meeting at 12:01 p.m.

<u>Attachment List</u>		<u>Pages</u>
A	PEC Roster 2017-2018	25
B	PEC Subcommittee Rosters 2017-2018	26
C	List of ASHRAE Apps for Student Branches Memo	27-28
D	Members Council Referral Region XII (Brazil Chapter) – CRC Motion 34	29
E	Members Council Referral Tennessee Valley Chapter – Motion 4e (10/14/2016)	30-32
F	Members Council Referral RAL (Pune Chapter) – CRC Motion 42	33
G	PEC Referral to Members Council 08/09/2017 Certification Committee Recommendation	34
H	PEC Referral to Members Council 01/10/2018 Historical Committee Recommendation	35
I	Journal Advertising Sales Subcommittee Report to PEC	36-37
J	eLearning Subcommittee Report to PEC	38-52
K	Fiscal Planning Subcommittee Report to PEC	53-55
L	Response to Referral Region XII (Brazil Chapter) – CRC Motion 34	56
M	Response to Referral Region IX (Rocky Mountain Chapter) – CRC Motion 24	57
N	PEC Referral to Conference & Program staff	58
O	Fiscal Planning Subcommittee Report to PEC	59-61
P	PEC Report to the BOD Action Items report 01/24/2018	62-64
Q	Research Journal Subcommittee Report to PEC	65-66
	<i>Attachment A - Editor's Report</i>	67
R	Certification Committee Report to PEC	68-69
	<i>Attachment A - Certification Committee 2017-2018 MBOs</i>	70-71
S	ECC Report to PEC	72
	<i>Attachment A - "App" Acceptable Use and Development Policy</i>	73-75
	<i>Attachment B - ECC's Response to Tennessee Valley Chapter – Motion 4e (10/14/2016)</i>	76
	<i>Attachment C - ECC 2017-2018 MBOs</i>	77
T	Handbook Committee Report to PEC	78
	<i>Attachment A - Handbook Committee 2017-2018 MBOs</i>	79
U	Historical Committee Report to PEC	80
	<i>Attachment A - Quasiquicentennial Project Timeline</i>	81-89
	<i>Attachment B - Proposal to the Historical Committee for the HVAC&R Giants project</i>	90
	<i>Attachment C - Referral - Region IV (Atlanta Chapter) – Motion 16</i>	91
	<i>Attachment D - ASHRAE 125 Year Anniversary Celebration – Action Plan</i>	92-94
V	PDC Report to PEC	95
	<i>Attachment A - PDC 2017-2018 MBOs</i>	96
W	Publications Committee Report to PEC	97
	<i>Attachment A - Published Projects January 2017 to Date</i>	98
	<i>Attachment B - Special Publications Projects List</i>	99-104
	<i>Attachment C - Publications Committee MBOs 2017-2018</i>	105
X	PEC 2017-2018 MBOs	106
Y	Development Committee Presentation	107-112
Z	PEC Restructure Ad Hoc Presentation	113-121
AA	PEC Information Items Report to the BOD - February 2018	122-174

From: Owen, Mark
Sent: Wednesday, January 03, 2018 9:33 AM
To: Thomson, Katie
Cc: Comstock, Steve; Harr, Julie
Subject: List of ASHRAE Apps->Student Branches

Hi Katie,

I am writing because Publishing and Education Council has an action item to bring ASHRAE apps to the attention of ASHRAE Student Branches. The list below and on [this page of the website](#) may be of interest to students as some of the apps are good learning resources as well as practical tools.

Of course, please let us know if there are questions, and we appreciate any and all efforts at getting the word out about these offerings.

ASHRAE Mobile

As ASHRAE seeks to expand its mission around the globe, on-the-go access becomes increasingly important. ASHRAE is pleased to offer the following mobile apps and eBooks:

Available now from ASHRAE:

- [ASHRAE App](#)—ASHRAE has launched a free conference-focused smartphone app for use by ASHRAE members and those interested in the Society. The app provides members with essential, real-time information on events, meetings and conferences, as well as access to top Society resources. The app is available on both iOS® and Android® platforms.
- [Psychrometric Chart App](#)—The ASHRAE Psychrometric Chart app is the first truly interactive graphical psychrometric chart for iOS devices, and it includes both I-P and SI units. Easily plot HVAC and other psychrometric processes while out in the field, save the graphs, and then email the graph and results to yourself or clients.
- [Standard 62.1](#)—Now in the App Store®, the ASHRAE 62.1 iPhone®, iPod Touch®, and iPad application allows you to perform comprehensive minimum ventilation calculations for a wide variety of commercial buildings based on Standard 62.1, using either I-P or SI units. This app is based on the 62MZCalc.xls Excel® spreadsheet that accompanies each copy of the 62.1 User's Manual.
- [Duct-Fitting Database](#)—This app, available via iTunes®, allows you to perform pressure loss calculations for all 200+ ASHRAE duct fittings in both I-P and SI units. Use this mobile app in the field for quick duct pressure loss calculations. The inputs can be adjusted by touch, and installation is automatic.
- [90.1 ECB App](#)—A free web application from ASHRAE automates the calculations needed to show a building project's compliance with ASHRAE/IES Standard 90.1-2010 using the Energy Cost Budget (ECB) Method described in the standard. The calculations are based on the ECB Method Compliance Forms found in the 90.1-2010 User's Manual. Input your project parameters and then calculate your proposed design's projected performance and compliance—no need to build your own spreadsheet. Output your results in Microsoft® Excel® for your clients and project records. The app is accessible from your desktop, tablet, or other device anywhere. Set up an account and store your project information in one place for easy reference and comparison.

- [SuperheatCalc](#)—SuperheatCalc, a free app in the Apple App Store and Google Play, enables HVAC service technicians to calculate target superheat for systems using fixed-orifice expansion devices, superheat and subcooling for 26 refrigerants, and airflow and psychrometric calculations to aid with field service of HVAC&R equipment. The app was a winner of ASHRAE’s 2016 Apps Contest.
- [HVAC PT Chart App](#) — For Apple iPhone or iPad (Android version coming soon), this comprehensive PT chart app allows HVAC technicians and contractors to quickly look up the temperature and corresponding pressure in I-P or SI units for 100+ common HVAC refrigerants including both bubble and dew versions of azeotropic (mixture) refrigerants. Input the temperature to get the corresponding pressure, and vice versa. Includes a database of 1000+ cities worldwide, including high elevations, to derive atmospheric pressure. Display common properties for the selected refrigerant (oil type, GWP, composition, critical temp, boiling temp, and more). This is the only PT Chart app that allows you to email complete PT chart lists, refrigerant properties, and your input values/results. Adjusts display to your device’s screen size.
- [HVAC Duct Sizer App](#) — For Apple iPhone or iPad (Android version coming soon), this app allows you to quickly size one HVAC duct run or a range of duct sizes using the constant friction method. Size ducts in I-P or SI units by airflow or dimensions, specifying the aspect ratio and either air velocity or friction loss. Results include both the exact and rounded height and width (or diameter) dimensions and the calculated velocity and friction loss. You can specify duct shape (rectangular, round, or oval) and air temperature and pressure. Finally, you can email HTML and .csv output of inputs and results to perform further analysis using your desktop computer. Adjusts display to your device's screen size.

<end>

Mark Owen | Editor/Group Manager of Handbook and Special Publications
Extension:1187

TO: Edward Ka Cheung Tsui, Publishing and Education Council Chair
W. Stephen Comstock, Publishing and Education Council Staff Liaison

FROM: Joyce Abrams

DATE: December 21, 2017

SUBJECT: Members Council Referral

During the Members Council November 2017 meeting in Atlanta, the council referred the motion below to the Publishing and Education Council for comment. The council will revisit this motion after your comments are received. I appreciate your keeping me advised of your actions. Let me know if you have any questions. Thank you.

Region XII (Brasil Chapter) – CRC Motion 34:

That every Chapter receive a 10% royalty of ASHRAE Bookstore sales due to the Chapter’s promotional efforts.

Background: The motion intent to create an extra attraction or benefit to members and public to attend Chapter meetings like Chapter Dinners and Seminars by promoting sales of bookstore items with discount in those meetings. Every Chapter would receive a certain number of discount coupons from ASHRAE Bookstore to promote bookstore sales. Chapters also would have a financial incentive by receiving a percentage of sales. Online sales with discount coupon is available with many e-commerce tools.

Fiscal Impact: No fiscal impact since the sales revenue increase will offset the costs of implementation.

TO: Steven Faulkner, Electronic Communications Committee Chair
Joslyn Ratcliff, Electronic Communications Committee Staff Liaison
Brian Unrein, IT Manager

FROM: Joyce Abrams

DATE: November 11, 2016

SUBJECT: Members Council Referrals

During the Members Council October 2016 meeting in Atlanta, the council referred the motions below to the Electronic Communications Committee and IT Staff for consideration. I appreciate your keeping me advised of your actions. Let me know if you have any questions. Thank you.

Tennessee Valley Chapter – Motion 4e (10/14/2016):

That ASHRAE Society provide a software program for all Chapters to streamline Chapter Operations (process meeting/event registrations, process transactions, meeting/event check-in, program ratings) and Chapter Administrative tasks (mailing lists, newsletter distribution, website materials) to directly address ASHRAE Strategic Plan, Initiative 1B and 2A.

Background: ASHRAE Society can become a more efficient organization with the use of a software program to provide a streamline and polished chapter operations as well as provide a database of information to be utilized by ASHRAE Society. The software program should have the capability to run off the ASHRAE website and/or a cloud based app interfaced to NetForum. The program would have the following minimal attributes to streamline chapter operations for chapter programs.

- Input for ASHRAE Chapter Name and Number
- Input for monthly chapter program title, program speaker, date, time, and location. This information can be exported as a separate file to be used on the Chapter Website.
- Process meeting/events registrations.
- Member ID input (potentially a barcode added to ASHRAE membership card) also can look up member from name. This is to be utilized at the entry of the chapter program. A notification shall be provided for members who are shown as delinquent members or non-paying chapter due members.
- Non-Member information Input (minimum input of name and contact information) this is to be utilized at the entry of the chapter program.
- Process meeting/event payment.
- Link to renew membership or become a member of ASHRAE.
- Chapter Program questionnaire. Provide an input to be filled out by the chapter CTTC chair on comments from the program attendees. Information on this questionnaire shall be similar to DL program questionnaire.
- Manage chapter mailing lists (include members and any non-member who have attended chapter programs) and newsletter distributions.

A software program of this caliber would allow for ASHRAE to track its current members, track potential members, highlight chapter programs that are well attended, and aid in updating chapter website information. Furthermore, this program would be in line with the ASHRAE Strategic Plan, Initiative 1B and Initiative 2A.

Some chapters are currently using Star Chapter Program to achieve the above listed tasks. An advised alternate to finding a software program would be that Star Chapter Program be provided to all society chapters and include the attributes listed within the background of this motion.

Fiscal Impact: Approximately \$100,000 (\$1.78 per ASHRAE member). Saves Volunteer Time (Potential Increase Chapter Volunteers), & Increase Membership and Professionalism.

Hampton Roads Chapter – Motion 7b (10/14/2016):

That Society make the ASHRAE Email Distribution Service available for Chapter and Regional use for official communications to their respective members.

Background: Chapters must manually download and update email distribution lists from the ASHRAE.org site to communicate with members. Email distribution lists can be managed by the use of free or low cost email service clients, but these tools are ineffective in reaching all chapter members due to these domains being classified as spam or junk email by automatic filtering tools used at most companies and organizations. The Hampton Roads ASHRAE Chapter proposes that ASHRAE Society make their email management service available for chapters' and regions' use to send communication to their members. New members' email addresses would be uploaded periodically to the roster email distribution list and old members would be removed from the list automatically after some time. The system would allow users to add email addresses manually to a separate list which could be included in the distribution selection for each separate communication. Chapter administrators, president, president-elect and membership promotion chair would be able to access the list via the chapter's or region's management area of ASHRAE.org. The system would also allow pre-written emails to be sent at a future date. By having this system provided directly through Society, chapters and regions would have a more direct, powerful and easily manageable email service to reach its members. Since the database is already sorted by Region and Chapter, this service could be readily available for use by Chapters and Regions.

Fiscal Impact: Estimated \$7,500 initial cost for development. Annual cost of email management services would be minimal.

Note from Staff: Chapters are concerned their outgoing emails are spammed or flagged by filters as junk mail.

Spacecoast Chapter – Motion 7j (10/14/2016):

That Society allows ASHRAE Chapters to utilize its e-mail engine and domain name to transmit mass e-mails to its Chapter memberships, effective July 1, 2017.

Background: Currently, ASHRAE Chapters are responsible for transmitting mass e-mails to their own memberships, either from ASHRAE members designated by Chapter Presidents or from accounts with free third-party services. In both cases, Chapter e-mails are susceptible to being blocked by spam filters or flagged as spam. Furthermore, Chapters using their own domain name are susceptible to being blacklisted. From testimonies by Chapters in Region XII, this filtering could happen to Chapters sending e-mails less than four times per month.

The proposed solution would enable Chapters to use the ASHRAE.org domain name for their Chapter e-mails, a more authoritative domain name to e-mail blacklisting entities than those of Chapter domain names.

The ASHRAE.org domain name is less susceptible to spam filters and blacklisting than Chapter domain names, and Chapters may distinguish their e-mails from Society e-mails by using a subdomain name within the ASHRAE.org domain (e.g. @spacecoast.ashrae.org). Chapters who are not able to communicate to their memberships via e-mail are inhibited in advertising Chapter seminars, meetings, RP functions, and other grassroots activities. This inhibited communication could lead to an increased rate of member cancellations, reduced attendance at Chapter seminars, and smaller generation of RP funds. When extrapolated, this inhibited communication across several Chapters can have multiplied negative effects at the Society level.

Fiscal Impact: Programming support, web pages, and new policy adoption would be necessary if adopting this motion at an estimated cost of \$1,928.40. Estimated costs are based on the following assumptions:

1. Programming support and web page design would take about 40 hours, with the cost of labor for a computer programmer at \$35.71 per hour, resulting in a cost of \$1,428.40.
2. Policies would need to be established, implemented, and transmitted by ECC to Chapters in order to prevent spamming from the ASHRAE.org domain name. Staff support for ECC meetings, implementation, incorporation into Society documents, and administrative functions is anticipated to cost no more than \$500.00.

cc: Walid Chakroun, Publishing and Education Council Chair
Steve Comstock, Publishing and Education Council Staff Liaison
Craig Wright, ASHRAE Comptroller

TO: Cameron R. Labunski, Certification Committee Chair
Tim Kline, Certification Committee Staff Liaison
Devin A. Abellon, Membership Promotion Committee Chair
Daniel B. Gurley, III, Membership Promotion Committee Staff Liaison

FROM: Joyce Abrams

DATE: December 21, 2017

SUBJECT: Members Council Referral

During the Members Council November 2017 meeting in Atlanta, the council referred the motion below to the Certification and Membership Promotion Committees for comment. The council will revisit this motion after your comments are received. I appreciate your keeping me advised of your actions. Let me know if you have any questions. Thank you.

Region-At-Large (Pune Chapter) – CRC Motion 42:

That Society credit to ASHRAE Certified Professionals (like BEMP, BEAP) a certain number of years of experience (similar to PE) when considering them for advancement to membership grade.

Background: At present PE get 3 years credit in terms of advancing from associate to regular member. PE is not very popular in south Asian countries. This credit will act as an incentive to ASHRAE certified professional courses at a young age.

Fiscal Impact: Early advancement to Member grade.

TO: Shelia Hayter, Members Council Chair
Joyce Abrams, Members Council Staff Liaison

FROM: Steve Comstock, Publishing & Education Council (PEC) Staff Liaison

DATE: August 9, 2017

SUBJECT: PEC Recommendation

At the June 27, 2017 Annual Meeting in Long Beach, the Certification Committee requested PEC send the following recommendation to Members Council for consideration and implementation.

The Certification Committee recommends assigning PAOE points for multiple certifications earned or renewed by the same chapter member.

Background: Currently, 100 points may be earned for each individual who earns an ASHRAE certification during the Society President's term, and an additional 50 points is added for each member who renews their ASHRAE certification during the Society President's term.

Fiscal Impact: None

Certification Committee Approved: 7-0-0 CNV

PEC Approved: 10-0-0 CNV

TO: Pat Graef, Tech Council Chair
Stephanie Reiniche, Tech Council Staff Liaison

FROM: Steve Comstock, Publishing & Education Council (PEC) Staff Liaison

DATE: January 10, 2018

SUBJECT: PEC Recommendation

The Historical Committee requested PEC send the following recommendation to Tech Council for consideration and implementation.

- (5) That PEC request Tech Council seek input from TCs to name the best paper from each year since 1995.**

Background: This will be a continuation of the 100 best papers that were named as part of the Centennial celebration. Technical Committees would be a great source of information for historically significant technical processes and advancements for 125 anniversary.

Fiscal Impact: None.

PEC Approved 10-0-0 CNV



**Report to Publishing and Education Council (PEC)
Journal Advertising Sales Subcommittee
GoToMeeting of January 10, 2018**

Members Attending:

Julia Keen, Acting Chair
Heather Platt
Francis Lacharite
Steve Comstock, Staff Liaison

Members Absent:

Edward Tsui, Chair
Mo Hosni

Action Items for PEC:

None

Information Items:

1. ASHRAE Journal's advertising share-of-market (SOM) for January to December 2017 is 62%, a three-percent increase compared to the same time in 2016, in a three-publication competitive market. While ASHRAE Journal did not sell as many advertising pages in the past 12 months, its competitors have also lost advertising pages during the same time period, resulting in the aforementioned gain in SOM. In 2017, the Journal had 228 active advertising accounts, which is three more net advertisers than in 2016.
2. ASHRAE Media is increasing opportunities with sponsorships, online advertising, eNewsletters and supplier webinars. Programs are often sold in packages as part of an integrated marketing strategy to maximize available audience channels along with a print advertising campaign.
3. Staff liaison Steve Comstock showed charts provided to the strategic planning committee relating to advertising. The first chart showed actual advertising revenues along with projected increases in sales revenue to ASHRAE. Total revenue is expected to increase gradually based on today's market conditions and new opportunities offered by publishing staff. The second chart illustrated the total reach for advertising based on offerings through the year. More than 13 million impressions are provided for advertisers' messaging.
4. January-only advertising sales for 2018 shows total revenue consistent with previous January sales. However, the distribution of revenue to online-only and sponsorships has grown while print advertising has declined. More advertisers have been focusing on online-only advertising with lower rates than online advertising. However, most of ASHRAE Journal's advertising revenue still comes from print ads.

5. HPB magazine advertising earned more than \$83,000 for the Fall and Winter issues, which is approx. \$10,000 more than budgeted and \$25,000 more than earned for the previous Fall and Winter issues. While sales have increased for HPB magazine, Mr. Comstock advised the committee that commission expenses increase in proportion to sales.
6. A complimentary subscription to HPB magazine was sent to approximately 200 governmental, regulatory and code officials involved with the ASHRAE Grassroots Government Advocacy Committee. ASHRAE created a special subscription form for fulfillment of a one-year digital subscription to the magazine. The outreach effort is continuing to reach these stakeholders involved with efficient and sustainable buildings.
7. The subcommittee discussed concerns raised at Members Council regarding supplier webinars promoted by ASHRAE. It was noted that webinars are clearly labelled advertising but the complaint was ASHRAE does not allow commercial presentations by chapters. It was noted that for the 2017 calendar year, ASHRAE sold six webinars to advertisers for \$85,000 gross sales revenue. Six additional webinars were sold as part of packages, totaling nearly \$350,000 in sales. Orders for all available supplier webinars in 2018 are sold out for ASHRAE Journal. All competing publications offer webinars to advertisers. Removing this option would negatively impact future sales, including direct revenue from webinars along with programs including webinars. There was no action taken, but a comment was made that supplier webinars represent a shift in how advertising is sold in today's market.



**Report to PEC
eLearning Subcommittee
Meeting of Wednesday, January 10, 2018**

Edward Tsui — Chair (Absent)
Julia Keen — Vice Chair (Present)
Kay Thrasher — Member (Present)
Francis Lacharite — Member (Present)
Jin Jin Huang — Member (Absent)
Steve Comstock — Staff Liaison
Eunice Njeru — Staff
David Soltis — Staff
Karen Murray — Staff

Action Items

None

Information Items

1. The subscription revenue for ASHRAE eLearning continues to grow with the majority of subscriptions coming from individual subscribers. ASHRAE continues its marketing efforts to rebuild corporate subscriptions, which have previously shown to be great source of revenue for eLearning. Marketing efforts include weekly targeted emails to selected current and previous corporate customers, chapter outreach through CTTC, monthly email to new members for the month, quarterly emails to corporations, face-to-face promotion at ASHRAE conference, and eLearning portal video hosted on ASHRAE.org as well as pushed out through social media. The annual subscription revenue is 96.9k with a forecast of 210k, on a budget of 210k.

2. New Course Development Status

In an effort to broaden and diversify the eLearning course catalog as well as meet member learning needs, eLearning continues to work with member volunteers to design and develop new courses. Below is a list of recently completed, under development, and proposed courses.

New/Proposed/Upcoming Courses		
Course Name/Title	Status	Completion Date
Recently Released		
Refrigerant Literacy - UNEP	Launched	July 2017
Introduction to Refrigerants	Launched	October 2017
Refrigerant Selection	Launched	October 2017
Refrigerant Management	Launched	October 2017
Under Development		
Sound Management of Refrigerants - UNEP	Content development underway	April 2018
Pending Contracts / Proposed		
Clean Air Infiltration	Proposed	Unknown
Designing Toward Net-Zero Energy Commercial Buildings	Proposed	Unknown
Standard 90.1-2016: HVAC/Mechanical	Proposed	Unknown
BIM Process, Practice and Workflow	Pending	Unknown
Building Energy Modeling (BEM)	Pending	Unknown
The Last Word on Energy Audits	Pending	Unknown
Thermal Comfort - Update	Pending	Unknown

Existing Courses by Package		
<i>Course Package Name</i>	<i>Total PDHs</i>	<i># of Courses</i>
Building Performance	10	3
System Design	5	3
Sustainability	25.5	7
Loads and Modeling	3.5	2
Fundamentals: HVAC Systems	19.5	9
Components and Equipment	11.5	6
System Essentials	10	4
Air Systems	2.5	3
Hydronic Systems	11	4
Special Systems	7	2
HVAC Control Systems (I-P)	36.5	9

HVAC Control Systems - SI	23.5	5
DDC Controls -I-P	8	2
DDC Controls - SI	9	2
AC and Refrigeration Principles	4	3
Electrical System Design	6.6	5
Standard 62.1: Ventilation for Acceptable Indoor Air Quality	10.1	5
Standard 90.1: Energy Standard for Buildings	9.8	4
Standard 189.1-2011 - High Performing Green Buildings	7.5	3
Data Center Design	5.5	4
Refrigerants	4.5	3

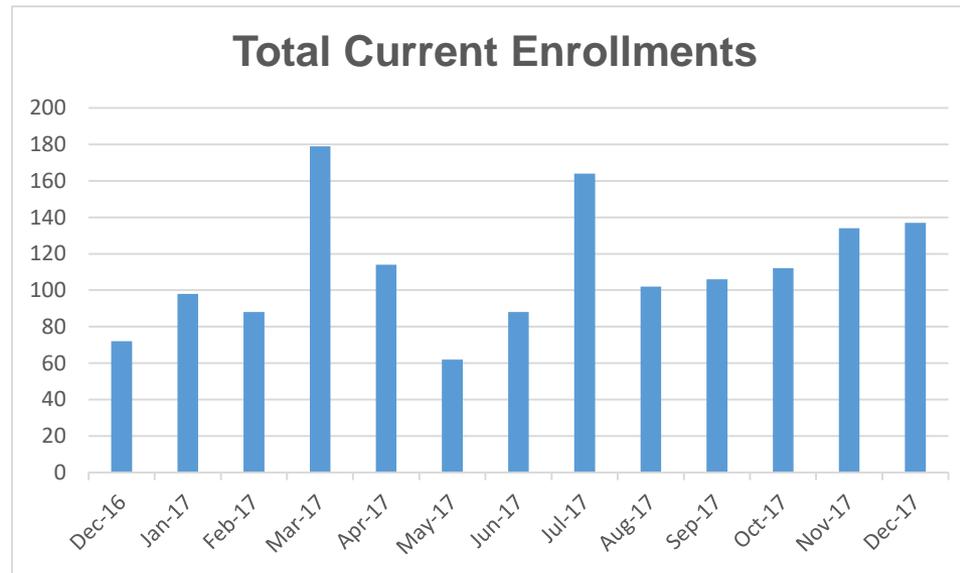
During the meeting, a report of eLearning product quantity sales was requested. This was sent to the Subcommittee.

3. Phase 2 Status - Learning portal infrastructure development

In an effort to consolidate all ASHRAE education offerings into a single, easily accessible database, ASHRAE staff is working on phase 2 of the learning portal infrastructure development. Phase 2 will put all ASHRAE training on one platform, making it easy for the user to search, review, and register for ASHRAE education offerings. The training to be hosted on the learning portal includes, eLearning, Instructor-Led Training, and Self-Directed Learning. A mock-up of the learning portal work-flow was shared during the eLearning subcommittee meeting. The anticipated completion date for this project is 6/1/2018.

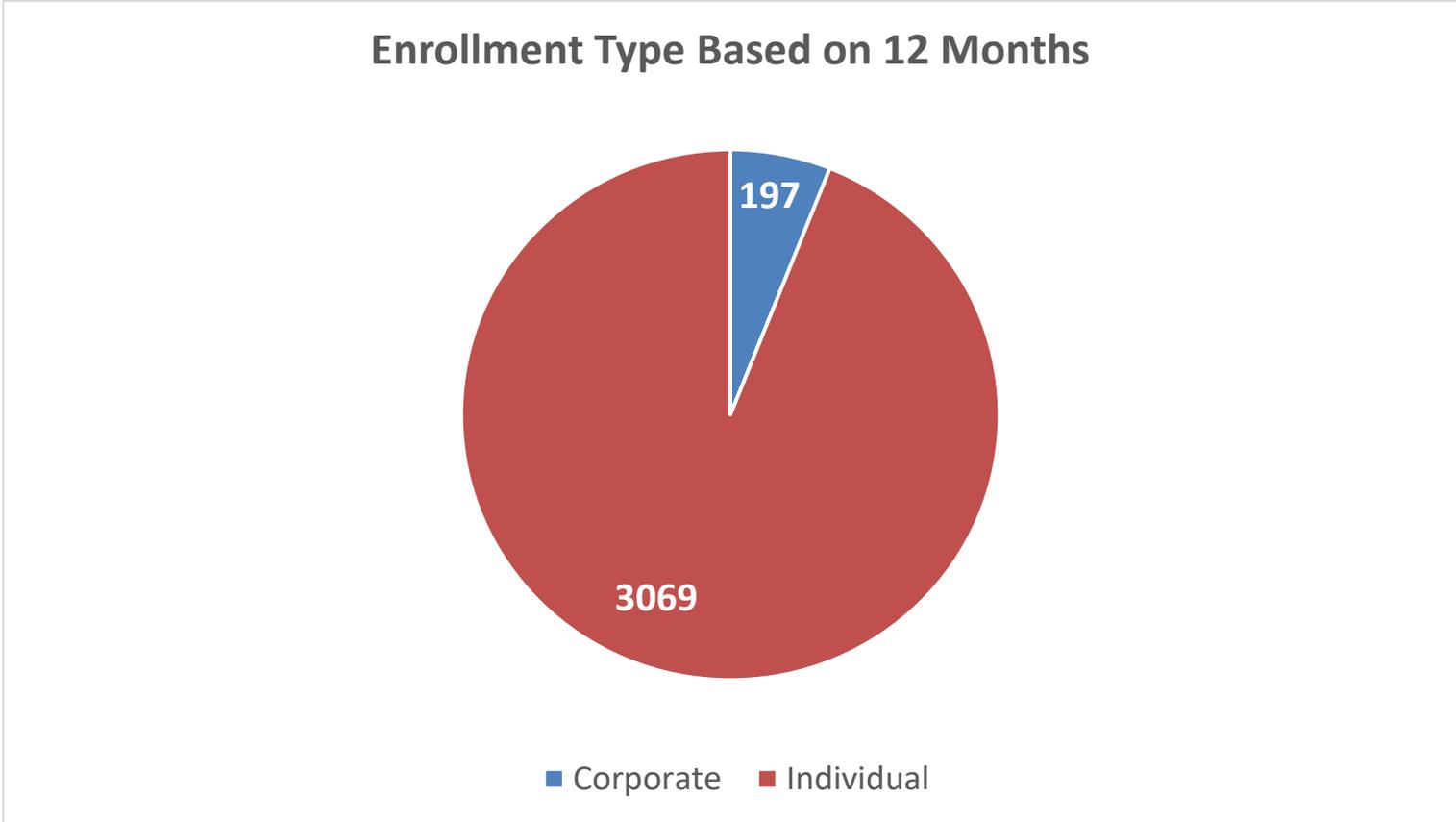
The need to highlight new and upcoming training was discussed. ASHRAE staff will work on refining the proposed workflow, so that new and upcoming training is highlighted, making it easier for members to search and find new and scheduled training.

Total Current Enrollments By Month

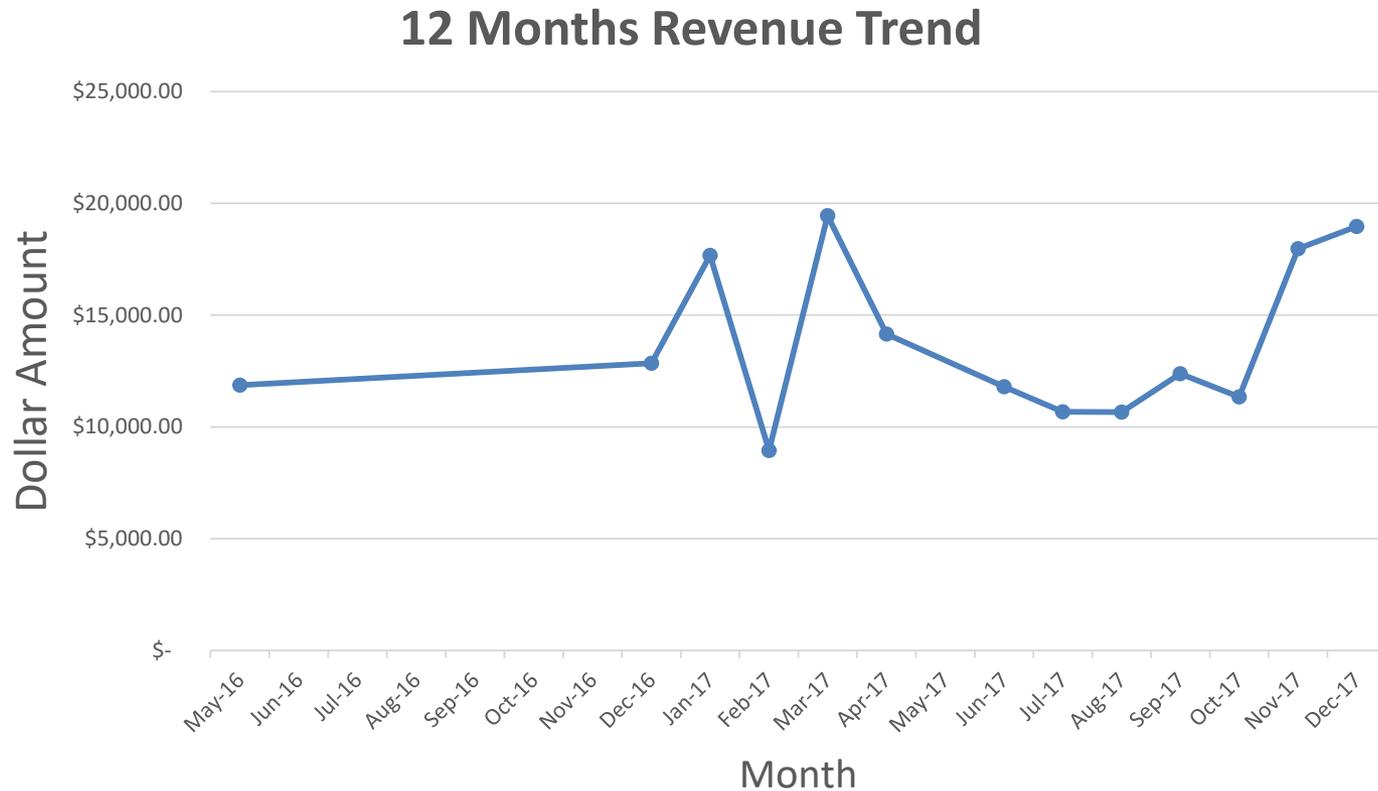


* Subscribers from all sources with a current 12 month subscription

Cumulative 12 Month Enrollment Type



Revenue Trend By Month



NEW COURSE DEVELOPMENT STATUS

Course Name/Title	Status	Completion Date
<i>Recently Released</i>		
Refrigerant Literacy - UNEP	Complete	Jul-17
Introduction to Refrigerants	Complete	Oct-17
Refrigerant Selection	Complete	Oct-17
Refrigerant Management	Complete	Oct-17
<i>Under Development</i>		
Sound Management of Refrigerants - UNEP	Content Review	Apr-18
<i>Pending Contracts</i>		
Clean Air Infiltration	Proposed	Unknown
Designing Toward Net-Zero Energy Commercial Buildings	Proposed	Unknown
Standard 90.1-2016: HVAC/Mechanical	Proposed	Unknown
BIM Process, Practice and Workflow	Pending	Unknown
Building Energy Modeling (BEM)	Pending	Unknown
The Last Word on Energy Audits	Pending	Unknown
Thermal Comfort - Update	Pending	Unknown

EXISTING COURSES BY PACKAGE

Course Package Name	Total PDHs	# of Courses
Building Performance	10	3
System Design	5	3
Sustainability	25.5	7
Loads and Modeling	3.5	2
Fundamentals: HVAC Systems	19.5	9
Components and Equipment	11.5	6
System Essentials	10	4
Air Systems	2.5	3
Hydronic Systems	11	4
Special Systems	7	2
HVAC Control Systems (I-P)	36.5	9
HVAC Control Systems - SI	23.5	5
DDC Controls -I-P	8	2
DDC Controls - SI	9	2
AC and Refrigeration Principles	4	3
Electrical System Design	6.6	5
Standard 62.1: Ventilation for Acceptable Indoor Air Quality	10.1	5
Standard 90.1: Energy Standard for Buildings	9.8	4
Standard 189.1-2011 - High Performing Green Buildings	7.5	3
Data Center Design	5.5	4
Refrigerants	4.5	3

All Courses

eLEARNING - INSTRUCTOR LED - SELF-DIRECTED

All Courses

[Advanced High-Performance Building Design](#) **ES Practices**

[Basics of Combined Heat & Power](#)

[Basics of High-Performance Building Design](#)

[Building Demand Response and the Coming Smart Grid](#)

[Cogeneration from the Basics through Operation](#) - **6-hour seminar**

[Combined Heat and Power: Creating Efficiency through Design & Operations](#) **ES Practices**

[Commercial Building Energy Audits](#) - **6-hour seminar**

[Designing Toward Net-Zero Energy Commercial Buildings](#) **ES Practices**

[District Cooling & Heating Systems: Central Plants](#)

[Energy Efficiency in Data Centers](#) **ES Practices**

[Effective Energy Management in New & Existing Buildings](#) **ES Practices** – **6-hour seminar**

[Energy Management Best Practices](#) **ES Practices**

[Energy Modeling Best Practices and Applications](#) **ES Practices**– **6-hour seminar**

[Evaluation Methods for High-Performance Green Buildings](#)

[High-Performance Building Design: Applications & Future Trends](#) **ES Practices**

[IT Equipment Design Evolution & Data Center Operation Optimization](#)

[Operations & Maintenance of High-Performance Buildings](#) – **6-hour seminar**

All Courses

eLEARNING -

INSTRUCTOR LED -

SELF-DIRECTED

eLEARNING -

**View All
eLEARNING**

**Individual
Courses**

**Course
Packages**

Libraries

All Courses

eLEARNING -

INSTRUCTOR LED -

SELF-DIRECTED

INSTRUCTOR LED -

**View All
INSTRUCTOR
LED**

**HVAC Design
And Operation
Training**

**Middle East
Training Center**

**2018 Chicago
Winter
Conference**

Online

SELF-DIRECTED

Continuing Education Opportunities from the ASHRAE Learning Institute

ALI offers Learning Texts for self-study or group training with instructor materials. Texts cover the basics of what practicing engineer needs, and skill development exercises are included to evaluate progress.

Few engineers entering the HVAC&R industry have a complete understanding of HVAC&R fundamentals. Now they can learn the basics from self-directed and group learning course books. Designed to make the process easy and interesting, ASHRAE Learning Institute offers these flexible and affordable learning texts for evaluating success in HVAC&R.

Each course book includes the following:

- Clear and concise discussion of the technical topic covered
- Examples that show how to apply the lesson's principles
- Skill development exercises that test students' ability to apply the newly acquired knowledge and answer sheets to assess progress in learning the material

Compare Products

You have no items to compa

Simple.
Portable.
Universal.



SAMPLE COURSE LISTING – INSTRUCTOR-LED

Select a Date/Location from the drop down.

	<p>HVAC Design: Combo (Level I & II)</p> <p>provides intensive, practical training ideal for recent technical or engineering school graduates, engineers new to the HVAC field, those who need a refresher in new technologies, and facility managers, sales representatives and others who want to gain a better understanding of HVAC fundamentals, equipment and systems.</p>	<p>All Available Dates & Locations</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Choose...</p> <p style="background-color: #007bff; color: white; padding: 2px;">Choose...</p> <p>Tampa, FL, January 8-10, 2018</p> <p>Dubai, UAE, Global Training Center-Dubai, January 14-16, 2018</p> <p>Las Vegas, NV, February 5-7, 2018</p> <p>Atlanta, GA, February 26-28, 2018</p> </div>	<p>\$1,264.00</p> <p style="background-color: #6c757d; color: white; padding: 5px; text-align: center;">Learn More</p>
	<p>HVAC Design: Level I - Essentials</p> <p>provides intensive, practical training ideal for recent technical or engineering school graduates, engineers new to the HVAC field, those who need a refresher in new technologies, and facility managers, sales representatives and others who want to gain a better understanding of HVAC fundamentals, equipment and systems.</p>	<p>All Available Dates & Locations</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Choose...</p> </div>	<p>\$1,264.00</p> <p style="background-color: #6c757d; color: white; padding: 5px; text-align: center;">Learn More</p>
	<p>HVAC Design: Level II - Applications</p> <p>provides intensive, practical training ideal for recent technical or engineering school graduates, engineers new to the HVAC field, those who need a refresher in new technologies, and facility managers, sales representatives and others who want to gain a better understanding of HVAC fundamentals, equipment and systems.</p>	<p>All Available Dates & Locations</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Choose...</p> </div>	<p>\$1,264.00</p> <p style="background-color: #6c757d; color: white; padding: 5px; text-align: center;">Learn More</p>



MORE VIEWS



Columbus, OH Level 1 HVAC Design Training

[Email to a Friend](#)

Availability: In stock

Regular Price ~~\$1,264.00~~

Your Price \$1,214.00

Early Bird & Member Pricing

Group Pricing

Buy 3 for \$909.00 each and save 26%

Enrollment

Enroll me - \$0.00

Send me enrollment code(s) - \$0.00

Individual purchase

Group purchase

Regular Price ~~\$1,264.00~~

Your Price \$1,214.00

Qty:

1

Add to Cart

Columbus, Ohio, October 16 - 20, 2017

Additional information on this Training appears below:

Qty: [Add to Cart](#)

Columbus, Ohio, October 16 - 20, 2017

Details

Fee Covers: Course admittance, course materials, publications, break refreshments, and lunches. Company Discount Fee: Enroll 3 or more participants from the same company at the same time and save.

HVAC Design: Level I - Essentials

ASHRAE's HVAC Design: Level I - Essentials training provides participants with instruction that accelerates their transformation into effective members of a design, construction or facilities maintenance team. Developed by industry-leading professionals selected by ASHRAE, the training provides attendees with the fundamentals and technical aspects of HVAC design. Attendees will gain practical skills and knowledge to design and maintain HVAC systems that can be put to immediate use.

In addition to gaining in-depth knowledge and understanding, attendees will receive real-world examples of HVAC systems based on the renovated ASHRAE Headquarters building. The training also teaches a systematic approach to guide a design team to a solution that optimally meets the client's expectations. Engineered drawings of the ASHRAE Headquarters renovation will also be discussed so participants are exposed to plan reading and visual understanding of system design.

Who Should Attend

- Engineers new to the HVAC industry, including recent engineering graduates lacking practical experience
- Facilities managers involved in new construction or major renovation projects
- Technicians who would like to gain design knowledge
- Architects who want to understand HVAC system design
- Sales engineers and HVAC equipment suppliers who want to gain a broad knowledge of HVAC systems

How Your Firm Will Benefit

The training helps attendees understand:

Agenda	Instructors	PDH & Continuing Education	Primary References	Bonus	Location & Lodging	Cancellation Policy



Fiscal Planning Subcommittee Report
To Publishing & Education Council (PEC)
Meeting of January 22, 2018

Motions for PEC Action

1. Fiscal Planning Subcommittee recommends that PEC not implement the following referral from Members Council:

Region XII (Brasil Chapter) – CRC Motion 34: That every Chapter receive a 10% royalty of ASHRAE Bookstore sales due to the Chapter’s promotional efforts.

Background: During the Members Council November 2017 meeting in Atlanta, the council referred the motion below to PEC for comment. The Members Council will revisit this motion after PEC comments are received. The motion’s intent is to create an extra attraction or benefit to members and public to attend Chapter meetings like Chapter Dinners and Seminars by promoting sales of bookstore items with discount in those meetings. Every Chapter would receive a certain number of discount coupons from ASHRAE Bookstore to promote bookstore sales. Chapters also would have a financial incentive by receiving a percentage of sales. Online sales with discount coupon is available with many e-commerce tools.

Fiscal Impact: No fiscal impact since the sales revenue increase will offset the costs of implementation.

Fiscal Planning Subcommittee reviewed the referral and concluded implementation would have a significant negative fiscal impact on revenue. The result would likely be a need to increase prices. The committee concluded that it would be difficult to determine which and when promotion efforts of chapters led to an increase in sales, making it difficult when a commission was to be earned. Plus there will be additional costs associated with the administration of tracking sales back to chapter members and making payments. It was also noted chapters currently have the opportunity to purchase publications on consignment at a discount from society and then sell them keeping the difference. The PEC will work with Members Council to promote this benefit.

Fiscal Planning Subcommittee voted on the referral as presented by Members Council and it failed 0-0-8 CNV.

2. Fiscal Planning Subcommittee recommends that PEC not implement the following referral from Members Council:

Region IX (Rocky Mountain Chapter) – CRC Motion 24: That Society offer the most recent version of an ASHRAE Standard, Standard User Manual or ASHRAE Design Guide as an option to receive in lieu of current ASHRAE Handbooks as part of their yearly membership benefit to be specified as currently done during membership renewal process.

Background: Some users may find the Standards, User Manuals and Design Guides more beneficial than the Handbooks as they can provide more guidance on their topics. Longtime members have collected the Handbooks for years and now wish to enjoy the Standards, User Manuals and Design Guides as a Membership benefit.

This referral was made to Handbook Committee and to Standards Committee but since the impact is fiscal the Fiscal Planning Subcommittee took up the issue. The subcommittee concluded that the process of determining print runs would be extremely complex and either excess or inadequate inventory leading to a negative substantial fiscal impact; Handbook print runs would become smaller increasing unit cost; substantial effort required to reprogram dues notices; complexity in assembling publication packages of equal value and varying update schedules for items in package; reduced sales of publications. Additionally, a limited distribution of the Handbook would diminish the editorial value of the Handbook as a unifier of technology application Society wide.

The subcommittee concluded that the question of member benefit, however, extends beyond fiscal issues and Handbook editorial issues, and should be considered at a higher policy making level within ASHRAE. An action item was assigned to Vice President Julie Keen to initiate discussion at the Executive Committee about the type of membership benefit that should be offered in the future.

3. Fiscal Planning Subcommittee recommends that PEC recommend to Members Council that \$15 of the Winter 2020 ASHRAE meeting registration fee be allocated to provide copies of a revised edition of “Proclaiming the Truth” free to registrants.

Background: Historical Committee would like to update “Proclaiming the Truth” for the 125th Anniversary of ASHRAE in 2020. A book on the 100th anniversary was a popular benefit of the registration package in 1995. The Historical Committee has begun preparing the update. If Members Council supports the proposal, Members Council can determine which levels of registration would qualify for the print book and if the transfer to cover printing cost would be an addition to the fee or absorbed by the conference. Perhaps the book would be a benefit of full registration fee payment.

Fiscal Subcommittee Approved 7-0-0 CNV

Fiscal Impact: To be determined by Members Council based on the distribution plan (\$15 times of the number of registrants entitled to receive the book).

Information Items

1. Staff reviewed PEC financial statements through December.
2. Staff reported that the Board had approved providing Economy Courier distribution of the 2018 ASHRAE Handbook from the Opportunity Fund to improve the success rate of delivery to members in countries other than US, Canada, and Europe.

TO: Sheila Hayter, Chair Members Council
Joyce Abrams, Members Council Staff Liaison

FROM: Steve Comstock, Publishing & Education Council (PEC) Staff Liaison

DATE: April 18, 2018

SUBJECT: [Response](#) to Region XII (Brasil Chapter) – CRC Motion 34

During the Members Council November 2017 meeting in Atlanta, the council referred the motion below to PEC for comment.

Region XII (Brasil Chapter) – CRC Motion 34: That every Chapter receive a 10% royalty of ASHRAE Bookstore sales due to the Chapter’s promotional efforts.

Background: Members Council will revisit this motion after PEC comments are received. The motion’s intent is to create an extra attraction or benefit to members and public to attend Chapter meetings like Chapter Dinners and Seminars by promoting sales of bookstore items with discount in those meetings. Every Chapter would receive a certain number of discount coupons from ASHRAE Bookstore to promote bookstore sales. Chapters also would have a financial incentive by receiving a percentage of sales. Online sales with discount coupon is available with many e-commerce tools.

Fiscal Impact: No fiscal impact since the sales revenue increase will offset the costs of implementation.

[PEC Response](#)

Fiscal Planning Subcommittee recommended that PEC not approve the motion. The subcommittee reviewed the referral and concluded implementation would have a significant negative fiscal impact on revenue. The result would likely be a need to increase prices. The committee concluded that it would be difficult to determine which and when promotion efforts of chapters led to an increase in sales, making it difficult when a commission was to be earned. Plus there will be additional costs associated with the administration of tracking sales back to chapter members and making payments. It was also noted chapters currently have the opportunity to purchase publications on consignment at a discount from society and then sell them keeping the difference. The PEC will work with Members Council to promote this benefit. (Fiscal Planning Subcommittee voted 0-0-8 CNV.)

PEC members discussed and agreed with the subcommittee that the motion negatively impact ASHRAE revenue.

[PEC defeated Motion \(2\) \(0-0-11 CNV\) January 23, 2018](#)

TO: Sheila Hayter, Chair Members Council
Joyce Abrams, Members Council Staff Liaison

FROM: Steve Comstock, Publishing & Education Council (PEC) Staff Liaison

DATE: April 18, 2018

SUBJECT: [Response](#) to Region IX (Rocky Mountain Chapter) – CRC Motion 24

During the Members Council November 2017 meeting in Atlanta, the council referred the motion below to the Publishing and Education Council for comment.

Region IX (Rocky Mountain Chapter) – CRC Motion 24: That Society offer the most recent version of an ASHRAE Standard, Standard User Manual or ASHRAE Design Guide as an option to receive in lieu of current ASHRAE Handbooks as part of their yearly membership benefit to be specified as currently done during membership renewal process.

Some users may find the Standards, User Manuals and Design Guides more beneficial than the Handbooks as they can provide more guidance on their topics. Longtime members have collected the Handbooks for years and now wish to enjoy the Standards, User Manuals and Design Guides as a Membership benefit.

PEC Response

Fiscal Planning Subcommittee recommends that PEC not approve the motion. This referral was made to Handbook Committee and to Standards Committee but since the impact is fiscal the Fiscal Planning Subcommittee took up the issue. The subcommittee concluded that the process of determining print runs would be extremely complex and either excess or inadequate inventory leading to a negative substantial fiscal impact; Handbook print runs would become smaller increasing unit cost; substantial effort required to reprogram dues notices; complexity in assembling publication packages of equal value and varying update schedules for items in package; reduced sales of publications. Additionally, a limited distribution of the Handbook would diminish the editorial value of the Handbook as a unifier of technology application Society wide.

The subcommittee concluded that the question of member benefit, however, extends beyond fiscal issues and Handbook editorial issues, and should be considered at a higher policy making level within ASHRAE. An action item was assigned to Vice President Julie Keen to initiate discussion at the Executive Committee about the type of membership benefit that should be offered in the future.

Council members discussed the complexity of implementing this motion. Mr. Comstock gave a brief review of the process printing the Handbook and agreed with the subcommittee that is seemed to be a much boarder policy issue concerning what member benefits should be and should be made by the Board of Directors.

PEC defeated Motion (3) (0-0-11 CNV) January 23, 2018

TO: Lizzy Seymour, Manager Conference Services

CC: Tony Giometti, Sr. Manager Conference Programs
Joyce Abrams, Director of Member Services

FROM: W. Stephen Comstock, Publishing and Education Council Staff Liaison

DATE: 4/17/2018

SUBJECT: Publishing and Educational Council (PEC) Referral

During the PEC January 2018 meeting in Chicago, the council approved the following motion:

Fiscal Planning Subcommittee recommends that PEC recommend to Members Council that \$15 of the Winter 2020 ASHRAE meeting registration fee be allocated to provide copies of a revised edition of “Proclaiming the Truth” free to registrants.

Background: Historical Committee would like to update “Proclaiming the Truth” for the 125th Anniversary of ASHRAE in 2020. A book on the 100th anniversary was a popular benefit of the registration package in 1995. The Historical Committee has begun preparing the update. If Members Council supports the proposal, Members Council can determine which levels of registration would qualify for the print book and if the transfer to cover printing cost would be an addition to the fee or absorbed by the conference. Perhaps the book would be a benefit of full registration fee payment. *(Fiscal Subcommittee Approved 7-0-0 CNV)*

Fiscal Impact: To be determined by Members Council based on the distribution plan (\$15 times of the number of registrants entitled to receive the book).

PEC Approved the Motion 11-0-0 CNV



Fiscal Planning Subcommittee Report To Publishing & Education Council (PEC)

Meeting of January 22, 2018

Motions for PEC Action

1. Fiscal Planning Subcommittee recommends that PEC not implement the following referral from Members Council:

Region XII (Brasil Chapter) – CRC Motion 34: That every Chapter receive a 10% royalty of ASHRAE Bookstore sales due to the Chapter's promotional efforts.

Background: During the Members Council November 2017 meeting in Atlanta, the council referred the motion below to PEC for comment. The Members Council will revisit this motion after PEC comments are received. The motion's intent is to create an extra attraction or benefit to members and public to attend Chapter meetings like Chapter Dinners and Seminars by promoting sales of bookstore items with discount in those meetings. Every Chapter would receive a certain number of discount coupons from ASHRAE Bookstore to promote bookstore sales. Chapters also would have a financial incentive by receiving a percentage of sales. Online sales with discount coupon is available with many e-commerce tools.

Fiscal Impact: No fiscal impact since the sales revenue increase will offset the costs of implementation.

Fiscal Planning Subcommittee reviewed the referral and concluded implementation would have a significant negative fiscal impact on revenue. The result would likely be a need to increase prices. The committee concluded that it would be difficult to determine which and when promotion efforts of chapters led to an increase in sales, making it difficult when a commission was to be earned. Plus there will be additional costs associated with the administration of tracking sales back to chapter members and making payments. It was also noted chapters currently have the opportunity to purchase publications on consignment at a discount from society and then sell them keeping the difference. The PEC will work with Members Council to promote this benefit.

Fiscal Planning Subcommittee voted on the referral as presented by Members Council and it failed 0-0-8 CNV.

2. Fiscal Planning Subcommittee recommends that PEC not implement the following referral from Members Council:

Region IX (Rocky Mountain Chapter) – CRC Motion 24: That Society offer the most recent version of an ASHRAE Standard, Standard User Manual or ASHRAE Design Guide as an option to receive in lieu of current ASHRAE Handbooks as part of their yearly membership benefit to be specified as currently done during membership renewal process.

Background: Some users may find the Standards, User Manuals and Design Guides more beneficial than the Handbooks as they can provide more guidance on their topics. Longtime members have collected the Handbooks for years and now wish to enjoy the Standards, User Manuals and Design Guides as a Membership benefit.

This referral was made to Handbook Committee and to Standards Committee but since the impact is fiscal the Fiscal Planning Subcommittee took up the issue. The subcommittee concluded that the process of determining print runs would be extremely complex and either excess or inadequate inventory leading to a negative substantial fiscal impact; Handbook print runs would become smaller increasing unit cost; substantial effort required to reprogram dues notices; complexity in assembling publication packages of equal value and varying update schedules for items in package; reduced sales of publications. Additionally, a limited distribution of the Handbook would diminish the editorial value of the Handbook as a unifier of technology application Society wide.

The subcommittee concluded that the question of member benefit, however, extends beyond fiscal issues and Handbook editorial issues, and should be considered at a higher policy making level within ASHRAE. An action item was assigned to Vice President Julie Keen to initiate discussion at the Executive Committee about the type of membership benefit that should be offered in the future.

3. Fiscal Planning Subcommittee recommends that PEC recommend to Members Council that \$15 of the Winter 2020 ASHRAE meeting registration fee be allocated to provide copies of a revised edition of “Proclaiming the Truth” free to registrants.

Background: Historical Committee would like to update “Proclaiming the Truth” for the 125th Anniversary of ASHRAE in 2020. A book on the 100th anniversary was a popular benefit of the registration package in 1995. The Historical Committee has begun preparing the update. If Members Council supports the proposal, Members Council can determine which levels of registration would qualify for the print book and if the transfer to cover printing cost would be an addition to the fee or absorbed by the conference. Perhaps the book would be a benefit of full registration fee payment.

Fiscal Subcommittee Approved 7-0-0 CNV

Fiscal Impact: To be determined by Members Council based on the distribution plan (\$15 times of the number of registrants entitled to receive the book).

Information Items

1. Staff reviewed PEC financial statements through December.
2. Staff reported that the Board had approved providing Economy Courier distribution of the 2018 ASHRAE Handbook from the Opportunity Fund to improve the success rate of delivery to members in countries other than US, Canada, and Europe.

REPORT TO THE BOARD OF DIRECTORS From Publishing and Education Council (PEC) As of January 23, 2018

Recommendations for Board Approval:

1. PEC recommends the Board of Directors approve the following changes to the Certification Committee section of the Rules of the Board:

2.429.001 SCOPE AND PURPOSE

This committee is responsible for developing, implementing, and monitoring ASHRAE credentialing programs.

2.429.002 MEMBERSHIP

2.429.002.1 Composition (15-01-28-07)

The members of this committee are as follows:

- A. Nine (9) voting members, including a chair and ~~a~~ two vice chairs
- B. Non-voting members include a Board ex officio member and coordinating officer

2.429.002.2 Qualifications

- A. The chair and vice chairs s shall hold the grade of Member or higher in the Society

Background: Increasing the number of Certification Committee Vice Chairs from one to two, with staggered, two-year terms, would not only enable better allocation of increasingly complex responsibilities, e.g. a Vice Chair with promotion duties and a Vice Chair with ANSI accreditation duties, but also facilitate continuity and leadership development. This change in the Committee structure would aid in successfully developing, implementing, and monitoring ASHRAE credentialing programs. (*Certification Committee Approved 7-0-0 CNV*) (*Fiscal Planning Subcommittee Approved 3-0-0 CV*) (*PEC Approved 10-0-0 CNV*)

Fiscal Impact: None. This a committee organizational issue only.

2. PEC recommends the Board of Directors approve the following changes to the Certification Committee section of the Rules of the Board:

2.429 CERTIFICATION COMMITTEE

2.429.001 SCOPE AND PURPOSE

This committee is responsible for developing, implementing, and monitoring ASHRAE credentialing programs.

2.429.002 MEMBERSHIP

2.429.002.1 Composition (15-01-28-07)

The members of this committee are as follows:

- A. ~~Nine (9)~~ Eleven (11) voting members, including a chair and a vice chair
- B. Non-voting members include a Board ex officio member and coordinating officer

Background: There was considerable discussion by the PEC Functional Planning Subcommittee and at the PEC meeting concerning budgeting. Certification explained given the addition of a 7th certification, the HVAC Designer certification slated to launch in June, 2019, and having achieved ANSI accreditation of four certification programs in the past two and one-half years, the Certification Committee believes that adding two (2) Certification Committee members would aid in successfully developing, implementing, and monitoring ASHRAE credentialing programs. The amount of work has expanded significantly since January, 2015 when the number of Certification Committee members increased from seven (7) to nine (9). Certification Committee is also confident that the HVAC Designer certification will be successful and be a revenue generator. *(Certification Committee Approved 7-0-0 CNV) (PEC Fiscal Planning Subcommittee Approved 3-0-0 CV) (PEC Approved 10-1-0 CNV)*

Fiscal Impact: \$2,400 annually estimate. (Two additional members, two meetings per year, \$600 transportation cost per meeting per person)

Information Items

1. PEC and PEC Fiscal Planning Subcommittee defeated a motion referred to PEC from Members Council: **Region IX (Rocky Mountain Chapter) – CRC Motion 24 -That Society offer the most recent version of an ASHRAE Standard, Standard User Manual or ASHRAE Design Guide as an option to receive in lieu of current ASHRAE Handbooks as part of their yearly membership benefit to be specified as currently done during membership renewal process.**

The process of determining print runs would be extremely complex leading to a substantial negative fiscal impact; Handbook print runs would become smaller increasing unit cost; substantial effort required to reprogram dues notices; complexity in assembling publication packages of equal value and varying update schedules for items in package; reduced sales of publications. Additionally, a limited distribution of the Handbook would diminish the editorial value of the Handbook as a unifier of technology application Society wide.

PEC concluded the question of member benefit, however, extends beyond fiscal issues and Handbook editorial issues, and should be considered at a higher policy making level within ASHRAE.

2. PEC and PEC Fiscal Planning Subcommittee defeated a motion referred to PEC from Members Council: **Region XII (Brasil Chapter) – CRC Motion 34 - That every Chapter receive a 10% royalty of ASHRAE Bookstore sales due to the Chapter’s promotional efforts.**

PEC concluded implementation would have a significant negative fiscal impact on revenue. The result would likely be a need to increase prices and additional costs associated with the administration of tracking sales back to chapter members and making payments. Chapters currently have the opportunity to purchase publications on consignment at a discount from society and then sell them keeping the difference. The PEC will work with Members Council to promote this benefit.

3. PEC voted to give further consideration and take no immediate action on a motion approved by Historical Committee that Society move the Historical Committee from reporting to PubEd Council to Members Council making this committee a Grassroots Committee and to include the 14 RVCs as voting members of the committee. Historical Committee had reporting approving a motion referred from Members Council.

4. PEC will recommend to Members Council that \$15 of the Winter 2020 ASHRAE meeting registration fee be allocated to provide copies of a revised edition of “Proclaiming the Truth” free to registrants. A book on the 100th anniversary was a popular benefit of the registration package in 1995. If Members Council supports the proposal, Members Council can determine which levels of registration would qualify for the print book and if the transfer to cover printing cost would be an addition to the fee or absorbed by the conference.
5. Julia Keen gave a presentation of the work so far conducted by PEC Ad Hoc on the restructuring of PEC. The council will provide their comments to her by March 15, 2018.

January, 24, 2018
Date

Edward Tsui
Chair



RESEARCH JOURNAL SUBCOMMITTEE
Report to Publishing and Education Council
 Meeting of Tuesday, January 23, 2018

Subcommittee Members

Edward Tsui, Chair
 Julia Keen, Vice Chair
 Eckhard Groll
 Walid Chakroun
 Reinhard Radermacher, Editor-in-Chief
 Steve Comstock, staff

Guests

Mary E. Collins Baugher, editorial office
 Alexa Flood, Taylor & Francis
 Julie Harr, staff
 Lauren Ramsdell, staff
 Mark Owen, staff

Action Items

(None)

Information Items

1. The journal's 2016 Impact Factor (IF) is 0.928 for the former title, *HVAC&R Research*, and 0.880 for *Science and Technology for the Built Environment*. The 0.928 IF is a significant increase over its 2015 impact factor of 0.871. Its 2016 5-year impact factor is 1.284. The IF is split this year because of the title change in 2015; each IF reflects the citations in 2016 to the content published in the two iterations of the journal: content published in 2014 in *HVAC&R Research* and content published in 2015 in *STBE*. This IF year will be the last for *HVAC&R Research* and is the first for *STBE*. All future IF releases will deal strictly with content published under the *STBE* title; for example, the 2017 IF will show citations in 2017 to content published in 2015 and 2016, and both years reflect the new title.

STBE's rankings among journals are 31/61 (up 5 spots) in Construction & Building Technology; 78/130 (up 19 spots) in Engineering, Mechanical; and 36/58 (up 7 spots) in Thermodynamics.

2. The journal has a CiteScore (by Elsevier) of 1.01, a Highest CiteScore Percentile of 66%, and a CiteScore Rank of 50/149 journals in Building and Construction. This metric is calculated in a manner similar to Impact Factor, although it uses a 3-year window instead of 2 years, and it includes editorials and book reviews, which Impact Factor does not.

3. ASHRAE members' usage of free online access to STBE, introduced in January 2017, increased by 20-25% during July-December over usage during the first half of the year. Overall 2017 subscription usage is up 23% on 2016 (approximately 38.6k versus 31.3k); this is following a trend of 28% usage increase in 2016 over 2015. The 2017 Q1-Q3 quarterly usage was consistently above 2016 Q1-Q4 quarterly usage.

4. STBE received 285 papers submitted during 2017 (the most ever), and published 106 papers (also the most ever).

5. Beginning in 2018, STBE is increasing the number of issues published per year from 8 to 10 (1520 pages/year). This is being done at no added cost to ASHRAE, and is accompanied by an increase in the subscription price. It is anticipated that this action will help increase the Impact Factor.
6. The *Science and Technology for the Built Environment* Best Paper award winner has been chosen and the results passed on to the Honors and Awards Committee. The winner will be announced at the Annual Conference Plenary Session in Houston.
7. The editor-in-chief is liaising with the Conferences and Expositions Committee (CEC) regarding ways to increase submissions to the journal and encourage presentations of papers at ASHRAE Conferences. Discussions include the topic of receiving two-page abstracts for conferences; the abstracts may then be targeted for development into full papers.
8. Two additional associate editors (for a total of 14) have been added, as approved by PEC in June 2017, in an effort to speed the journal's review process and publication time. Expansion of the reviewer pool using both ASHRAE and Taylor & Francis resources is also being studied.
9. Targeted outreach has been made to subscribers and to highly cited/downloaded authors to invite submissions of articles to STBE.
10. The subcommittee will review the effectiveness of 7 open-access (OA) papers offered by STBE during 2017 for consideration of future OA offerings.
11. The publisher's report from Taylor & Francis is shown in the Attachment.

Respectfully submitted,

Research Journal Subcommittee
23 January 2018

Core Subscriptions

- 2017 Institutional Subscriptions = 81 (P+O = 31; OLO = 50)
- 2017 Individual Subscriptions = 3 (H)
- 2017 ASHRAE-sponsored Institutional member subscriptions = 3
- **Total 2017 core subscriptions = 87**

Usage

- 2017 usage up 23% on 2016 (approx. 38.6k vs. 31.3k)
- Following trend of 28% usage increase 2016 over 2015
- 2017 Q1-Q3 quarterly usage consistently above 2016 Q1-Q4 quarterly usage

Top Article Jul-Dec 2017

- 452 full-text downloads : Traffic noise level predictions for buildings with windows opened for natural ventilation in urban environments (Moon Keun Kim, Christopher Barber, Jelena Srebric) – Vol. 23(5) July 2017
 - Open Access; 813 views as of 4 Jan 2018
- 4 of top 5 articles downloaded in this period are from 2017 issues; 3 from issues from the second half of the year – shows timeliness of content

ASHRAE TPS access Jun-Dec 2017

Full-text total approx. 20-25% higher than first half of 2017

Publication	Service	Print ISSN	Online ISSN	Jun-2017	Jul-2017	Aug-2017	Sep-2017	Oct-2017	Nov-2017	Dec-2017	Reporting Period Total
Science and Technology for the Built Environment	List of Issues	2374-4731	2374-474X	102	117	154	80	145	103	78	779
Science and Technology for the Built Environment	Table of Contents	2374-4731	2374-474X	71	171	170	47	124	91	65	739
Science and Technology for the Built Environment	Abstracts	2374-4731	2374-474X	12	6	27	12	29	22	17	125
Science and Technology for the Built Environment	References	2374-4731	2374-474X	0	1	9	9	10	3	0	32
Science and Technology for the Built Environment	Full-text HTML	2374-4731	2374-474X	38	46	85	61	92	80	31	433
Science and Technology for the Built Environment	Full-text PDF	2374-4731	2374-474X	31	107	85	69	64	56	124	536
Science and Technology for the Built Environment	Full-text Total	2374-4731	2374-474X	69	153	170	130	156	136	155	969
Science and Technology for the Built Environment	Supplementary Material	2374-4731	2374-474X	0	0	0	0	0	0	0	0

Marketing

Social Media start-up pack that T&F just put together – Alexa to share with MB, RR, SC, LR



Certification Committee
Report to Publishing and Education Council (PEC)
ASHRAE 2018 Winter Conference / Chicago, IL

Action Items

None.

Information Items

1. HVAC Designer Certification

The slate of nominees for the HVAC Designer Exam Subcommittee for the 2018-20 term was approved. The HVAC Designer certification is budgeted for development in 2018-19 with first exams to be administered at the 2019 Annual Conference.

2. Better Buildings Workforce Guidelines (BBWG)

The Building Commissioning Professional (BCxP) and Building Energy Assessment Professional (BEAP) certifications have been recognized by the U.S. Department of Energy (DOE) as meeting the Better Buildings Workforce Guidelines (BBWG).

3. Members Council Referral

In response to a Members Council request, the Certification Committee's comment on CRC Motion 42 is that crediting to ASHRAE Certified Professionals a certain number of years of experience when considering them for advancement to membership grade would promote awareness of certification.

4. Transparency

Effective March 31, 2018, the passing score and life-to-date pass rate will be published annually for each certification.

5. Code of Ethics

Effective March 31, 2018, the Better Buildings Workforce Guidelines (BBWG) Code of Ethics will be adopted as a requirement for all ASHRAE certifications with current certificants required to agree to the Code of Ethics upon recertification. Currently, this Code of Ethics is a requirement for just the BCxP and BEAP certification programs. Note: in the Society Rules Committee meeting of January 31, 2017 there was "consensus that the BBWG aligns (and does not conflict) with ASHRAE's Code of Ethics."

6. Management System Review

An ANSI requirement, the Certification Committee completed its annual Management System Review, evaluating the results of internal and external audits, feedback from applicants and candidates, assessment of ASHRAE's exam development and delivery contractor, an impartiality threat analysis, the status of preventive and corrective actions, follow-up actions from previous management reviews, and the 2017 complaints log.

7. 2017-2018 MBOs (*Attachment A*)

Respectfully submitted,
Cameron Labunski
Certification Committee, Chair
01/20/2018

Attachment A
Certification Committee Report to PEC

Certification Committee MBOs Society Year: 2017-2018 **Chair: Cameron Labunski (Jan. 20, 2018)**

Objective	SP	Comp. Date	Fiscal Impact	Responsible	Status	Comment
1. Attain 80% recertification rate for the 2017 renewal class, exceeding the industry average of 76%.	1B, 3D, 4B	3/31/18	Currently budgeted.	Chair, Staff	In progress	2017 is first year CPMPs must renew as BCxPs, a process which requires an exam.
2. Grow the number of certification applications by 10% over 2015-16.	1B, 2C, 3C, 4A, 4B	6/30/18	None, Staff Time	Staff	In progress	2015-16 application total of 500 was record high.
3. Enhance relevancy of ASHRAE certification to ASHRAE members & the industry in general.	1B, 4A	9/30/17	Volunteer and Staff Time		In progress	- Pursue DOE recognition of BCxP and BEAP. COMPLETED. - Possible MOU ALREADY IN PROGRESS.
4. Manage certification programs against the ANSI/ISO/IEC 17024 accreditation standard.	2C, 4B	6/30/18	Currently budgeted.	Chair, Staff, Certification Committee	In progress	Following the 2017 year 2 assessment, ASHRAE granted continued accreditation under the ISO/IEC/ANSI 17024:2012 standard for the BEAP, BEMP, CPMP & HBDP. BCxP accreditation granted in Jul 2017. Exam development planned for the BEAP, HBDP & HFDP.
5. Consider a motion to recommend to PEC support of a new HVAC Designer certification.	1B, 2C, 4B	1/30/18	Currently budgeted.	Chair, Staff	Complete	Initially to take place at the 2018 Winter Meeting, however, the Certification Committee completed this item in the Jun 2017 meeting. Slate of HVAC Designer Exam Subcommittee members ratified 2018-01-20.
6. Evaluate the certification and recertification application fee schedule in Dec 2017.	1B, 2C, 4B	12/31/17	Currently budgeted.	Chair, Staff	In progress	The last time the fee schedule was evaluated was Dec, 2015, resulting in the first fee increase in the history of the program. Decision made in Chicago at 2018 Winter meeting to maintain current fee schedule through Jun 2019, & reevaluate fee Jan 2019.

Recommendations for Strategic Planning:

SP 2014 = Strategic Plan 2014 Initiative addressed by objective

1: Market Prioritization – Member Passion and Core Market

B. Only through close communication with its key constituencies can ASHRAE deliver relevant and timely products and services. ASHRAE will research the true impact of its standards and technology and share the results with the world. ASHRAE will actively reach out to its key constituencies to achieve open, two-way dialogue. The dialogue will be used to validate programs and identify new opportunities.

2: ASHRAE Efficiency – Organizational Assessment

A. ASHRAE must become more agile so that it can deliver products and services in a timely manner while respecting the value of volunteer time. ASHRAE will review all aspects of the organization to identify and remove encumbrances to agility and the respectful use of volunteer time.

C. Alignment with other existing organizations may be the fastest way to achieve success. ASHRAE will consider all arrangements on working with other existing organizations, including consolidation, partnerships, and joint ventures.

3: Applied Product Development

C. The world of prescriptive and performance-based standards is changing. ASHRAE will work with other standards development organizations (SDOs) to map a course through this changing environment that will deliver the most positive impact to the market place.

D. Professional development is a keystone of ASHRAE that can be delivered through our grassroots organization. ASHRAE will develop a comprehensive portfolio of practical applications courses intended to be delivered through our grassroots organization.

4: ASHRAE's Role in the Global Community

A. ASHRAE has already had significant impact in many countries around the world, but there is more that can be done. ASHRAE will conduct a detailed analysis of the needs of its global members and opportunities to work with organizations outside North America. ASHRAE will develop a strategy to serve its international members and participate in international markets. These strategies will be added to this strategic plan once approved by the Board of Directors

B. ASHRAE can learn from others about how to be effective in the global community. ASHRAE will work with consultants and other organizations to discover best practices and develop an approach to serve its members in the global community.



Electronic Communications Committee (ECC)
Report to Publishing and Education Council (PEC)
ASHRAE 2018/ Winter Conference / Chicago, IL

Items Requiring Council Attention

1. No items requiring action from the council.

Information Items

1. ECC approved guidelines for the development and use of “Apps” by ASHRAE Groups to be posted on the ECC page of the ashrae.org website. (Attachment A)
2. ECC’s social media subcommittee is reviewing all of ECC’s guidance on various media types with an aim to make an overview document with sections on specific media types such as Facebook, Online Video, Apps, and other electronic means of communication.
3. ECC will continue rolling out Basecamp to Regions and Chapters during SY 2017-2018, and will investigate the Client’s perspective for documents shared with them. In addition the committee will create slides on Basecamp best practice for input into CRC presentations.
4. Online document retention on ashrae.org was discussed. ECC recommends that the ASHRAE archive any documents (excluding publications) over 10 years old. These documents shall be maintained by ASHRAE, so that they can be requested by members, if not shown on the website.
5. ECC discussed awards given for ECC (website, newsletter, etc.) at the Region level and will put together a list to post on the ECC page of ashrae.org for informational purposes.
6. ECC is aware of action by staff to ensure ASHRAE is in compliance with the upcoming General Data Protection Regulation (GDPR) that goes into effect May 2018.
7. ECC discussed the response provided to Tennessee Valley Chapter – Motion 4e (10/14/2016). A revised response is available in (Attachment B).
8. 2017-2018 MBOs can be seen in (Attachment C).

Respectfully submitted,
Heather Schopplein Electronic Communications Committee, Chair
01/23/2018 HS: jmr

“APP” ACCEPTABLE USE AND DEVELOPMENT POLICY

An ASHRAE Document for Policy and Procedures for Web Content drafted by ASHRAE’s Electronic Communications Committee (ECC) has been passed by ASHRAE’s Publishing and Education Council and the ASHRAE Board of Directors and is part of the ASHRAE Rules of the Board (ROB) (1.201.010). The excerpt, ASHRAE Policy and Procedure for Format, Activity, and Content of Internet Sites for ASHRAE Groups (Includes social media), is available for reference on the Electronic Communications Committees page of the ASHRAE.org website.

This Document covers the rules and policy for Social Media under "Web Policy for ASHRAE Groups (including social media). While Social Media and Apps are different, the guidelines are similar. Apps developed by ASHRAE groups should follow the approved guidelines in the Web Policy for ASHRAE groups.

In addition, the following should be considered:

“App” Acceptable Use and Development Policy

Definitions

- “App” refers to an application, especially as downloaded by a user to a mobile device.
- “Objectionable” refers to anything that advocates an illegal activity or could reasonably be considered obscene, threatening, hostile, indecent, harassing, or offensive. This includes, but is not limited to written, verbal, or graphic material, that would offend, harass, or threaten a reasonable person on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state or local law.

App Guidelines

(For Group administrators and Members of ASHRAE Groups who develop, set up and use mobile and online-based Apps)

Apps can encompass a broad range of sites, services and activity. Apps can be developed for membership, meeting planning, social networking, and more. Given the persistence of information on the web, most if not all of this is searchable and, capable of being tracked as well as being traced.

Apps can support the professional development efforts of ASHRAE Groups including ASHRAE Chapters. Keeping that in mind, here are some reasonable guidelines for online activity by Chapters, Groups and Members, when participating online (including mobile devices). Hereafter all references to the origin of the posts online will be referred to as Group.

Chapters and Groups shall not develop apps that use ASHRAE technical data (such as Standard 62.1, ADPI, Standard 90.1, etc.). All apps, developed or shared, by chapters or groups shall be “social” in nature. If an individual wished to develop a technical app they should contact ASHRAE’s Publishing and Education Council with their idea or app.

Your Group's Online Identity

Social media and apps can blur the line between personal and professional lives. Since your Group's online identity is a trusted asset that you wish to build, be professional, courteous and respectful at all times. You are responsible for all of your online/mobile activity. Remember that referencing or attaching your email address to any app or communication by that app may imply that you are acting on the Group's behalf. Per the web/social media policy, ECC encourages the use of email aliases in lieu of personal emails. If you list your work affiliation, then you should regard all communications and postings on that network as being professional in nature and governed by this and other Group policies.

Be responsible: You are responsible for what you develop and how you use the app. When using an email address or official Computer to engage in any social media or professional social networking activity, the Group regards such actions as public, and the posting will be held fully responsible for any and all related activities. Always be honest and respectful.

Be transparent: When participating in any professional online community, disclose your identity as well as your professional and/or personal interest. When posting information, always use your name or ASHRAE position: never create an alias (other than an ASHRAE email alias), and never be anonymous. Follow the rules in the ASHRAE Policy for Web Content.

Be truthful: Never be false and misleading in your online credentials or posts. Maintain complete accuracy in all online bios.

Obey all laws: Follow the terms and conditions of use that have been established for each social networking venue.

Creating and Managing Content

Content: Always be direct, informative and brief in posting about the Group's online activities.

Give credit: Give due credit to all authors, quoting and providing a citation and link where appropriate. Respect copyright on all materials. Avoid personal attacks, hostile communications and online disputes.

Be accurate: Always fact-check your posts and evaluate your contribution's accuracy and truthfulness. Before posting any online material, ensure that the material is accurate, truthful, and without factual error and that you have the rights to post that material. Correct errors promptly, apologizing when appropriate. Spell and grammar check everything. This is important because online content never disappears entirely once it's been posted.

Always track back: When reposting or referencing a post on one of the Group's online sites, provide a link to the original post or story.

Preserve goodwill: Do not engage in any blogging or posting that may harm or tarnish the image, reputation and/or goodwill of the Group or Society and/or any of its Members, officers and staff.

Leaving comments

Avoid controversy: When posting to apps or networks, refrain from posting about controversial or potentially inflammatory subjects, including politics, sex, religion or any other non-business-related subjects. Keep the tone of your comments respectful and informative, never condescending or “loud.” Use sentence case format, not capital letters.

Privacy, Legal Advice, Recommendations

See Social Media guidelines in ASHRAE Policy and Procedure for Format, Activity, and Content of Web Sites for ASHRAE Groups for more social media related items, if your group is using your app as a blog or social media platform.

Do not promote brands or products or services: Do not promote personal skills or endorse brands, products, or services. Be sure to respect third-party copyrights. If a personal opinion must be posted, clearly state to all readers this does not represent the opinion of the Group and do not use your office email address.

Journalists: Seek and obtain permission from the Group Head / Chair / President before responding to any journalist or representative of the media.

Disclaimer: Always use or incorporate the official disclaimer as given in the ASHRAE Policy and Procedure for Format, Activity, and Content of Web Sites for ASHRAE Groups, Clause D 5, when you communicate electronically.

Building a virtual footprint and your network

Build your Groups reputation: Build a reputation of trust and transparency. The power of social media and apps are to establish your Group as being credible, trusted and transparent. Guard your Group’s reputation and your integrity at all times while on the web. Do not post or link to any materials that are defamatory, harassing or indecent.

As new tools on the Web are introduced and new challenges emerge for all of us, this document will, of necessity, evolve. Last Updated January 2018.

Original Motion and ECC Response:**Original Motion:**

That ASHRAE Society provide a software program for all Chapters to streamline Chapter Operations (process meeting/event registrations, process transactions, meeting/event check-in, program ratings) and Chapter Administrative tasks (mailing lists, newsletter distribution, website materials) to directly address ASHRAE Strategic Plan, Initiative 1B and 2A. (Region VII, Tennessee Valley Chapter – 2016 Fall CRC)

ECC's Response to Tennessee Valley Chapter – Motion 4e (10/14/2016):

A survey by ECC indicates that there is no one-size fits all solution for chapter needs, but that the chapters with solutions in place are generally happy with and would recommend the solutions they are using. ASHRAE's electronic collaboration tools subcommittee is working on a document based on the survey results intended to provide information to chapters about what tools are currently in use as a basis to decide which tools might be best to consider for their use. After discussion ECC researched estimated cost if Star Chapter was to be provided by Society for use across all chapters and estimates the cost to be \$147,256.20 set up and \$196,560.00 annually. ECC would need to know if this cost would be acceptable to proceed with a recommendation to use.

ECC's Response to Tennessee Valley Chapter – Motion 4e (10/14/2016):

January 20, 2018

A survey by ECC indicates that there is no one-size fits all solution for chapter needs, but that the chapters with solutions in place are generally happy with and would recommend the solutions they are using. ASHRAE's electronic collaboration tools subcommittee created and posted to the ECC page of ashrae.org a document based on the survey results intended to provide information to chapters about what tools are currently in use as a basis to decide which tools might be best to consider for their use. This document can be reviewed by Chapters to see what various tools are available for use. After discussion ECC researched estimated cost if Star Chapter was to be provided by Society for use across all chapters and estimates the cost to be \$147,256.20 set up and \$196,560.00 annually.

Electronic Communications Committee

MBOs for Society Year 2017-18 Chair: Heather Schopplein Date: 30 June 2017

Comments / Status Updated 1-20-17

Objective	Compl. by	Fiscal Impact	Resp. Party	Comment/Status
Determine and Develop ECC one-on-one relationships with staff, other standing committees, and other councils. Each member to make at least one "connection".	6/30/18	none	All	ECT-TAC and Standards SM-YEA, SA, Fellows or History Website-TBD
Research and create white paper for ASHRAE membership on LaTeX software, licensing, etc.	6/30/18	none	ECT	Cindy to reassign within the subcommittee.
Support ASHRAE staff to promote their social media goals for the 2017-2018 year.	6/30/18	none	SM	Finding content to promote ASHRAE by tagging ASHRAE (1 piece of content per month per committee member)
Create a Basecamp for each ASHRAE region, chapter, and standing committees. (Start TC incorporation).	6/30/18	No additional cost	ECT	After issuing letter will set up Basecamps for these groups. Cindy to modify letter because the Regions already have Basecamps, and to focus more on the client side in the letter.
Create content for ASHRAE membership: Best practices for Region Websites.	6/30/18	None	Web	Shared best practices PPT at the Chicago Winter Meeting.
Improve committee communication with RECC's and increase RECC participation.	6/15/18	None	ST	Will send update to RECCs following Winter Conference. Note that three RECCs attended the ECC meeting as guests.
Develop a formal presentation for CRC training of chapter ECC chairs.	12/30/18	None	All	On track with inputs from ECT, SP, SM
Improve committee communication with Chapter ECC's by providing (2) ECC updates annually.	6/30/18	None	ST	Same letter that will be sent to RECCs (referenced above) will go out to this group.

ECT = Electronic Collaboration Tools Subcommittee

SM = Social Media Subcommittee

WS = Website Subcommittee



**Handbook Committee Report to
Publishing and Education Council (PEC)
Meeting of January 23, 2018**

Action Items

(None)

Information Items

1. The committee continued training and promotion of the new ASHRAE Authoring Portal (authoring.ashrae.org), a collaborative authoring site, to TC Handbook Chairs in the Sunday training session. The Portal allows TCs or other authoring groups to store and revise copyrighted intellectual property in a secure, ASHRAE-approved location, with multiple authors able to work on a document simultaneously. Google Analytics data shows 1036 users and 20,448 pageviews in the last calendar year. The portal is also in use by ASHRAE Learning Institute (ALI), the REHVA/ASHRAE task force, several special publications, and SPC 200.
2. During the last calendar year, ASHRAE Handbook Online had 33,309 unique users and 353,975 pageviews. There are now 14,608 active subscribers.
3. The committee approved a new chapter on occupant-centric sensing and controls for the 2019 HVAC Applications volume. The chapter is assigned to MTG.OBB (Occupant Behavior in Buildings).
4. A new Review Subcommittee consisting of members from the 2021 Fundamentals Volume Subcommittee has been established to review chapters from the 2017 Fundamentals volume and share those review results with the TCs for consideration in the next revisions.
5. The status of 2017-2018 MBOs is shown in Attachment A.

Respectfully submitted,

David Yuill, Chair
Handbook Committee
23 January 2018
DY: mso

Handbook Committee
MBOs for Society Year 2017-2018
Chair: David Yuill Date: 23 Jan 2018

Objective	Compl. Date	Fiscal Impact	Responsible Party	Status	Comment
1. Solicit ideas from volume subcommittee chairs for process improvements.	6/18	None	HB committee liaisons	In progress	
2. Develop a review form for incoming volume subcommittees.	6/18	None	Functional, Review Subcoms	In progress	This form will be filled out by the liaisons for the recently published chapter from each TC they're assigned to.
3. Update College of Fellows chapter review form.	6/18	None	Functional Subcom	In progress	It is anticipated that the new form will be combined with a renewed request for Fellows' reviews.
4. Dialog with RAC to consider ideas for increasing incorporation of research results into Handbooks.	6/18	None	Chair and Vice Chair	In progress	
5. Improve peer-to-peer training of incoming volume subcommittee chairs.	6/18	None	Vice Chair	In progress	It is envisioned that this will become normal practice. A document may be produced providing written guidance.
6. Review the relevance, scope, and objectives of subcommittees.	6/18	None	HB ExCom	COMPLETE	Reform, rename, repurpose, or remove committees, if appropriate. Training subcommittee dissolved; individual assigned instead.
7. Update Chapter Checklist form.	6/18	None	Functional Subcom and staff	In progress	

DY: mso 23 Jan 2018



Action Items

Approved a timeline with the approved budget for 125th anniversary. *Attachment A*

Approved a proposal for the “HVAC&R Giants of the Industry” project, for the 125th anniversary; will require adjustment to the budget allocation for 2018/19. *Attachment B*.

Approved a motion to develop an “ASHRAE Historical Markers” program to recognize and identify historically important locations, projects, milestones, etc. similar to those of other engineering societies, such as IEEE, ASME, and ASCE.

Approved a motion to request that the Historical PAOE category be included as one of the categories for which the minimum points must be earned for chapters to receive the Presidential Award of Excellence (PAOE).

Approved a CRC motion from Region IV to move the Historical Committee from reporting to PEC to Members Council as a grass roots committee, and to include the Regional Historians as Voting Members of the committee. *Attachment C*.

Information Items

1. Committee discussed in detail the final list of projects for the 125th anniversary and all progress made by the Committee on project development. *Attachment D*
2. Committee members attended all Section TC/TG Chair breakfasts to solicit Technical Committee papers and presentations for 125th anniversary.
3. Committee will review, update and redline committee documents prior to the Annual Conference, correcting discrepancies and resolving inconsistencies.
4. Historical Committee identified three potential Leadership Recall interviews to be conducted during the Annual Conference, including Presidential Members Lynn Bellenger (posthumous) and Tim Wentz.
5. Historical Committee will develop a proposed policy for record retention of ASHRAE documents and items of historical importance to be included as a Rule of the Board (ROB).
6. Historical Committee selected the Lou Flagg Award winner for 2018.

Respectfully submitted,
 Kent Anderson, Chair Historical Committee
 01/21/2018
 KA: ess

Attachment A

ASHRAE Quasquicentennial Project Timeline

11-Dec-17 (proposed revision by B Nagengast 06-Jan-18)

Project	Description	Responsibility	Jan-18	Jun-18
HVAC&R Giants	Softcover Publication/eBook	Volunteer/ Staff	Process for selecting pioneers in place/publishing guidelines as target established.	Pioneers Selected

BUDGET -Expense	0	0
BUDGET - Revenue	0	0

Proclaiming the Truth, 2nd edition	Update Society 100th Anniversary publication with recreation of graphics	Staff	Locate art and print files; Begin to replace art as needed.	Outline of content to be added (Perhaps follow up on this. Funding needs to be in meetings/registration budget. *)
------------------------------------	--	-------	---	--

BUDGET -Expense	0	0
BUDGET - Revenue	0	0

125 Papers from the Archives	Update to the list of 100 papers published in Proclaiming the Truth	Volunteer/ Staff	Steve will identify the current process of selecting best papers.	What is the process by which we are going to identify these? Are we going to go to the TCs?
------------------------------	---	------------------	---	---

BUDGET -Expense	0	0
BUDGET - Revenue	0	0

ASHRAE Journal Historical Article Series	6 articles on historical significance of technology topics with broad interest	Volunteer/ Staff	Solicitation of articles	Articles selected and firm commitments
BUDGET -Expense			0	0
BUDGET - Revenue			0	0
ASHRAE Journal Advertising Supplement	Invited histories of firms in industry in December 2019	Staff		Advertising sales plan in place
BUDGET -Expense			0	0
BUDGET - Revenue			0	0
Technical Session	Dedicated session with historically oriented papers	Volunteer	Announcement of session to solicit papers	Solicitation of Papers and Topics
BUDGET -Expense			0	0
BUDGET - Revenue			0	0
Pictorial Calendar	Covers Years 2019 & 20 to be a commemorative, featuring advertising	Volunteer/ Staff		Advertising sales plan in place, promotion to sales staff begins.
BUDGET -Expense			0	f/y 18-19: 35
BUDGET - Revenue			0	f/y 18-19: 25
Development of AC Systems 1920 to 2020	1920- 2000 Historical hard bound book	Volunteer	Scope content outline (to be completed right after Jan. 2018 meeting)	Manuscript first draft
BUDGET -Expense			f/y17-18: 5	f/y 18-19: 10
BUDGET - Revenue			0	0
Evolution of Components and Design Build Practices after 1900	Article or small soft bound book	Volunteer	Scope content outline. Arms around what subject is.	Manuscript first draft
BUDGET -Expense			f/y17-18: 5	f/y 18-19: 10

BUDGET - Revenue

0

0

How HVAC&R Improved the Quality of Life	Brochure	Staff from submitted materials/Marketing		Outline prepared
---	----------	--	--	------------------

BUDGET -Expense

0

0

BUDGET - Revenue

0

0

HVAC&R Museum	Display at 2020 Winter Conference	Staff (Marketing)	Theme of display agreed on	Items identified
---------------	-----------------------------------	-------------------	----------------------------	------------------

BUDGET -Expense

0

f/y 18-19: 10

BUDGET - Revenue

0

0

ASHRAE Oral History	ASHRAE Stories/Oral Histories	Staff	Develop Plan - Marketing will be ready to discuss	Organize recording booth to capture interviews
---------------------	-------------------------------	-------	---	--

BUDGET -Expense

0

f/y 18-19: 10

BUDGET - Revenue

0

0

ASHRAE Historical Markers	Historical Sites that hold meaning to ASHRAE members	Volunteer	Review with Larry Markel at Meeting	Decide if to move forward and budget impact. Put together budget after January conference.
---------------------------	--	-----------	-------------------------------------	--

BUDGET -Expense

BUDGET - Revenue

ASHRAE Quasquicentennial Project Timeline

11-Dec-17 (proposed revision by B Nagengast 06-Jan-18)

Project	Jan-19	Jun-19	Jan-20
HVAC&R Giants	Final manuscript completed and art collected	Available in ASHRAE Bookstore	Available in ASHRAE Bookstore

BUDGET -Expense 0 f/y 19-20: 25
 BUDGET - Revenue 0 f/y 19-20: 5

Proclaiming the Truth, 2nd edition	Draft of MSS	Complete draft and assembly of all artwork. Addition of back matter	Distribution to attendees at Winter Meeting.
------------------------------------	--------------	---	--

BUDGET -Expense 0 f/y 19-20: 40
 BUDGET - Revenue 0 f/y 19-20: 2

125 Papers from the Archives	Selection process underway	Papers selected	list included in PTT
------------------------------	----------------------------	-----------------	----------------------

BUDGET -Expense 0 0 0
 BUDGET - Revenue 0 0 0

ASHRAE Journal Historical Article Series	First three articles mss final	Begin Publication July 2019; Second three articles mss final	Continue Publication through June 2020
--	--------------------------------	--	--

BUDGET -Expense 0 0 0
 BUDGET - Revenue 0 0 0

ASHRAE Journal Advertising Supplement	Advertising solicited; editorial plans finalized	Editorial content drafted	Published in December
---------------------------------------	--	---------------------------	-----------------------

BUDGET -Expense 0 f/y 19-20: 20
 BUDGET - Revenue 0 f/y 19-20: 30

Technical Session	Topics and papers agreed upon	Papers Identified and Program Package ready for submission	Scheduled for Winter Meeting
-------------------	-------------------------------	--	------------------------------

BUDGET -Expense 0 0 0
 BUDGET - Revenue 0 0 0

Pictorial Calendar	Assembly of art; continuing sales	Publish June 2019	Distribute throughout year
--------------------	-----------------------------------	-------------------	----------------------------

BUDGET -Expense
 BUDGET - Revenue

Development of AC Systems 1920 to 2020	Manuscript Comp	Production begins	Published
--	-----------------	-------------------	-----------

BUDGET -Expense f/y 19-20: 25
 BUDGET - Revenue 0 f/y 19-20: 5

Evolution of Components and Design Build Practices after 1900	Manuscript Comp	Production begins	Published
---	-----------------	-------------------	-----------

BUDGET -Expense f/y 19-20: 25
 BUDGET - Revenue 0 f/y 19-20: 5

How HVAC&R Improved the Quality of Life	Manuscript completed and art assembled	Brochure completed and ready for distribution	Distribution and posting
---	--	---	--------------------------

BUDGET -Expense 0 f/y 19-20: 10
 BUDGET - Revenue 0 0 0

HVAC&R Museum	Items collected for display	Design of display completed	Display created
---------------	-----------------------------	-----------------------------	-----------------

BUDGET -Expense f/y 19-20: 10
 BUDGET - Revenue 0 f/y 19-20: 30

ASHRAE Oral History	Organize recording booth to capture interviews	Organize recording booth to capture interviews and start cataloging them	Display at Winter Conference and continue to capture for future
---------------------	--	--	---

BUDGET -Expense f/y 19-20: 10
 BUDGET - Revenue 0 0 0

ASHRAE Historical Markers		Program Announced	First 3 sites identified
---------------------------	--	-------------------	--------------------------

BUDGET -Expense
 BUDGET - Revenue

ASHRAE Quasquicentennial Project Timeline

11-Dec-17 (proposed revision by B Nagengast 06-Jan-18)

Project	Comment
HVAC&R Giants	Build on Hall of Fame, Pioneers of Industry, Leadership Recall, Heat and Cold, and CIBSE publication. Target 125 such individuals. Heavily illustrated. Use inclusive title. Boundaries are pioneers as far back as we have already done. Deceased? Pull Hall of Fame list PM and Pioneers. Steve requested Bern to begin to winnow. How can we make the Giants come alive? Restrict the number chosen. Identify who will author. Call for volunteers to assist in Chicago. Bern will share a proposal re this in Chicago, then from Jan-June - committee (?) would start to identify the ~125 individuals on basis of how interesting of a write-up could be done. We want to tell an interesting story. Use the CIBSE book as a resource/starting point. Ideally a 2 page spread for each.

BUDGET -Expense
 BUDGET - Revenue

Proclaiming the Truth, 2nd edition	Consider like 100th anniversary book increasing winter meeting registration fee and including book in registration. Bern has some artwork which could be scanned. Current status is re-capturing art from previous book so it can be rescanned. *Kent suggests making a proposal to PubEd on this and seeing if they approve.
------------------------------------	---

BUDGET -Expense
BUDGET - Revenue

125 Papers from the Archives	Small group of committee members/others to review papers that won best awards for last 25 years as a beginning. Best results will come from naming a small group to decide. One-page handout to distribute at TC breakfasts. Kent to get a hold of Mike and see if he can get something (maybe >1 page) to distribute. 4-5 people needed to distribute to breakfasts @ meeting.
------------------------------	---

BUDGET -Expense
BUDGET - Revenue

ASHRAE Journal Historical Article Series	Target 12 articles with 6 likely end result. Twenty articles submitted so far. Jay has Google doc (moving to Basecamp) with listing of 21 abstracts (inc. David John's) received as of Dec. 2017, accepting suggestions on how to improve spreadsheet. Journal staff will be going through them once Jan 2018 edition is complete. Jay will ensure appropriate individuals have access 12/11/17. (Discussed what'll be done w/the abstracts that aren't selected for publication...)
--	--

BUDGET -Expense
BUDGET - Revenue

ASHRAE Journal Advertising Supplement	Will also feature extracts from previously published historical articles in Journal and Transactions. Greg Martin heading.
---------------------------------------	--

BUDGET -Expense
BUDGET - Revenue

Technical Session	Jeff Haberl is heading, had preliminary discussion w/Tony Giometti already. Reached out to Tech Council. Committee to continue to increase interest for seminars/conference papers through their own TCs, specialties?
-------------------	--

BUDGET -Expense
BUDGET - Revenue

Pictorial Calendar	Pam Immekus is heading. Greg Martin will work with advertisers
--------------------	--

BUDGET -Expense
BUDGET - Revenue

Development of AC Systems 1920 to 2020	David Arnold and Tim Dwyer. Follow up with David re deadlines and requirements. May be copublished with CIBSE. Note from David: I also agree with your suggestions, a) to change the scope to 1920 to 2000 and b) to make the book a co-publication with CIBSE. I note Tim thinks this is a good idea and both Tim and I can take it forward with the CIBSE Heritage Group and discuss it at the CIBSE/ASHRAE liaison meeting. CIBSE has indicated interest, Dwyer to follow up w/Heritage Group. As of 12.11.17 we are not sure the amount of interest (CIBSE put logo on book? help promote?) Emily to send scan to David of TOC of 1922 ASHVE Guidebook.
--	---

BUDGET -Expense
BUDGET - Revenue

Evolution of Components and Design Build Practices after 1900	Bruce Flaniken. Concept is that trade starts with tinkerers. Maybe a long paper as opposed to a book. Bruce is compiling an outline- hope to have by January 2018 meeting. Kent suggests asking Bruce to present in January - Emily will ask Bruce to be prepared to do this - will be on January agenda for HC.
---	--

BUDGET -Expense
BUDGET - Revenue

How HVAC&R Improved the Quality of Life	This builds on the draft the Ron Vallort promoted. Also to be on web and distributed electronically - intent is to use 125th as vehicle to reach outside of membership - to external groups- w/value of ASHRAE. Audience reach is general public - trade fairs, leave behind at various events, could have web presence, development could use when they do outreach - <i>not</i> intended for broad mailings. Brochure should celebrate how ASHRAE has changed the way we live (for the better). Marketing ASHRAE should be focus. Marketing to assist. Emily to send Mr. Vallort's draft to Vanita. "Can you imagine the world w/o ASHRAE?" Rebut negative myths/thoughts, etc. on AC? (>> Vanita suggests - True or False on cover - like in popular magazines.)
---	---

BUDGET -Expense
BUDGET - Revenue

HVAC&R Museum	Sponsorships to be secured for funding. Need to coordinate with marketing and Jeff. Consider Bern's basement as source. Marketing to assist Kent suggests getting in touch w/ Innovation Nation - on Saturday morning on CBS - in case they are looking for ideas. has connection w/Henry Ford museum. Steve - what milestone happened - (breakthrough?, etc. in 1895 to make it newsworthy.) Attractive things include old covers, first pages of papers ...
---------------	---

BUDGET -Expense
BUDGET - Revenue

ASHRAE Oral History	Can be used on ASHRAE Website and as basis of presentation at 2020 Winter Conference or in display. Model is http://www.npr.org/series/4516989/storycorps Jane Pawley is another example. Project to confer with Marketing/Jeff about. Reflections of ASHRAE. Broad-based intent but need a better definition. Marketing to assist. in 3 meetings prior to Jan 2020 - marketing plans to have these recorded. Will have details to discuss in Jan 2018.
---------------------	--

BUDGET -Expense
BUDGET - Revenue

ASHRAE Historical Markers	Model to be IEEE program with plaques; description on website; and opportunities for members to take selfies at sites for posting. Invite Larry to come to meeting in January. If we move forward might engage Marketing. Steve to get in touch with ASME, IEEE.
---------------------------	--

BUDGET -Expense
BUDGET - Revenue

Attachment B

A proposal to the Historical Committee for the HVAC&R Giants project
January 13, 2018

Proposed title: Adventures in Heat & Cold: men and women who made your life better.
Volunteer Author: Bernard Nagengast

Scope: Provide interesting stories of 20 to 25 individuals who were responsible for major innovations or had an accumulation of contributions to HVAC&R technology.

Layout: Soft cover book and E book. Total length 100 to 125 pages, preferably color reproduction. Each story to be 2-6 pages including visuals.

Introduction, table of contents, index and references to be provided.

Selection Criteria: Individuals who are deceased at least 5 years and have sufficient and accurate biographical and visual material available to be able to develop an interesting or unusual story that will grab the reader. Selected individuals may or may not already be well known. Selection to be done by the author with list of selections to be provided to the Historical Committee by March 15, 2018.

Sources: May include ASHRAE programs such as Hall of Fame, Pioneers of the Industry and Leadership Recall. Also, *Heat & Cold*, *Proclaiming the Truth* and *Comfort Makers*. Further sources may include other books and industry and engineering organization journals, etc.

Distribution: Sales through ASHRAE Publications.

Fiscal Impact: Net \$25000 cost. Research and visual reproduction cost not to exceed \$5000 in FY 18/19. Production cost of \$25000 in FY 19/20. Revenue from sales \$5000. In FY 19/20.

Attachment C

Region IV (Atlanta Chapter) – Motion 16:

That Society move the Historical Committee from reporting to PubEd Council to reporting to Members Council making this committee a Grassroots Committee and to include the 14 RVCs as voting members of the committee.

Background: The Historical Committee does an incredible amount of work with only 9 members. To fill positions on the sub-committees, some members must be on more than one subcommittee. In addition, this committee creates and updates the Manuals for both the RVCs and the Chapter Historians, does research on Historical items and locations of Historic sites, digitizes historic papers, creates historical presentations, votes on awards nominations and is currently working on publications for the 125th Anniversary, as well as, other publications and research. PAOE criteria supports this being a Grassroots Committee since it is a PAOE category for points and is include in the Chapter Operations Manual as well. All Regions should have representation, as do the other Grassroots Committees.

Fiscal Impact: A few hours of staff time to amend documentation and transportation to Winter and Annual meetings for 5 additional voting members to the current 9 members. The committee members are currently drawn from the RVCs or representatives for their Region.

Vote: 7-0-0 Secretary's Note:

The Regional Historians currently serve as non-voting members on Publishing and Education Council and are not reimbursed transportation to attend the Society meetings. This is not RVC position. The Region Operations Subcommittee voted 6-0-0 (chair not voting) to refer this motion to the Publishing and Education Council for consideration with copy to the Historical Committee.



Historical Committee (HC)

ASHRAE 125 Year Anniversary Celebration – Action Plan
(Details for each project included on following pages)

125 Year Anniversary Projects List (approved by Historical Committee)

1. **Produce quality industry selective history related publications** (hard or soft cover and/or electronic version)
2. **125 most important Transactions Papers or ASHRAE Journal Articles**
3. **Publish 12 historical articles in the *ASHRAE Journal***
4. **Sponsor at least one technical paper session for the winter 2020 meeting.**
5. **Develop a pictorial calendar for 2019 and 2020**

Other 125th Anniversary Projects (Non-Historical Committee Projects)

1. **ASHRAE Society History (*Proclaiming the Truth 2nd Edition*)**
2. ***ASHRAE Journal* Advertising Supplement**
3. **HVAC&R Museum**
4. **ASHRAE Oral History**
5. **ASHRAE Historical Markers**

NOTE: Fiscal impact for Historical Committee projects is shown in “Project Details” section.

125 Year Anniversary Projects Details

Historical Committee approved projects:

1. **Produce quality industry selective history related publications** (hard or soft cover and/or electronic version)

“How HVAC&R has improved the quality of life worldwide” This would be written to appeal to a general audience thus promoting the importance of engineering and ASHRAE as a benefit to humanity. Author: Ron Vallort augmented by ASHRAE staff.

Total Fiscal Impact: -10000

“History of development of air conditioning systems 1920-2000” Focus would be both equipment and materials, written and illustrated to appeal to engineers as well as a wider audience. Author: David Arnold

Total Fiscal Impact: -20000

“Evolution of components and design build practices after 1900” This would cover the development of factory engineering and construction practices from the inventors/innovators design build to the application manufacturing to application engineering to engineering consultants and then mechanical contractors. Author: Bruce Flaniken
Total Fiscal Impact: -20000

“HVAC&R Giants” This work would be person oriented and highlight the contributions of individuals. Resources for this work would mainly use our existing data base which includes ASHRAE Hall of Fame, Pioneers of the Industry, Leadership Recall and the *Heat & Cold* book, and other important persons not present in these existing resources. Author: to be determined.
Total Fiscal Impact: -20000

2. **125 most important Transaction Papers or ASHRAE Journal Articles.** To be published as part of *Proclaiming the Truth 2nd Edition*. Abstracts of papers/articles published between 1895 and 1994 were published in the First edition of *Proclaiming the Truth*. Historical Committee to establish a sub-committee to select entries published between 1995 and 2019. Author: Steve Comstock and staff. Total Fiscal Impact: 0
3. **Publish 12 historical articles in the ASHRAE Journal.** Articles considered for publication will appeal to the more general interest of *Journal* readers. *ASHRAE Journal* staff has received at least 20 proposals. Publication of one article per month from July 1919 through June 2020. Total Fiscal Impact: 0
4. **Sponsor at least one technical paper session for the winter 2020 meeting.** Solicit 4 or more papers to be presented in a technical session or sessions (not as a conference paper, which are not printed in *ASHRAE Transactions*) Papers would target specific historical advances or could address a broader history of HVAC&R Technology. Total Fiscal Impact: 0
5. **Develop a pictorial calendar for 2019 and 2020.** This would be similar to the historical calendars produced annually by CIBSE. These calendars could be sold by ASHRAE to members and companies. Calendar to be available June 1919 covering months June through December 2020. Author: Pam Immekus Total Fiscal Impact: -10000

Other 125th Anniversary Projects:

1. **ASHRAE Society History (*Proclaiming the Truth 2nd Edition*)**
Proclaiming the Truth book will be updated to cover the 25 year period after the Centennial. This is not a Historical Committee project.
Responsibility: Steve Comstock and staff.
2. **ASHRAE Journal Advertising Supplement**
Features invited company histories and ads, similar to the feature published for the ASHRAE Centennial. To be published in the December 2019 *Journal*.
This is not a Historical Committee project.
Responsibility: Greg Martin

3. HVAC&R Museum

Display at 2020 Winter Conference. Similar to the museum display at the 1995 Centennial meeting. Sponsorships to be solicited.

This is not a Historical Committee project.

Responsibility: ASHRAE Staff

4. ASHRAE Oral History

Short oral histories by ASHRAE members. Specific use to be defined but can be used on ASHRAE Website and as basis of presentation at 2020 Winter Conference or in display.

This is not a Historical Committee project.

Responsibility: ASHRAE Staff

5. ASHRAE Historical Markers

Identification of HVAC&R related historical sites by plaques, ASHRAE Website information, etc. Possible opportunity for ASHRAE marketing. Project at this point undefined. Proposed by Larry Markel.

This is not currently a Historical Committee project.



**Professional Development Committee
Report to Publishing and Education Council
ASHRAE 2018 Winter Conference – Chicago**

Motions

None

Information Items**1. PDC Course Presenters**

The Professional Development Committee (PDC) met with several course presenters and discussed ways to improve course content and coordination with other ASHRAE course offerings. PDC will develop an affinity diagram to help identify courses that present similar or advanced ideas. An event similar to the DL mixer was discussed as a possible way to get presenters together to exchange ideas.

2. Five Year Plan for Young Engineer Training

The committee is developing a roadmap to guide new engineers toward courses that can help them develop their knowledge in the engineering field. Additional discussion included pairing the roadmap with mentoring whenever possible

3. Collaboration with other Engineering Societies and Affiliate Organizations

There was discussion about how ASHRAE could use its ties with other organizations to assist them with our program products. CIBSE, ISHRAE, Building Code officials and others have expressed an interest; PDC will work with staff to follow up on these opportunities.

4. New Courses

Two (2) new courses will be presented at the 2018 Winter Conference - Chicago and two (2) more are being developed for presentation at the 2018 Annual Conference - Houston.

5. University Training Curriculum

The Building EQ curriculum has been made available; 25 universities have downloaded the curriculum. User feedback is expected to be available in mid-2018. The committee will review the feedback before pursuing additional course development.

6. Brainstorming Ideas

The committee spent some time brainstorming ideas for new courses and new delivery methods. Ideas included virtual reality presentations, hands-on site visits and interactive facilitator type presentations with problem solving exercises. The committee will follow-up with TCs and instructors on several potential course ideas.

7. The 2017-2018 PDC MBOs are attached.

Respectfully submitted,
Kay Thrasher, Professional Development Committee Chair
January 22, 2018

Professional Development Committee

MBOs for Society Year 2017-18
Chair: Kay Thrasher **Date:** January 22, 2018

Objective	SP	Completed by	Fiscal Impact	Responsible Party	Comment/Status
1. Develop a 5-year plan on developing young engineer training products that can reach a wider audience than just our design class	1C	Jan 2018	None	Full Committee	In Progress (ad hoc)
2. Develop outlines for an additional (3) practical applications courses to 'fill the gaps' in our current offerings.	3D	Jan 2018	None	Planning Subcommittee	In progress
3. Develop a standard guideline on the method to develop, translate and produce courses to an international market	4?	Jan 2018	None	Staff	In progress
4. Develop training for use in university curriculum. <ul style="list-style-type: none"> • BEQ Task Force Prototype • Develop second course 	1C	Jan 2018	TBD	Ad Hoc Committee	In progress Course released, awaiting user feedback to determine next step.
5. Establish guidelines for liaisons		Jan 2018	None	Operations Subcommittee	In progress
6. Every course reviewed by PDC Liaison prior to presentation– Quality check		Jan 2019	None	Operations Subcommittee	Completed/ongoing
7. Improve marketing of courses/branding. Work with ASHRAE marketing for improvement		Jan 2018	TBD	Planning Subcommittee	In progress

Additional Recommendations for Strategic Planning: None at this time

ASHRAE Strategic Plan 2014 Initiatives addressed by Objective



**Publications Committee Report to
Publishing and Education Council
Meeting of January 23, 2018**

Action Items

(None)

Information Items

1. The new 90.1 Portal containing the 2016 standard, user's manual, and redline version has been launched with a free trial available until March 15, 2018.
2. Two apps, HVAC PT Chart and HVAC Duct Sizer, have been newly cobranded by ASHRAE and are available in the Apple store. The Android versions will be released within the next month.
3. The web app for modeling compliance with Standard 90.1-2010 using the Energy Cost Budget (ECB) Method described in the standard now has 994 users and 665 projects registered.
4. The winner of the 2017 *ASHRAE Journal* Paper of the Year award was selected, with the results forwarded to the Honors and Awards Committee for presentation in June at the Annual Conference in Houston.
5. Liaisons from the committee contacted authoring groups regarding the need for revision or replacement of ASHRAE publications four or more years old.
6. Special publications completed from January 2017 through January 2018 are listed in Attachment A.
7. A status summary of upcoming publications is shown in Attachment B.
8. The status of MBOs for 2017-2018 is reported in Attachment C.

Respectfully submitted,

Francis Lacharité, Chair
Publications Committee
23 January 2018
FL: mso

PUBLISHED PROJECTS January 2017 to date

January 2017

- Energy Efficiency in Buildings and Communities—
ERDC Published Research 2006–2016 [CD]
- Standard 62.2 User's Manual*
- Standard 62.1-2016, Spanish
- Addenda i & g to Standard 52.2-2012
- Standard 52.2-2017

February 2017

- Hot Climates Conference Flash Drive & Papers
- Standard 32.1-2017
- Standard 120-2017
- Guideline 40-2017
- Addendum f to Standard 15-2016
- Addenda ak, al, am & an to Standard 34-2016
- Addenda b & c to Standard 161-2013
- Addendum d to Standard 188-2015

March 2017

- Las Vegas Seminars DVD
- Standard 137-2013 (RA 2017)
- Addendum w to Standard 34-2016
- Addendum a to Standard 161-2013

April 2017

- Weather Data Viewer, Version 6.0
- Transactions, Volume 123, Pt1
- Standard 172-2017
- Addendum b to Standard 200-2015

May 2017

- Standard 78-1985 (RA 2017)
- Standard 97-2007 (RA 2017)
- Standard 189.3-2017
- Standard 206-2013 (RA 2017)
- Standard 214-2017
- Addendum c to Standard 55-2013
- Addendum a to Standard 140-2014

June 2017

- Standard 63.2-2017
- Standard 103-2017
- Standard 171-2017
- ASHRAE Design Guide for Dedicated Outdoor Air
Systems
- Long Beach Papers Online

July 2017

- Principles of HVAC, 8th ed. Solutions Manual
- Standard 103-2017

August 2017

- Long Beach Seminars online
- Principles of HVAC, 8th edition
- Addenda to Standard 62.2-2016

September 2017

- Guideline 0.2-2015 (Spanish)

October 2017

- Standard 55-2017
- Transactions, Vol 123, Pt 2

November 2017

- Guideline 39-2017

December 2017

- Guideline 1.5-2017
- Standard 170-2017
- Standard 183-2017
- Standard 30-2017
- Standard 111-2008 (RA2017)

January 2018

- Chicago Papers online
- ASHRAE Design Guide for Cleanrooms
- Standard 90.1-2016 User's Manual (print)
- Standard 90.1-2016 User's Manual (online portal)
- Standard 161-2018
- Standard 194-2017
- K-12 Zero Energy AEDG
- IT Equipment Power Trends, 3rd edition (Datacom Series)
- ASHRAE Design Guide for Air Terminal Units
- ASHRAE GreenGuide, 5th ed.
- Pocket Guide, 9th ed. (I-P)
- Pocket Guide, 9th ed. (SI)

SPECIAL PUBLICATIONS PROJECTS : January 21, 2018

Att. B: Publications Committee Report to PEC

Title	Responsible Entity	Date Exp to Receive [Recd]	Current Status	Expected Publish Date	Comments
Books					
(Report listing and reviewing international standards and guidelines related to IEQ.)	IEQ-GA	Summer 2017	Planning	Fall 2017	Bjarne Olesen initiative for 2017-18
Commissioning Stakeholders' Guide What to Expect from the Commissioning Process (w/supplemental files)	Gerald Kettler	Jul 2016 Winter 2016 Summer 2017 Sep 1, 2017 [Sep 25, 2017]	With Special Publications	Jan 2018 Mar 2018	BCA to co-sponsor or hold joint copyright
ASHRAE Design Guide for Sustainable Refrigeration Facilities and Systems	SP-131 ; AHRI/IIAR UNEP; RP-1634	2014 Aug 31, 2016 Feb 1, 2017 Jun 30, 2017 Jul 31, 2017 Aug 2017 [Nov 21, 2017]	Editing/ Layout	Jan 2018 Feb 2018	Per MVAughn, should be ready for final PMS review by the end of July. Sep 19 per MVAughn email
ASHRAE Design Guide for Duct Systems	TC 5.2; RP-1180; will be dedicated to Herman Behls	Jun 2010 Jul 2011 Aug 2011 Feb 2013 Jun 2013 Jan 2014 Sep 2014 Nov 2014 Jan 2015 Jul 2015 Jan 2016 Jul 2016 Feb 2017 Jul 2017 Feb 2018 Jun 2018	Writing	Jun 2004 Sep 2004 Nov 2010 Oct 2011 Apr 2013 Nov 2013 Jan 2015 Feb 2015 Jun 2015 Dec 2015 Oct 2016 Jun 2017 Oct 2017 Jun 2018 Dec 2018	TC 5.2 contact: Pat Brooks As of Jan 2016: Contractor Farnsworth defaulted; TC 5.2 will finish the rest
District Cooling Guide, 2 nd ed.	TC 6.2; SP-97; RP-1267; funding from Empower	Sep 2018	In discussion	Jun 2018 TBD	
District Cooling Guide Operations Manual	TC 6.2; SP-97; RP-1267; funding from Empower	Sep 2018	In discussion	Jun 2018 TBD	
Advanced Control Sequences for HVAC Systems: Phase I, Air Distribution and Terminal Systems	TC 1.4; RP-1455	TBD	RP in progress	TBD	
Air-Conditioning System Design Manual, 3rd ed.	TC 9.1	TBD	Contract pending	TBD	Author: Howie McKew
Application Guide for Absorption Cooling/Refrigeration Using Recovered Heat, 2 nd ed.		TBD		TBD	

SPECIAL PUBLICATIONS PROJECTS : January 21, 2018

Att. B: Publications Committee Report to PEC

Title	Responsible Entity	Date Exp to Receive [Recd]	Current Status	Expected Publish Date	Comments
ASHRAE Design Guide for Cool Thermal Storage, 2 nd ed.	Jason Glazer, TC 6.9; RTAR-1719	TBD	Proposed	TBD	TC working on work statement
Design Guide for Combustion Turbine Inlet Air Cooling Systems		TBD	Bid review	TBD	
ASHRAE Design Guide for Hazardous Spaces	TCs 5.8, 9.2	TBD	Writing	TBD	Author: Mike Baucom Draft to be complete mid Jun per 6/2/16 email from MBaucom
ASHRAE Design Guide for Hot-Climature Buildings	MTG.HCDG	TBD	Planning	TBD	MTG Ch Frank Mills
ASHRAE Design Guide for Multifamily Residential Buildings	RP-1821	End Nov 2018	Writing	Mar 2019	Contact: LPratt
Cold-Climature Buildings Design Guide, 2 nd ed.	Erich Binder	Aug/Sep 2017 TBD	Planning	Chicago 2018 TBD	
Commissioning Definitions and Terminology for the Building Industry	ASHRAE TC ??; AiCARR; CIBSE	TBD	Writing	TBD	Author: Walter Grondzik
A Comprehensive HVAC Design Guide for Justice Facilities	TC 9.4	TBD	Writing	TBD	
Economizers for Datacom Facilities (Datacom Series)	TC 9.9	Jul 2010 Jun 2011 Oct 2011 Sep 19, 2013 TBD	Planning	Jan 2011 Oct 2011 TBD	per DBeaty, Aug 2013 email to Steve C.
Engineering Concepts in Supporting Community Containment Measures During Public Health Incidents	TC 9.6	TBD	Planning	TBD	
Engineering Management Guide	TC 1.7; Howie McKew	TBD	Writing	TBD	Intends to be wrapping it up around Jun 2018 (for TC approval?)
GreenGuide textbook	Tom Lawrence	TBD	Planning	TBD	
Heat Load Estimating Guide for Electrical Equipment (a Design Guide)	RP-1395; RP-1104	TBD		TBD	May be better to simply incorporate the data into the Handbook (keep selling RP reports, too).
HVAC&R Pioneers	Staff; TBD	2019	Planning	2019	8/25/2016 per SComstock; part of ASHRAE 125 th Anniversary
Integrated Building Design Applications Manual	TC 7.1	Jan 2009 Jun 2010 TBD	Writing	Jan 2008 Jun 2008 Sep 2010 Jan 2015 TBD	Au: Chuck Gullede

SPECIAL PUBLICATIONS PROJECTS : January 21, 2018

Att. B: Publications Committee Report to PEC

Title	Responsible Entity	Date Exp to Receive [Recd]	Current Status	Expected Publish Date	Comments
IT Equipment Cooling book (Datacom Series)	TC 9.9	Jun 2011? Nov 2011 TBD	Writing	Oct 2011? TBD	per DBeaty 9/8/11; white paper first
Member's Survival Guide: Design/Build section	Mitchell Swann	Sep/Oct 2017 TBD	Revising	TBD	
Member's Survival Guide: Pitfalls section	Jennifer Leach, TC 1.7	Sep/Oct 2017 TBD	Revising	TBD	
Member's Survival Guide: Contracts section	Jennifer Leach, TC 1.7	Sep/Oct 2017 TBD	Revising	TBD	
Natural Ventilation Design Guide	MTG?	TBD	Contract pending	TBD	Author: Peter Simmonds
Particulate and Gaseous Contamination, 2 nd ed (Datacom Series)	TC 9.9	2015 TBD	Revising	TBD	per Don Beaty, 1/25/15
PHVAC and PHVAC Solutions Manual revisions	N/A	PHVAC: Jul Sol Man: Aug	Revising	PHVAC: Nov Sol Man: Dec	Every four years (2021, 2025, 2029)
Proclaiming the Truth, 2 nd ed.	SComstock	2019	Planning	2019	8/25/2016 per SComstock; part of ASHRAE 125 th Anniversary
Residential IAQ Guide	EHC; RP-1663	TBD	Writing	TBD	
Structural and Vibration Guidelines, 2 nd ed (Datacom Series)	TC 9.9	Jun 2015 TBD	Revising	Oct 2015 TBD	Still valuable in current form. TC will update as time allows.
Standards and Guidelines and User's Manuals					
Revision of Standard 90.2	SSPC 90.2	Winter 2017		Mar	Every three years (2016, 2019, 2022)
Revision of Standard 140	SSPC 140	Winter 2017		Mar	Every three years (2016, 2019, 2022)
Standards/addenda to be published after approval at Winter Conference	Varies	Feb/Mar 2018		Mar/Apr 2017	Every 6 mos.
Standards/addenda drafts going for approval at Annual Conference	Varies	Mid-Apr 2018		Jun 1, 2017	Every 6 mos; publish = ready for review at conf
18-month Addenda Supplements to Code-Intended Standards	Varies	Spring 2018		Sep/Oct	Every three years (2015, 2018, 2021)
Revision of Standard 62.1	SSPC 62	Spring 2019		Summer 2016	Every three years (2016, 2019, 2022)
Revision of Standard 62.2	SSPC 62	Spring 2019		Summer 2016	Every three years (2016, 2019, 2022)
Revision of Standards 15 and 34	SSPCs 15, 34	Jul 2019		Oct 2019	Every three years (2019, 2022, 2025)
Standards/addenda to be published after approval at Annual Conference	Varies	Jul/Aug 2017		Aug/Sep 2016	Every 6 mos.
Revision of Standard 189.1	SSPC 189	Sep 2017		Oct 2017	Every three years (2014, 2017, 2020)

SPECIAL PUBLICATIONS PROJECTS : January 21, 2018

Att. B: Publications Committee Report to PEC

Title	Responsible Entity	Date Exp to Receive [Recd]	Current Status	Expected Publish Date	Comments
Standards/addenda drafts going for approval at Winter Conference	Varies	mid Oct 2017		Nov 30, 2016	Every 6 mos; publish = ready for review at conf
Revision of Standard 90.1	SSPC 90.1	Aug/Sep 2019		Oct 2, 2016 (electronic)	Every three years (2019, 2022, 2025)
Revision of Standard 52.2	SSPC 52.2	Winter 2019		Mar	Every three years (2019, 2022, 2025)
Specialty Conferences					
ASHRAE/IBPSA SimBuild Conference	Tony Giometti	TBD		Conf is Sep 2018	Will have papers.
Third International Conference on Efficient Building Design—Materials and HVAC Equipment Technologies (Beirut)	Tony Giometti	TBD		Conf is Oct 3-4, 2018	Will have papers.
Thermal Performance of the Exterior Envelopes of Whole Buildings XIII [flash drive]	Andre Desjarlais (ORNL)	Jun 2019		Conf is Nov 2019	Every three years (2019, 2022, 2025)
IAQ Conference [flash drive]	Tony Giometti	Aug 2019		Conf is Sep 2019	Every three years (2019, 2022, 2025)
Position Documents					
PD on Climate Change	Steve Hammerling	Spring 2016 Early Jul 2016 Fall 2016 Feb 2017 Jun 2017 Jan 2018	In TC Review	TBD	
PD on Refrigerants and Their Responsible Use	Steve Hammerling	Jan 2018	In progress	TBD	
PD on Environmental Tobacco Smoke	Steve Hammerling	Jul 2016 Feb 2017 Jun 2017 Spring 2018	Revising	TBD	Current version was reaffirmed in Jul 2016 to keep it posted online until revision is complete
PD on IAQ	Steve Hammerling	Early Jul 2016 Feb 2017 Jun 2017 Spring 2018	In progress	TBD	
PD on Energy Efficiency in Buildings	Steve Hammerling	Nov 2015 Spring 2016 Feb 2017 Jun 2017 Spring 2018	In progress	Dec 2015 TBD	Per Steve H: New PD, so full editorial review needed
PD on Legionellosis	Steve Hammerling	Dec 2015 Jan 2016 Spring 2016 Late 2016 Feb 2017 Jun 2017 Spring 2018	In progress	Jan 2016 Feb 2016 TBD	
PD on Resiliency in the Built Environment	Steve Hammerling	Spring 2018	In progress	TBD	

SPECIAL PUBLICATIONS PROJECTS : January 21, 2018

Att. B: Publications Committee Report to PEC

Title	Responsible Entity	Date Exp to Receive [Recd]	Current Status	Expected Publish Date	Comments
PD on Airborne Infectious Diseases	Steve Hammerling	Jun 2018	In progress	TBD	
PD on Unvented Combustion of Solid Fuels and IAQ-Indoor Air Quality in Primarily Developing Countries	Steve Hammerling	Oct 2015 Jan 2016 Spring 2016 Jul 2016 TBD		Nov 2015 Feb 2016 TBD	
Translations					
Fundamentals of HVAC Control Systems SDL, 2001 edition (Spanish)	ASHRAE Monterrey Chapter (MX)	2010 TBD	Contract sent; unsure if signed	TBD	
Guideline 0-2013 (Chinese)	Taiwan Chapter	TBD	Contracted	TBD	
Guideline 1.1-2008 (Chinese)	Taiwan Chapter	TBD	Contracted	TBD	
Guideline 2-2010 (Spanish)	Mexico City Chapter (AMERIC)	2012 TBD	Contracted	TBD	
Guideline 22-2008 (Spanish)	Mexico City Chapter (AMERIC)	2012 TBD	Contracted	TBD	
HVAC Design Manual for Hospitals and Clinics, 2 nd Ed (Spanish)	ATEAAR	Jun 2017 [Sep 26, 2017]	Layout	Spring 2018	
IAQ Guide (Spanish)	Miami Chapter	May 2014 TBD	Contracted	TBD	
Standard 15-2013 (Spanish)	ATEAAR	2015 TBD	Contracted	TBD	
Standard 34-2007 or -2010 (Spanish)	ACAIRE	Dec 2010 TBD	Contracted	TBD	
Standard 41.1-1986 (RA 2006) (Spanish)	Mexico City Chapter (AMERIC)	2012 TBD	Contracted	TBD	
Standard 41.3-1989 (Spanish)	Mexico City Chapter (AMERIC)	2012 TBD	Contracted	TBD	
Standard 52.2-2012 (Spanish)	Mexico City Chapter (AMERIC)	TBD	Waiting on Signed Contract	TBD	
Standard 90.1-2007 (Spanish)	Mexico City Chapter (AMERIC)	2009 TBD	Contracted	TBD	
Standard 90.1-2010 (Spanish)	Argentina Chapter	TBD	Contracted	TBD	
Standard 90.1-2013 (Chinese)	Taiwan Chapter	TBD	Contracted	TBD	
Standard 90.1-2016 (Spanish)	Spain Chapter	TBD	Translating	TBD	
Standard 100-2015 (Spanish)	Argentina Chap.	TBD	Contracted	TBD	
Standard 111-2008 (Spanish)	Mexico City Chapter (AMERIC)	2013 TBD	Contracted	TBD	
Standard 188-2015 (Spanish)	Spain Chapter	TBD		TBD	
Standard 189.1-2009 (Chinese)	Taiwan Chapter	TBD	Contracted	TBD	
Standard 189.1-2009 User's Manual (Spanish)	ATEAAR	2011 TBD	Contracted	TBD	
Thermal Guidelines for Data Processing Environments, 2nd edition (Spanish)	ATEAAR	May 2011 TBD	Contracted	TBD	
Water System Design SDL (Spanish)	Mexico Chapter	TBD		TBD	

SPECIAL PUBLICATIONS PROJECTS : January 21, 2018

Att. B: Publications Committee Report to PEC

Title	Responsible Entity	Date Exp to Receive [Recd]	Current Status	Expected Publish Date	Comments
CDs/DVDs					
The Good, the Bad, and the Ugly DVD	TC 1.7	Sep/Oct 2017 TBD	Reviewing	Jan 2018 TBD	
Weather Data Viewer DVD	Michael Roth	Spring 2021		Summer 2021	Every four years (2021, 2025, 2029)
Online Products					
ASHRAE Terminology	TC 1.6	Ongoing		Ongoing	Contact: Art Hallstrom
Cold Climate website		Ongoing	Gathering content	Ongoing	
Thermal Comfort Tool, v3	SSPC 55	Summer 2014? Apr 2015 TBD		TBD	Contact: Abhijeet Pande; might be published with Std. 55 UM instead
Recurring Conference-Related Projects					
Winter Conference Seminar Recordings Online	Tony Giometti	Submit art Dec		Proof Feb 19–28; approve by Feb 28	Needed in inventory by Mar 1
Winter Conference Transactions (Part 1)	Staff	Feb/Mar		May	
Annual Conference and Technical Papers Online	N/A	Mar–Apr		Submit content Apr 23, art May 6	
Annual Conference Seminar Recordings Online	Tony Giometti	Submit art Nov		Proof Jul 5–9; approve by Jul 12	Needed in inventory by Sep 1
Annual Conference Transactions (Part 2)	Staff	Aug/Sep		Oct	
Winter Conference and Technical Papers Online	N/A	Sep–Nov		Submit content Nov 27, art Dec 9	

MSO 21 Jan 2018

Publications Committee

MBOs for Society Year 2017-18

Chair: Francis Lacharité Date: 23 Jan 2018

Objective	SP 2014	Compl. by	Fiscal Impact	Resp. Party*	Comment/Status
1. Continue the development of 'infographic' to show interrelationships of ASHRAE publications, technical topics, and development groups.	1	6/18	None	Staff	Create a roadmap for TCs on how to develop various types of publications. COMPLETE.
2. Facilitate ASHRAE Journal articles comment and judging.	2	1/18	None	Ow Scott Weems	Create subcommittee to coordinate monthly surveys for collecting comments and ratings for Paper of the Year and report on progress. COMPLETE.
3. Strengthen communication with TCs and improve special publications refresh rate.	2	1/18	None	Liaisons	Assign a liaison to each TAC Section. Create subcommittee to improve communication with TAC/TCs, and prepare liaisons TC/Section breakfasts. Ensure mandatory attendance. Identify publications needing revision. COMPLETE.
4. Conduct and monitor mentoring program for new members.	2	6/18	None	Correa	Mentor all new members, make sure they are on track and help them to achieve what they commit to. In progress.
Additional Recommendations for Strategic Planning: None.					

SP 2014 = Strategic Plan 2014 Initiative addressed by objective

*Lead for each MBO is shown in **boldface**.

FL : mso 23 Jan 2018

PUBLICATION & EDUCATION COUNCIL - MOBs 2017-2018 SY

DESCRIPTION	ASHRAE	RESPONSIBILITY													Status	COMMENTS		
	Strat	Standing Committees					Subcommittees					Other						
	Dir	Certification	ECC	Handbook	Historical	PDC	Publications	Functional	Fiscal	eLearning	Journal Advert.	Research Journal	Ad-hoc	PEC V Chair			PEC Chair	Staff
1	Prepare study & recommendations on product alignment (format, delivery mechanism, content, context) with younger members for future media dissemination	-	-	-	-	-	-	O	O	O	-	-	-	-	-	O		
2	Consider apps and online tools related to OM and service life and operating costs of data	-	-	-	-	-	O	O	-	-	-	-	-	-	-	O		
3	Provide guidance and training in field of cybersecurity related to HVAC	-	-	O	-	O	O	-	-	-	-	-	-	-	-	O		
4	Meet 2017-18 milestones for ASHRAE 125 anniversary activities	-	-	-	O	-	-	-	-	-	-	-	-	-	-	O		
5	Launch online standard and user's manual plan using 90.1 as trial case	-	-	-	-	-	O	O	-	-	-	-	-	-	-	O		
6	Develop and implement strategies to deliver products and services cost effectively	O	O	-	-	O	O	O	O	O	-	-	O	O	O	O		
7	Support Developing Economy Initiatives through UNEP cooperation by developing joint publications & documents on sound management of refrigerants	-	-	-	-	O	O	-	-	-	-	-	-	-	-	O		
8	Coordinate with member council to develop improved handbook content access to members globally	-	-	-	-	-	-	-	O	-	-	-	O	-	O	O		
9	Expand eLearning portal to centralize training registration and to allow for planned career development paths	-	-	-	-	-	-	-	O	-	-	-	-	-	O	O		
10	Gain intergovernmental support and recognition of ASHRAE established training centers of global excellence	-	-	-	-	-	-	-	-	-	-	-	-	O	O	O		
11	Develop mechanism to accept/facilitate Research Journal paper to be presented in Winter/Annual meeting	-	-	-	-	-	-	-	-	-	O	-	-	O	O			
12	Explore the opportunities in publishing HPB in different language and broaden the global solicitation of content to serve global members	-	-	-	-	-	O	-	-	-	-	-	-	O	O			
13	Review PEC standing committee scopes, responsibilities and reporting structure related to the training and publication portfolio to meet strategic needs of membership and including processes related to publications and training that are generated by committees and groups outside of PEC structure for creation of content to serve global members	-	-	-	-	-	-	-	-	-	-	O	-	-	-			

Development Committee 2017 - 2018

Building & Growing the Major Gifts Program



Three Task Forces

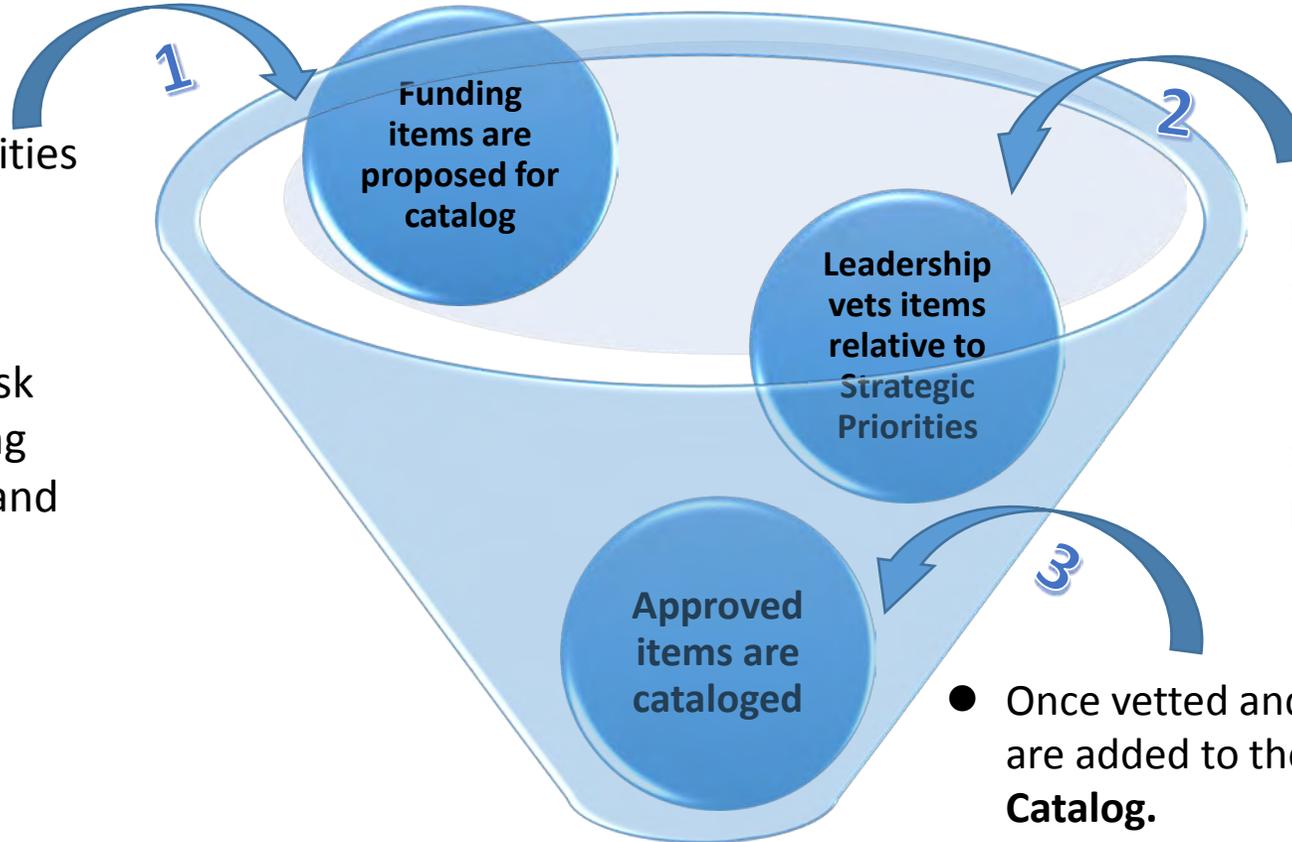
- **Philanthropy (Prospects/Donors) Task Force**
- **Rapid Response Task Force**
- **Funding Priorities Task Force**



Funding Priorities

- Funding Options are added to Funding Priorities Spreadsheet for consideration.

- Funding Priorities Task Force does initial vetting based on “reasonable and appropriate” standard.



- Funding options are then vetted by appropriate Councils/Committees.

- Funding options must be attractive (compelling) to prospective donors

- Once vetted and approved, funding items are added to the **Funding Priorities Catalog**.

- Additional information is then sought for proposals (Funding Priorities Form).

Present Funding Options to Prospect



Funding Priorities Information & Approval Form

FUNDING PRIORITIES INFORMATION & APPROVAL FORM FOR ASHRAE PROGRAMS/SERVICES/INITIATIVES CURRENT AND FUTURE

Department: _____ Date: _____

Program/Service/Initiative Name: _____

Program Beginning Date: _____ Program Ending Date (if applicable): _____

Total Budget/Cost: _____ Annual Expense or One-Time Expense? _____

Currently Funded? Y or N If Yes, General Fund or Other: _____

Please provide a description of the program/service/initiative. (Approximately two paragraphs. In addition, please provide a link to information about the program on ASHRAE's website.)

How does this program support ASHRAE's mission? What is the impact of this program?

How does this line up with the Strategic Plan? Briefly explain.

Please explain how these funds would be used? How will funding help address a need, or how will additional funds improve/enhance the program?

Though we will seek a complete budget from Finance, please attach any formal or informal budget you have used for this program.

Program Manager/Contact: _____
Name Title

Council or Committee this program falls under: _____

Council/Committee Chair's approval of this as a funding priority:

Name Date

Once this form is completed, a member of the Development staff may reach out for additional information.



ASHRAE's Mission

To advance the arts and sciences of heating, ventilation, air conditioning and refrigeration to serve humanity and promote a sustainable world.

These are our Funding Priorities and Opportunities!

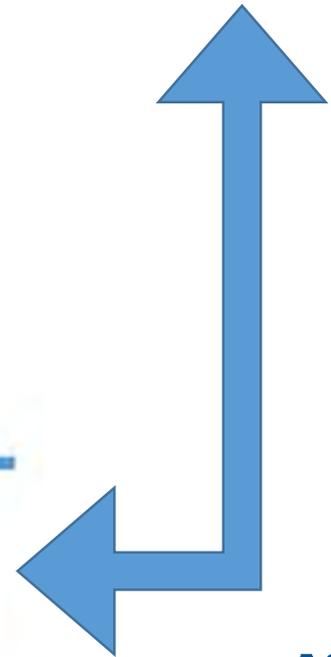
Beneficiaries ----- of Mission ----- by achieving the following:

Members
Industry
Society
World

To advance the arts and sciences of heating, ventilation, air conditioning, and refrigeration...

to serve humanity and promote a sustainable world.

Goals, Objectives, Initiatives
(Connect, Educate, Extend, Adapt)





Development Committee 2017 - 2018

THANK YOU!



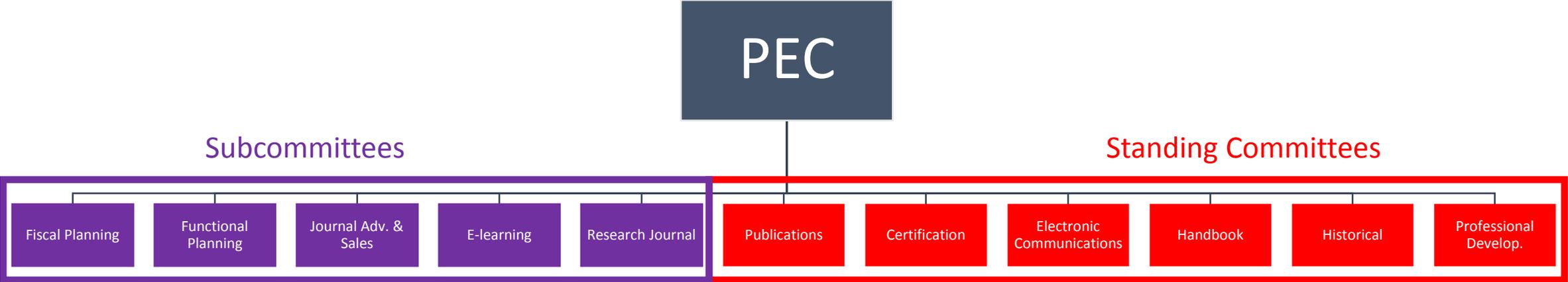
PEC Restructuring

January 23, 2018

Restructuring Goals

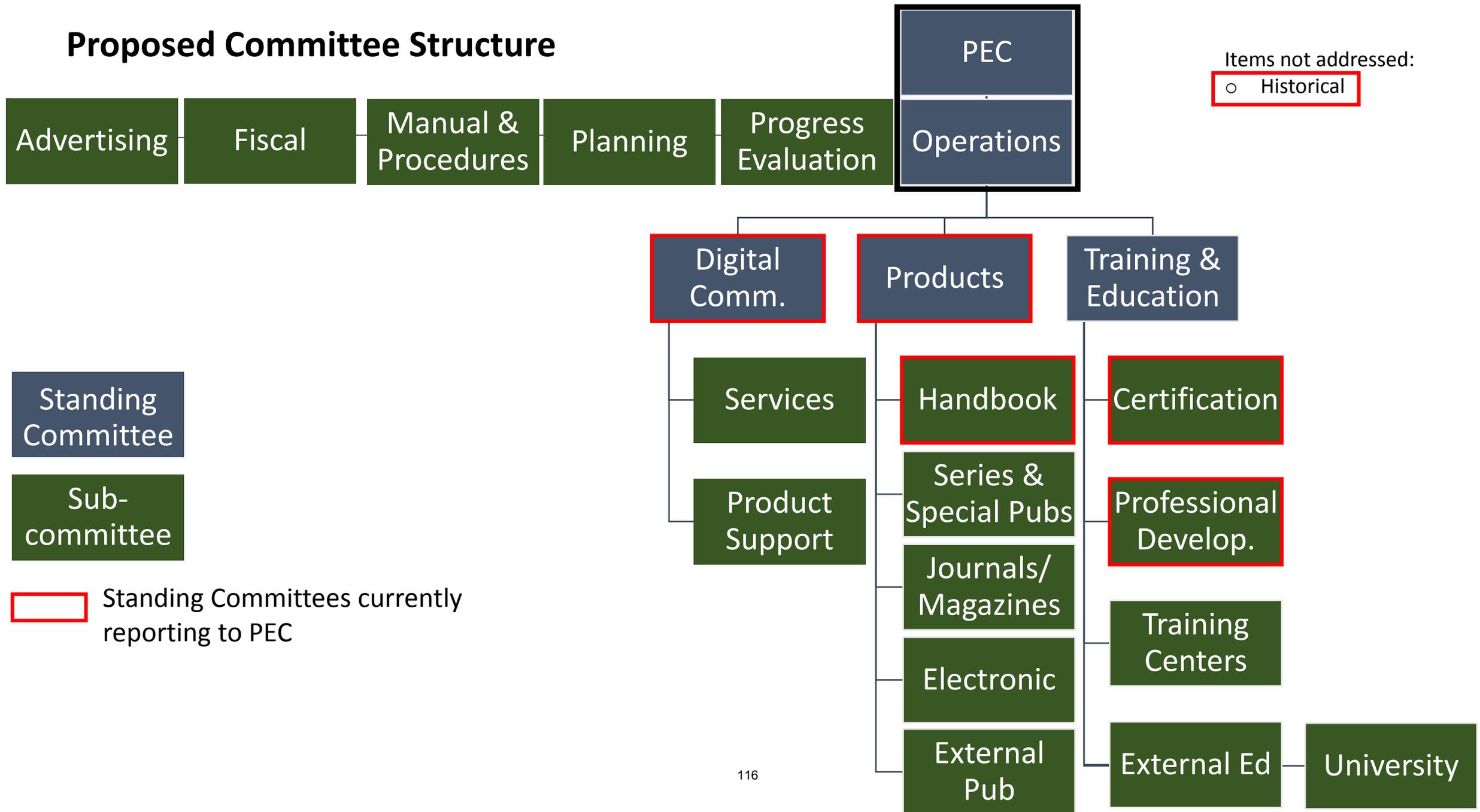
- Reshape the role of PEC and its subcommittees' functions
- Efficient use of volunteer and staff time
- More effectively use volunteer talent and knowledge to provide direction on all publication and education member products
- Improve communication and planning between all things publication and education related
- Build in an evaluation process of committee progress on Council and Society Strategic Plan
- Organize in a logical manner all ASHRAE PEC responsibilities
 - Staff transition
 - New responsibilities as ASHRAE evolves and adds services

Existing Committee Structure



Not addressed – training centers, external education and pubs

Proposed Committee Structure



Items not addressed:
○ Historical

Standing Committee

Sub-committee

Standing Committees currently reporting to PEC

PEC / Operations

(Monitor and Planning)

Manual & Procedures

- Maintain MOP & ROB of PEC
- Assist with committees' MOP & ROB
- Act as a resource for rule interpretation
- Assist w/ motions

Planning

- Set strategic direction
- Develop MBOs
- Prioritize resource allocations
- Ensure alignment with Society Strategic Plan
- Identify future PEC leadership

Fiscal

- Manage budget
- Review for potential efficiencies
- Provide data to help drive decisions

Progress Evaluation

- Review MBO progress
- Recommend action when goals are not met
- Evaluate & document progress toward Society Strategic Planning goals

Advertising

- Recognize advertising opportunities
- Evaluate advertising and sales yield and potential

Digital Communications

(Monitor and Planning)

Products Support

- Bookstore
- Technology Portal
- Learning Portal

Services

- eNewsletter
- Webpage
 - Society
 - Chapter
- Basecamp
- Social Media
- Job Board
- Supplier Directory

Products

(Monitor and Planning)

Handbook

- Manage the development and revision of Handbook content
- Provide effective means for content delivery
- Assist TC's to identify new content developers (authors)

Series & Special Pubs

- Standards
- User Manuals
- Guidelines
- Research Project Output
- Books
- AEDGs
- Charts/Tools
- ASHRAE Transactions
- Proceedings

Journals / Magazines

- ASHRAE Journal
- S&T for the Built Environment
- HPB Magazine
- ASHRAE Insights

Electronic

- Develop Apps
- Develop Databases
- Develop Software
- Support Publications w/ electronic delivery

Society Relations

- Research Reports / Papers
- Position Statements
- Position Documents
- Public Policy Issue Briefs
- Impact Brochures
- Sponsored White Papers
- Other publications outside the purview or PEC

Training and Education

(Monitor and Planning)

Professional Development

- E-learning
- Certificates
- Instructor Led Courses
- Self-Directed Learning
- In-Company Courses
- Chapter Resources

Training Centers

- Develop strategy for the evaluation of existing and need for additional training centers
- Assist in the review of training centers – effectiveness and financial impact
- Assist in identification of courses for each training center

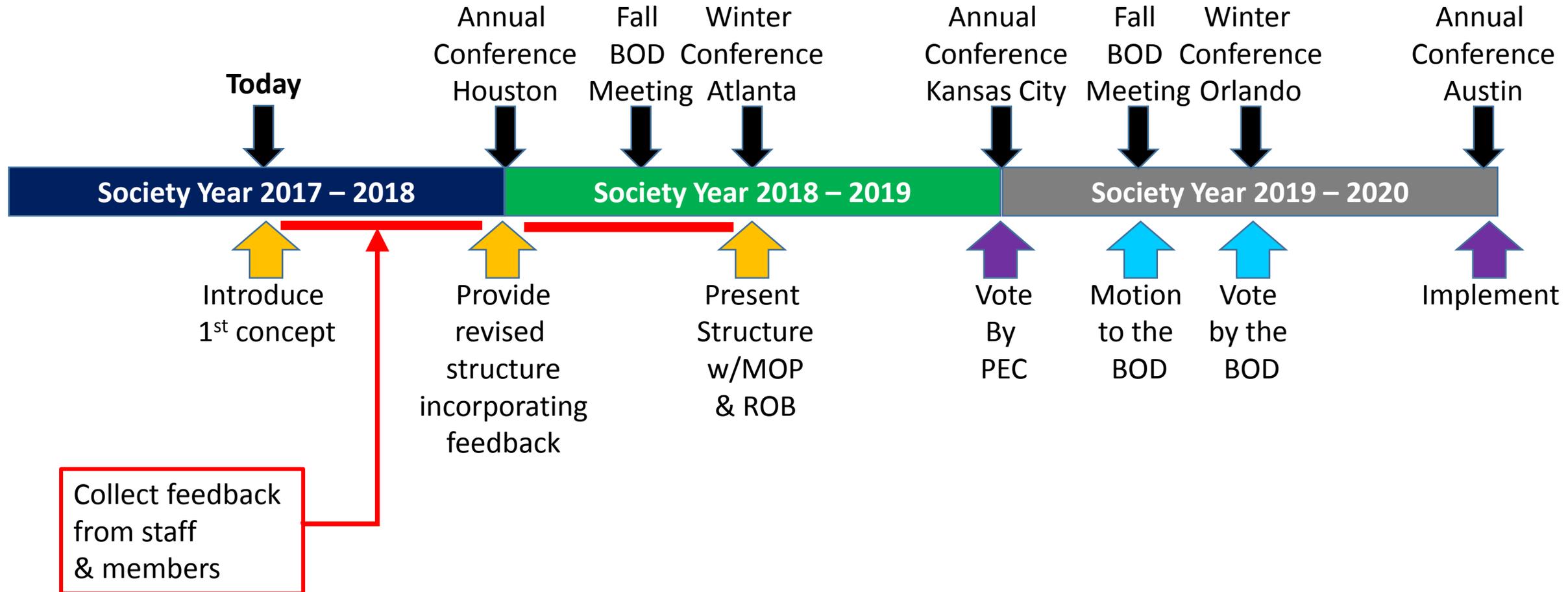
Certification

- ASHRAE Career Enhancement Curriculum Program
- Maintain existing certifications and development of new
- Evaluate market demand
- Develop strategy for evaluation

External Train./Ed.

- ASHRAE Webinars
- Supplier Webinars
- Training Materials – committees, Building EQ, etc.
- University Course(s)

Implementation Time Line



**REPORT TO BOARD OF DIRECTORS
From Publishing & Education Council (PEC)
As of January 23, 2018**

Recommendations for BOD Approval:

1. None.

Information Items:

Journal Advertising Sales Subcommittee

1. ASHRAE Journal's advertising share-of-market (SOM) for January to December 2017 is 62%, a three-percent increase compared to the same time in 2016, in a three-publication competitive market. While ASHRAE Journal did not sell as many advertising pages in the past 12 months, its competitors have also lost advertising pages during the same time period, resulting in the aforementioned gain in SOM. In 2017, the Journal had 228 active advertising accounts, which is three more net advertisers than in 2016.
2. ASHRAE Media is increasing opportunities with sponsorships, online advertising, eNewsletters and supplier webinars. Programs are often sold in packages as part of an integrated marketing strategy to maximize available audience channels along with a print advertising campaign.
3. Staff liaison Steve Comstock showed charts provided to the strategic planning committee relating to advertising. The first chart showed actual advertising revenues along with projected increases in sales revenue to ASHRAE. Total revenue is expected to increase gradually based on today's market conditions and new opportunities offered by publishing staff. The second chart illustrated the total reach for advertising based on offerings through the year. More than 13 million impressions are provided for advertisers' messaging.
4. January-only advertising sales for 2018 shows total revenue consistent with previous January sales. However, the distribution of revenue to online-only and sponsorships has grown while print advertising has declined. More advertisers have been focusing on online-only advertising with lower rates than online advertising. However, most of ASHRAE Journal's advertising revenue still comes from print ads.
5. HPB magazine advertising earned more than \$83,000 for the Fall and Winter issues, which is approx. \$10,000 more than budgeted and \$25,000 more than earned for the previous Fall and Winter issues. While sales have increased for HPB magazine, Mr. Comstock advised the committee that commission expenses increase in proportion to sales.
6. A complimentary subscription to HPB magazine was sent to approximately 200 governmental, regulatory and code officials involved with the ASHRAE Grassroots Government Advocacy Committee. ASHRAE created a special subscription form for fulfillment of a one-year digital subscription to the magazine. The outreach effort is continuing to reach these stakeholders involved with efficient and sustainable buildings.
7. The subcommittee discussed concerns raised at Members Council regarding supplier webinars promoted by ASHRAE. It was noted that webinars are clearly labelled advertising but the complaint was ASHRAE does not allow commercial presentations by chapters. It was noted that for the 2017 calendar year, ASHRAE sold six webinars to advertisers for \$85,000 gross sales revenue. Six additional webinars were sold as part of packages, totaling nearly \$350,000 in sales. Orders for all available supplier webinars in 2018 are sold out for ASHRAE Journal. All competing publications offer webinars to advertisers. Removing this option would negatively impact future sales, including direct revenue from webinars along with programs including webinars. There was no action taken, but a comment was made that supplier webinars represent a shift in how advertising is sold in today's market.

eLearning Subcommittee

8. The subscription revenue for ASHRAE eLearning continues to grow with the majority of subscriptions coming from individual subscribers. ASHRAE continues its marketing efforts to rebuild corporate subscriptions, which have previously shown to be great source of revenue for eLearning. Marketing efforts include weekly targeted emails to selected current and previous corporate customers, chapter outreach through CTTC, monthly email to new members for the month, quarterly emails to corporations, face-to-face promotion at ASHRAE conference, and eLearning portal video hosted on ASHRAE.org as well as pushed out through social media. The annual subscription revenue is 96.9k with a forecast of 210k, on a budget of 210k.
9. eLearning Subcommittee reported on new course development. In an effort to broaden and diversify the eLearning course catalog as well as meet member learning needs, eLearning continues to work with member volunteers to design and develop new courses. Below is a list of recently completed, under development, and proposed courses. (*Attachment A*)

Fiscal Planning Subcommittee

10. Fiscal Planning Subcommittee reviewed PEC financial statements through December.
11. Fiscal Planning Subcommittee reported that the Board had approved providing Economy Courier distribution of the 2018 ASHRAE Handbook from the Opportunity Fund to improve the success rate of delivery to members in countries other than US, Canada, and Europe.

Research Journal Subcommittee

12. The journal's 2016 Impact Factor (IF) is 0.928 for the former title, *HVAC&R Research*, and 0.880 for *Science and Technology for the Built Environment*. The 0.928 IF is a significant increase over its 2015 impact factor of 0.871. Its 2016 5-year impact factor is 1.284. The IF is split this year because of the title change in 2015; each IF reflects the citations in 2016 to the content published in the two iterations of the journal: content published in 2014 in *HVAC&R Research* and content published in 2015 in *STBE*. This IF year will be the last for *HVAC&R Research* and is the first for *STBE*. All future IF releases will deal strictly with content published under the *STBE* title; for example, the 2017 IF will show citations in 2017 to content published in 2015 and 2016, and both years reflect the new title. *STBE*'s rankings among journals are 31/61 (up 5 spots) in Construction & Building Technology; 78/130 (up 19 spots) in Engineering, Mechanical; and 36/58 (up 7 spots) in Thermodynamics.
13. The journal has a CiteScore (by Elsevier) of 1.01, a Highest CiteScore Percentile of 66%, and a CiteScore Rank of 50/149 journals in Building and Construction. This metric is calculated in a manner similar to Impact Factor, although it uses a 3-year window instead of 2 years, and it includes editorials and book reviews, which Impact Factor does not.
14. ASHRAE members' usage of free online access to *STBE*, introduced in January 2017, increased by 20-25% during July-December over usage during the first half of the year. Overall 2017 subscription usage is up 23% on 2016 (approximately 38.6k versus 31.3k); this is following a trend of 28% usage increase in 2016 over 2015. The 2017 Q1-Q3 quarterly usage was consistently above 2016 Q1-Q4 quarterly usage.
15. *STBE* received 285 papers submitted during 2017 (the most ever), and published 106 papers (also the most ever).
16. Beginning in 2018, *STBE* is increasing the number of issues published per year from 8 to 10 (1520 pages/year). This is being done at no added cost to ASHRAE, and is accompanied by an increase in the subscription price. It is anticipated that this action will help increase the Impact Factor.
17. The *Science and Technology for the Built Environment* Best Paper award winner has been chosen and the results passed on to the Honors and Awards Committee. The winner will be announced at the Annual Conference Plenary Session in Houston.

18. The editor-in-chief is liaising with the Conferences and Expositions Committee (CEC) regarding ways to increase submissions to the journal and encourage presentations of papers at ASHRAE Conferences. Discussions include the topic of receiving two-page abstracts for conferences; the abstracts may then be targeted for development into full papers.
19. Two additional associate editors (for a total of 14) have been added, as approved by PEC in June 2017, in an effort to speed the journal's review process and publication time. Expansion of the reviewer pool using both ASHRAE and Taylor & Francis resources is also being studied.
20. Targeted outreach has been made to subscribers and to highly cited/downloaded authors to invite submissions of articles to STBE.
21. The subcommittee will review the effectiveness of 7 open-access (OA) papers offered by STBE during 2017 for consideration of future OA offerings.
22. The publisher's report from Taylor & Francis is shown in the *Attachment B*.

Certification Committee

23. Certification Committee reported the slate of nominees for the HVAC Designer Exam Subcommittee for the 2018-20 term was approved. The HVAC Designer certification is budgeted for development in 2018-19 with first exams to be administered at the 2019 Annual Conference.
24. Certification Committee reported the Building Commissioning Professional (BCxP) and Building Energy Assessment Professional (BEAP) certifications have been recognized by the U.S. Department of Energy (DOE) as meeting the Better Buildings Workforce Guidelines (BBWG).
25. In response to a Members Council request, the Certification Committee's comment on CRC Motion 42 is that crediting to ASHRAE Certified Professionals a certain number of years of experience when considering them for advancement to membership grade would promote awareness of certification.
26. Certification Committee reported effective March 31, 2018, the passing score and life-to-date pass rate will be published annually for each certification.
27. Certification Committee reported effective March 31, 2018, the Better Buildings Workforce Guidelines (BBWG) Code of Ethics will be adopted as a requirement for all ASHRAE certifications with current certificants required to agree to the Code of Ethics upon recertification. Currently, this Code of Ethics is a requirement for just the BCxP and BEAP certification programs. Note: in the Society Rules Committee meeting of January 31, 2017 there was "consensus that the BBWG aligns (and does not conflict) with ASHRAE's Code of Ethics."
28. Certification Committee completed its annual Management System Review, an ANSI requirement, evaluating the results of internal and external audits, feedback from applicants and candidates, assessment of ASHRAE's exam development and delivery contractor, an impartiality threat analysis, the status of preventive and corrective actions, follow-up actions from previous management reviews, and the 2017 complaints log.
29. Certification Committee 2018–19 MBOs were updated. (*Attachment C*)

Electronic Communications Committee (ECC)

30. ECC approved guidelines for the development and use of "Apps" by ASHRAE Groups to be posted on the ECC page of the ashrae.org website. (*Attachment D*)
31. ECC's social media subcommittee is reviewing all of ECC's guidance on various media types with an aim to make an overview document with sections on specific media types such as Facebook, Online Video, Apps, and other electronic means of communication.

32. ECC will continue rolling out Basecamp to Regions and Chapters during SY 2017-2018, and will investigate the Client's perspective for documents shared with them. In addition the committee will create slides on Basecamp best practice for input into CRC presentations.
33. ECC reported online document retention on ashrae.org was discussed. ECC recommends that the ASHRAE archive any documents (excluding publications) over 10 years old. These documents shall be maintained by ASHRAE, so that they can be requested by members, if not shown on the website.
34. ECC discussed awards given for ECC (website, newsletter, etc.) at the Region level and will put together a list to post on the ECC page of ashrae.org for informational purposes.
35. ECC is aware of action by staff to ensure ASHRAE is in compliance with the upcoming General Data Protection Regulation (GDPR) that goes into effect May 2018.
36. ECC discussed the response provided to Tennessee Valley Chapter – Motion 4e (10/14/2016). A revised response is available in (*Attachment E*)
37. ECC 2018–19 MBOs were updated. (*Attachment F*)

Handbook Committee

38. Handbook Committee continued training and promotion of the new ASHRAE Authoring Portal (authoring.ashrae.org), a collaborative authoring site, to TC Handbook Chairs in the Sunday training session. The Portal allows TCs or other authoring groups to store and revise copyrighted intellectual property in a secure, ASHRAE-approved location, with multiple authors able to work on a document simultaneously. Google Analytics data shows 1036 users and 20,448 pageviews in the last calendar year. The portal is also in use by ASHRAE Learning Institute (ALI), the REHVA/ASHRAE task force, several special publications, and SPC 200.
39. Handbook Committee reported during the last calendar year, ASHRAE Handbook Online had 33,309 unique users and 353,975 pageviews. There are now 14,608 active subscribers.
40. Handbook Committee approved a new chapter on occupant-centric sensing and controls for the 2019 HVAC Applications volume. The chapter is assigned to MTG.OBB (Occupant Behavior in Buildings).
41. Handbook Committee reported a new Review Subcommittee consisting of members from the 2021 Fundamentals Volume Subcommittee has been established to review chapters from the 2017 Fundamentals volume and share those review results with the TCs for consideration in the next revisions.
42. Handbook Committee 2018–19 MBOs were updated. (*Attachment G*)

Historical Committee

43. Historical Committee approved a timeline with the approved budget for 125th anniversary. (*Attachment H*)
44. Historical Committee approved a proposal for the “HVAC&R Giants of the Industry” project, for the 125th anniversary; will require adjustment to the budget allocation for 2018/19. (*Attachment I*)
45. Historical Committee passed a motion to develop an “ASHRAE Historical Markers” program to recognize and identify historically important locations, projects, milestones, etc. similar to those of other engineering societies, such as IEEE, ASME, and ASCE.
46. Historical Committee passed a motion to request that the Historical PAOE category be included as one of the categories for which the minimum points must be earned for chapters to receive the Presidential Award of Excellence (PAOE).

47. Historical Committee referred a motion to PEC from Region IV CRC to move the Historical Committee from reporting to PEC to Members Council as a grass roots committee, and to include the Regional Historians as Voting Members of the committee. PEC voted to extend this CRC motion in light of the PEC Ad Hoc on ASHRAE restricting before reporting to Members Council (*Attachment J*)
48. Historical Committee discussed in detail the final list of projects for the 125th anniversary and all progress made by the Committee on project development. (*Attachment K*)
49. Historical Committee members attended all Section TC/TG Chair breakfasts to solicit Technical Committee papers and presentations for 125th anniversary.
50. Historical Committee will review, update and redline committee documents prior to the Annual Conference, correcting discrepancies and resolving inconsistencies.
51. Historical Committee identified three potential Leadership Recall interviews to be conducted during the Annual Conference, including Presidential Members Lynn Bellenger (posthumous) and Tim Wentz.
52. Historical Committee will develop a proposed policy for record retention of ASHRAE documents and items of historical importance to be included as a Rule of the Board (ROB).
53. Historical Committee selected the Lou Flagg Award winner for 2018.

Professional Development Committee (PDC)

54. PDC met with several course presenters and discussed ways to improve course content and coordination with other ASHRAE course offerings. PDC will develop an affinity diagram to help identify courses that present similar or advanced ideas. An event similar to the DL mixer was discussed as a possible way to get presenters together to exchange ideas.
55. PDC is developing a roadmap to guide new engineers toward courses that can help them develop their knowledge in the engineering field. Additional discussion included pairing the roadmap with mentoring whenever possible
56. PDC had a discussion about how ASHRAE could use its ties with other organizations to assist them with our program products. CIBSE, ISHRAE, Building Code officials and others have expressed an interest; PDC will work with staff to follow up on these opportunities.
57. PDC reported two (2) new courses will be presented at the 2018 Winter Conference - Chicago and two (2) more are being developed for presentation at the 2018 Annual Conference - Houston.
58. PDC reported the Building EQ curriculum has been made available; 25 universities have downloaded the curriculum. User feedback is expected to be available in mid-2018. The committee will review the feedback before pursuing additional course development.
59. PDC spent some time brainstorming ideas for new courses and new delivery methods. Ideas included virtual reality presentations, hands-on site visits and interactive facilitator type presentations with problem solving exercises. The committee will follow-up with TCs and instructors on several potential course ideas
60. PDC 2018–19 MBOs were updated. (*Attachment L*)

Publications Committee

61. Publications Committee reported the new 90.1 Portal containing the 2016 standard, user's manual, and redline version has been launched with a free trial available until March 15, 2018.
62. Publications Committee reported two apps, HVAC PT Chart and HVAC Duct Sizer, have been newly cobranded by ASHRAE and are available in the Apple store. The Android versions will be released within the next month.

63. Publications Committee reported the web app for modeling compliance with Standard 90.1-2010 using the Energy Cost Budget (ECB) Method described in the standard now has 994 users and 665 projects registered.
64. Publications Committee reported the winner of the 2017 *ASHRAE Journal* Paper of the Year award was selected, with the results forwarded to the Honors and Awards Committee for presentation in June at the Annual Conference in Houston.
65. Publications Committee reported Liaisons from the committee contacted authoring groups regarding the need for revision or replacement of ASHRAE publications four or more years old.
66. Special publications completed from January 2017 through January 2018 are listed in Attachment M.
67. A status summary of upcoming publications is shown in *Attachment N*.
68. Publications Committee 2018–19 MBOs were updated. (*Attachment O*)

PEC Ad Hoc on ASHRAE Restructure Review

69. Julia Keen presented the proposal on ASHRAE restructure and requested feedback from PEC members before Mar 12, 2018.

Date _____

Chair _____

New/Proposed/Upcoming Courses		
Course Name/Title	Status	Completion Date
Recently Released		
Refrigerant Literacy - UNEP	Launched	July 2017
Introduction to Refrigerants	Launched	October 2017
Refrigerant Selection	Launched	October 2017
Refrigerant Management	Launched	October 2017
Under Development		
Sound Management of Refrigerants - UNEP	Content development underway	April 2018
Pending Contracts / Proposed		
Clean Air Infiltration	Proposed	Unknown
Designing Toward Net-Zero Energy Commercial Buildings	Proposed	Unknown
Standard 90.1-2016: HVAC/Mechanical	Proposed	Unknown
BIM Process, Practice and Workflow	Pending	Unknown
Building Energy Modeling (BEM)	Pending	Unknown
The Last Word on Energy Audits	Pending	Unknown
Thermal Comfort - Update	Pending	Unknown

Existing Courses by Package		
<i>Course Package Name</i>	<i>Total PDHs</i>	<i># of Courses</i>
Building Performance	10	3
System Design	5	3
Sustainability	25.5	7
Loads and Modeling	3.5	2
Fundamentals: HVAC Systems	19.5	9
Components and Equipment	11.5	6
System Essentials	10	4
Air Systems	2.5	3
Hydronic Systems	11	4
Special Systems	7	2
HVAC Control Systems (I-P)	36.5	9

HVAC Control Systems - SI	23.5	5
DDC Controls -I-P	8	2
DDC Controls - SI	9	2
AC and Refrigeration Principles	4	3
Electrical System Design	6.6	5
Standard 62.1: Ventilation for Acceptable Indoor Air Quality	10.1	5
Standard 90.1: Energy Standard for Buildings	9.8	4
Standard 189.1-2011 - High Performing Green Buildings	7.5	3
Data Center Design	5.5	4
Refrigerants	4.5	3

During the meeting, a report of eLearning product quantity sales was requested. This was sent to the Subcommittee.

1. Phase 2 Status - Learning portal infrastructure development

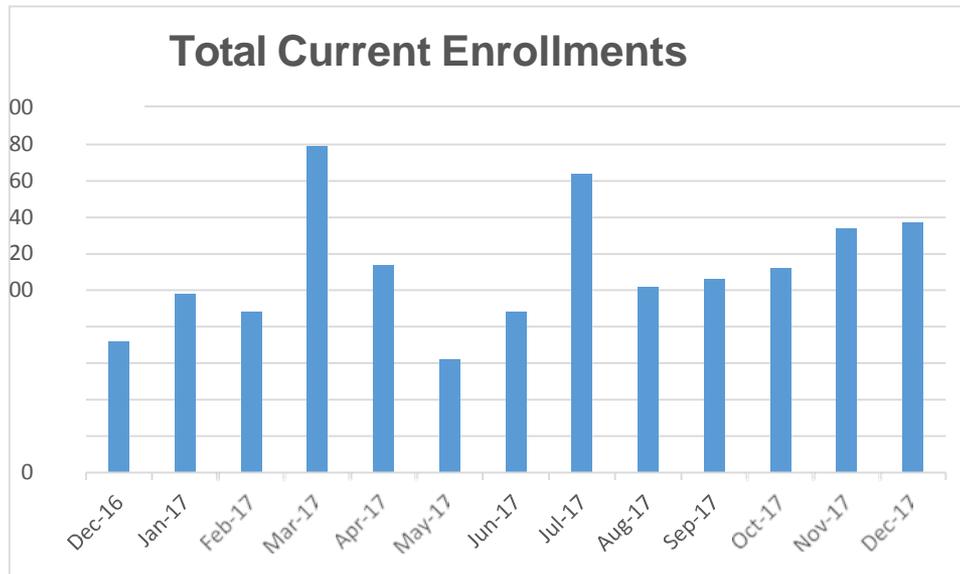
In an effort to consolidate all ASHRAE education offerings into a single, easily accessible database, ASHRAE staff is working on phase 2 of the learning portal infrastructure development. Phase 2 will put all ASHRAE training on one platform, making it easy for the user to search, review, and register for ASHRAE education offerings. The training to be hosted on the learning portal includes, eLearning, Instructor-Led Training, and Self-Directed Learning. A mock-up of the learning portal work-flow was shared during the eLearning subcommittee meeting. The anticipated completion date for this project is 6/1/2018.

The need to highlight new and upcoming training was discussed. ASHRAE staff will work on refining the proposed workflow, so that new and upcoming training is highlighted, making it easier for members to search and find new and scheduled training.

ASHRAE
eLearning Interactive On line (5-551-551008)
For the Five Months Ending Thursday, November 30, 2017

Month of Nov		Fiscal YTD Through Month of Nov				TWELVE MONTHS ENDING JUNE 30						DRAFT	DRAFT	
Actual	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Budget	Budget	Budget		
FY 2017	FY 2018	FY 2018	FY 2017	FY 2017	FY 2018	FY 2018	FY 2015	FY 2016	FY 2017	FY 2018	FY 2018	FY 2019	FY 2020	FY 2021
REVENUES:														
23.6	\$0.8	34.4	\$1.0	\$1.1	\$0.8	\$1.2	32 Royalty Income	\$1.8	\$5.9	\$2.3	\$2.4	\$2.4	\$2.4	\$2.5
	17.9		28.0	145.8	96.9	40.8	35 Registration/Pgm Fees	290.2	397.6	350.0	143.8	210.0	210.0	250.0
							41 Transfer From Foundation	50.0	50.0	53.6	50.0	40.0	40.0	40.0
							46 Miscellaneous Income				75.0	75.0	75.0	75.0
23.6	18.7	40.7	29.0	146.9	97.6	73.3	TOTAL REVENUES	342.0	453.5	405.9	195.8	327.4	327.4	367.4
EXPENSES:														
4.6	5.0	4.7	25.7	9.1	27.8	26.1	51 Salaries	35.1	34.0	46.7	64.0	65.0	67.7	52.6
1.6	1.4	1.3	7.4	2.9	9.1	7.5	52 Payroll Taxes & Benefits	9.8	9.8	13.4	20.8	19.2	18.1	20.0
	0.1	1.6	14.4	17.9	0.6	7.8	61 Promotion	0.9	17.9	17.9	34.0	18.6	18.6	19.0
	1.8			1.1	2.7		66 Travel Staff			2.6	(0.8)	2.7	2.7	2.8
							84 Outside Services-Computer Consultants		50.0					
				12.1	11.0		84 Development Costs	8.0	22.3	30.0	2.5	50.0	50.0	51.5
2.4	2.4	1.8	80.7	14.3	28.3	61.2	84 Outside Services-Other Services	29.9	137.7	125.0	158.1	120.0	120.0	40.8
1.3	0.8	0.8	4.0	2.4	4.2	2.4	88 Credit Card Charges	8.2	18.6	5.0	8.7	5.2	5.2	5.5
							90 Depreciation Expense	45.8						
10.0	11.5	10.2	132.1	59.8	83.8	104.9	TOTAL EXPENSES BEFORE OH & BOD	137.6	290.2	240.6	287.4	280.7	279.5	205.5
5.9	6.7	4.8	36.2	14.4	39.7	29.0	91 Allocation of Overhead & BOD	51.2	45.6	72.6	89.0	71.5	71.5	72.6
	18.2	15.0	168.3	74.2	123.5	134.0	TOTAL EXPENSES including OH & BOD	188.8	335.8	313.1	376.4	352.2	351.0	278.1
7.6	0.4	25.7	(139.3)	72.7	(25.9)	(60.6)	SURPLUS (DEFICIT) after OH & BOD	153.2	117.8	92.7	(180.7)	(24.8)	(23.6)	89.3

Total Current Enrollments By Month

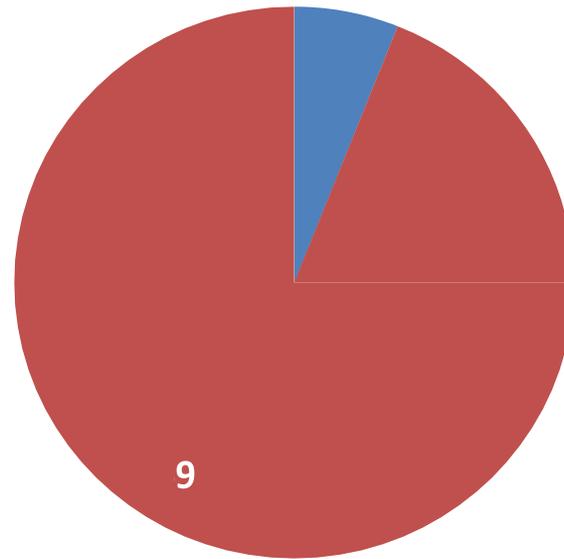


* Subscribers from all sources with a current 12 month subscription



Cumulative 12 Month Enrollment Type

Enrollment Type Based on 12 Months

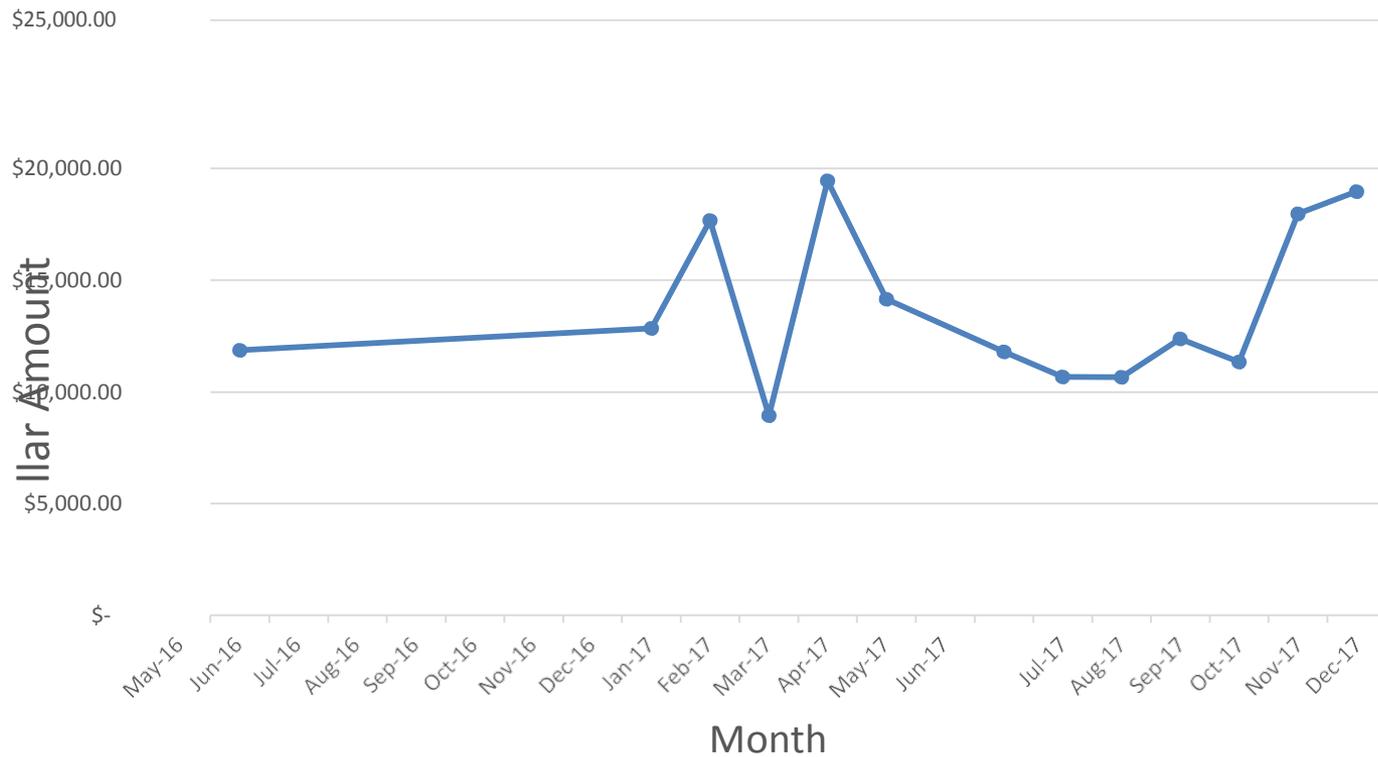


■ Corporate ■ Individual



Revenue Trend By Month

12 Months Revenue Trend



NEW COURSE DEVELOPMENT STATUS

Course Name/Title	Status	Completion Date
<i>Recently Released</i>		
Refrigerant Literacy - UNEP	Complete	Jul-17
Introduction to Refrigerants	Complete	Oct-17
Refrigerant Selection	Complete	Oct-17
Refrigerant Management	Complete	Oct-17
<i>Under Development</i>		
Sound Management of Refrigerants - UNEP	Content Review	Apr-18
<i>Pending Contracts</i>		
Clean Air Infiltration	Proposed	Unknown
Designing Toward Net-Zero Energy Commercial Buildings	Proposed	Unknown
Standard 90.1-2016: HVAC/Mechanical	Proposed	Unknown
BIM Process, Practice and Workflow	Pending	Unknown
Building Energy Modeling (BEM)	Pending	Unknown
The Last Word on Energy Audits	Pending	Unknown
Thermal Comfort - Update	Pending	Unknown

EXISTING COURSES BY PACKAGES

<i>Course Package Name</i>	<i>Total PDHs</i>	<i># of Courses</i>
Building Performance	10	3
System Design	5	3
Sustainability	25.5	7
Loads and Modeling	3.5	2
Fundamentals: HVAC Systems	19.5	9
Components and Equipment	11.5	6
System Essentials	10	4
Air Systems	2.5	3
Hydronic Systems	11	4
Special Systems	7	2
HVAC Control Systems (I-P)	36.5	9
HVAC Control Systems - SI	23.5	5
DDC Controls - I-P	8	2
DDC Controls - SI	9	2
AC and Refrigeration Principles	4	3
Electrical System Design	6.6	5
Standard 62.1: Ventilation for Acceptable Indoor Air Quality	10.1	5
Standard 90.1: Energy Standard for Buildings	9.8	4
Standard 189.1-2011 - High Performing Green Buildings	7.5	3
Data Center Design	5.5	4
Refrigerants	4.5	3

All Courses

eLEARNING - INSTRUCTOR LED - SELF-DIRECTED

All Courses

[Advanced High-Performance Building Design **ES Practices**](#)

[Basics of Combined Heat & Power](#)

[Basics of High-Performance Building Design](#)

[Building Demand Response and the Coming Smart Grid](#)

[Cogeneration from the Basics through Operation - **6-hour seminar**](#)

[Combined Heat and Power: Creating Efficiency through Design & Operations **ES Practices**](#)

[Commercial Building Energy Audits - **6-hour seminar**](#)

[Designing Toward Net-Zero Energy Commercial Buildings **ES Practices**](#)

[District Cooling & Heating Systems: Central Plants](#)

[Energy Efficiency in Data Centers **ES Practices**](#)

[Effective Energy Management in New & Existing Buildings **ES Practices** – **6-hour seminar**](#)

[Energy Management Best Practices **ES Practices**](#)

[Energy Modeling Best Practices and Applications **ES Practices**– **6-hour seminar**](#)

[Evaluation Methods for High-Performance Green Buildings](#)

[High-Performance Building Design: Applications & Future Trends **ES Practices**](#)

[IT Equipment Design Evolution & Data Center Operation Optimization](#)

[Operations & Maintenance of High-Performance Buildings – **6-hour seminar**](#)

All Courses

eLEARNING -

INSTRUCTOR LED -

SELF-DIRECTED

eLEARNING -

**View All
eLEARNING**

**Individual
Courses**

**Course
Packages**

Libraries

All Courses

eLEARNING -

INSTRUCTOR LED -

SELF-DIRECTED

INSTRUCTOR LED -

**View All
INSTRUCTOR
LED**

**HVAC Design
And Operation
Training**

**Middle East
Training Center**

**2018 Chicago
Winter
Conference**

Online

SELF-DIRECTED

Continuing Education Opportunities from the ASHRAE Learning Institute

ALI offers Learning Texts for self-study or group training with instructor materials. Texts cover the basics of what practicing engineer needs, and skill development exercises are included to evaluate progress.

Few engineers entering the HVAC&R industry have a complete understanding of HVAC&R fundamentals. Now they can learn the basics from self-directed and group learning course books. Designed to make the process easy and interesting, ASHRAE Learning Institute offers these flexible and affordable learning texts for evaluating success in HVAC&R.

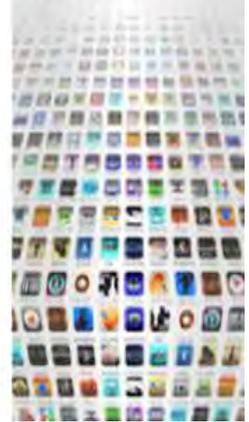
Each course book includes the following:

- Clear and concise discussion of the technical topic covered
- Examples that show how to apply the lesson's principles
- Skill development exercises that test students' ability to apply the newly acquired knowledge and answer sheets to assess progress in learning the material

Compare Products

You have no items to compare

Simple.
Portable.
Universal.



SAMPLE COURSE LISTING – INSTRUCTOR-LED

Select a Date/Location from the red drop down.

	HVAC Design: Combo (Level I & II) provides intensive, practical training ideal for recent technical or engineering school graduates, engineers new to the HVAC field, those who need a refresher in new technologies, and facility managers, sales representatives and others who want to gain a better understanding of HVAC fundamentals, equipment and systems.	All Available Dates & Locations <input type="text" value="Choose..."/> Choose... Tampa, FL, January 8-10, 2018 Dubai, UAE, Global Training Center-Dubai, January 14-16, 2018 Las Vegas, NV, February 5-7, 2018 Atlanta, GA, February 26-28, 2018	\$1,264.00 Learn More
	HVAC Design: Level I - Essentials provides intensive, practical training ideal for recent technical or engineering school graduates, engineers new to the HVAC field, those who need a refresher in new technologies, and facility managers, sales representatives and others who want to gain a better understanding of HVAC fundamentals, equipment and systems.	All Available Dates & Locations <input type="text" value="Choose..."/>	\$1,264.00 Learn More
	HVAC Design: Level II - Applications provides intensive, practical training ideal for recent technical or engineering school graduates, engineers new to the HVAC field, those who need a refresher in new technologies, and facility managers, sales representatives and others who want to gain a better understanding of HVAC fundamentals, equipment and systems.	All Available Dates & Locations <input type="text" value="Choose..."/>	\$1,264.00 Learn More



MORE VIEWS



Columbus, OH Level 1 HVAC Design Training

[Email to a Friend](#)

Availability: In stock

Regular Price: ~~\$1,264.00~~

Your Price \$1,214.00

Early Bird & Member Pricing

Group Pricing

Buy 3 for \$909.00 each and save 26%

Enrollment

Enroll me -\$0.00

Send me enrollment code(s) -\$0.00

Individual purchase

Group purchase

Regular Price: ~~\$1,264.00~~

Your Price \$1,214.00

Qty: 1

[Add to Cart](#)

Columbus, Ohio, October 16 - 20, 2017

Additional information on this Training appears below:

Qty: Add to Cart

Columbus, Ohio, October 16 - 20, 2017

Details

Fee Covers: Course admittance, course materials, publications, break refreshments, and lunches. Company Discount Fee: Enroll 3 or more participants from the same company at the same time and save.

HVAC Design: Level I - Essentials

ASHRAE's HVAC Design: Level I - Essentials training provides participants with instruction that accelerates their transformation into effective members of a design, construction or facilities maintenance team. Developed by industry-leading professionals selected by ASHRAE, the training provides attendees with the fundamentals and technical aspects of HVAC design. Attendees will gain practical skills and knowledge to design and maintain HVAC systems that can be put to immediate use.

In addition to gaining in-depth knowledge and understanding, attendees will receive real-world examples of HVAC systems based on the renovated ASHRAE Headquarters building. The training also teaches a systematic approach to guide a design team to a solution that optimally meets the client's expectations. Engineered drawings of the ASHRAE Headquarters renovation will also be discussed so participants are exposed to plan reading and visual understanding of system design.

Who Should Attend

- Engineers new to the HVAC industry, including recent engineering graduates lacking practical experience
- Facilities managers involved in new construction or major renovation projects
- Technicians who would like to gain design knowledge
- Architects who want to understand HVAC system design
- Sales engineers and HVAC equipment suppliers who want to gain a broad knowledge of HVAC systems

How Your Firm Will Benefit

The training helps attendees understand:

+	Agenda	Instructors	PDH & Continuing Education	Primary References	Bonus	Location & Lodging	Cancellation Policy
+							

Core Subscriptions

- 2017 Institutional Subscriptions = 81 (P+O = 31; OLO = 50)
- 2017 Individual Subscriptions = 3 (H)
- 2017 ASHRAE-sponsored Institutional member subscriptions = 3
- **Total 2017 core subscriptions = 87**

Usage

- 2017 usage up 23% on 2016 (approx. 38.6k vs. 31.3k)
- Following trend of 28% usage increase 2016 over 2015
- 2017 Q1-Q3 quarterly usage consistently above 2016 Q1-Q4 quarterly usage

Top Article Jul-Dec 2017

- 452 full-text downloads : Traffic noise level predictions for buildings with windows opened for natural ventilation in urban environments (Moon Keun Kim, Christopher Barber, Jelena Srebric) – Vol. 23(5) July 2017 ○ Open Access; 813 views as of 4 Jan 2018
- 4 of top 5 articles downloaded in this period are from 2017 issues; 3 from issues from the second half of the year – shows timeliness of content

ASHRAE TPS access Jun-Dec 2017

Full-text total approx. 20-25% higher than first half of 2017

Publication	Service	Print ISSN	Online ISSN	Jun-2017	Jul-2017	Aug-2017	Sep-2017	Oct-2017	Nov-2017	Dec-2017	Reporting Period Total
Science and Technology for the Built Environment	List of Issues	2374-4731	2374-474X	102	117	154	80	145	103	78	779
Science and Technology for the Built Environment	Table of Contents	2374-4731	2374-474X	71	171	170	47	124	91	65	739
Science and Technology for the Built Environment	Abstracts	2374-4731	2374-474X	12	6	27	12	29	22	17	125
Science and Technology for the Built Environment	References	2374-4731	2374-474X	0	1	9	9	10	3	0	32
Science and Technology for the Built Environment	Full-text HTML	2374-4731	2374-474X	38	46	85	61	92	80	31	433
Science and Technology for the Built Environment	Full-text PDF	2374-4731	2374-474X	31	107	85	69	64	56	124	536
Science and Technology for the Built Environment	Full-text Total	2374-4731	2374-474X	69	153	170	130	156	136	155	969
Science and Technology for the Built Environment	Supplementary Material	2374-4731	2374-474X	0	0	0	0	0	0	0	0

Marketing

Social Media start-up pack that T&F just put together – Alexa to share with MB, RR, SC, LR

Certification Committee MBOs Society Year: 2017-2018 Chair: Cameron Labunski (Jan. 20, 2018)

Objective	SP	Comp. Date	Fiscal Impact	Resp	Status	Comment
1. Attain 80% recertification rate for the 2017 renewal class, exceeding the industry average of 76%.	1B, 3D, 4B	3/31/18	Currently budgeted.	Chair, Staff	In progress	2017 is first year CPMPs must renew as BCxPs, a process, which requires an exam.
2. Grow the number of certification applications by 10% over 2015-16.	1B, 2C, 3C, 4A, 4B	6/30/18	None, Staff Time	Staff	In progress	2015-16 application total of 500 was record high.
3. Enhance relevancy of ASHRAE certification to ASHRAE members & the industry in general.	1B, 4A	9/30/17	Volunteer and Staff Time		In progress	- Pursue DOE recognition of BCxP and BEAP. COMPLETED. - Possible MOU ALREADY IN PROGRESS.
4. Manage certification programs against the ANSI/ISO/IEC 17024 accreditation standard.	2C, 4B	6/30/18	Currently budgeted.	Chair, Staff, Certification Committee	In progress	Following the 2017 year 2 assessment, ASHRAE granted continued accreditation under the ISO/IEC/ANSI 17024:2012 standard for the BEAP, BEMP, CPMP & HBDP. BCxP accreditation granted in Jul 2017. Exam development planned for the BEAP, HBDP & HFDP.
5. Consider a motion to recommend to PEC support of a new HVAC Designer certification.	1B, 2C, 4B	1/30/18	Currently budgeted.	Chair, Staff	Complete	Initially to take place at the 2018 Winter Meeting, however, the Certification Committee completed this item in the Jun 2017 meeting. State of HVAC Designer Exam Subcommittee members ratified 2018-01-20.
6. Evaluate the certification and recertification application fee schedule in Dec 2017.	1B, 2C, 4B	12/31/17	Currently budgeted.	Chair, Staff	In progress	The last time the fee schedule was evaluated was Dec 2015, resulting in the first fee increase in the history of the program. Decision made in Chicago at 2018 Winter meeting to maintain current fee schedule through Jun 2019, & reevaluate fee Jan 2019.

Recommendations for Strategic Planning:

SP 2014 = Strategic Plan 2014 Initiative addressed by objective

1: Market Prioritization – Member Passion and Core Market

B. Only through close communication with its key constituencies can ASHRAE deliver relevant and timely products and services. ASHRAE will research the true impact of its standards and technology and share the results with the world. ASHRAE will actively reach out to its key

constituencies to achieve open, two-way dialogue. The dialogue will be used to validate programs and identify new opportunities.

2: ASHRAE Efficiency – Organizational Assessment

- A.** ASHRAE must become more agile so that it can deliver products and services in a timely manner while respecting the value of volunteer time. ASHRAE will review all aspects of the organization to identify and remove encumbrances to agility and the respectful use of volunteer time.
- B.** Alignment with other existing organizations may be the fastest way to achieve success. ASHRAE will consider all arrangements on working with other existing organizations, including consolidation, partnerships, and joint ventures.

3: Applied Product Development

- C.** The world of prescriptive and performance-based standards is changing. ASHRAE will work with other standards development organizations (SDOs) to map a course through this changing environment that will deliver the most positive impact to the market place.
- D.** Professional development is a keystone of ASHRAE that can be delivered through our grassroots organization. ASHRAE will develop a comprehensive portfolio of practical applications courses intended to be delivered through our grassroots organization.

4: ASHRAE's Role in the Global Community

- A.** ASHRAE has already had significant impact in many countries around the world, but there is more that can be done. ASHRAE will conduct a detailed analysis of the needs of its global members and opportunities to work with organizations outside North America. ASHRAE will develop a strategy to serve its international members and participate in international markets. These strategies will be added to this strategic plan once approved by the Board of Directors
- B.** ASHRAE can learn from others about how to be effective in the global community. ASHRAE will work with consultants and other organizations to discover best practices and develop an approach to serve its members in the global community.

“APP” ACCEPTABLE USE AND DEVELOPMENT POLICY

An ASHRAE Document for Policy and Procedures for Web Content drafted by ASHRAE’s Electronic Communications Committee (ECC) has been passed by ASHRAE’s Publishing and Education Council and the ASHRAE Board of Directors and is part of the ASHRAE Rules of the Board (ROB) (1.201.010). The excerpt, ASHRAE Policy and Procedure for Format, Activity, and Content of Internet Sites for ASHRAE Groups (Includes social media), is available for reference on the Electronic Communications Committees page of the ASHRAE.org website.

This Document covers the rules and policy for Social Media under "Web Policy for ASHRAE Groups (including social media)". While Social Media and Apps are different, the guidelines are similar. Apps developed by ASHRAE groups should follow the approved guidelines in the Web Policy for ASHRAE groups.

In addition, the following should be considered:

“App” Acceptable Use and Development Policy

Definitions

- “App” refers to an application, especially as downloaded by a user to a mobile device.
- “Objectionable” refers to anything that advocates an illegal activity or could reasonably be considered obscene, threatening, hostile, indecent, harassing, or offensive. This includes, but is not limited to written, verbal, or graphic material, that would offend, harass, or threaten a reasonable person on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state or local law.

App Guidelines

(For Group administrators and Members of ASHRAE Groups who develop, set up and use mobile and online-based Apps)

Apps can encompass a broad range of sites, services and activity. Apps can be developed for membership, meeting planning, social networking, and more. Given the persistence of information on the web, most if not all of this is searchable and, capable of being tracked as well as being traced.

Apps can support the professional development efforts of ASHRAE Groups including ASHRAE Chapters.

Keeping that in mind, here are some reasonable guidelines for online activity by Chapters, Groups and Members, when participating online (including mobile devices). Hereafter all references to the origin of the posts online will be referred to as Group.

Chapters and Groups shall not develop apps that use ASHRAE technical data (such as Standard 62.1, ADPI, Standard 90.1, etc.). All apps, developed or shared, by chapters or groups shall be “social” in nature. If an individual wished to develop a technical app they should contact ASHRAE’s Publishing and Education Council with their idea or app.

Your Group’s Online Identity

Social media and apps can blur the line between personal and professional lives. Since your Group’s online identity is a trusted asset that you wish to build, be professional, courteous and respectful at all times. You are responsible for all of your online/mobile activity. Remember that referencing or attaching your email address to any app or communication by that app may imply that you are acting on the Group’s behalf. Per the web/social media policy, ECC encourages the use of email aliases in lieu of personal emails. If you list your work affiliation, then you should regard all communications and postings on that network as being professional in nature and governed by this and other Group policies.

Be responsible: You are responsible for what you develop and how you use the app. When using an email address or official Computer to engage in any social media or professional social networking activity, the Group regards such actions as public, and the posting will be held fully responsible for any and all related activities. Always be honest and respectful.

Be transparent: When participating in any professional online community, disclose your identity as well as your professional and/or personal interest. When posting information, always use your name or ASHRAE position: never create an alias (other than an ASHRAE email alias), and never be anonymous. Follow the rules in the ASHRAE Policy for Web Content.

Be truthful: Never be false and misleading in your online credentials or posts. Maintain complete accuracy in all online bios.

Obey all laws: Follow the terms and conditions of use that have been established for each social networking venue.

Creating and Managing Content

Content: Always be direct, informative and brief in posting about the Group's online activities.

Give credit: Give due credit to all authors, quoting and providing a citation and link where appropriate. Respect copyright on all materials. Avoid personal attacks, hostile communications and online disputes.

Be accurate: Always fact-check your posts and evaluate your contribution's accuracy and truthfulness. Before posting any online material, ensure that the material is accurate, truthful, and without factual error and that you have the rights to post that material. Correct errors promptly, apologizing when appropriate. Spell and grammar check everything. This is important because online content never disappears entirely once it's been posted.

Always track back: When reposting or referencing a post on one of the Group's online sites, provide a link to the original post or story.

Preserve goodwill: Do not engage in any blogging or posting that may harm or tarnish the image, reputation and/or goodwill of the Group or Society and/or any of its Members, officers and staff.

Leaving comments

Avoid controversy: When posting to apps or networks, refrain from posting about controversial or potentially inflammatory subjects, including politics, sex, religion or any other non-business-related subjects. Keep the tone of your comments respectful and informative, never condescending or "loud." Use sentence case format, not capital letters.

Privacy, Legal Advice, Recommendations

See Social Media guidelines in ASHRAE Policy and Procedure for Format, Activity, and Content of Web Sites for ASHRAE Groups for more social media related items, if your group is using your app as a blog or social media platform.

Do not promote brands or products or services: Do not promote personal skills or endorse brands, products, or services. Be sure to respect third-party copyrights. If a personal opinion must be posted, clearly state to all readers this does not represent the opinion of the Group and do not use your office email address.

Journalists: Seek and obtain permission from the Group Head / Chair / President before responding to any journalist or representative of the media.

Disclaimer: Always use or incorporate the official disclaimer as given in the ASHRAE Policy and Procedure for Format, Activity, and Content of Web Sites for ASHRAE Groups, Clause D 5, when you communicate electronically.

Building a virtual footprint and your network

Build your Groups reputation: Build a reputation of trust and transparency. The power of social media and apps are to establish your Group as being credible, trusted and transparent. Guard your Group's reputation and your integrity at all times while on the web. Do not post or link to any materials that are defamatory, harassing or indecent.

*As new tools on the Web are introduced and new challenges emerge for all of us, this document will, of necessity, evolve. **Last Updated January 2018.***

Original Motion and ECC Response:

Original Motion:

That ASHRAE Society provide a software program for all Chapters to streamline Chapter Operations (process meeting/event registrations, process transactions, meeting/event check-in, program ratings) and Chapter Administrative tasks (mailing lists, newsletter distribution, website materials) to directly address ASHRAE Strategic Plan, Initiative 1B and 2A. (Region VII, Tennessee Valley Chapter – 2016 Fall CRC)

ECC's Response to Tennessee Valley Chapter – Motion 4e (10/14/2016):

A survey by ECC indicates that there is no one-size fits all solution for chapter needs, but that the chapters with solutions in place are generally happy with and would recommend the solutions they are using. ASHRAE's electronic collaboration tools subcommittee is working on a document based on the survey results intended to provide information to chapters about what tools are currently in use as a basis to decide which tools might be best to consider for their use. After discussion ECC researched estimated cost if Star Chapter was to be provided by Society for use across all chapters and estimates the cost to be \$147,256.20 set up and \$196,560.00 annually. ECC would need to know if this cost would be acceptable to proceed with a recommendation to use.

ECC's Response to Tennessee Valley Chapter – Motion 4e (10/14/2016):

January 20, 2018

A survey by ECC indicates that there is no one-size fits all solution for chapter needs, but that the chapters with solutions in place are generally happy with and would recommend the solutions they are using. ASHRAE's electronic collaboration tools subcommittee created and posted to the ECC page of ashrae.org a document based on the survey results intended to provide information to chapters about what tools are currently in use as a basis to decide which tools might be best to consider for their use. This document can be reviewed by Chapters to see what various tools are available for use. After discussion ECC researched estimated cost if Star Chapter was to be provided by Society for use across all chapters and estimates the cost to be \$147,256.20 set up and \$196,560.00 annually.

Electronic Communications Committee

MBOs for Society Year 2017-18

Chair: Heather Schopplein Date: 30 June 2017

Comments / Status Updated 1-20-17

Objective	Compl. by	Fiscal Impact	Resp. Party	Comment/Status
Determine and Develop ECC one-on-one relationships with staff, other standing committees, and other councils. Each member to make at least one "connection".	6/30/18	none	All	ECT-TAC and Standards SM-YEA, SA, Fellows or History Website-TBD
Research and create white paper for ASHRAE membership on LaTeX software, licensing, etc.	6/30/18	none	ECT	Cindy to reassign within the subcommittee.
Support ASHRAE staff to promote their social media goals for the 2017-2018 year.	6/30/18	none	SM	Finding content to promote ASHRAE by tagging ASHRAE (1 piece of content per month per committee member)
Create a Basecamp for each ASHRAE region, chapter, and standing committees. (Start TC incorporation).	6/30/18	No additional cost	ECT	After issuing letter will set up Basecamps for these groups. Cindy to modify letter because the Regions already have Basecamps, and to focus more on the client side in the letter.
Create content for ASHRAE membership: Best practices for Region Websites.	6/30/18	None	Web	Shared best practices PPT at the Chicago Winter Meeting.
Improve committee communication with RECC's and increase RECC participation.	6/15/18	None	ST	Will send update to RECCs following Winter Conference. Note that three RECCs attended the ECC meeting as guests.
Develop a formal presentation for CRC training of chapter ECC chairs.	12/30/18	None	All	On track with inputs from ECT, SP, SM
Improve committee communication with Chapter ECC's by providing (2) ECC updates annually.	6/30/18	None	ST	Same letter that will be sent to RECCs (referenced above) will go out to this group.

Handbook Committee
MBOs for Society Year 2017-2018
 Chair: David Yuill Date: 23 Jan 2018

Objective	Compl. Date	Fiscal Impact	Responsible Party	Status	Comment
1. Solicit ideas from volume subcommittee chairs for process improvements.	6/18	None	HB committee liaisons	In progress	
2. Develop a review form for incoming volume subcommittees.	6/18	None	Functional, Review Subcoms	In progress	This form will be filled out by the liaisons for the recently published chapter from each TC they're assigned to.
3. Update College of Fellows chapter review form.	6/18	None	Functional Subcom	In progress	It is anticipated that the new form will be combined with a renewed request for Fellows' reviews.
4. Dialog with RAC to consider ideas for increasing incorporation of research results into Handbooks.	6/18	None	Chair and Vice Chair	In progress	
5. Improve peer-to-peer training of incoming volume subcommittee chairs.	6/18	None	Vice Chair	In progress	It is envisioned that this will become normal practice. A document may be produced providing written guidance.
6. Review the relevance, scope, and objectives of subcommittees.	6/18	None	HB ExCom	COMPLETE	Reform, rename, repurpose, or remove committees, if appropriate. Training subcommittee dissolved; individual assigned instead.
7. Update Chapter Checklist form.	6/18	None	Functional Subcom and staff	In progress	

ASHRAE Quasquicentennial Project Timeline

11-Dec-17 (proposed revision by B Nagengast 06-Jan-18)

Project	Description	Responsibility	Jan-18	Jun-18
HVAC&R Giants	Softcover Publication/eBook	Volunteer/ Staff	Process for selecting pioneers in place/publishing guidelines as target established.	Pioneers Selected

BUDGET -Expense

0

0

BUDGET - Revenue

0

0

Proclaiming the Truth, 2nd edition	Update Society 100th Anniversary publication with recreation of graphics	Staff	Locate art and print files; Begin to replace art as needed.	Outline of content to be added (Perhaps follow up on this. Funding needs to be in meetings/regi stration budget. *)
---------------------------------------	---	-------	--	---

BUDGET -Expense

0

0

BUDGET - Revenue

0

0

125 Papers from the Archives	Update to the list of 100 papers published in Proclaiming the Truth	Volunteer/ Staff	Steve will identify the current process of selecting best papers.	What is the process by which we are going to identify these? Are we going to go to the TCs?
---------------------------------	---	------------------	---	---

BUDGET -Expense

0

0

BUDGET - Revenue

0

0

ASHRAE Journal Historical Article Series	6 articles on historical significance of technology topics with broad interest	Volunteer/ Staff	Solicitation of articles	Articles selected and firm commitments
---	---	------------------	-----------------------------	---

BUDGET -Expense

0

0

BUDGET - Revenue

0

0

ASHRAE Journal Advertising Supplement	Invited histories of firms in industry in December 2019	Staff		Advertising sales plan in place
BUDGET -Expense			0	0
BUDGET - Revenue			0	0
Technical Session	Dedicated session with historically oriented papers	Volunteer	Announcement of session to solicit papers	Solicitation of Papers and Topics
BUDGET -Expense			0	0
BUDGET - Revenue			0	0
Pictorial Calendar	Covers Years 2019 & 20 to be a commemorative, featuring advertising	Volunteer/ Staff		Advertising sales plan in place, promotion to sales staff begins.
BUDGET -Expense			0	f/y 18-19: 35
BUDGET - Revenue			0	f/y 18-19: 25
Development of AC Systems 1920 to 2020	1920- 2000 Historical hard bound book	Volunteer	Scope content outline (to be completed right after Jan. 2018 meeting)	Manuscript first draft
BUDGET -Expense			f/y17-18: 5	f/y 18-19: 10
BUDGET - Revenue			0	0
Evolution of Components and Design Build Practices after 1900	Article or small soft bound book	Volunteer	Scope content outline. Arms around what subject is.	Manuscript first draft
BUDGET -Expense			f/y17-18: 5	f/y 18-19: 10
BUDGET - Revenue			0	0

How HVAC&R Improved the Quality of Life	Brochure	Staff from submitted materials/Marketing		Outline prepared
---	----------	--	--	------------------

BUDGET -Expense 0 0
 BUDGET - Revenue 0 0

HVAC&R Museum	Display at 2020 Winter Conference	Staff (Marketing)	Theme of display agreed on	Items identified
---------------	-----------------------------------	-------------------	----------------------------	------------------

BUDGET -Expense 0 f/y 18-19: 10
 BUDGET - Revenue 0 0

ASHRAE Oral History	ASHRAE Stories/Oral Histories	Staff	Develop Plan - Marketing will be ready to discuss	Organize recording booth to capture interviews
---------------------	-------------------------------	-------	---	--

BUDGET -Expense 0 f/y 18-19: 10
 BUDGET - Revenue 0 0

ASHRAE Historical Markers	Historical Sites that hold meaning to ASHRAE members	Volunteer	Review with Larry Markel at Meeting	Decide if to move forward and budget impact. Put together budget after January conference.
---------------------------	--	-----------	-------------------------------------	--

BUDGET -Expense
 BUDGET - Revenue

ASHRAE Quasiquicentennial Project Timeline

11-Dec-17 (proposed revision by B Nagengast 06-Jan-18)

Project	Jan-19	Jun-19	Jan-20
HVAC&R Giants	Final manuscript completed and art collected	Available in ASHRAE Bookstore	Available in ASHRAE Bookstore

BUDGET -Expense 0 f/y 19-20: 25
 BUDGET - 0 f/y 19-20: 5
 Revenue

Proclaiming the Truth, 2nd edition	Draft of MSS	Complete draft and assembly of all artwork. Addition of back matter	Distribution to attendees at Winter Meeting.
------------------------------------	--------------	---	--

BUDGET -Expense 0 f/y 19-20: 40
 BUDGET - 0 f/y 19-20: 2
 Revenue

125 Papers from the Archives	Selection process underway	Papers selected	list included in PTT
------------------------------	----------------------------	-----------------	----------------------

BUDGET -Expense 0 0 0
 BUDGET - 0 0 0
 Revenue

ASHRAE Journal Historical Article Series	First three articles mss final	Begin Publication July 2019; Second three articles mss final	Continue Publication through June 2020
--	--------------------------------	--	--

BUDGET -Expense 0 0 0
 BUDGET - 0 0 0
 Revenue

ASHRAE Journal Advertising Supplement	Advertising solicited; editorial plans finalized	Editorial content drafted	Published in December
---------------------------------------	--	---------------------------	-----------------------

BUDGET -Expense 0 f/y 19-20: 20
 BUDGET - 0 f/y 19-20: 30
 Revenue

Technical Session	Topics and papers agreed upon	Papers Identified and Program Package ready for submission	Scheduled for Winter Meeting
BUDGET -Expense	0	0	0
BUDGET - Revenue	0	0	0

Pictorial Calendar	Assembly of art; continuing sales	Publish June 2019	Distribute throughout year
BUDGET -Expense			
BUDGET - Revenue			

Development of AC Systems 1920 to 2020	Manuscript Comp	Production begins	Published
BUDGET -Expense		f/y 19-20: 25	
BUDGET - Revenue	0	f/y 19-20: 5	

Evolution of Components and Design Build Practices after 1900	Manuscript Comp	Production begins	Published
BUDGET -Expense		f/y 19-20: 25	
BUDGET - Revenue	0	f/y 19-20: 5	

How HVAC&R Improved the Quality of Life	Manuscript completed and art assembled	Brochure completed and ready for distribution	Distribution and posting
BUDGET -Expense	0	f/y 19-20: 10	
BUDGET - Revenue	0	0	0

HVAC&R Museum	Items collected for display	Design of display completed	Display created
---------------	-----------------------------	-----------------------------	-----------------

BUDGET -Expense f/y 19-20: 10
 BUDGET - 0 f/y 19-20: 30
 Revenue

ASHRAE Oral History	Organize recording booth to capture interviews	Organize recording booth to capture interviews and start cataloging them	Display at Winter Conference and continue to capture for future
---------------------	--	--	---

BUDGET -Expense f/y 19-20: 10
 BUDGET - 0 0 0
 Revenue

ASHRAE Historical Markers		Program Announced	First 3 sites identified
---------------------------	--	-------------------	--------------------------

BUDGET -Expense
 BUDGET -
 Revenue

ASHRAE Quasquicentennial Project Timeline

11-Dec-17 (proposed revision by B Nagengast 06-Jan-18)

Project	Comment
HVAC&R Giants	Build on Hall of Fame, Pioneers of Industry, Leadership Recall, Heat and Cold, and CIBSE publication. Target 125 such individuals. Heavily illustrated. Use inclusive title. Boundaries are pioneers as far back as we have already done. Deceased? Pull Hall of Fame list PM and Pioneers. Steve requested Bern to begin to winnow. How can we make the Giants come alive? Restrict the number chosen. Identify who will author. Call for volunteers to assist in Chicago. Bern will share a proposal re this in Chicago, then from Jan-June - committee (?) would start to identify the ~125 individuals on basis of how interesting of a write-up could be done. We want to tell an interesting story. Use the CIBSE book as a resource/starting point. Ideally a 2 page spread for each.

BUDGET -Expense
 BUDGET -
 Revenue

Proclaiming the Truth, 2nd edition	Consider like 100th anniversary book increasing winter meeting registration fee and including book in registration. Bern has some artwork which could be scanned. Current status is re-capturing art from previous book so it can be rescanned. *Kent suggests making a proposal to PubEd on this and seeing if they approve.
------------------------------------	---

BUDGET -Expense
 BUDGET -
 Revenue

125 Papers from the Archives	Small group of committee members/others to review papers that won best awards for last 25 years as a beginning. Best results will come from naming a small group to decide. One-page handout to distribute at TC breakfasts. Kent to get a hold of Mike and see if he can get something (maybe >1 page) to distribute. 4-5 people needed to distribute to breakfasts @ meeting.
------------------------------	---

BUDGET -Expense
 BUDGET -
 Revenue

ASHRAE Journal Historical Article Series	Target 12 articles with 6 likely end result. Twenty articles submitted so far. Jay has Google doc (moving to Basecamp) with listing of 21 abstracts (inc. David John's) received as of Dec. 2017, accepting suggestions on how to improve spreadsheet. Journal staff will be going through them once Jan 2018 edition is complete. Jay will ensure appropriate individuals have access 12/11/17. (Discussed what'll be done w/the abstracts that aren't selected for publication...)
--	--

BUDGET -Expense
 BUDGET -
 Revenue

ASHRAE Journal Advertising Supplement	Will also feature extracts from previously published historical articles in Journal and Transactions. Greg Martin heading.
---------------------------------------	--

BUDGET -Expense
 BUDGET -
 Revenue

Technical Session	Jeff Haberl is heading, had preliminary discussion w/Tony Giometti already. Reached out to Tech Council. Committee to continue to increase interest for seminars/conference papers through their own TCs, specialties?
-------------------	--

BUDGET -Expense
 BUDGET -
 Revenue

Pictorial Calendar	Pam Immekus is heading. Greg Martin will work with advertisers
--------------------	--

BUDGET -Expense
 BUDGET -
 Revenue

Development of AC Systems 1920 to 2020	David Arnold and Tim Dwyer. Follow up with David re deadlines and requirements. May be copublished with CIBSE. Note from David: I also agree with your suggestions, a) to change the scope to 1920 to 2000 and b) to make the book a co-publication with CIBSE. I note Tim thinks this is a good idea and both Tim and I can take it forward with the CIBSE Heritage Group and discuss it at the CIBSE/ASHRAE liaison meeting. CIBSE has indicated interest, Dwyer to follow up w/Heritage Group. As of 12.11.17 we are not sure the amount of interest (CIBSE put logo on book? help promote?) Emily to send scan to David of TOC of 1922 ASHVE Guidebook.
--	---

BUDGET -Expense
 BUDGET -
 Revenue

Evolution of Components and Design Build Practices after 1900	Bruce Flaniken. Concept is that trade starts with tinkerers. Maybe a long paper as opposed to a book. Bruce is compiling an outline- hope to have by January 2018 meeting. Kent suggests asking Bruce to present in January - Emily will ask Bruce to be prepared to do this - will be on January agenda for HC.
---	--

BUDGET -Expense
 BUDGET -
 Revenue

How HVAC&R Improved the Quality of Life	This builds on the draft the Ron Vallort promoted. Also to be on web and distributed electronically - intent is to use 125th as vehicle to reach outside of membership - to external groups- w/value of ASHRAE. Audience reach is general public - trade fairs, leave behind at various events, could have web presence, development could use when they do outreach - <i>not</i> intended for broad mailings. Brochure should celebrate how ASHRAE has changed the way we live (for the better). Marketing ASHRAE should be focus. Marketing to assist. Emily to send Mr. Vallort's draft to Vanita. "Can you imagine the world w/o ASHRAE?" Rebut negative myths/thoughts, etc. on AC? (>> Vanita suggests - True or False on cover - like in popular magazines.)
---	---

BUDGET -Expense
 BUDGET -
 Revenue

HVAC&R Museum	Sponsorships to be secured for funding. Need to coordinate with marketing and Jeff. Consider Bern's basement as source. Marketing to assist Kent suggests getting in touch w/ Innovation Nation - on Saturday morning on CBS - in case they are looking for ideas. has connection w/Henry Ford museum. Steve - what milestone happened - (breakthrough?, etc. in 1895 to make it newsworthy.) Attractive things include old covers, first pages of papers ...
---------------	---

BUDGET -Expense
 BUDGET -
 Revenue

ASHRAE Oral History	Can be used on ASHRAE Website and as basis of presentation at 2020 Winter Conference or in display. Model is http://www.npr.org/series/4516989/storycorps Jane Pawley is another example. Project to confer with Marketing/Jeff about. Reflections of ASHRAE. Broad-based intent but need a better definition. Marketing to assist. in 3 meetings prior to Jan 2020 - marketing plans to have these recorded. Will have details to discuss in Jan 2018.
---------------------	--

BUDGET -Expense
 BUDGET -
 Revenue

ASHRAE Historical Markers	Model to be IEEE program with plaques; description on website; and opportunities for members to take selfies at sites for posting. Invite Larry to come to meeting in January. If we move forward might engage Marketing. Steve to get in touch with ASME, IEEE.
---------------------------	--

BUDGET -Expense
 BUDGET -
 Revenue

A proposal to the Historical Committee for the HVAC&R Giants project
January 13, 2018

Proposed title: Adventures in Heat & Cold: men and women who made your life better.
Volunteer Author: Bernard Nagengast

Scope: Provide interesting stories of 20 to 25 individuals who were responsible for major innovations or had an accumulation of contributions to HVAC&R technology.

Layout: Soft cover book and E book. Total length 100 to 125 pages, preferably color reproduction. Each story to be 2-6 pages including visuals.

Introduction, table of contents, index and references to be provided.

Selection Criteria: Individuals who are deceased at least 5 years and have sufficient and accurate biographical and visual material available to be able to develop an interesting or unusual story that will grab the reader. Selected individuals may or may not already be well known. Selection to be done by the author with list of selections to be provided to the Historical Committee by March 15, 2018.

Sources: May include ASHRAE programs such as Hall of Fame, Pioneers of the Industry and Leadership Recall. Also, *Heat & Cold*, *Proclaiming the Truth* and *Comfort Makers*. Further sources may include other books and industry and engineering organization journals, etc.

Distribution: Sales through ASHRAE Publications.

Fiscal Impact: Net \$25000 cost. Research and visual reproduction cost not to exceed \$5000 in FY 18/19. Production cost of \$25000 in FY 19/20. Revenue from sales \$5000. In FY 19/20.

Region IV (Atlanta Chapter) – Motion 16:

That Society move the Historical Committee from reporting to PubEd Council to reporting to Members Council making this committee a Grassroots Committee and to include the 14 RVCs as voting members of the committee.

Background: The Historical Committee does an incredible amount of work with only 9 members. To fill positions on the sub-committees, some members must be on more than one subcommittee. In addition, this committee creates and updates the Manuals for both the RVCs and the Chapter Historians, does research on Historical items and locations of Historic sites, digitizes historic papers, creates historical presentations, votes on awards nominations and is currently working on publications for the 125th Anniversary, as well as, other publications and research. PAOE criteria supports this being a Grassroots Committee since it is a PAOE category for points and is include in the Chapter Operations Manual as well. All Regions should have representation, as do the other Grassroots Committees.

Fiscal Impact: A few hours of staff time to amend documentation and transportation to Winter and Annual meetings for 5 additional voting members to the current 9 members. The committee members are currently drawn from the RVCs or representatives for their Region.

Vote: 7-0-0 Secretary's Note:

The Regional Historians currently serve as non-voting members on Publishing and Education Council and are not reimbursed transportation to attend the Society meetings. This is not RVC position. The Region Operations Subcommittee voted 6-0-0 (chair not voting) to refer this motion to the Publishing and Education Council for consideration with copy to the Historical Committee.



Historical Committee (HC)

Proposed revision by B. Nagengast January 6, 2017

ASHRAE 125 Year Anniversary Celebration – Action Plan

(Details for each project included on following pages)

125 Year Anniversary Projects List (approved by Historical Committee)

1. **Produce quality industry selective history related publications** (hard or soft cover and/or electronic version)
2. **125 most important Transactions Papers or ASHRAE Journal Articles**
3. **Publish 12 historical articles in the *ASHRAE Journal***
4. **Sponsor at least one technical paper session for the winter 2020 meeting.**
5. **Develop a pictorial calendar for 2019 and 2020**

Other 125th Anniversary Projects (Non-Historical Committee Projects)

1. **ASHRAE Society History (*Proclaiming the Truth 2nd Edition*)**
2. **ASHRAE Journal Advertising Supplement**
3. **HVAC&R Museum**
4. **ASHRAE Oral History**
5. **ASHRAE Historical Markers**

NOTE: Fiscal impact for Historical Committee projects is shown in “Project Details” section.

125 Year Anniversary Projects Details

Historical Committee approved projects:

1. **Produce quality industry selective history related publications** (hard or soft cover and/or electronic version)

“How HVAC&R has improved the quality of life worldwide” This would be written to appeal to a general audience thus promoting the importance of engineering and ASHRAE as a benefit to humanity. Author: Ron Vallort augmented by ASHRAE staff.

Total Fiscal Impact: -10000

“History of development of air conditioning systems 1920-2000” Focus would be both equipment and materials, written and illustrated to appeal to engineers as well as a wider audience. Author: David Arnold

Total Fiscal Impact: -20000

“Evolution of components and design build practices after 1900” This would cover the development of factory engineering and construction practices from the inventors/innovators design build to the application manufacturing to application engineering to engineering consultants and then mechanical contractors. Author: Bruce Flaniken

Total Fiscal Impact: -20000

"HVAC&R Giants" This work would be person oriented and highlight the contributions of individuals. Resources for this work would mainly use our existing data base which includes ASHRAE Hall of Fame, Pioneers of the Industry, Leadership Recall and the *Heat & Cold* book, and other important persons not present in these existing resources. Author: to be determined.
Total Fiscal Impact: -20000

2. **125 most important Transaction Papers or ASHRAE Journal Articles.** To be published as part of *Proclaiming the Truth 2nd. Edition*. Abstracts of papers/articles published between 1895 and 1994 were published in the First edition of *Proclaiming the Truth*. Historical Committee to establish a sub-committee to select entries published between 1995 and 2019. Author: Steve Comstock and staff. Total Fiscal Impact: 0
3. **Publish 12 historical articles in the ASHRAE Journal.** Articles considered for publication will appeal to the more general interest of *Journal* readers. *ASHRAE Journal* staff has received at least 20 proposals. Publication of one article per month from July 1919 through June 2020. Total Fiscal Impact: 0
4. **Sponsor at least one technical paper session for the winter 2020 meeting.** Solicit 4 or more papers to be presented in a technical session or sessions (not as a conference paper, which are not printed in *ASHRAE Transactions*) Papers would target specific historical advances or could address a broader history of HVAC&R Technology. Total Fiscal Impact: 0
5. **Develop a pictorial calendar for 2019 and 2020.** This would be similar to the historical calendars produced annually by CIBSE. These calendars could be sold by ASHRAE to members and companies. Calendar to be available June 1919 covering months June through December 2020. Author: Pam Immekus Total Fiscal Impact: -10000

Other 125th Anniversary Projects:

1. **ASHRAE Society History (*Proclaiming the Truth 2nd Edition*)**

Proclaiming the Truth book will be updated to cover the 25 year period after the Centennial. This is not a Historical Committee project.
Responsibility: Steve Comstock and staff.

2. **ASHRAE Journal Advertising Supplement**

Features invited company histories and ads, similar to the feature published for the ASHRAE Centennial. To be published in the December 2019 *Journal*.
This is not a Historical Committee project.
Responsibility: Greg Martin

3. **HVAC&R Museum**

Display at 2020 Winter Conference. Similar to the museum display at the 1995 Centennial meeting. Sponsorships to be solicited.
This is not a Historical Committee project.
Responsibility: ASHRAE Staff

4. ASHRAE Oral History

Short oral histories by ASHRAE members. Specific use to be defined but can be used on ASHRAE Website and as basis of presentation at 2020 Winter Conference or in display.

This is not a Historical Committee project.

Responsibility: ASHRAE Staff

5. ASHRAE Historical Markers

Identification of HVAC&R related historical sites by plaques, ASHRAE Website information, etc. Possible opportunity for ASHRAE marketing. Project at this point undefined. Proposed by Larry Markel.

This is not currently a Historical Committee project.

Professional Development Committee
MBOs for Society Year 2017-18
Chair: Kay Thrasher **Date:** January 22, 2018

Objective	SP	Completed by	Fiscal Impact	Responsible Party	Comment/Status
1. Develop a 5-year plan on developing young engineer training products that can reach a wider audience than just our design class	1C	Jan 2018	None	Full Committee	In Progress (ad hoc)
2. Develop outlines for an additional (3) practical applications courses to 'fill the gaps' in our current offerings.	3D	Jan 2018	None	Planning Subcommittee	In progress
3. Develop a standard guideline on the method to develop, translate and produce courses to an international market	4?	Jan 2018	None	Staff	In progress
4. Develop training for use in university curriculum. <ul style="list-style-type: none"> • BEQ Task Force Prototype • Develop second course 	1C	Jan 2018	TBD	Ad Hoc Committee	In progress Course released, awaiting user feedback to determine next step.
5. Establish guidelines for liaisons		Jan 2018	None	Operations Subcommittee	In progress
6. Every course reviewed by PDC Liaison prior to presentation– Quality check		Jan 2019	None	Operations Subcommittee	Completed/ongoing
7. Improve marketing of courses/branding. Work with ASHRAE marketing for improvement		Jan 2018	TBD	Planning Subcommittee	In progress

Additional Recommendations for Strategic Planning: None at this time
ASHRAE Strategic Plan 2014 Initiatives addressed by Objective

PUBLISHED PROJECTS

January 2017 to date

January 2017

- Energy Efficiency in Buildings and Communities—ERDC Published Research 2006–2016 [CD]
- *Standard 62.2 User's Manual*
- Standard 62.1-2016, Spanish
- Addenda i & g to Standard 52.2-2012
- Standard 52.2-2017

February 2017

- Hot Climates Conference Flash Drive & Papers
- Standard 32.1-2017
- Standard 120-2017
- Guideline 40-2017
- Addendum f to Standard 15-2016
- Addenda ak, al, am & an to Standard 34-2016
- Addenda b & c to Standard 161-2013
- Addendum d to Standard 188-2015

March 2017

- Las Vegas Seminars DVD
- Standard 137-2013 (RA 2017)
- Addendum w to Standard 34-2016
- Addendum a to Standard 161-2013

April 2017

- Weather Data Viewer, Version 6.0
- Transactions, Volume 123, Pt1
- Standard 172-2017
- Addendum b to Standard 200-2015

May 2017

- Standard 78-1985 (RA 2017)
- Standard 97-2007 (RA 2017)
- Standard 189.3-2017
- Standard 206-2013 (RA 2017)
- Standard 214-2017
- Addendum c to Standard 55-2013
- Addendum a to Standard 140-2014

June 2017

- Standard 63.2-2017
- Standard 103-2017
- Standard 171-2017
- ASHRAE Design Guide for Dedicated Outdoor Air Systems
- Long Beach Papers Online

July 2017

- Principles of HVAC, 8th ed. Solutions Manual
- Standard 103-2017

August 2017

- Long Beach Seminars online
- Principles of HVAC, 8th edition
- Addenda to Standard 62.2-2016

September 2017

- Guideline 0.2-2015 (Spanish)

October 2017

- Standard 55-2017
- Transactions, Vol 123, Pt 2

November 2017

- Guideline 39-2017

December 2017

- Guideline 1.5-2017
- Standard 170-2017
- Standard 183-2017
- Standard 30-2017
- Standard 111-2008 (RA2017)

January 2018

- Chicago Papers online
- ASHRAE Design Guide for Cleanrooms
- Standard 90.1-2016 User's Manual (print)
- Standard 90.1-2016 User's Manual (online portal)
- Standard 161-2018
- Standard 194-2017
- K-12 Zero Energy AEDG
- IT Equipment Power Trends, 3rd edition (Datacom Series)
- ASHRAE Design Guide for Air Terminal Units
- ASHRAE GreenGuide, 5th ed.
- Pocket Guide, 9th ed. (I-P)
- Pocket Guide, 9th ed. (SI)

- Pocket Guide, 9th ed. (I-P)
- Pocket Guide, 9th ed. (SI)

SPECIAL PUBLICATIONS PROJECTS : January 21, 2018

Attachment N

Title	Responsible Entity	Date Exp to Receive [Recd]	Current Status	Expected Publish Date	Comments
Books					
(Report listing and reviewing international standards and guidelines related to IEQ.)	IEQ-GA	Summer 2017	Planning	Fall 2017	Bjarne Olesen initiative for 2017-18
Commissioning Stakeholders' Guide What to Expect from the Commissioning Process (w/supplemental files)	Gerald Kettler	Jul-2016 Winter 2016 Summer 2017 Sep 1, 2017 [Sep 25, 2017]	With Special Publications	Jan-2018 Mar 2018	BCA to co-sponsor or hold joint copyright
ASHRAE Design Guide for Sustainable Refrigeration Facilities and Systems	SP-131; AHRI/IIAR UNEP; RP-1634	2014 Aug-31, 2016 Feb 1, 2017 Jun-30, 2017 Jul-31, 2017 Aug-2017 [Nov 21, 2017]	Editing/ Layout	Jan-2018 Feb 2018	Per M.Vaughn, should be ready for final PMS review by the end of July. Sep 19 per M.Vaughn email
ASHRAE Design Guide for Duct Systems	TC 5.2; RP-1180; will be dedicated to Herman Behls	Jun-2010 Jul-2011 Aug-2011 Feb-2013 Jun-2013 Jan-2014 Sep-2014 Nov-2014 Jan-2015 Jul-2015 Jan-2016 Jul-2016 Feb-2017 Jul-2017 Feb-2018 Jun 2018	Writing	Jun-2004 Sep-2004 Nov-2010 Oct-2011 Apr-2013 Nov-2013 Jan-2015 Feb-2015 Jun-2015 Dec-2015 Oct-2016 Jun-2017 Oct-2017 Jun-2018 Dec 2018	TC 5.2 contact: Pat Brooks As of Jan 2016: Contractor Farnsworth defaulted; TC 5.2 will finish the rest
District Cooling Guide, 2 nd ed.	TC 6.2; SP-97; RP-1267; funding from Empower	Sep 2018	In discussion	Jun-2018 TBD	
District Cooling Guide Operations Manual	TC 6.2; SP-97; RP-1267; funding from Empower	Sep 2018	In discussion	Jun-2018 TBD	
Advanced Control Sequences for HVAC Systems: Phase I, Air Distribution and Terminal Systems	TC 1.4; RP-1455	TBD	RP in progress	TBD	
Air-Conditioning System Design Manual, 3rd ed.	TC 9.1	TBD	Contract pending	TBD	Author: Howie McKew

Application Guide for Absorption Cooling/Refrigeration Using Recovered Heat, 2 nd ed.		TBD		TBD	
ASHRAE Design Guide for Cool Thermal Storage, 2 nd ed.	Jason Glazer, TC 6.9; RTAR-1719	TBD	Proposed	TBD	TC working on work statement
Design Guide for Combustion Turbine Inlet Air Cooling Systems		TBD	Bid review	TBD	
ASHRAE Design Guide for Hazardous Spaces	TCs 5.8, 9.2	TBD	Writing	TBD	Author: Mike Baucom Draft to be complete mid Jun per 6/2/16 email from MBaucom
ASHRAE Design Guide for Hot-Climature Buildings	MTG.HCDG	TBD	Planning	TBD	MTG Ch Frank Mills
ASHRAE Design Guide for Multifamily Residential Buildings	RP-1821	End Nov 2018	Writing	Mar 2019	Contact: LPratt
Cold-Climature Buildings Design Guide, 2 nd ed.	Erich Binder	Aug/Sep 2017 TBD	Planning	Chicago 2018 TBD	
Commissioning Definitions and Terminology for the Building Industry	ASHRAE TC ??; AiCARR; CIBSE	TBD	Writing	TBD	Author: Walter Grondzik
A Comprehensive HVAC Design Guide for Justice Facilities	TC 9.4	TBD	Writing	TBD	
Economizers for Datacom Facilities (Datacom Series)	TC 9.9	Jul 2010 Jun 2011 Oct 2011 Sep 19, 2013 TBD	Planning	Jan 2011 Oct 2011 TBD	per DBeaty, Aug 2013 email to Steve C.
Engineering Concepts in Supporting Community Containment Measures During Public Health Incidents	TC 9.6	TBD	Planning	TBD	
Engineering Management Guide	TC 1.7; Howie McKew	TBD	Writing	TBD	Intends to be wrapping it up around Jun 2018 (for TC approval?)
GreenGuide textbook	Tom Lawrence	TBD	Planning	TBD	
Heat Load Estimating Guide for Electrical Equipment (a Design Guide)	RP-1395; RP-1104	TBD		TBD	May be better to simply incorporate the data into the Handbook (keep selling RP reports, too).
HVAC&R Pioneers	Staff; TBD	2019	Planning	2019	8/25/2016 per SComstock; part of ASHRAE 125 th Anniversary

Integrated Building Design Applications Manual	TC 7.1	Jan 2009 Jun 2010 TBD	Writing	Jan 2008 Jun 2008 Sep 2010 Jan 2015 TBD	Au: Chuck Gulledge
IT Equipment Cooling book (Datacom Series)	TC 9.9	Jun 2011? Nov 2011 TBD	Writing	Oct 2011? TBD	per DBeaty 9/8/11; white paper first
Member's Survival Guide: Design/Build section	Mitchell Swann	Sep/Oct 2017 TBD	Revising	TBD	
Member's Survival Guide: Pitfalls section	Jennifer Leach, TC 1.7	Sep/Oct 2017 TBD	Revising	TBD	
Member's Survival Guide: Contracts section	Jennifer Leach, TC 1.7	Sep/Oct 2017 TBD	Revising	TBD	
Natural Ventilation Design Guide	MTG?	TBD	Contract pending	TBD	Author: Peter Simmonds
Particulate and Gaseous Contamination, 2 nd ed (Datacom Series)	TC 9.9	2015 TBD	Revising	TBD	per Don Beaty, 1/25/15
PHVAC and PHVAC Solutions Manual revisions	N/A	PHVAC: Jul Sol Man: Aug	Revising	PHVAC: Nov Sol Man: Dec	Every four years (2021, 2025, 2029)
Proclaiming the Truth, 2 nd ed.	SComstock	2019	Planning	2019	8/25/2016 per SComstock; part of ASHRAE 125 th Anniversary
Residential IAQ Guide	EHC; RP-1663	TBD	Writing	TBD	
Structural and Vibration Guidelines, 2 nd ed (Datacom Series)	TC 9.9	Jun 2015 TBD	Revising	Oct 2015 TBD	Still valuable in current form. TC will update as time allows.
Standards and Guidelines and User's Manuals					
Revision of Standard 90.2	SSPC 90.2	Winter 2017		Mar	Every three years (2016, 2019, 2022)
Revision of Standard 140	SSPC 140	Winter 2017		Mar	Every three years (2016, 2019, 2022)
Standards/addenda to be published after approval at Winter Conference	Varies	Feb/Mar 2018		Mar/Apr 2017	Every 6 mos.
Standards/addenda drafts going for approval at Annual Conference	Varies	Mid-Apr 2018		Jun 1, 2017	Every 6 mos; publish = ready for review at conf
18-month Addenda Supplements to Code-Intended Standards	Varies	Spring 2018		Sep/Oct	Every three years (2015, 2018, 2021)
Revision of Standard 62.1	SSPC 62	Spring 2019		Summer 2016	Every three years (2016, 2019, 2022)
Revision of Standard 62.2	SSPC 62	Spring 2019		Summer 2016	Every three years (2016, 2019, 2022)
Revision of Standards 15 and 34	SSPCs 15, 34	Jul 2019		Oct 2019	Every three years (2019, 2022, 2025)

Standards/addenda to be published after approval at Annual Conference	Varies	Jul/Aug 2017		Aug/Sep 2016	Every 6 mos.
Revision of Standard 189.1	SSPC 189	Sep 2017		Oct 2017	Every three years (2014, 2017, 2020)
Standards/addenda drafts going for approval at Winter Conference	Varies	mid Oct 2017		Nov 30, 2016	Every 6 mos; publish = ready for review at conf
Revision of Standard 90.1	SSPC 90.1	Aug/Sep 2019		Oct 2, 2016 (electronic)	Every three years (2019, 2022, 2025)
Revision of Standard 52.2	SSPC 52.2	Winter 2019		Mar	Every three years (2019, 2022, 2025)
Specialty Conferences					
ASHRAE/IBPSA SimBuild Conference	Tony Giometti	TBD		Conf is Sep 2018	Will have papers.
Third International Conference on Efficient Building Design—Materials and HVAC Equipment Technologies (Beirut)	Tony Giometti	TBD		Conf is Oct 3-4, 2018	Will have papers.
Thermal Performance of the Exterior Envelopes of Whole Buildings XIII [flash drive]	Andre Desjarlais (ORNL)	Jun 2019		Conf is Nov 2019	Every three years (2019, 2022, 2025)
IAQ Conference [flash drive]	Tony Giometti	Aug 2019		Conf is Sep 2019	Every three years (2019, 2022, 2025)
Position Documents					
PD on Climate Change	Steve Hammerling	Spring 2016 Early Jul 2016 Fall 2016 Feb 2017 Jun 2017 Jan 2018	In TC Review	TBD	
PD on Refrigerants and Their Responsible Use	Steve Hammerling	Jan 2018	In progress	TBD	
PD on Environmental Tobacco Smoke	Steve Hammerling	Jul 2016 Feb 2017 Jun 2017 Spring 2018	Revising	TBD	Current version was reaffirmed in Jul 2016 to keep it posted online until revision is complete
PD on IAQ	Steve Hammerling	Early Jul 2016 Feb 2017 Jun 2017 Spring 2018	In progress	TBD	
PD on Energy Efficiency in Buildings	Steve Hammerling	Nov 2015 Spring 2016 Feb 2017 Jun 2017 Spring 2018	In progress	Dec 2015 TBD	Per Steve H: New PD, so full editorial review needed
PD on Legionellosis	Steve Hammerling	Dec 2015 Jan 2016 Spring 2016 Late 2016 Feb 2017 Jun 2017	In progress	Jan 2016 Feb 2016 TBD	

		Spring 2018			
PD on Resiliency in the Built Environment	Steve Hammerling	Spring 2018	In progress	TBD	
PD on Airborne Infectious Diseases	Steve Hammerling	Jun 2018	In progress	TBD	
PD on Unvented Combustion of Solid Fuels and IAQ-Indoor Air Quality in Primarily Developing Countries	Steve Hammerling	Oct 2015 Jan 2016 Spring 2016 Jul 2016 TBD		Nov 2015 Feb 2016 TBD	
Translations					
Fundamentals of HVAC Control Systems SDL, 2001 edition (Spanish)	ASHRAE Monterrey Chapter (MX)	2010 TBD	Contract sent; unsure if signed	TBD	
Guideline 0-2013 (Chinese)	Taiwan Chapter	TBD	Contracted	TBD	
Guideline 1.1-2008 (Chinese)	Taiwan Chapter	TBD	Contracted	TBD	
Guideline 2-2010 (Spanish)	Mexico City Chapter (AMERIC)	2012 TBD	Contracted	TBD	
Guideline 22-2008 (Spanish)	Mexico City Chapter (AMERIC)	2012 TBD	Contracted	TBD	
HVAC Design Manual for Hospitals and Clinics, 2 nd Ed (Spanish)	ATEAAR	Jun 2017 [Sep 26, 2017]	Layout	Spring 2018	
IAQ Guide (Spanish)	Miami Chapter	May 2014 TBD	Contracted	TBD	
Standard 15-2013 (Spanish)	ATEAAR	2015 TBD	Contracted	TBD	
Standard 34-2007 or -2010 (Spanish)	ACAIRE	Dec 2010 TBD	Contracted	TBD	
Standard 41.1-1986 (RA 2006) (Spanish)	Mexico City Chapter (AMERIC)	2012 TBD	Contracted	TBD	
Standard 41.3-1989 (Spanish)	Mexico City Chapter (AMERIC)	2012 TBD	Contracted	TBD	
Standard 52.2-2012 (Spanish)	Mexico City Chapter (AMERIC)	TBD	Waiting on Signed Contract	TBD	
Standard 90.1-2007 (Spanish)	Mexico City Chapter (AMERIC)	2009 TBD	Contracted	TBD	
Standard 90.1-2010 (Spanish)	Argentina Chapter	TBD	Contracted	TBD	
Standard 90.1-2013 (Chinese)	Taiwan Chapter	TBD	Contracted	TBD	
Standard 90.1-2016 (Spanish)	Spain Chapter	TBD	Translating	TBD	
Standard 100-2015 (Spanish)	Argentina Chap.	TBD	Contracted	TBD	
Standard 111-2008	Mexico City	2013	Contracted	TBD	

(Spanish)	Chapter (AMERIC)	TBD			
Standard 188-2015 (Spanish)	Spain Chapter	TBD		TBD	
Standard 189.1-2009 (Chinese)	Taiwan Chapter	TBD	Contracted	TBD	
Standard 189.1-2009 User's Manual (Spanish)	ATEAAR	2011 TBD	Contracted	TBD	
Thermal Guidelines for Data Processing Environments, 2nd edition (Spanish)	ATEAAR	May-2011 TBD	Contracted	TBD	
Water System Design SDL (Spanish)	Mexico Chapter	TBD		TBD	
CDs/DVDs					
The Good, the Bad, and the Ugly DVD	TC 1.7	Sep/Oct 2017 TBD	Reviewing	Jan-2018 TBD	
Weather Data Viewer DVD	Michael Roth	Spring 2021		Summer 2021	Every four years (2021, 2025, 2029)
Online Products					
ASHRAE Terminology	TC 1.6	Ongoing		Ongoing	Contact: Art Hallstrom
Cold Climate website		Ongoing	Gathering content	Ongoing	
Thermal Comfort Tool, v3	SSPC 55	Summer 2014? Apr-2015 TBD		TBD	Contact: Abhijeet Pande; might be published with Std. 55 UM instead
Recurring Conference-Related Projects					
Winter Conference Seminar Recordings Online	Tony Giometti	Submit art Dec		Proof Feb 19–28; approve by Feb 28	Needed in inventory by Mar 1
Winter Conference Transactions (Part 1)	Staff	Feb/Mar		May	
Annual Conference and Technical Papers Online	N/A	Mar–Apr		Submit content Apr 23, art May 6	
Annual Conference Seminar Recordings Online	Tony Giometti	Submit art Nov		Proof Jul 5–9; approve by Jul 12	Needed in inventory by Sep 1
Annual Conference Transactions (Part 2)	Staff	Aug/Sep		Oct	
Winter Conference and Technical Papers Online	N/A	Sep–Nov		Submit content Nov 27, art Dec 9	

Publications Committee
MBOs for Society Year 2017-18
Chair: Francis Lacharité **Date:** 23 Jan 2018

Objective	SP 2014	Compl. by	Fiscal Impact	Resp. Party*	Comment/Status
1. Continue the development of 'infographic' to show interrelationships of ASHRAE publications, technical topics, and development groups.	1	6/18	None	Staff	Create a roadmap for TCs on how to develop various types of publications. COMPLETE.
2. Facilitate ASHRAE Journal articles comment and judging.	2	1/18	None	Ow Scott Weems	Create subcommittee to coordinate monthly surveys for collecting comments and ratings for Paper of the Year and report on progress. COMPLETE.
3. Strengthen communication with TCs and improve special publications refresh rate.	2	1/18	None	Liaisons	Assign a liaison to each TAC Section. Create subcommittee to improve communication with TAC/TCs, and prepare liaisons TC/Section breakfasts. Ensure mandatory attendance. Identify publications needing revision. COMPLETE.
4. Conduct and monitor mentoring program for new members.	2	6/18	None	Correa	Mentor all new members, make sure they are on track and help them to achieve what they commit to. In progress.
Additional Recommendations for Strategic Planning: None.					

SP 2014 = Strategic Plan 2014 Initiative addressed by objective

*Lead for each MBO is shown in **boldface**.

FL : mso 23 Jan 2018

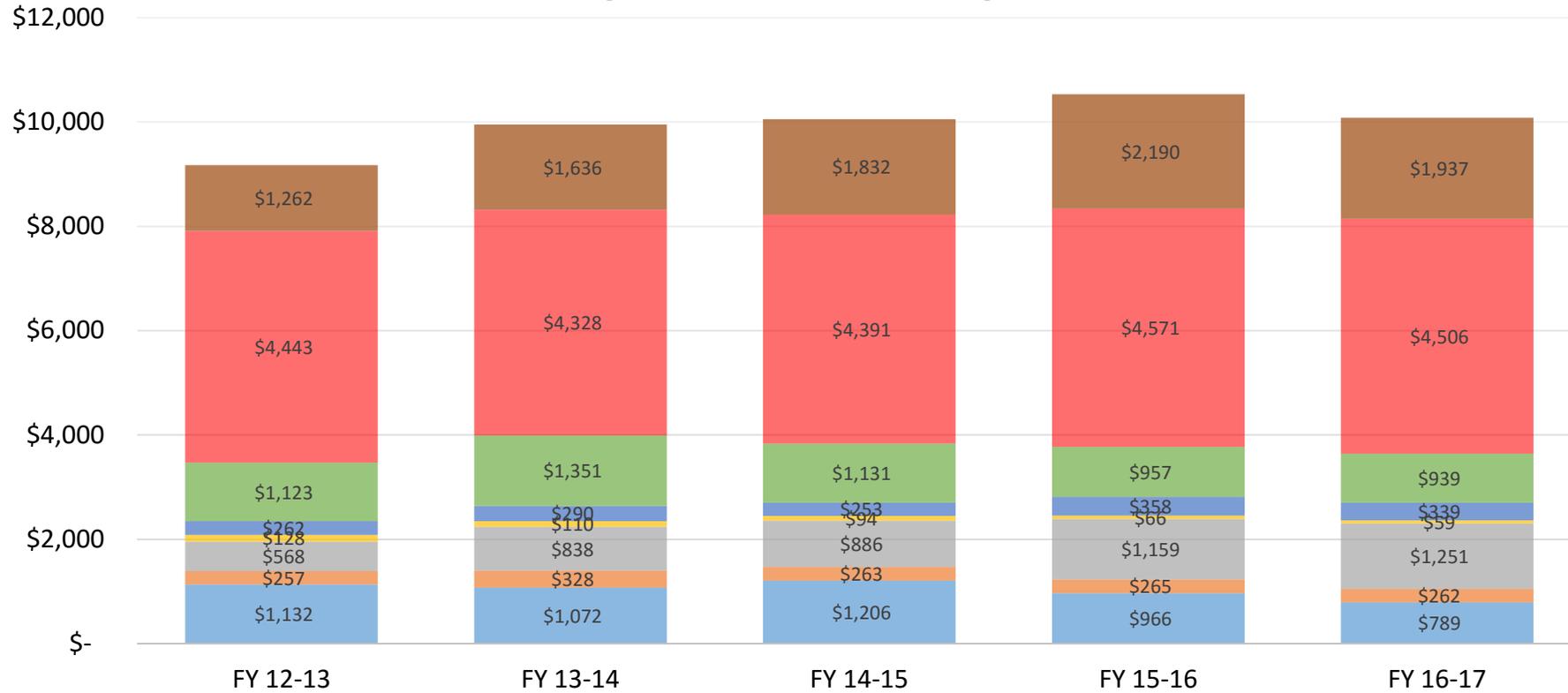


Strategic Planning Support Data

Publishing and Education

December 2017

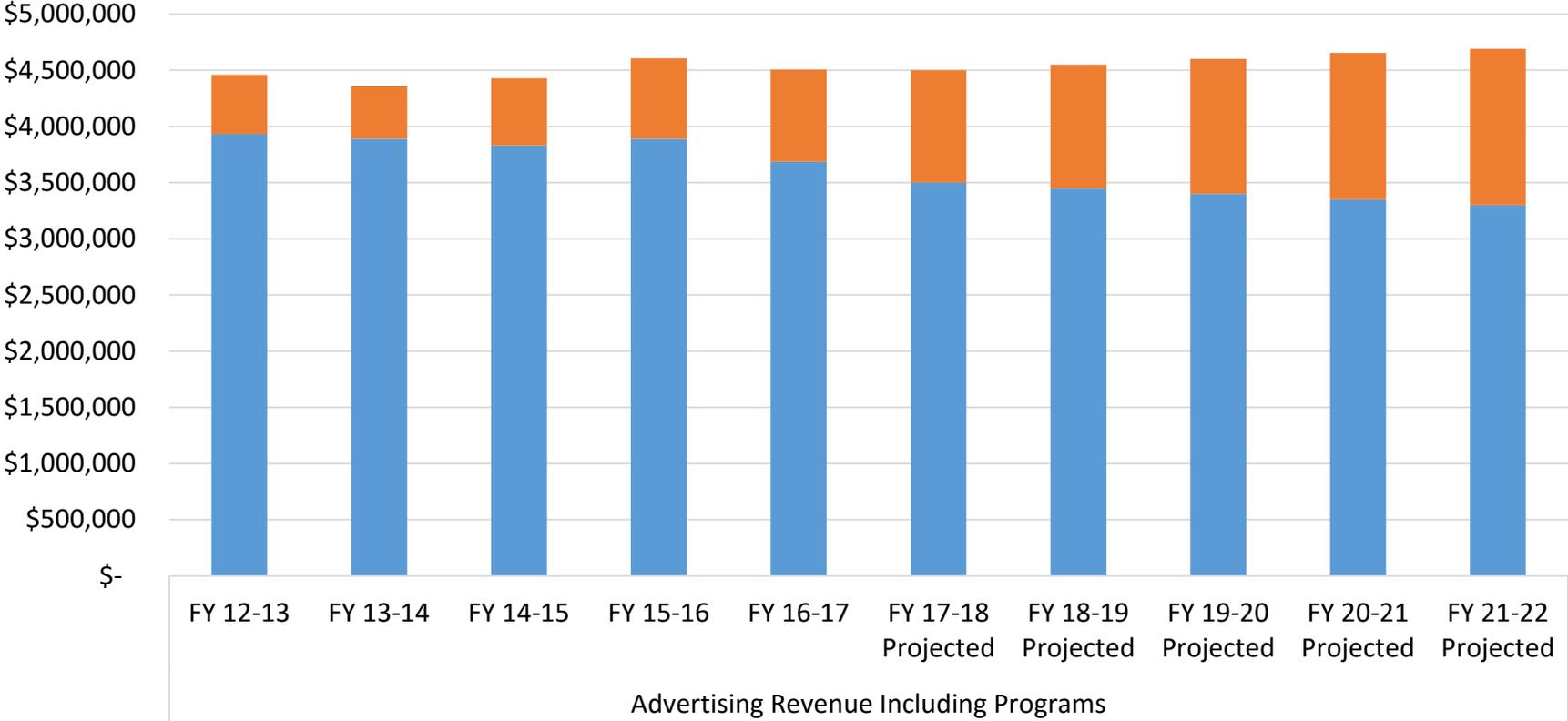
Revenue: Publishing and Education (in thousands)



- Special Pubs
- Handbooks
- PDFs (Std, etc)
- Journals (Subscriptions)
- Standards (Print)
- Royalties (Std & Hbk)
- Advertising
- Training & Certification

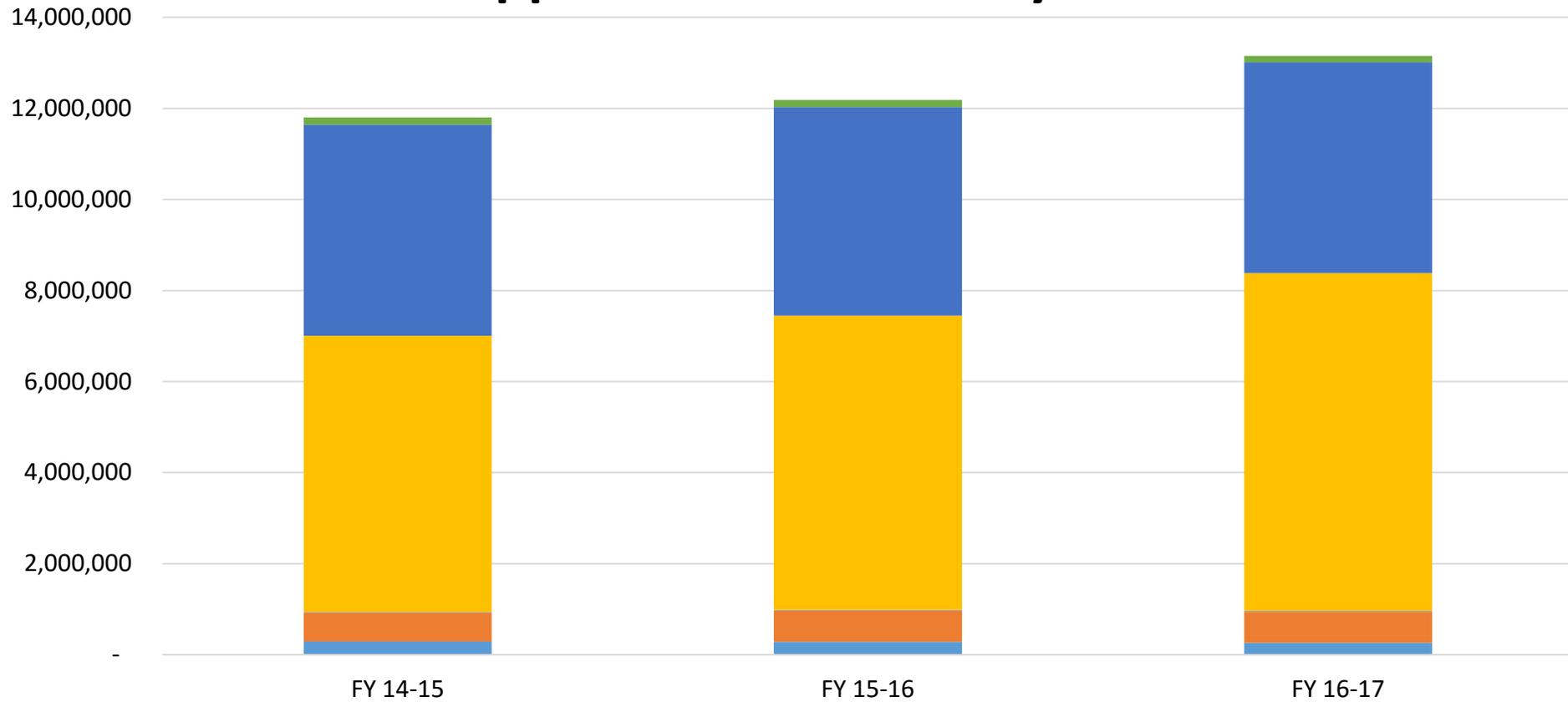
Advertising Revenue

Actual FY 2012-2017, Projected FY 2017-2022



■ Magazines (Pkgd Print & Digital)
 ■ Online

Advertising Reach Through ASHRAE-Published Opportunities Annually

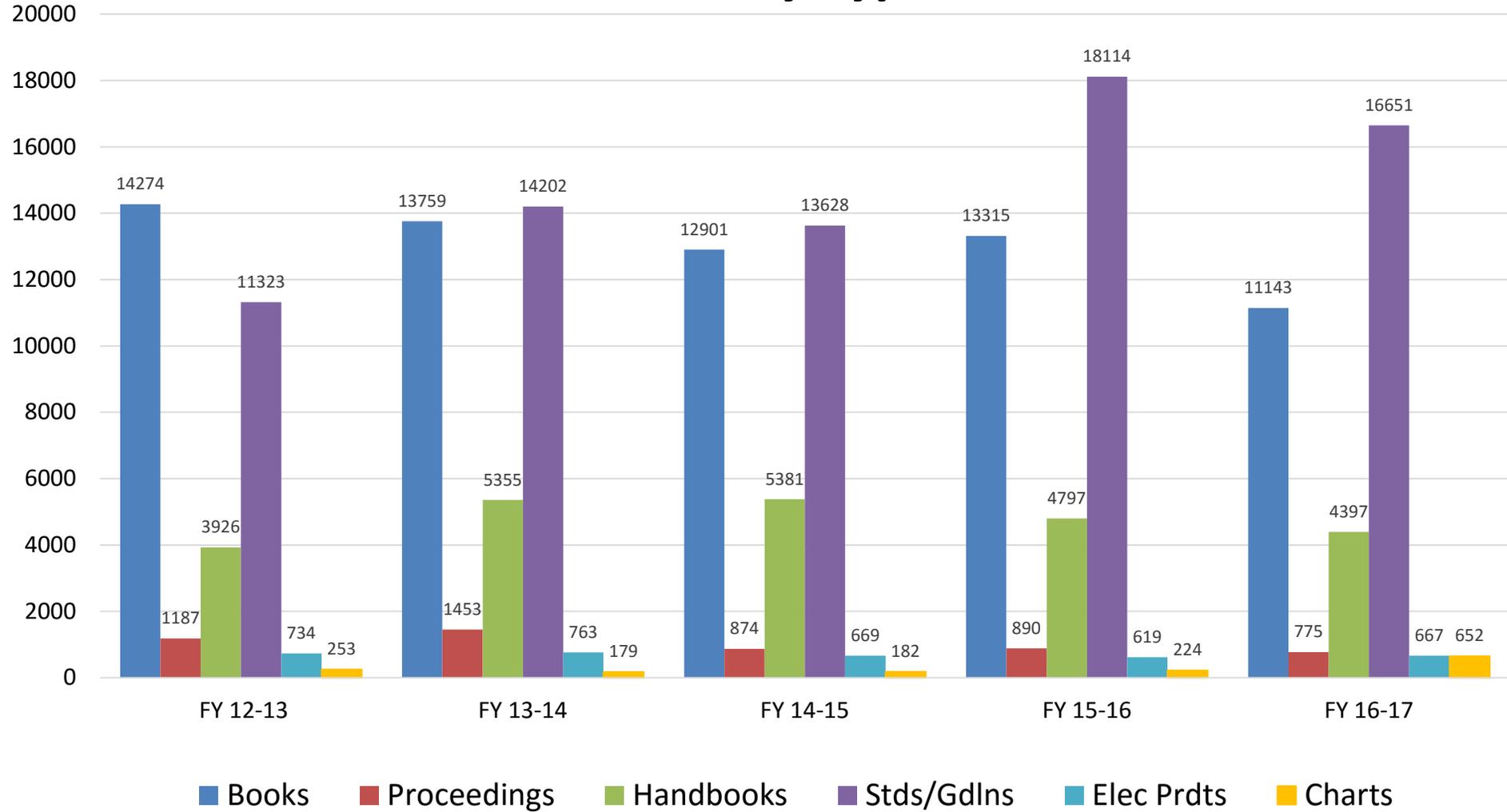


■ HPB Circulation
■ Show Daily Circulation
■ ASHRAE.org (Pageview Impressions)

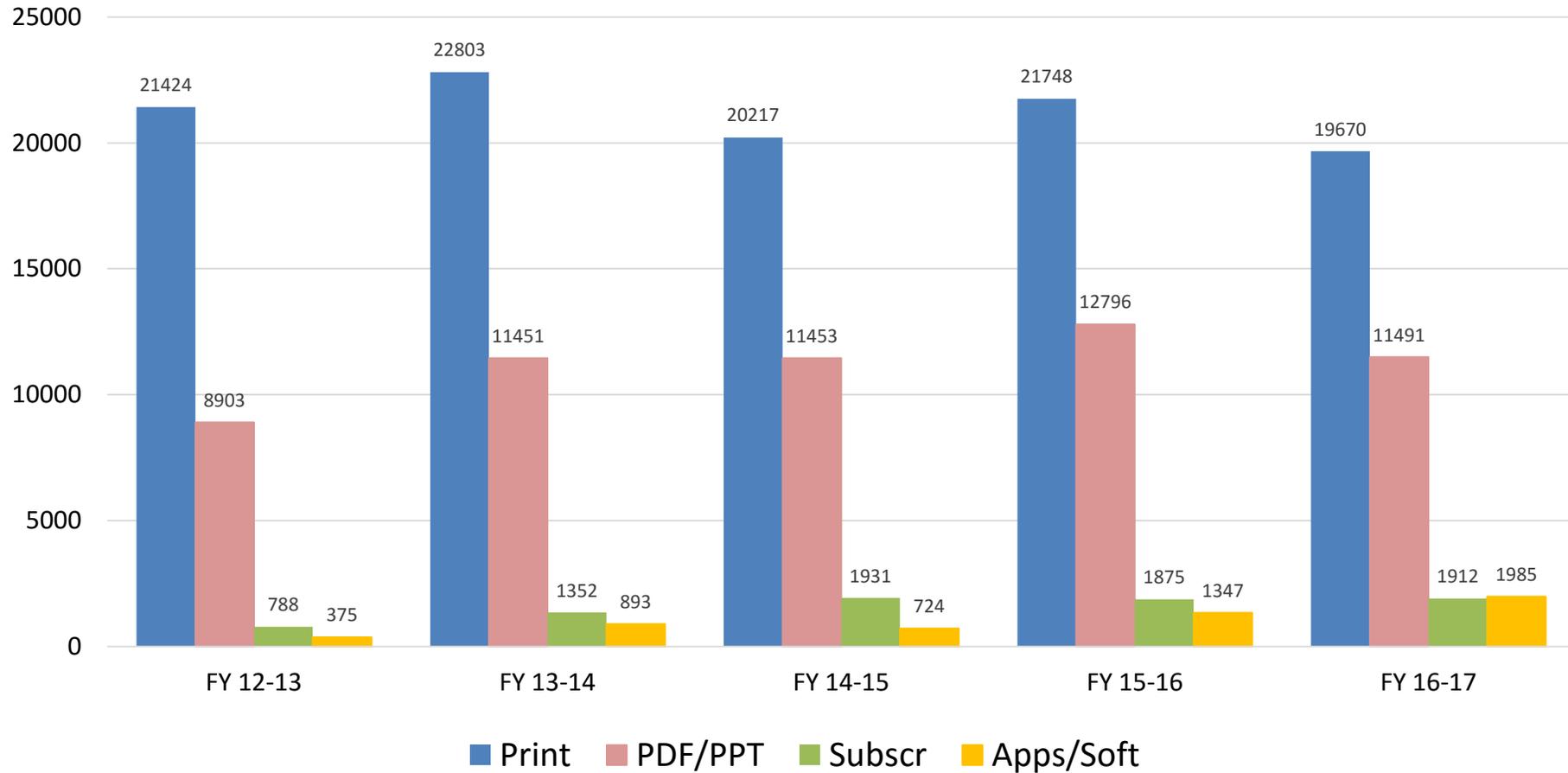
■ AJ Circulation
■ Newsletters Circulation
■ HPBmagazine.org (Pageview Impressions)

Publications

Unit Sales by Type

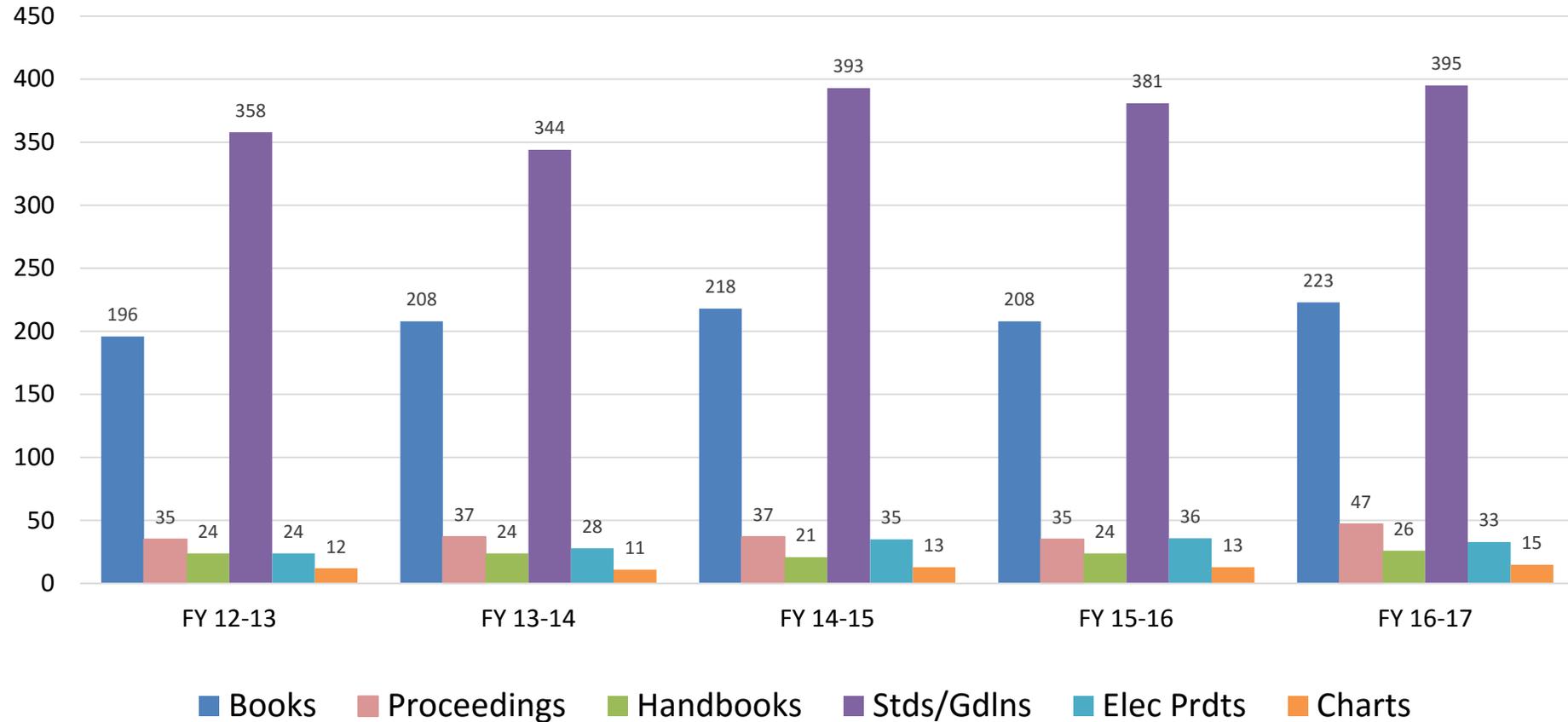


Publications Unit Sales by Format*

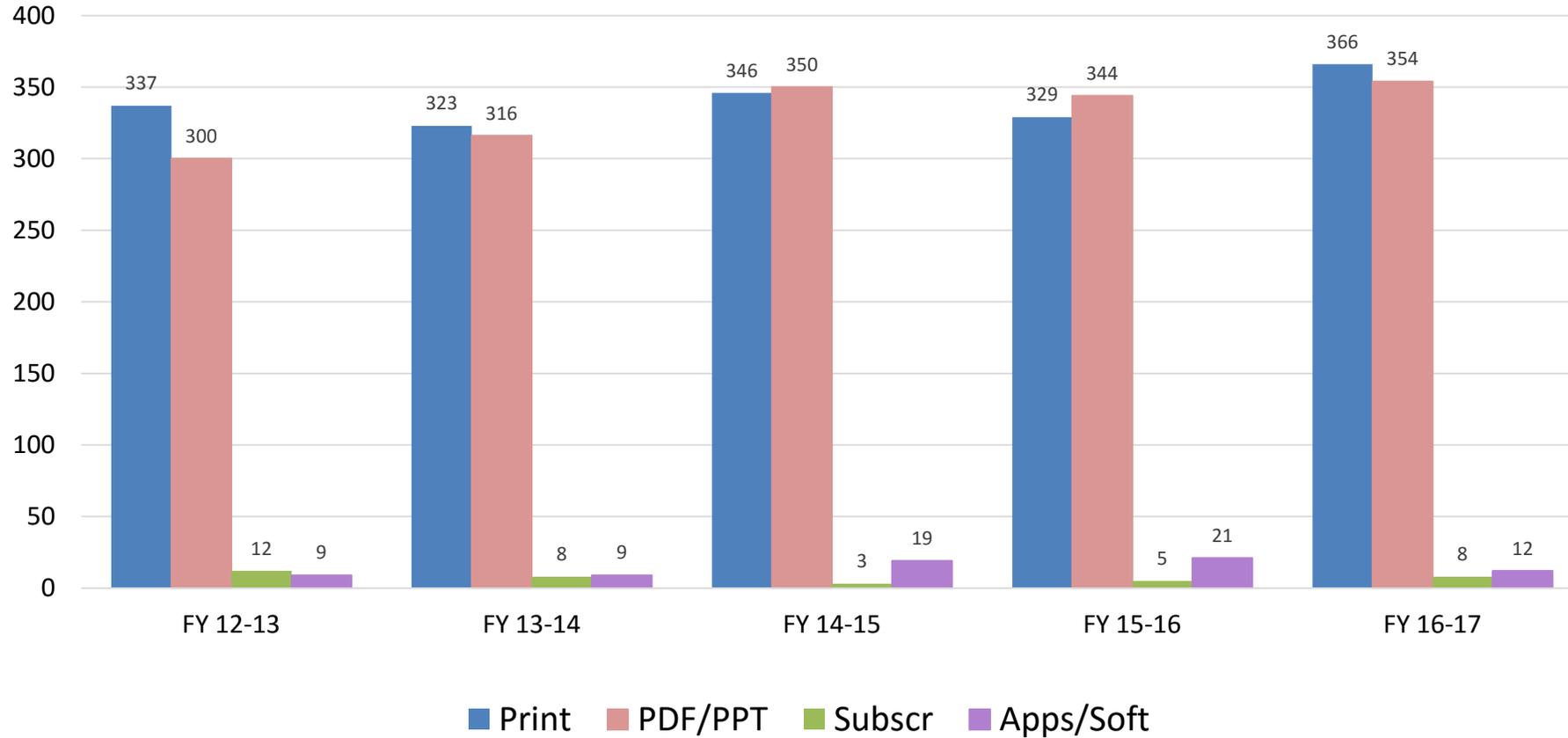


* does not include subscriptions sold by resellers

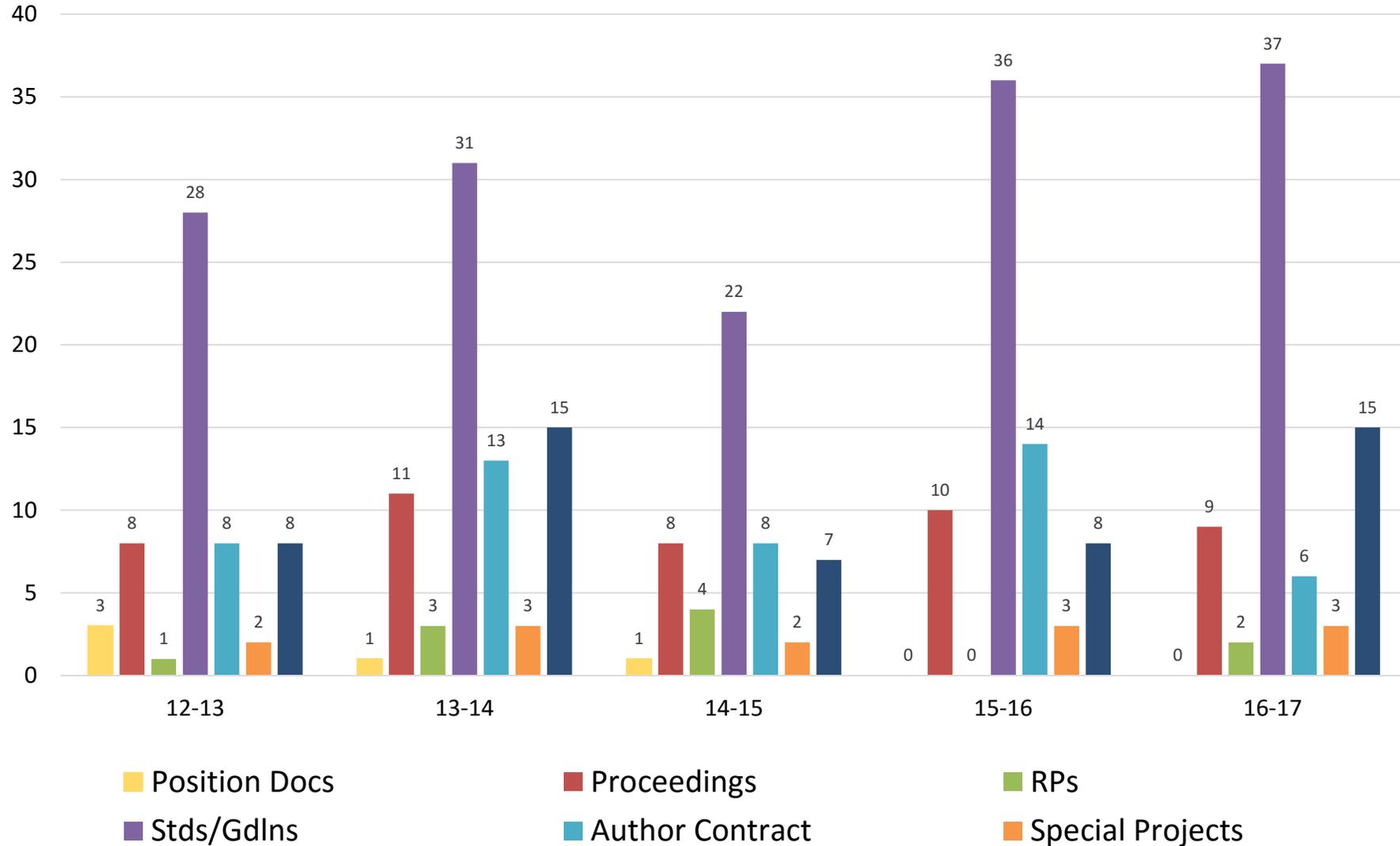
Number of Publication Titles (Not Units) Sold by Type



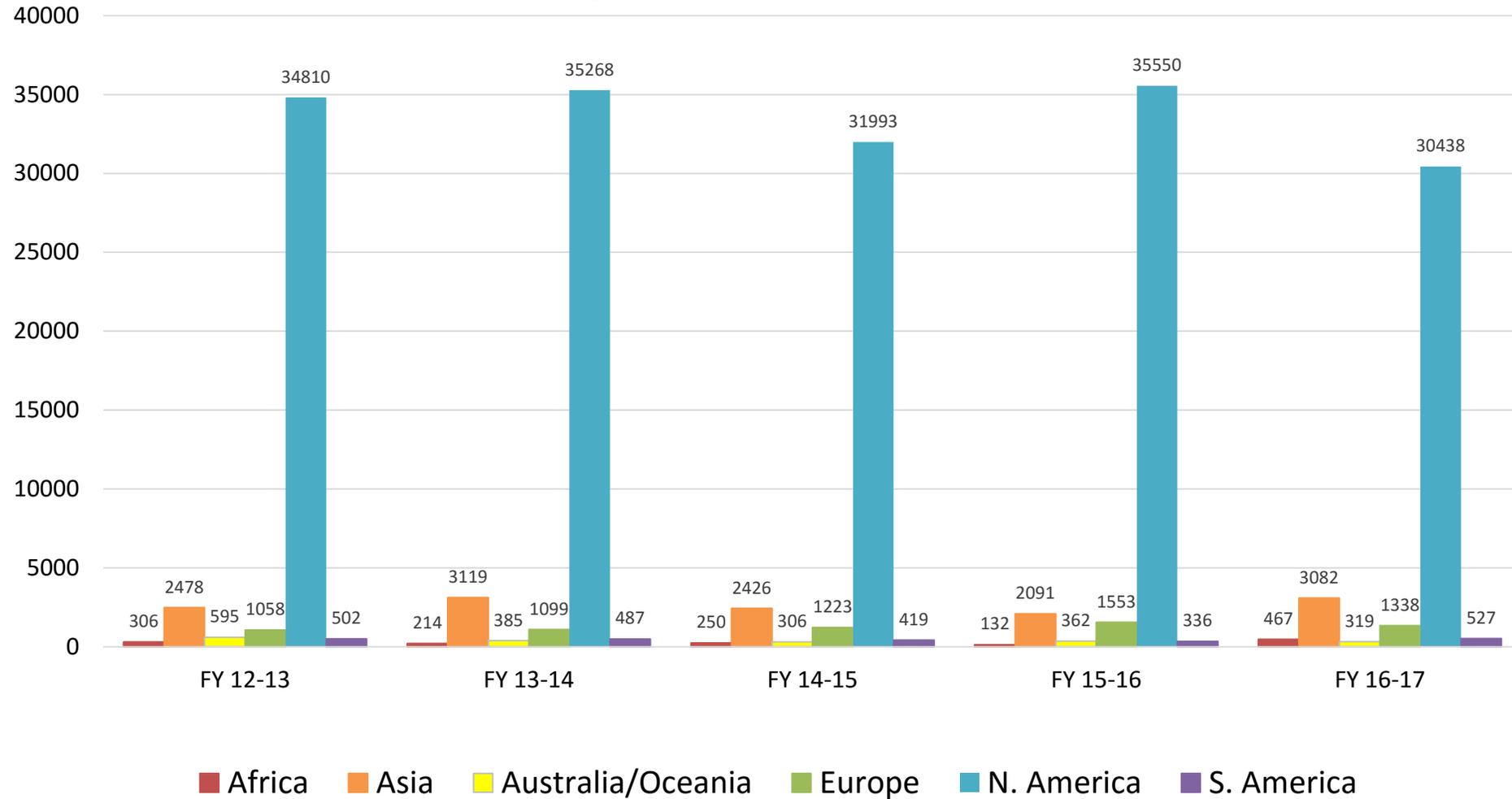
Number of Publication Titles (Not Units) Sold by Format



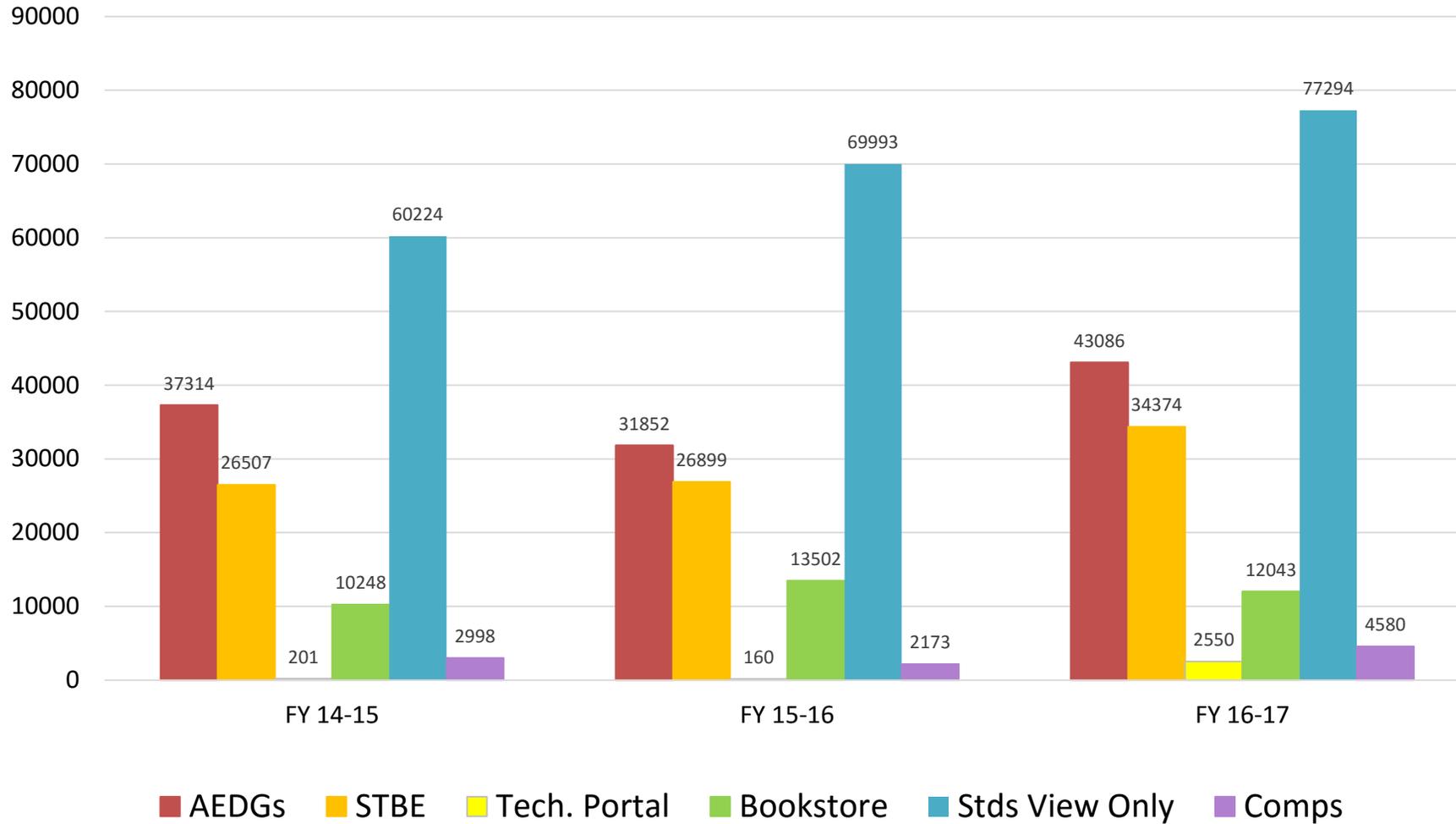
Publications Pipeline: New Titles by Source



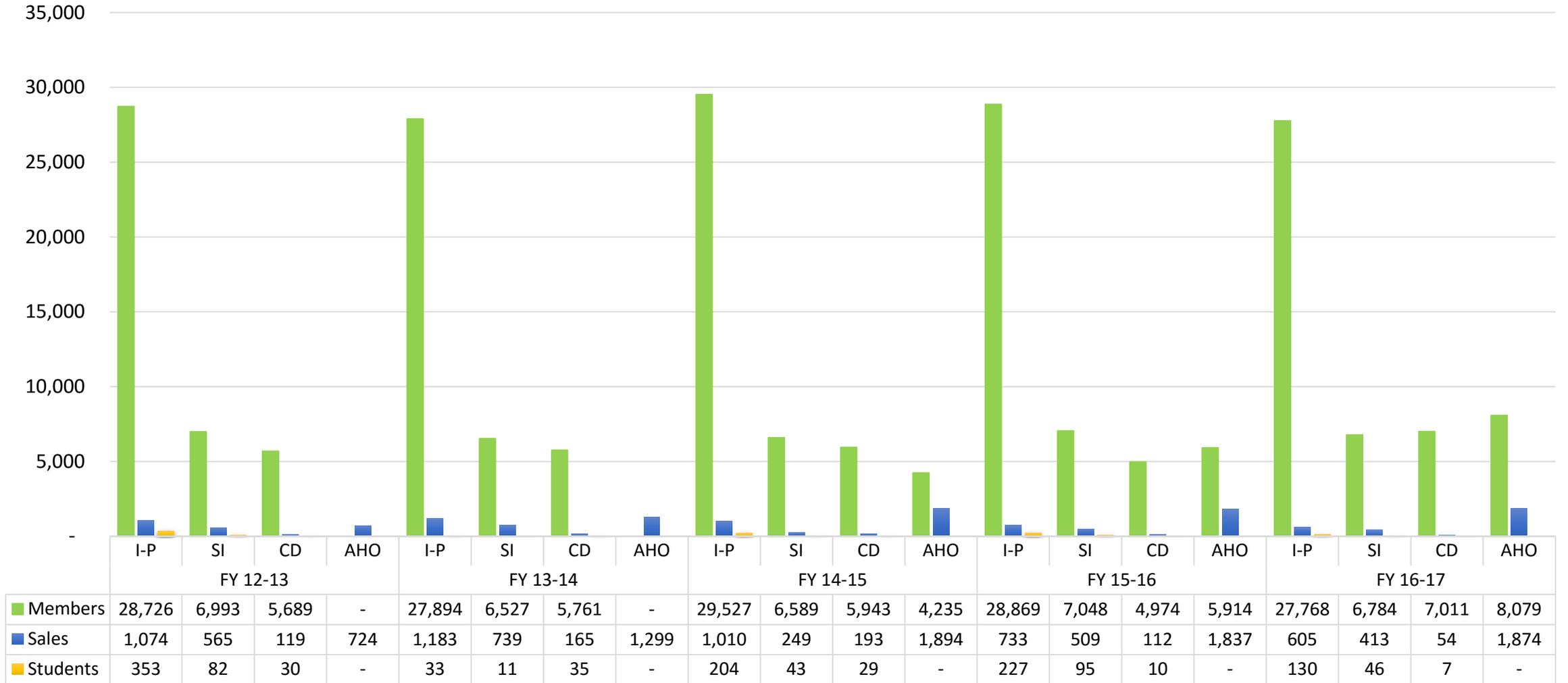
Publications Unit Sales by Continent (PDF and Print)



Purchased PDF and Free PDF Access

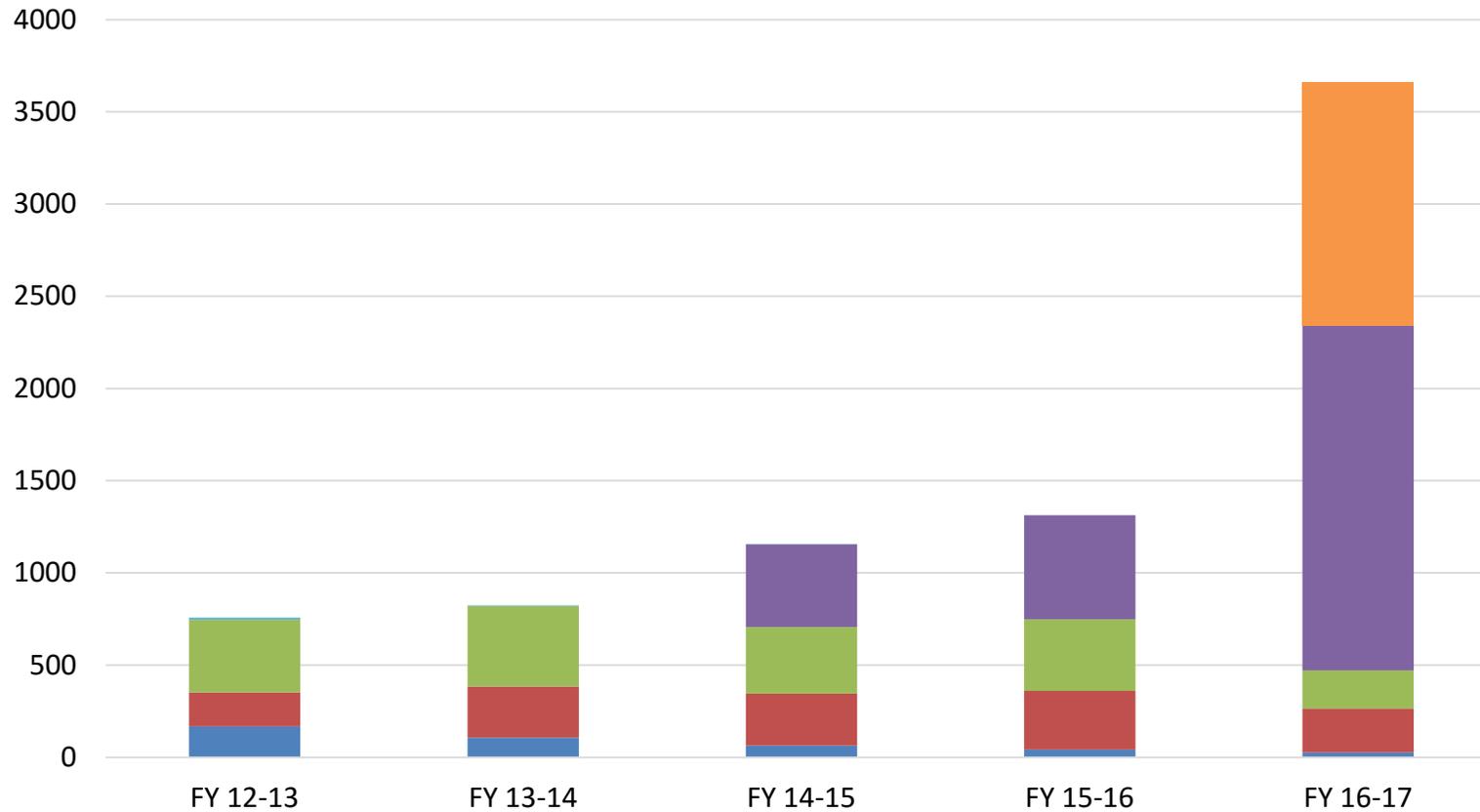


Handbook: Member Distribution and Unit Sales



Members Sales Students

App and eBook Unit Sales and Installs



■ 62.1 Calculator

■ Duct Fitting Database

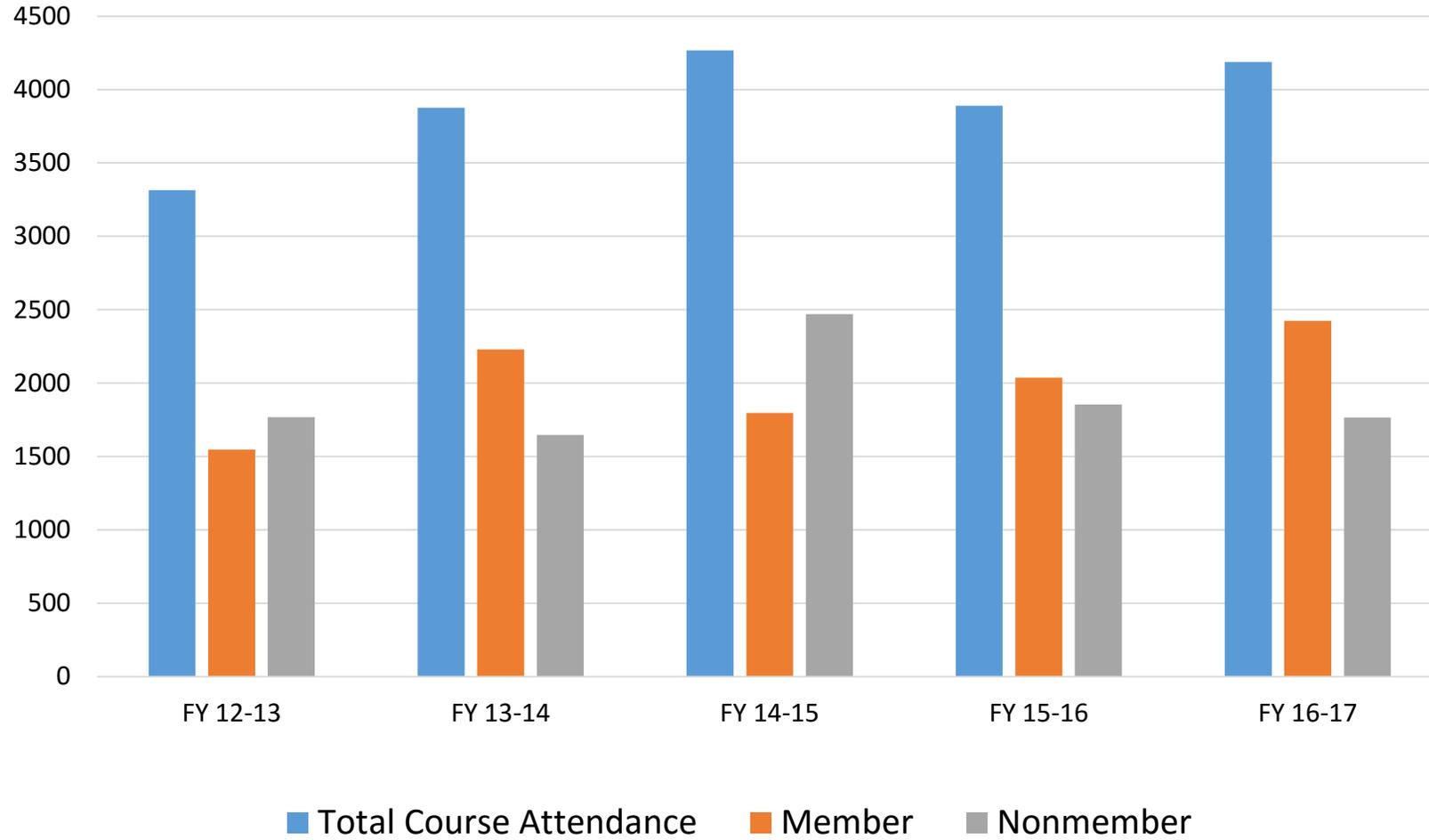
■ Psychrometric

■ HPB

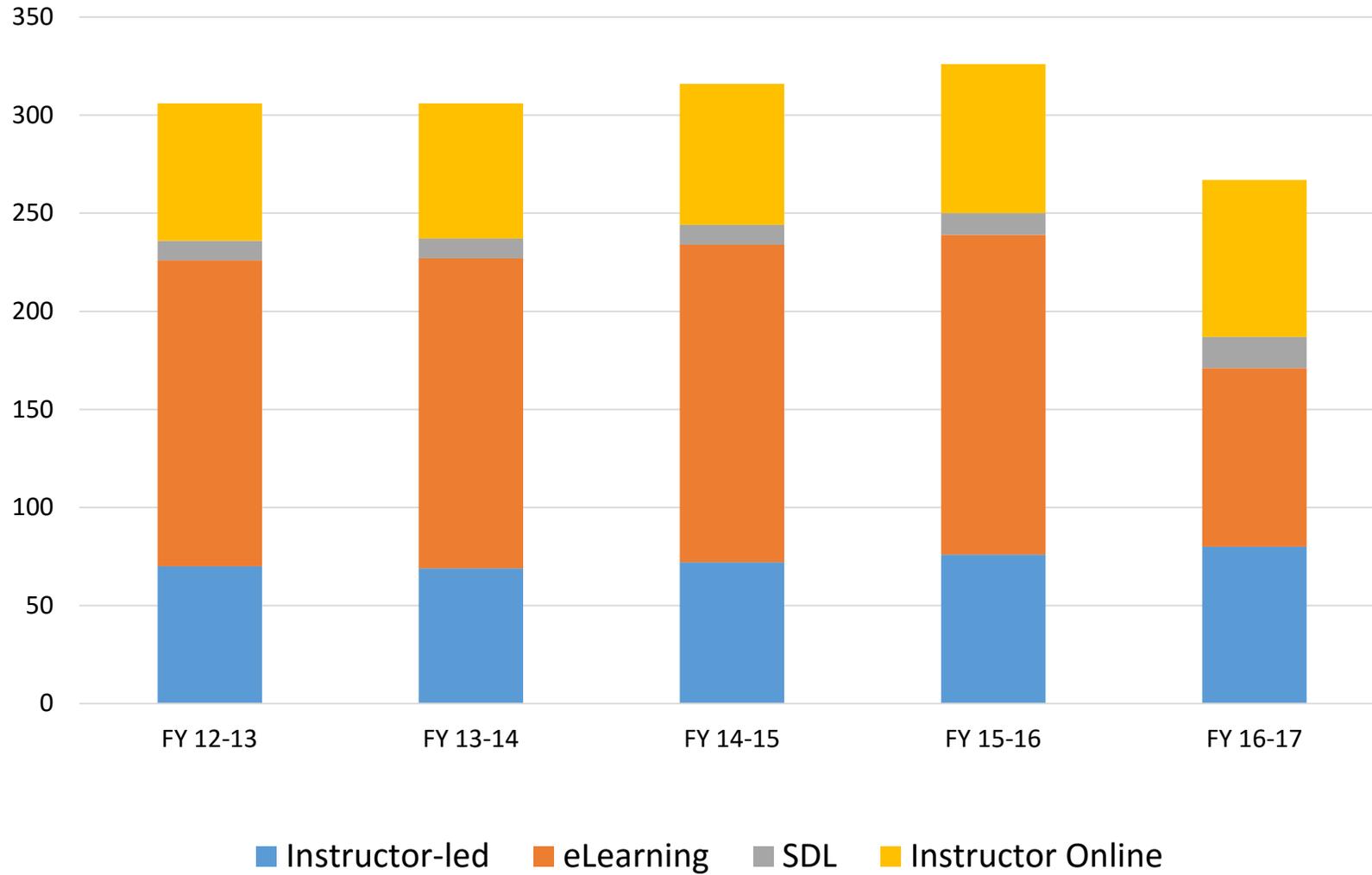
■ GreenGuide eBook

■ SuperheatCalc (free)

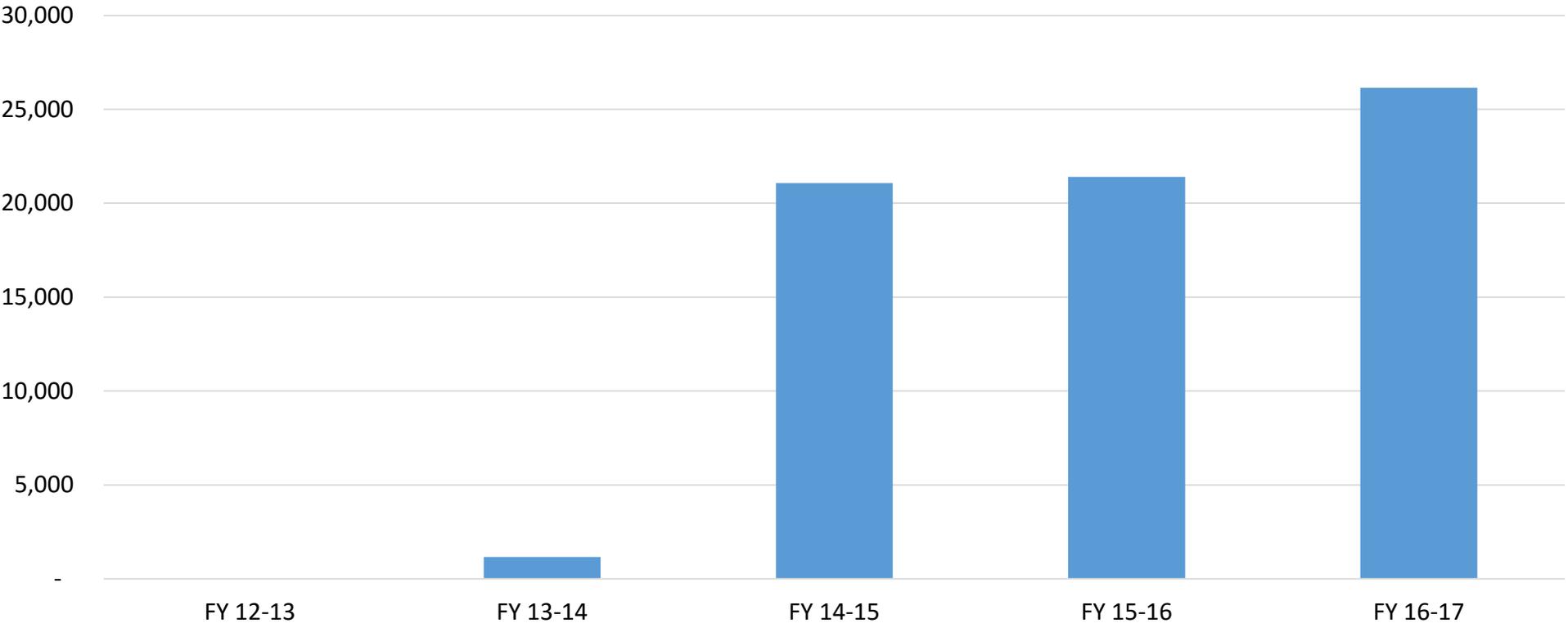
Instructor-Led Training



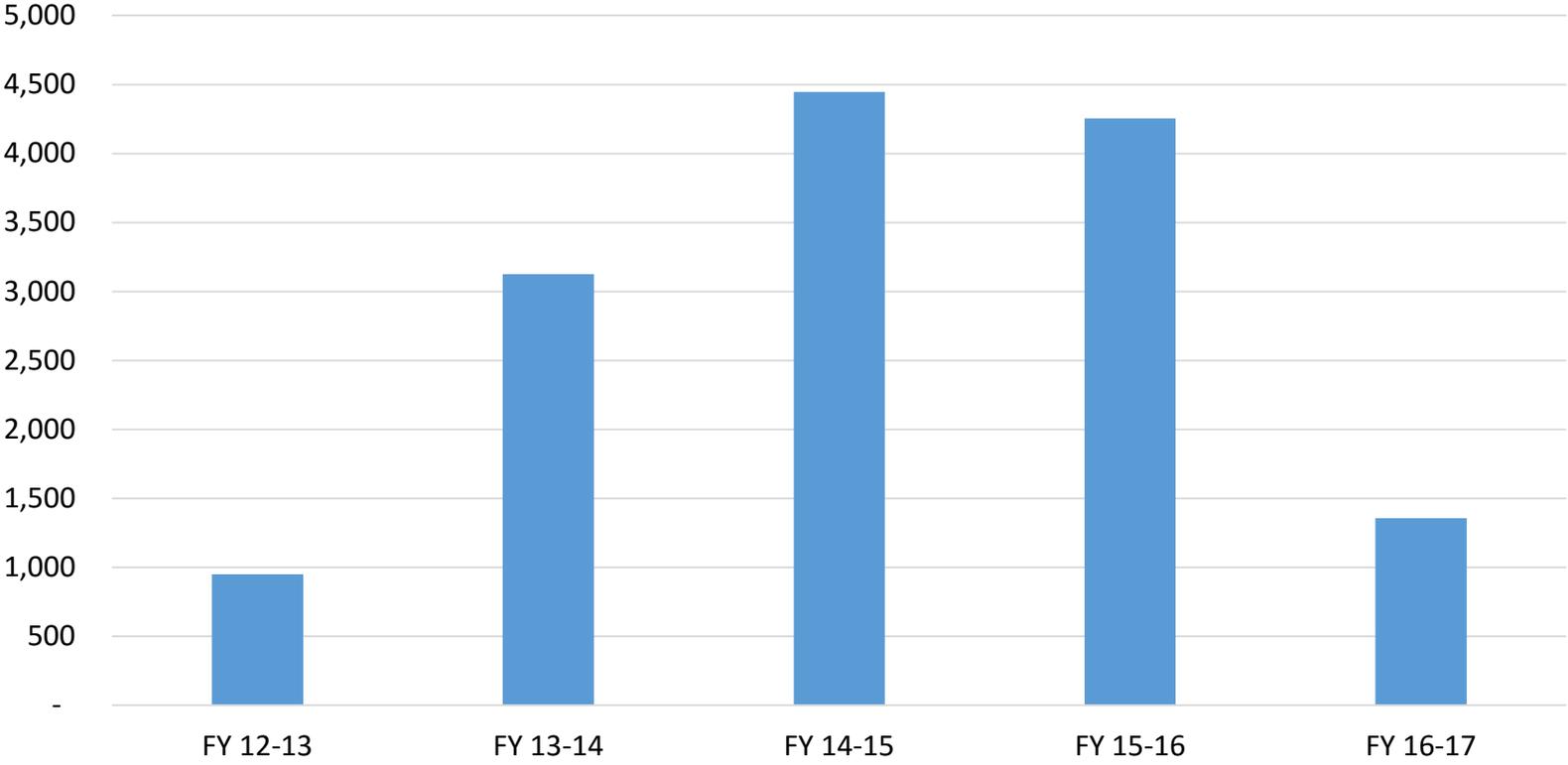
Course Inventory (Course Titles)



Instructor-Led Training: Supplier Webinar Attendance

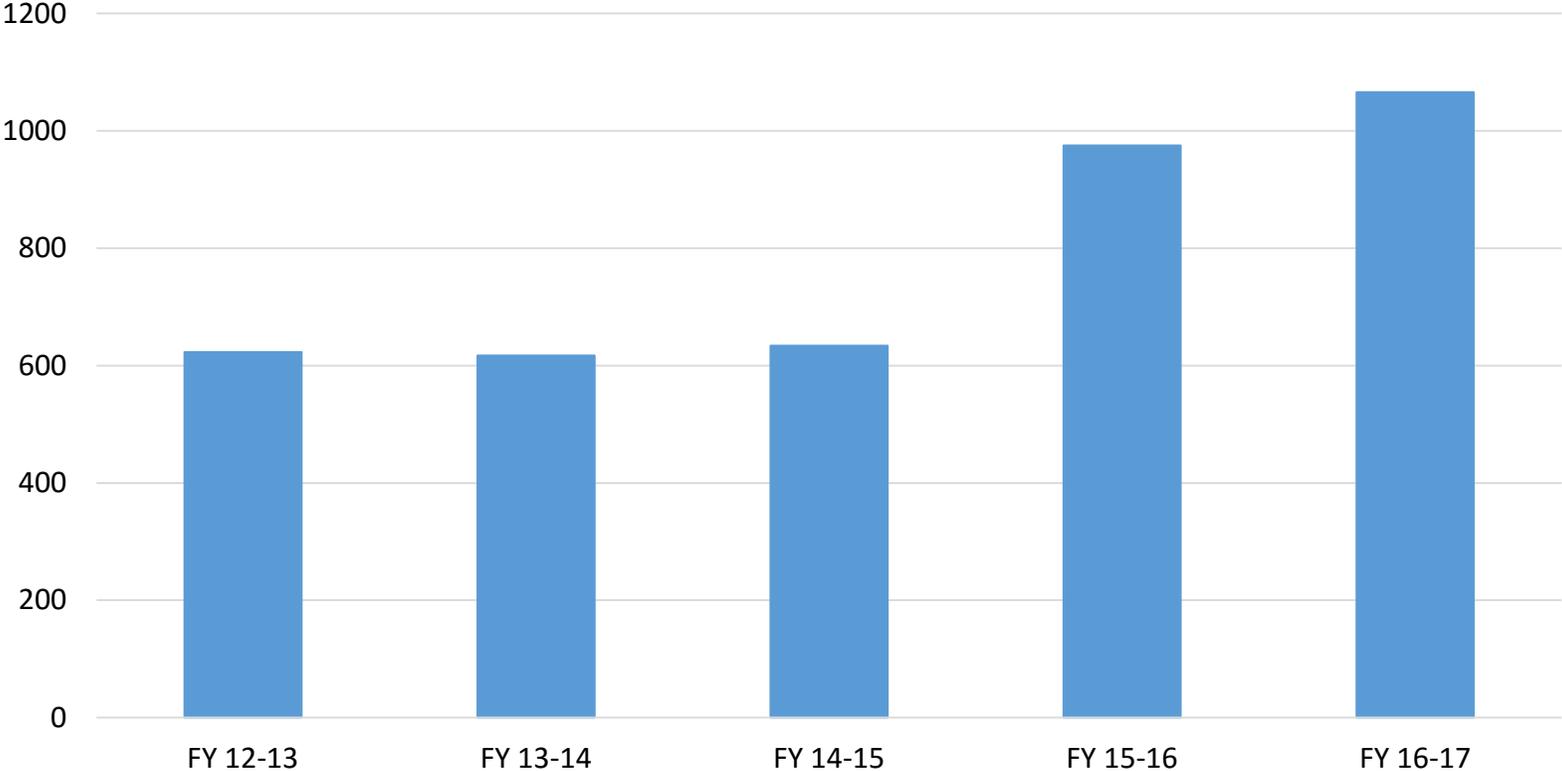


eLearning Training Attendance*

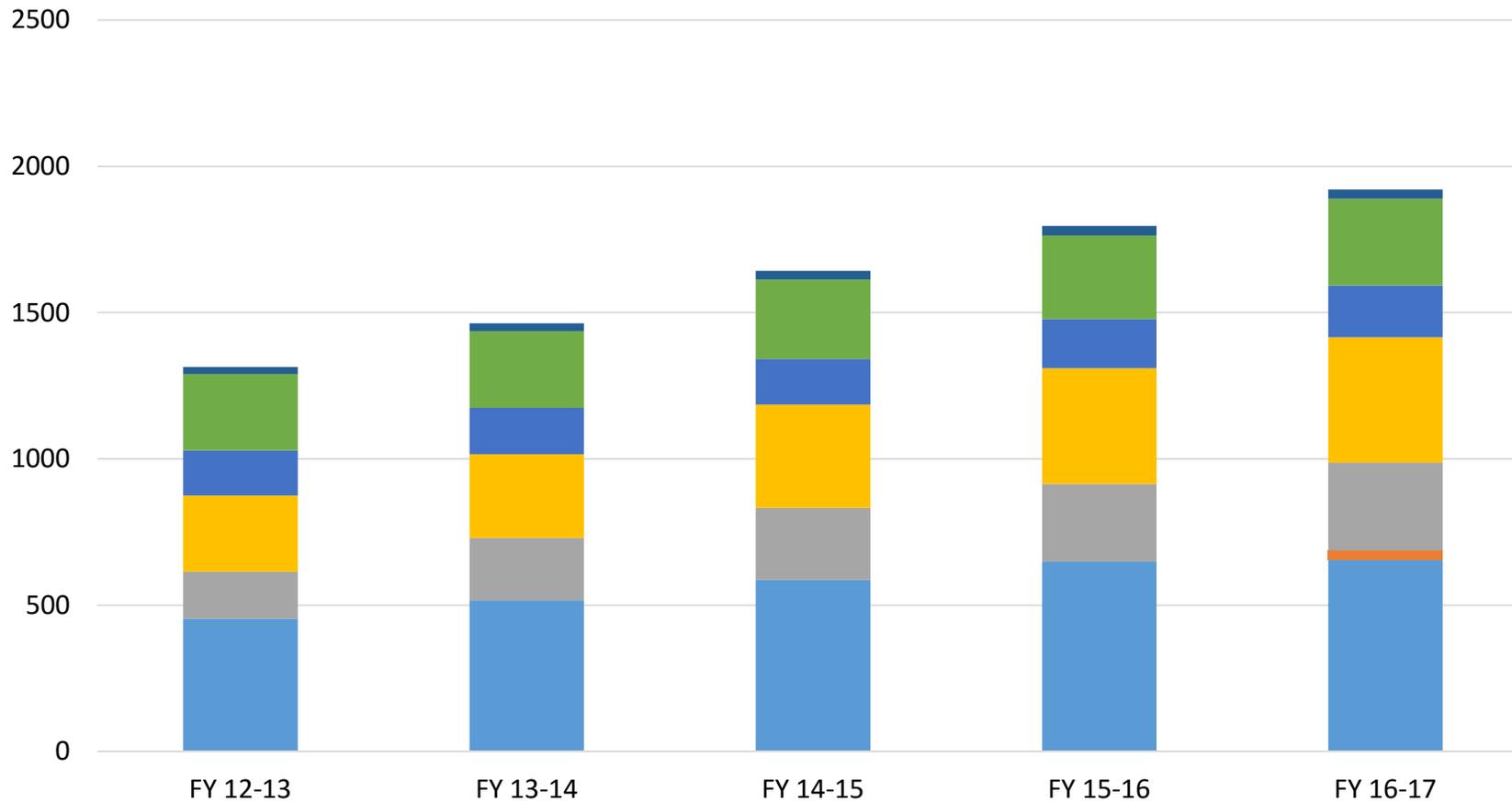


*eLearning offline April-December 2016

Text-Based Learning Sales

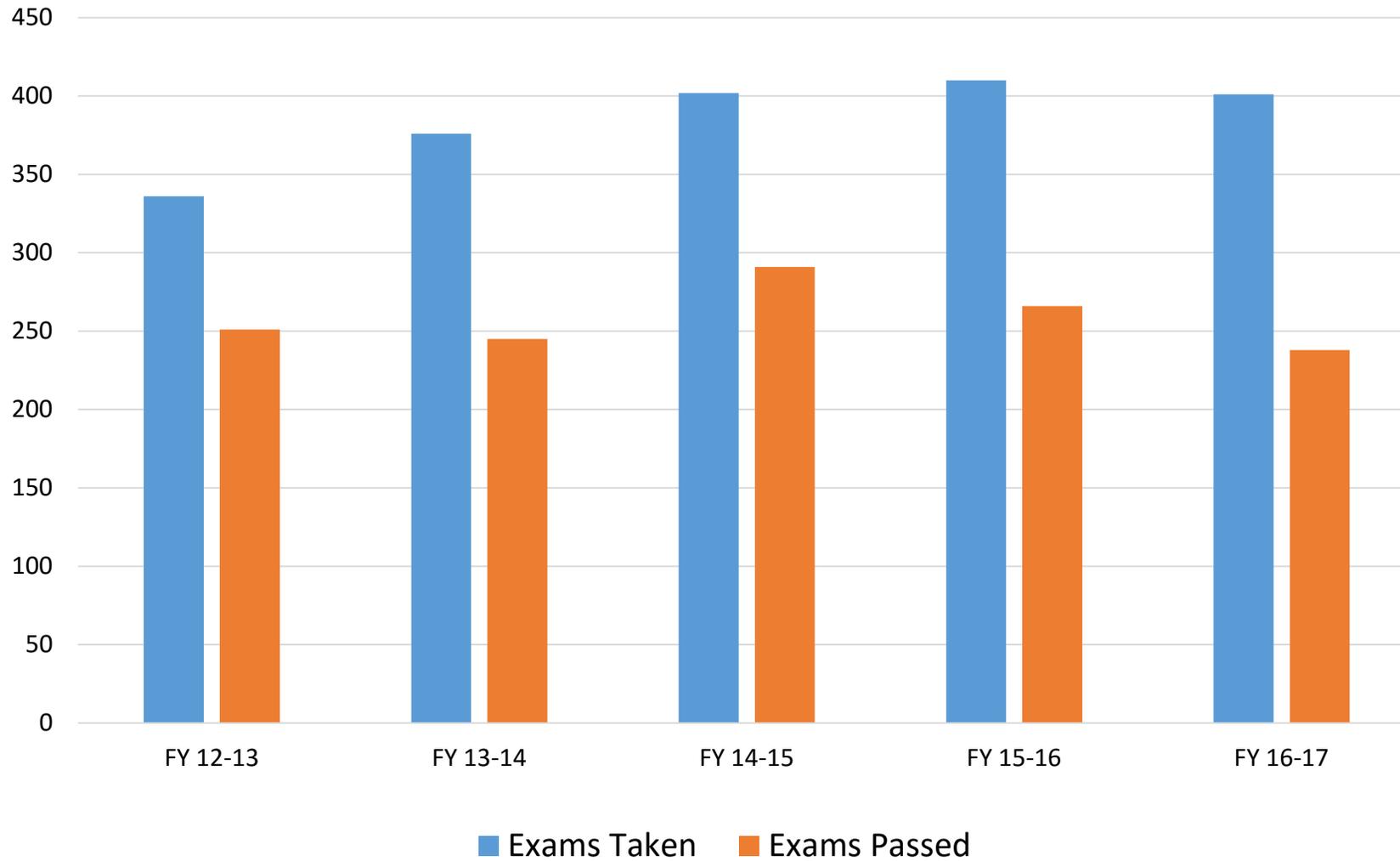


ASHRAE Certificants



CPMPs BCxP BEAP BEMP HBDP HFDP OPMP

Certification Examinations



Current Performance Observations

- Advertising drives a diversified revenue stream.
- Standards are a critical business model component, including allocation of resources to publish (titles) and revenue (direct and through resellers).
- North America is the largest ASHRAE market followed by Asia.
- Digital publishing vehicles reach 200,000 technical information consumers annually and digital periodicals enable delivery of 8 million issues annually.
- Print and PDF publication formats both draw strong interest.
- Training reaches a significant nonmember audience.

Key Trends to Watch

- Training is the fastest growing revenue component. How to best expand the business with more products and reach into markets in need of content with qualified instructors at acceptable pricing.
- An increasing number of vehicles are required to maintain or grow advertising. How to allocate resources to meet content requirements, not saturate market with vehicles, and attract additional advertising rather than splintering advertising.
- New publishing formats are not replacing formats; they supplement them. How to allocate resources to produce and maintain multiple formats, how to deliver them, how to package price them, and appeal to segmented markets.