



Publishing and Education Council (PEC)

Tuesday, June 26, 2018
Hilton Hotel – Houston TX

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 | |
| Chee Sheng | Ow | Member | |
| Heather | Platt | Member | |
| Daniel | Dettmers | Member | absent |
| John | Nix | Member | |
| Jin Jin | Huang | Member | |
| Mohammad | Hosni | Member | |
| Bill | Dean | Member | |

Visitors

Tim Kline
Mark Owen
Joslyn Ratcliff
Emily Sigman
David Soltis
Karen Murray
Cindy Michaels
Jay Scott
Heather Kennedy
Emily Sigman
Farooq Mehboob
Larry Fisher

Katherine Hammack

Non-voting 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 | |
| Frederick | Betz | PDC Vice Chair | |
| Francis | Lacharite | Publications Chair | absent |
| Jose Luis | Correa | Publications Vice Chair | absent |
| Ashish | Rakheja | RAL Consultant | |
| Steve | Comstock | Staff Liaison | |

Suzanne Levisieur
Wes Austin

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 | 4 |
| 2. | ASHRAE Code of Ethics Review | 4 |
| 3. | Attendance..... | 4 |
| 4. | Review of Agenda..... | 4 |
| 5. | Approval of Meeting Minutes | 4 |
| 6. | Review of Motions | 4 |
| 7. | Review of Action Items..... | 5 |
| 8. | Items Referred to PEC from Other Groups | 6 |
| 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..... | 10 |
| 10.5 | Research Journal Subcommittee..... | 13 |
| 11. | Committee Reports | |
| 11.1 | Certification Committee..... | 14 |
| 11.2 | Electronic Communications Committee..... | 14 |
| 11.3 | Handbook Committee | 15 |
| 11.4 | Historical Committee..... | 16 |
| 11.5 | Professional Development Committee | 20 |
| 11.6 | Publications Committee | 21 |
| 12. | Old Business | |
| 12.1 | Units Policy..... | 22 |
| 12.2 | PEC Restructure Ad Hoc..... | 23 |
| 13. | New Business | |
| 13.1 | PEC Dubai Training Center Ad Hoc | 24 |
| 13.2 | Thank You Letter to Employers | 24 |
| 13.3 | Thank You to Out-going Council Members | 24 |
| 13.4 | PEC MBOs..... | 24 |
| 14. | Adjourn..... | 24 |

PEC Minutes · June 26, 2018 · Houston, TX

Approved Motions

Meeting of June 26, 2018

| No. | Page | Motion |
|------------|-------------|---|
| 1 | 4 | Approved the draft minutes as distributed for the January 23, 2018 in Chicago. <i>Approved 11-0-0 CNV</i> |
| 2 | 11 | Approved changes to the ASHRAE Units Policy. <i>Approved 11-0-0 CNV</i> |
| 3 | 12 | Approved the changes to the Historical Committee MOP. <i>Approved 11-0-0 CNV</i> |
| 6 | 20 | Approved the development of an ASHRAE Historical Milestone/Landmark pilot Program for the 125th Anniversary Celebration in 2019-20. <i>Approved 11-0-0 CNV</i> |
| 7 | 22 | Confirmed the ASHRAE Units Policy. <i>Approved 11-0-0 CNV</i> |

Action Items

Meeting of June 26, 2018

| No. | Responsible | Page | Action |
|------------|--------------------|-------------|--|
| 1 | Staff | 4 | Post approved minutes of the January 23, 2018 in Chicago on the PEC page of the ASHRAE website and the PEC Basecamp. Complete. |
| 2 | Staff | 12 | Include PEC Approved changes to the ASHRAE Units Policy on the PEC Report to the BOD. Complete. |

PEC Minutes · June 26, 2018 · Houston, TX

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 2017-2018 (Attachment A)

3.2 PEC Roster 2018-2019 (Attachment B)

4. Review of Agenda

Mr. Tsui reviewed the agenda with the council.

5. Minutes - Meeting of January 23, 2018 in Chicago

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

Mr. Nix moved and Mr. McQuade seconded:

(1) That PEC approve the draft minutes as distributed for the January 23, 2018 in Chicago.

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.**

6. Review of Approved Motions - Meeting of January 23, 2018 in Chicago

| No. | Motion |
|-----|---|
| | Approved the draft minutes as distributed for the October 24, 2017 Conference Call. |
| 1 | <i>Approved 11-0-0 CNV</i> |

PEC Minutes · June 26, 2018 · Houston, TX

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.

4

Approved 11-0-0 CNV

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)

5

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

Approved 11-0-0 CNV

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

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)

6

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

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

Approved 10-0-1 CNV

Mr. Comstock reviewed the PEC approved motions.

7. Review of Open Action Items - Meeting of January 23, 2018 in Chicago

Mr. Comstock reviewed the action items from the last PEC meeting.

| No. | Responsibility | Action |
|-----|----------------|--|
| 1 | Staff | Post approved minutes of the October 24, 2017 PEC Conference Call ASHRAE website Basecamp. Complete. March 5, 2018 |

PEC Minutes · June 26, 2018 · Houston, TX

- 2 Staff Send Response to Members Council Referral 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.*
- Complete. April 18, 2018 (Attachment C)**
- 3 Staff Send response to Members Council Referral 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.*
- Complete. April 18, 2018 (Attachment D)**
- 4 Staff Send Referral to 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.*
- Complete. April 18, 2018 (Attachment E)**
- 5 Staff Include Approved Certification ROB changes on the PEC Report to the Board of Directors (BOD).
- Complete. January 24, 2018**

8. Items Referred to PEC from Other Groups

Mr. Comstock reviewed items referred to PEC.

- 8.1 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.

Mr. Comstock reported PEC will respond to this referral after the PEC Restructure Ad Hoc has made their recommendation.

- 8.2 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.

Mr. Comstock reported the following information was sent in response to the referral.

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**

(Secretary's Note: Response Memo sent from PEC April 18, 2018) (Attachment C)

- 8.3 Members Council Referral 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.*

Mr. Comstock reported the following information was sent in response to the referral.

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

(Secretary's Note: Response Memo sent from PEC April 18, 2018) (Attachment D)

9. Items Referred by PEC to Other Groups

Mr. Comstock reviewed items PEC has referred to other groups.

9.1 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.**

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

(Secretary's Note: Memo sent from PEC April 17, 2018) (Attachment E)

Mr. Comstock reported that CEC will be voting on this referral at this meeting and will report to PEC in July.

9.2 At the June 27, 2017 Annual Meeting in Las Vegas, 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.

(Certification Committee Approved: 7-0-0 CNV) (PEC Approved: 10-0-0 CNV)

Fiscal Impact: None

Mr. Comstock reported Members Council has responded that the recommendation was approved by the PAOE Subcommittee.

Chapter Technology Transfer PAOE Category:

| | | |
|------|-----------------------------|---|
| CT14 | 100 points; (no maximum) | For each ASHRAE certification earned by a chapter member during the Society President's term (An additional 50 points is earned for each ASHRAE certification renewed by an ASHRAE member during the Society President's term.) |
|------|-----------------------------|---|

10. Subcommittee Reports

10.1 Journal Advertising Sales

Mr. Tsui gave the subcommittee report. ([Attachment F](#))

ASHRAE Journal's advertising share-of-market (SOM) for June 2017 to May 2018 is 61% in a three-publication competitive field. This is slightly greater than the same SOM for the 12 months prior period. 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 gain in SOM. Comparing pages sold by ASHRAE Journal in 1999 vs. 2017 shows a 4% increase in print advertising pages. Mr. Comstock requested future charts to track revenue growth, showing the increase in Journal advertising revenue per page for the subcommittee.

HPB magazine advertising revenue is increasing, with \$18,000 more in magazine advertising than in FY16-17 and \$45,000 more in online advertising. The financial report through April 30 shows HPB magazine and online media has earned \$4,000 more than expenses before overhead allocations.

ASHRAE online advertising revenue is growing with \$26,000 more in revenue than FY16-17. When considering both ASHRAE and HPB online advertising, the total revenue to the Society from these programs is \$756,000.

The subcommittee discussed strategies to increase ASHRAE Journal revenue. These include raising rates for newsletters and webinars that have been selling out quickly. More webinars are being scheduled for 2019. Online-only advertisers will be offered additional incentives to include ASHRAE Journal advertising.

New opportunities will be offered in FY2018-19 to augment the 29 current advertising programs offered through ASHRAE Media. A total of eight existing programs were created recently. Key opportunities include online programs, since these have been showing the greatest amount of growth in the recent year.

ASHRAE Journal is well-positioned for growth as for-profit competitors are reducing the size of print circulation, pages contained within each magazine, and discontinuing independent circulation auditing. The Journal can leverage its independently audited circulation along with best-in-class content and reputation for attracting additional advertisers.

PEC Minutes · June 26, 2018 · Houston, TX

While traditional publishers continue programs to compete for reaching ASHRAE's audience, non-traditional publishers are also becoming more competitive. These include Google, Facebook, and other online publishers offering advertising. Additionally, some suppliers have allocated advertising budgets toward improving their own company website, renting emails and trade show marketing.

10.2 eLearning

Mr. Tsui gave the subcommittee report. ([Attachment G](#))

Mr. Tsui reported subscription revenue for ASHRAE eLearning continues to grow especially from individual subscribers and marketing efforts have been made to increase corporate subscriptions including targeted emails, chapter outreach, promotion at ASHRAE conference, eLearning portal videos hosted on ASHRAE.org, eLearning ads on ASHRAE.org and e-newsletters. The annual subscription revenue is 202.2k with a forecast of 230k, on a budget of 210k.

Mr. Tsui reported eLearning continues to work with member volunteers to design and develop new courses. A list of recently completed, under development, and proposed courses are included in the attached report from the subcommittee

Mr. Tsui reported In an effort to consolidate all ASHRAE education offerings into a single database, the second phase of the Learning Portal development will put all ASHRAE training on one platform, making it easy for the user to search, review, and register for ASHRAE education. A mock-up of the learning portal work-flow was shared during the eLearning subcommittee meeting in January 2018. Completion was planned for the 2017-18 fiscal year. However there are higher costs associated with the LMS than budgeted and limited available ASHRAE IT resources due to other high priority projects such as, General Data Protection Regulation (GDPR). Originally budgeted at \$70,000 for implementation of Phase 2 it is now more likely \$150,000. No money was expended on the Phase 2 development and the project will be reassessed in 2018-19.

10.3 Fiscal Planning

Ms. Platt gave the subcommittee report. ([Attachment H](#))

Ms. Platt reported effective July 1, 2018 publication prices are being increased as part of efforts to meet the 2018-2019 revenue budget for publication sales and advertising rates are being increased as part of efforts to meet the 2018-2019 revenue budget for advertising.

As requested by Finance Committee, options for potential budget reductions for 2018-2019 were submitted, as shown in *Attachment A* of the Fiscal Planning Subcommittee Report to PEC. Ms. Platt reported Item #1 listed on the attachment was adopted by Finance Committee as a reduction measure. The council's financial statement is shown in *Attachment B* of the Fiscal Planning Subcommittee Report to PEC.

10.4 Functional Planning

Mr. Hosni gave the subcommittee report. ([Attachment I](#))

(2) That PEC confirm and recommend the BOD approve the ASHRAE Units Policy (ROB 1.201.002):

1.201.002 Units Policy (82-07-01-30/84-06-21-39/85-06-27-41/87-01-19-28/88-05-21-37/90-02-14-10/90-06-14-31/91-01-24-51B/92-07-02-39/93-07-01-54/94-01-26-57/94-06-30-32B/95-02-02-38/95-06-29-29/01-06-28-38C/04-06-30-13/07-06-27-22/08-06-25-14/09-06-24-14/11-06-29-07/12-06-27-20)

1.201.002.1 The units use or application policy shall include, as a minimum, time-dated directions on the use of SI and I-P in all ASHRAE publications.

1.201.002.2 TC 1.6 shall serve as the authority on SI and I-P usage and application.

1.201.002.3 Research projects; codes, standards, guidelines and addenda thereto; special publications; Insights articles; Journal articles; and Handbooks shall be prepared using the International System of Units (SI) and/or inch-pound units (I-P) in formats approved by the Publishing and Education Council.

1.201.002.4 The Publishing and Education Council shall review annually as needed and/or referred for reconsideration ~~the approved~~ formats to be used in ASHRAE publications, considering suggestions from members and committees, and shall establish any changes in the approved formats.

1.201.002.5 The Publishing and Education Council shall consider this Units Policy annually as needed and/or referred for reconsideration by council, committee or other groups and recommend to the Board of Directors the formats to be used in ASHRAE publications.

A. The format for ASHRAE publications shall be dual units, except in cases determined by the Publishing and Education Council, where two separate versions are to be published, where one is rational SI and the other is rational I-P. For selected ASHRAE standards and guidelines, the Standards Committee may approve use of SI units only.

B. In dual unit publications, the units used in calculating the work being reported shall be listed first. The alternate system of units should follow in parentheses. Authors shall round off equivalents in the alternate system of units so that they imply the same accuracy as is implied with primary units.

C. Exceptions require the approval of the Director of Publishing and Education.

1.201.002.6 Handbook volumes shall be published in separate SI and I-P editions.

1.201.002.7 *Science and Technology for the Built Environment*, as ASHRAE's international research journal, may publish papers in dual units or, in cases where the original research being reported was conducted in SI units, in SI units only.

PEC Minutes · June 26, 2018 · Houston, TX

Background: The ASHRAE Units Policy is required by the ASHRAE Rules of the Board to be reviewed and reconfirmed annually by PEC. It does not seem necessary or an efficient use of members' valuable meeting time to require this policy be approved every year.

Fiscal Impact: None.

Council members reviewed and discussed the changes. All agreed efficiency should be a goal for all the committees, councils and BOD.

MOTION (2) Approved 11-0-0 CNV

An action was assigned to staff to include on the Report to the BOD for their approval.

(ACTION ITEM 2) Complete.

(3) That PEC approve the changes to the Historical Committee MOP as shown in Attachment A of the Functional Planning Subcommittee Report to PEC.

Background: The changes above have been made to the Historical Committee section of the Rules of the Boards (ROB) at the January 2017 Winter Meeting in Las Vegas.

Historical Committee ROB approved by:

- PEC Functional Planning Subcommittee 3-0-0 CNV - January 30, 2017
- PEC 10-0-0 CNV - January 31, 2017
- BOD - February 1, 2017.

Approval of this motion will reflect the same changes to the Historical Committee MOP so the two documents agree.

Fiscal Impact: Estimated fiscal impact of adding two voting members to the committee is \$2,500/year

Ms. Keen informed the committee that this motion is essentially and editorial clean up since the BOD has already approved the additional members.

MOTION (3) Approved 11-0-0 CNV

Mr. Hosni reported PEC assigned Functional Planning subcommittee MBO# 5, A "Identify product needs & prepare implementation roadmap for O&M market focus." In response, the subcommittee submitted **PEC O&M Ideas to Support ASHRAE's New Strategic Plan** to PEC at the 2016 ASHARE Annual Meeting in St. Louis. PEC referred the recommendations to all groups suggested in the report on December 5, 2016. (*Attachment B* of the subcommittee's report to PEC)

Mr. Hosni reported CTTC sent a response to the referral from PEC for the council's consideration as shown in *Attachment C* of the subcommittee's report to PEC.

10.5 Research Journal

Mr. Tsui gave the subcommittee report. ([Attachment J](#))

Mr. Tsui reported on the journal's 2017 Impact Factor (IF) from the *Journal Citation Reports*[™]. The 2016 Impact Factor (IF) was 0.928 for the former title, *HVAC&R Research*, and 0.880 for *Science and Technology for the Built Environment (STBE)*. 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 current IF is Now STBE's Impact factor is 1.183 which is a significant improvement.

Mr. Hosni asked why the IF went up and then down again. Mr. Comstock explained that there was one highly cited article that gave the IF a boost but that it was very much out of the ordinary for STBE although it is always the goal to get such valuable articles for the publication.

Mr. Tsui reported STBE's latest rankings among journals are 31/61 in Construction & Building Technology; 78/130 in Engineering, Mechanical; and 36/58 in Thermodynamics. 2018 YTD usage is up 15% on 2017 (approx. 15.9k vs. 13.8k). 2017 usage was up 23% on 2016. There were 593 full-text article downloads, with 1401 total views as of June 1, 2018. Of the top 10 articles downloaded in this period, 3 are from 2018 issues, 4 from 2017, and 3 from 2016, showing timeliness of content. Core subscriptions are at 75-80% of last year. For 2018, there were 64 Institutional Subscriptions, 3 Individual Subscriptions, and 3 ASHRAE-sponsored Institutional member subscriptions.

Mr. Tsui reported the Houston Conference program included a session, *Writing Research Papers*, presented by STBE Editor-in-chief Reinhard Radermacher, Managing Editor Mary Baugher, and Stephanie Loeh of Taylor & Francis. Three additional sessions were presented with a total of eight papers.

Mr. Tsui reported the STBE *Best Paper* award winner was announced at the Plenary Session in Houston.

Mr. Tsui reported the subcommittee considered recommending PEC create an ad hoc committee be formed between PEC and CTTC to discuss how to best publish papers from the ASHRAE conferences to maximize benefit of publication to authors and realize revenue potential. This would include publication of ASHRAE Transactions and STBE as publication options. However, in discussions between PEC and CTTC it was agreed that the editor of STBE and the PEC director would meet with CTTC to review potential paper publication in STBE and if conference papers presented at the ASHRAE winter and annual conferences could be included in ASHRAE Transactions to achieve indexing of content, especially by Scopus. Conference papers, if only published online, are not indexed in Scopus.

Mr. Tsui reported the editor-in-chief continues to liaise with the Conferences and Expositions Committee (CEC) regarding ways to increase submissions to the journal and encourage presentations of papers at ASHRAE Conferences. Measures discussed include extended (three-page) abstracts for conferences; the abstracts may then be targeted for development into full papers.

Mr. Tsui reported Targeted outreach has been made to subscribers and to highly cited/downloaded authors to invite submissions of articles to STBE. Marketing efforts have also included an email blast on this conference's Research Summit track and sessions to members with activity is research.

Mr. Tsui reported early results of evaluating the effects of open access (OA) show that usage is increased (for other than ASHRAE members, who have free online access) but not necessarily citations. Five papers have been selected for OA year to date, leaving two more yet to select.

The editor's report is shown in *Attachment A* of the subcommittee's report to PEC.

The publisher's report is shown in *Attachment B* of the subcommittee's report to PEC.

11. Committee Reports

11.1 Certification

Mr. Labunski gave the committee report. ([Attachment K](#))

Mr. Labunski reported the committee adopted **Certified HVAC Designer** (CHD) as the name for the new HVAC Designer certification program.

Mr. Labunski reported the 2017 recertification rate was 80% for all programs combined, not including the CPMP. 2017 was the first year CPMPs were required to renew as BCxPs, a process which required an exam.

Mr. Labunski reported the committee created a 2018-19 MBO to evaluate the benefit of instituting an "-INT" option for certification candidates "in training," who would be eligible to apply to sit for a certification exam despite not yet fulfilling the work experience eligibility criteria, and develop a framework for instituting. The committee also created a 2018-19 MBO to develop a procedure for monitoring the effectiveness of current certification programs, which will include evaluation deadlines and steps to determine if a program not meeting procedure guidelines may be rehabilitated.

Mr. Labunski reported the ANSI Year 3 Annual Surveillance of accredited certification programs concluded successfully, with ASHRAE receiving only two (2) Opportunity for Improvement (OFI) citations.

Mr. Labunski reported the committee approved slate of nominees and alternates for the six (6) Exam Subcommittees for the 2018-21 term, developed from a pool of over 110 nominations.

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

Certification Committee 2018-2019 MBOs are shown in *Attachment B* of the committee's attached report to PEC.

11.2 Electronic Communications (ECC)

Ms. Schopplein gave the committee report. ([Attachment L](#))

Ms. Schopplein reported on ECC's subcommittee activities:

- ECC's websites subcommittee completed a report regarding best practices for region websites. The report is posted to the ECC page of ashrae.org as a resource for region webmasters.
- ECC's social media subcommittee completed the review, update, and consolidation of its social media guidance PPT. The presentation is intended as an all-encompassing presentation from which specific slides can be pulled and has bookmarks for this purpose. It's posted to the ECC page of ashrae.org as a resource for anyone in Society needing to become more familiar with social media best practices.
- ECC's electronic tools subcommittee is working to create and provide guidance on best case uses for Basecamp for TAC and Standards Committees.
- ECC's electronic tools subcommittee is working to create training for Regions on how to use the newly improved ClientSide of Basecamp to communicate with Chapter officers.

Mr. Ow asked how many Standards groups are using Basecamp 3 now. Ms. Ratcliff reported most chapters are using Basecamp 3, as well as, 48 TC, RP and /or MPG groups and 26 Standards committees. Ms. Ratcliff also reported that anyone wanted to migrate from Basecamp 2 to Basecamp 3 can just let her team know and they will do it for them when they are ready to make the swift.

Ms. Schopplein reported the committee is continuing to gather a list of ECC-type awards to create a comprehensive list to post on the ECC page of ashrae.org for informational purposes.

Ms. Schopplein reported the committee is looking for ways to increase communication with Region (RECC) and Chapter Electronic Communications Committee Chairs (CECC).

ECC 2017-2018 MBOs are shown in *Attachment A* of the committee's attached report to PEC.

ECC 2018-2019 MBOs are shown in *Attachment B* of the committee's attached report to PEC.

11.3 Handbook

Mr. Yuill gave the committee report. ([Attachment M](#))

Mr. Yuill reported Handbook Committee continued training and promotion for the 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 1040 users and 19,993 pageviews in the last calendar year. The portal is also in use by ASHRAE Learning Institute (ALI), the REHVA/ASHRAE task force, and several special publications.

Mr. Yuill reported in the last calendar year, ASHRAE Handbook Online had 33,882 unique users and 352,324 pageviews. There are now 14,896 active subscribers.

Mr. Yuill reported the committee approved a new chapter on fire/EMT stations for the 2023 HVAC Applications volume. The chapter is assigned to TC 9.8, Large Building Air-Conditioning Applications.

Mr. Yuill reported Handbook Committee will be requesting that TCs add information to their Handbook chapters as applicable regarding (1) temporary HVAC systems and equipment and (2) considerations for variations in global climate conditions.

The committee's 2017-2018 MBOs are included as *Attachment A of Handbook Committee's Report to PEC*.

11.4 Historical

Mr. Anderson gave the committee report. ([Attachment N](#))

Mr. Hosni moved and Mr. Nix seconded:

(4) That the Board of Directors approve the establishment of an ASHRAE Historical Milestone/Landmark Program.

Background: The major/core engineering societies all have existing programs that recognize milestone or landmark technical contributions in their fields of engineering which represent historically significant achievements that have benefited society. The Institute of Electrical and Electronic Engineers (IEEE), the American Society of Civil Engineers (ASCE), and the American Society of Mechanical Engineers (ASME) have well established milestone and/or landmark recognition programs that have existed for more than 40 years. A summary of those programs is attached as Table 1. It is proposed that ASHRAE establish a similar program as part of the 125th Anniversary celebration activities being planned for the Society 2019 Summer and 2020 Winter meetings.

Objective: To recognize historically significant milestones, landmarks, contributions and achievements in the arts and sciences of heating, ventilating, air-conditioning and refrigerating engineering. Recognition would be by placement of a permanent plaque and a dedication ceremony, and compilation of information on the importance of the milestone/landmark. It is proposed that recognition go to a technical advancement rather than for a specific place or to an individual. A nomination process will be developed, with selection and recommendations made by the ASHRAE Historical Committee, with final approval by the Board of Directors. At least one (1) nomination would be planned for each year, with no limit, and the first selection would be made in conjunction with the 125th Anniversary events at the ASHRAE Winter 2020 meeting.

Fiscal Impact: For budget purposes, a fiscal impact of \$2,000/year would cover the costs of two (2) high quality bronze plaques. Alternatively, the cost of plaques and dedication ceremonies can be covered by submitters and/or sponsors of nominations with no direct cost to ASHRAE.

Criteria: The ASHRAE Historical Committee will develop nomination forms, criteria and procedures for selection of significant milestone/landmark HVAC&R technical achievements. The criteria could include:

- Nomination required by an ASHRAE member in good standing

PEC Minutes · June 26, 2018 · Houston, TX

- Proposals for nomination must document the significance of the achievement
- Technical achievement must be at least 25 (?) years old
- Recognizes an achievement rather than a person, place or thing
- Final selection by ASHRAE Board of Directors, with recommendation by the HC

Timeline: A proposed timeline to implement an ASHRAE Milestone/Landmark Program is as follows:

June 2018: Proposal developed and considered by the ASHRAE Historical Committee, and if approved, submitted to the ASHRAE Publishing and Education Council (PEC).

January 2019: HC develops and approves nomination form, criteria and procedures for approval by PEC and the Board of Directors.

January-March 2019: Initial nominations solicited for the first Milestone/Landmark recognition.

June 2019: Historical Committee reviews and selects first recognition proposal, and submits a recommendation to BOD for approval.

January 2020: First Milestone/Landmark recognition announced at Society Plenary Session as part of the ASHRAE 125th Anniversary celebration.

Supporting Information: As additional supporting and background information, several examples of existing or pending milestone/landmark projects related to ASHRAE technology are provided below to indicate how an ASHRAE program might honor these or similar achievements:

“R” Value Development. An R-value plaque recognizing Everett C. Shuman (1891-1989), a Penn State faculty member and pioneer researcher in energy conservation, is placed near the engineering building at Penn State University where he worked. He was called the father of the 'R-value,' the indicator of heat resistance used for all types of insulation materials since 1970, and published in the ASHRAE Handbook. He also invented the mineral core fire door.

ASHVE Research Lab. The ASHRAE Cleveland Chapter has applied to place a plaque/marker at the site of the original ASHVE Research Lab. This is part of an existing Ohio State Marker Program. An application has been submitted by the chapter, approved by the state and placement is pending with the city subject to conditions related to insurance.

Frederick E. Giesecke Building. The Engineering Research Building at Teas A&M University is dedicated to Professor Frederick E. Giesecke, who received the F. Paul Anderson Award in 1942. Giesecke served as Director of the Texas Engineering Experiment Station and published numerous papers and articles in the ASHVE Journal and Transactions.

Dr. Mary Engle Pennington. A proposal to recognize the contributions of Dr. Mary Engle Pennington has been submitted by a private citizen to the Pennsylvania Historical and Museum Commission to place a marker identifying the site of her original office/lab in downtown Philadelphia. Pennington was a pioneer woman in HVAC&R technology, is a member of the ASHRAE Hall of Fame, and was a Fellow of ASRE. Staff received a request for financial support for the marker, and both the Philadelphia Chapter and Region III have been advised of the proposal and are willing to be involved.

References

IEEE Electrical Engineering Milestones Program: http://ieemilestones.ethw.org/Main_Page.

PEC Minutes · June 26, 2018 · Houston, TX

ASME Historic Mechanical Engineering Landmarks: <https://www.asme.org/about-asme/engineering-history/landmarks/about-the-landmarks-program>.

ASCE Historic Civil Engineering Landmark Program: <http://www.asce.org/landmark-program/>.

TABLE 1 – US Engineering Society Milestone / Landmark Programs

| Engineering Society | Institute of Electrical and Electronic Engineers | American Society of Mechanical Engineers | American Society of Civil Engineers |
|-----------------------|--|--|--|
| Name of Program | IEEE Milestones Program | ASME Mechanical Engineering History and Heritage Landmarks Program | ASCE Historic Civil Engineering Landmark Program |
| Year Established | 1983 | 1971 | ???? |
| Recognition | Plaque & Ceremony | Plaque & Ceremony | Plaque and Ceremony |
| Responsible Committee | History Committee | History and Heritage Committee | History and Heritage Committee |
| Approval | Board of Directors | Board of Directors | Board of Directors |
| Criteria | Significant achievements in the history of electrical and electronics engineering. | Existing artifacts or systems representing a significant mechanical engineering technology. | Historically significant local, national, and international civil engineering projects, structures, and sites. |
| Number of sites | 188 | 275 | 266 |
| Site criteria | > 25 years | 20 years (?) | > 50 years |
| Significant Sites | Franklin Experiments (1751) Transcontinental Telegraph (1861) Edison Menlo Park (1876) First AIEE Meeting (1884) Marconi Wireless Telegraph (1895) Discovery of Superconductivity (1911) Bell Labs (1925) ENIAC (1946) Manufacture of Transistors (1951) Commercialization and Industrialization of Photovoltaic Cells (1959) First Working Laser (1960) Liquid Crystal Display (1968) Birthplace of the Internet (1969) HP-35 Scientific Calculator (1976) | Newcomen Engine (1712) Holly District Heating System (1877) Multi-Zone Automatic Temperature Control System (1895) Detroit Edison District Heating System (1903) ASME BPV Code (1915) Milam High-rise Air Conditioned Building (1928) Magma Copper Mine Air Conditioning System (1937) Thermo King Refrigeration Unit (1940) Commonwealth Building Heat Pump (1948) Refrigeration Research Museum (1890 - 1960) | Petra (400 BC -400 AD) Machu Picchu (1450-1540) City Plan of Philadelphia (1682) Mason-Dixon Line (1763-1767) U.S. Capitol (1800) Erie Canal (1825) Suez Canal (1859-1869) Mormon Tabernacle (1867) Brooklyn Bridge (1883) Statue of Liberty (1886) Panama Canal (1904-1914) Moffat Tunnel (1927) Hoover Dam (1935) Golden Gate Bridge (1937) Mackinac Bridge (1957) |
| Plaque | 18" x 12", bronze | 12" x 18", bronze | 19" x 13" |
| Web Site | http://ieeemilestones.ethw.org/Main_Page | https://www.asme.org/about-asme/engineering-history/landmarks/ | https://www.asce.org/landmark-program/ |

After some discussion by council members it was decided this program could simple be developed by PEC and the Historical Committee for the 125th Anniversary Celebration in 2019-20 and should be reported as an information item to the BOD. The council recommended the committee rewrite the motion and propose it again at another time for PEC approval.

MOTION (4) WITHDRAWN

Mr. Jones moved and Mr. Nix seconded:

- (5) The ASHRAE Historical Committee (HC) recommends that the Honorary position of ASHRAE Historian be established to support the historical and heritage related activities of the Society dedicated to preserving the legacy of the arts and sciences of heating, ventilating, Air Conditioning and Refrigeration (HVAC&R) technology.**

Background: There is a need for someone with both an interest in HVAC&R technology history and a strong personal interest in history to support the ASHRAE Historical Committee and staff. This position is envisioned as an “Honorary” appointment for a fixed term, e.g. 3-5 years, similar to the Librarian of Congress or the Poet Laureate of the United States. Creating such a position will provide a “volunteer” resource to the Society, Staff, the committee and the membership that in the past has been filled by one-year consultant appointments to the HC.

Objective: The individual should be an ASHRAE member, a volunteer, and have served on the Historical Committee or in Regional and/or Chapter Historian positions. The Historian would serve in the capacity of a semi-permanent consultant to the committee, with a non-voting status, and receive compensation for travel to meetings similar to a voting member or consultant. With the retirement of Steve Comstock, ASHRAE is losing a senior staff person who has served key roles with the committee and in nearly all Society historical activities of the last 40+ years, especially the ASHRAE Centennial celebration. In the past, there have been a number of consultants appointed to the HC who have previously served as members or leaders of the committee, but there is no one filling that role in 2019-20. It is important to have continuity when it comes to history, and this position will help fill that gap. The position can also be a resource for the committee to generate historical articles, newsletters, twitter feeds and also to represent the Society in various forums and venues where HVAC&R technology history needs to be covered. The person could eventually also assist with CRC or webinar presentations for training of Regional and Chapter Historians.

Criteria: Nominations for the positions would be solicited from the ASHRAE Membership, and the Historical Committee would select a candidate and recommend their appointment to the Board of Directors.

Fiscal Impact: For budget purposes, a fiscal impact of \$2,000/year would cover the costs of travel for attending two Society meetings of the HC, and possibly several CRC’s.

The council discussed the proposal. Mr. Comstock explained that this would be a BOD decision and the recommendation would need to come from PEC. Ms. Keen commented that the BOD would probably not be inclined to approve any additional expenses at this time. Many council members agreed that the motion was not likely to be approved by the BOD.

MOTION (5) Failed 10-0-1 CNV

Mr. Anderson explained to the council that he had rewritten Historical Milestone/Landmark pilot Program motion and asked that it be moved again.

Mr. Jones moved and Mr. McQuade seconded:

- (6) The ASHRAE Historical Committee (HC) recommends that PEC approve the development of an ASHRAE Historical Milestone/Landmark pilot Program for the 125th Anniversary Celebration in 2019-20.**

MOTION (6) Approved 11-0-0 CNV

Mr. Anderson reported Historical Committee has updated their committee MOP to reflect the Board approved change in the number of voting members from seven to nine and referred this as a motion to to the PEC Functional Subcommittee and shown in *Attachment B*. The committee also the their Reference Manual, Gold Ribbon and Lou Flagg Award Forms, and the ASHRAE Regional and Historians Guide.

Mr. Anderson reported Historical Committee has approved a proposed revision to ROB section 1.201.040 Records Retention and Destruction, to address record retention of significant ASHRAE historical documents was approved by the committee. *Attachment C*.

Mr. Anderson reported the committee reviewed and discussed progress on all of the 125th Anniversary projects. *Attachment E*. ASHRAE staff presented their 125th Anniversary marketing and promotion plans.

Mr. Anderson reported Dr. Michael Geselowitz, Senior Director of the IEEE History Center, made a presentation to the committee of the IEEE history programs, and invited ASHRAE to become involved with the major engineering Society historical activities.

Mr. Anderson reported the committee has identified potential candidates for future Leadership Recall interviews: Presidential Member Bjarne Olesen, Michael Newman, Steve Comstock and retired ASHRAE senior staff (Gloria Cofer, Carolyn Kettering and Judy Marshall).

11.5 Professional Development (PDC)

Ms. Thrasher gave the committee report. ([Attachment O](#))

Ms. Thrasher reported PDC had approved development of a 6-hour course titled *Choosing the Right Energy Code for Your Project – IECC 2018 or ASHRAE 90.1-2016*. The course is set up as a series of real design/code problems, presenting approaches to complying with the code requirements.

Ms. Thrasher reviewed the course updates with the council.

PEC Minutes · June 26, 2018 · Houston, TX

- 2017-18 In-Company/Chapter Program
 - In-Company – 34 courses/1,813 attendees
 - Chapter – 4 courses/330 attendees
- 2017 Online Course Series
 - 2017-18 – 22 Courses /417 attendees
- 2018 Winter Conference Registrations
 - 20 courses/839 attendees
- 2017-18 Courses at Industry Events
 - 4 courses/124 attendees (CMPX and FRIGAIR)
- 2017/18 HVAC Design and Operations Training
 - HVAC Design Level I: 14 courses/565 attendees; Level II: 14 courses/429 attendees
 - Consulting Engineer Essentials – 1 course/13 attendees
- 2017-18 Global Training Center Courses (8 courses/199 registrants):
 - 3 - HVAC Design Level I courses (Avg 21 per course)
 - 1 - Variable Refrigerant Flow Systems course - 12 registrants
 - 1 - Commercial Building Energy Audits course - 13 registrants
 - 1 - The Future of Refrigerants: Challenges & Opportunities course - 46 registrants
 - 1 - Variable Refrigerant Flow System course presented at FRIGAIR 2018 (S. Africa) - 45 registrants
 - 1 - In-Company HVAC Design course - 21 registrants

Ms. Thrasher reported three new courses will be presented at the 2019 Winter Conference in Atlanta. Two new and one revised course are being considered for presentation at the 2019 Annual Conference in Kansas City.

Ms. Thrasher reported PDC continues work on an affinity diagram to determine common topics between existing courses.

Ms. Thrasher reported on a request to develop new high-performance building courses for IFMA and APPA was presented to the PDC. The committee will work with staff to follow up and appropriately act on these requests.

PDC 2017-2018 MBOs are shown as *Attachment A* of the committee's attached report to PEC.

PDC 2017-2018 MBOs are shown as *Attachment B* of the committee's attached report to PEC.

11.6 Publications

Mr. Owen gave the committee report. ([Attachment P](#))

Mr. Owen reported that the 2017 *ASHRAE Journal* Paper of the Year award was presented to Omar John Hawit and Trevor Jaffe, P.E. for the article, "Water-Energy Nexus: Heat Rejection Systems." The article was published in September 2017.

PEC Minutes · June 26, 2018 · Houston, TX

Mr. Owen reported that app for modeling compliance with Standard 90.1-2010 using the Energy Cost Budget (ECB) Method described in the standard now has 1106 users and 769 projects registered.

Mr. Owen reported the committee contacted authoring groups regarding the need for revision or replacement of ASHRAE publications four or more years old and is gathering feedback from TCs regarding guidelines needed for authoring, as well as, evaluating the need for revision or replacement of ASHRAE publications.

Special publications completed from June 2017 through June 2018 are listed in *Attachment A* of the committee's report to PEC.

A status summary of upcoming publications is shown in *Attachment B* of the committee's report to PEC.

The status of MBOs for 2017-2018 is reported in *Attachment C* of the committee's report to PEC.

Mr. Owen reported MBOs for 2018-2019 will be forthcoming.

12. Old Business

12.1 Units Policy

Mr. Comstock reported that the ASHRAE Units Policy is required by the ASHRAE Rules of the Board to be reviewed and reconfirmed annually.

Ms. Nix moved and Mr. Hosni seconded:

(7) That PEC confirm and recommend the BOD approve the ASHRAE Units Policy (ROB 1.201.002):

Units Policy

1.201.002 Units Policy (82-07-01-30/84-06-21-39/85-06-27-41/87-01-19-28/88-05-21-37/90-02-14-10/90-06-14-31/91-01-24-51B/92-07-02-39/93-07-01-54/94-01-26-57/94-06-30-32B/95-02-02-38/95-06-29-29/01-06-28-38C/04-06-30-13/07-06-27-22/08-06-25-14/09-06-24-14/11-06-29-07/12-06-27-20)

1.201.002.1 The units use or application policy shall include, as a minimum, time-dated directions on the use of SI and I-P in all ASHRAE publications.

1.201.002.2 TC 1.6 shall serve as the authority on SI and I-P usage and application.

1.201.002.3 Research projects; codes, standards, guidelines and addenda thereto; special publications; Insights articles; Journal articles; and

PEC Minutes · June 26, 2018 · Houston, TX

Handbooks shall be prepared using the International System of Units (SI) and/or inch-pound units (I-P) in formats approved by the Publishing and Education Council.

- 1.201.002.4 The Publishing and Education Council shall review annually the approved formats to be used in ASHRAE publications, considering suggestions from members and committees, and shall establish any changes in the approved formats.

- 1.201.002.5 The Publishing and Education Council shall consider this Units Policy annually and shall recommend to the Board of Directors the formats to be used in ASHRAE publications.
 - A. The format for ASHRAE publications shall be dual units, except in cases determined by the Publishing and Education Council, where two separate versions are to be published, where one is rational SI and the other is rational I-P. For selected ASHRAE standards and guidelines, the Standards Committee may approve use of SI units only.

 - B. In dual unit publications, the units used in calculating the work being reported shall be listed first. The alternate system of units should follow in parentheses. Authors shall round off equivalents in the alternate system of units so that they imply the same accuracy as is implied with primary units.

 - C. Exceptions require the approval of the Director of Publishing and Education.

- 1.201.002.6 Handbook volumes shall be published in separate SI and I-P editions.

- 1.201.002.7 *Science and Technology for the Built Environment*, as ASHRAE's international research journal, may publish papers in dual units or, in cases where the original research being reported was conducted in SI units, in SI units only.

Background: The ASHRAE Units Policy is required by the PEC Rule of Board to be reviewed and reconfirmed at the annually.

Fiscal Impact: None.

MOTION (7) Approved 11-0-0 CNV

12.2 PEC Restructure Ad Hoc

Ms. Keen gave a PowerPoint presentation to inform the council on the Restructure Ad Hoc's Progress to date. ([Attachment Q](#))

PEC Minutes · June 26, 2018 · Houston, TX

Ms. Keen answered some questions from the council and asked that further comments, questions and concerns be emailed to her for review with the Ad Hoc and before the next update of the structure plan.

13. New Business

13.1 PEC Dubai Training Center Ad Hoc

Mr. Tsui informed the council that PEC would be creating an ad hoc to review the Dubai Office progress in the next Society year.

13.2 Thank you letter to Employers (**Attachment R**)

Mr. Tsui reminded council members of the President's Olesen's memo with an offer to send a "Thank You Letters" to employers.

13.3 Thank you to out-going council members

Mr. Tsui thanked out-going PEC members for their service to the council and presented certificates to standing committee chairs. The council acknowledged with gratitude Mr. Tusi's leadership during the year.

13.4 PEC MBOs

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

14. Adjourn

Mr. Tsui adjourned the meeting at 12:81 p.m.

| <u>Attachment List</u> | <u>Pages</u> |
|--|---------------------|
| A PEC Roster 2017-2018 | 26 |
| B PEC Roster 2018-2019 | 27 |
| C Members Council Referral Response to Region XII (Brasil Chapter) – CRC Motion 34 | 28 |
| D Members Council Referral Response to Region IX (Rocky Mountain Chapter) – CRC Motion 24 | 29 |
| E PEC Referral to Members Council - \$15 added ro registration fee allocated for revised edition of “Proclaiming the Truth” free to registrants. | 30 |
| F Journal Advertising Sales Subcommittee Report to PEC | 31-32 |
| G eLearning Subcommittee Report to PEC | 33-36 |
| H Fiscal Planning Subcommittee Report to PEC | 37 |
| <i>Attachment A - PEC Budget Reduction Strategy 2018-2019</i> | 38 |
| <i>Attachment B - Financial Statement Roll up (May 2018)</i> | 39-40 |
| I Functional Planning Subcommittee Report to PEC | 41-42 |
| <i>Attachment A - Historical Committee MOP</i> | 43-47 |
| <i>Attachment B - PEC Recommendations for O&M Initiatives to Support ASHRAE’s New Strategic Plan</i> | 48-50 |
| <i>Attachment C - Responses and Comments to PEC FPS Referred Recommendation to CTTC for O&M Initiatives</i> | 51-64 |
| J Research Journal Subcommittee Report to PEC | 65-66 |
| <i>Attachment A - Editor's Report</i> | 67-70 |
| <i>Attachment B - Taylor & Francis Publisher's Report</i> | 71-90 |
| K Certification Committee Report to PEC | 91-92 |
| <i>Attachment A - Certification Committee 2017-2018 MBOs</i> | 93-95 |
| <i>Attachment B - Certification Committee 2018-2019 MBOs</i> | 96-98 |
| L ECC Report to PEC | 99 |
| <i>Attachment A - ECC 2017-2018 MBOs</i> | 100 |
| <i>Attachment B - ECC 2018-2019 MBOs</i> | 101 |
| M Handbook Committee Report to PEC | 102 |
| <i>Attachment A - Handbook Committee 2017-2018 MBOs</i> | 103 |
| N Historical Committee Report to PEC | 104 |
| <i>Attachment A - ASHRAE Milestone/Landmark Program</i> | 105-108 |
| <i>Attachment B - Historical Committee MOP</i> | 109-113 |
| <i>Attachment C - Records Retention and Destruction</i> | 114 |
| <i>Attachment D - Historian Proposal</i> | 115 |
| <i>Attachment E - 125 Anniversary Timeline-May 2018</i> | 116-117 |
| O PDC Report to PEC | 118 |
| <i>Attachment A - PDC 2017-2018 MBOs</i> | 119 |
| <i>Attachment B - PDC 2018-2019 MBOs</i> | 120 |
| P Publications Committee Report to PEC | 121 |
| <i>Attachment A - Published Projects June 2017 to Date</i> | 122 |
| <i>Attachment B - Special Publications Projects List</i> | 123-131 |
| <i>Attachment C - Publications Committee MBOs 2017-2018</i> | 132 |
| Q PEC Restructuring - June 14, 2018 | 133-145 |
| R Offer to Send a Thank You Letter to Your Employer | 146 |
| S PEC 2017-2018 MBOs | 147 |
| T Educator’s Survey for Pre-Packaged ASHRAE Courses | 148-156 |
| U PEC Report to the BOD - June 2018 | 157-159 |
| V PEC Information Items Report to the BOD - August 2018 | 160-232 |

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



**Report to Publishing and Education Council (PEC)
2017-18 Journal Advertising Sales Subcommittee
GoToMeeting of June 5, 2018**

Members Attending: Edward Tsui, Chair; Heather Platt; Steve Comstock, Staff Liaison; Mark Owen

Members Absent: Mo Hosni; Francis Lacharite; Julia Keen

Action Items for PEC: None

Information Items

1. ASHRAE Journal's advertising share-of-market (SOM) for June 2017 to May 2018 is 61% in a three-publication competitive field. This is slightly greater than the same SOM for the 12 months prior period. 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 gain in SOM. Comparing pages sold by ASHRAE Journal in 1999 vs. 2017 shows a 4% increase in print advertising pages. Mr. Comstock requested future charts to track revenue growth, showing the increase in Journal advertising revenue per page for the subcommittee.
2. HPB magazine advertising revenue is increasing, with \$18,000 more in magazine advertising than in FY16-17 and \$45,000 more in online advertising. The financial report through April 30 shows HPB magazine and online media has earned \$4,000 more than expenses before overhead allocations.
3. ASHRAE online advertising revenue is growing with \$26,000 more in revenue than FY16-17. When considering both ASHRAE and HPB online advertising, the total revenue to the Society from these programs is \$756,000.
4. The subcommittee discussed strategies to increase ASHRAE Journal revenue. These include raising rates for newsletters and webinars that have been selling out quickly. More webinars are being scheduled for 2019. Online-only advertisers will be offered additional incentives to include ASHRAE Journal advertising.
5. New opportunities will be offered in FY2018-19 to augment the 29 current advertising programs offered through ASHRAE Media. A total of eight existing programs were created recently. Key opportunities include online programs, since these have been showing the greatest amount of growth in the recent year.
6. ASHRAE Journal is well-positioned for growth as for-profit competitors are reducing the size of print circulation, pages contained within each magazine, and discontinuing independent circulation

PEC Minutes · June 26, 2018 · Houston, TX

auditing. The Journal can leverage its independently audited circulation along with best-in-class content and reputation for attracting additional advertisers.

7. While traditional publishers continue programs to compete for reaching ASHRAE's audience, non-traditional publishers are also becoming more competitive. These include Google, Facebook, and other online publishers offering advertising. Additionally, some suppliers have allocated advertising budgets toward improving their own company website, renting emails and trade show marketing.

June 6, 2018



Report to PEC eLearning Subcommittee Meeting of Monday, June 4, 2018, 8:00 AM – 9.00 AM

Edward Tsui — Chair (Present)
Julia Keen — Vice Chair (Present)
Kay Thrasher — Member (Present)
Francis Lacharite — Member (Absent)
Jin Jin Huang — Member (Absent)
Steve Comstock — Staff Liaison
Mark Owen — Staff
Eunice Njeru — Staff
David Soltis — Staff
Susan Polite — 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 select 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, eLearning portal video hosted on ASHRAE.org, eLearning ads on ASHRAE.org and e-newsletters. The annual subscription revenue is 202.2k with a forecast of 230k, 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.

PEC Minutes · June 26, 2018 · Houston, TX

Recently Released/Under Development/Proposed Courses

New/Recently Released

| Course Name/Title | Status | Completion Date |
|------------------------------|----------|-----------------|
| Refrigerant Literacy - UNEP | Launched | July 2017 |
| Introduction to Refrigerants | Launched | October 2017 |
| Refrigerant Selection | Launched | October 2017 |
| Refrigerant Management | Launched | October 2017 |

Under Development

| Course Name/Title | Status | Completion Date |
|---|-------------------------|-----------------|
| Sound Management of Refrigerants - UNEP | Production underway | July 2018 |
| Designing Toward Net-Zero Energy Commercial Buildings | Content Design Underway | October 2018 |
| Standard 90.1-2016: HVAC/Mechanical | Content Design Underway | Unknown |
| Advanced Energy Design Guide for K-12 School Buildings—Achieving Zero Energy – NREL | About to Start | Unknown |

Pending Contracts / Proposed

| Course Name/Title | Status | Completion Date |
|---|----------|-----------------|
| Clean Air Infiltration | 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 |
| Improving Existing Building Operations (IEBO) - | 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 (I-P) | 19.5 | 9 |
| Fundamentals: HVAC Systems (SI) | 18.5 | 8 |
| 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 |

Because of the issuance of new standards and references, a process is underway to identify courses most in need of revision. This will also include an analysis of which courses are most used to help in allocation of resources to revise. That should be completed by August 15. Then a plan can be developed and resources identified to update courses most in need of revision.

3. Phase 2 Status - Learning Portal Infrastructure Development

PEC Minutes · June 26, 2018 · Houston, TX

In an effort to consolidate all ASHRAE education offerings into a single database, the second phase of the Learning Portal development was proposed. This second phase of the learning portal development seeks to 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 in January 2018.

With implementation of the project, ASHRAE was planning on completing the project by the end of the 2017-18 fiscal year. But, the project ran into higher costs than budgeted and limited available ASHRAE IT resources due to other high priority ASHRAE IT projects such as: General Data Protection Regulation (GDPR). While originally the cost was anticipated to be \$70,000 for implementation of Phase 2; upon further investigation the cost is more likely \$150,000 for a satisfactory experience. There was also higher debugging and maintenance costs associated with the LMS than budgeted. No money was expended on the Phase 2 development. The project will be reassessed in 2018-19.



**Fiscal Planning Subcommittee
Report to Publishing and Education Council
Meeting of Tuesday, June 26, 2018**

Action Items

(None)

Information Items

1. Effective July 1, publication prices are being increased as part of efforts to meet the 2018-2019 revenue budget for publication sales.
2. Effective July 1, advertising rates are being increased as part of efforts to meet the 2018-2019 revenue budget for advertising.
3. As requested by Finance Committee, options for potential budget reductions for 2018-2019 were submitted, as shown in Attachment A. Item #1 was adopted by Finance Committee as a reduction measure.
4. The council's financial statement is shown in Attachment B.

Respectfully submitted,

Heather Platt, Chair
Fiscal Subcommittee
26 June 2018

PEC Budget Reduction Strategy 2018-2019

Per the request of the Finance Committee Chair and Society Treasurer, Daryl Boyce, the following items have been identified as potential budget reductions for 2018-2019. Identifying reductions is a difficult task for PEC as many of the items are currently defined as required by Society for the council to provide to its members (i.e. handbook), have other business implications (i.e. decrease distribution of products like the Journal will result in decreased advertising revenue), or cannot be immediately implemented (charging for Handbook postage). As a result one-time expense items are at the top of the Council's prioritized list of potential reductions.

1) Reduce 125th Anniversary Expenses. Reduction of \$40K in 2018-2019 and \$20K in 2019-2020. This would eliminate the historical display at the Winter Conference, the outreach brochure on historical achievement, and the pictorial calendar.

2) Further Reduce 125 Anniversary Expenses. Reduction of \$40K in 2019-2020. This saving has already been recommended but requires that Members Council approve the inclusion of the cost of updating the Society History Book in the conference registration cost.

3) Reduce ASHRAE Journal Controlled Circulation. Reduction of \$21K beginning in 2019-2020 and continuing each year after by eliminating this nonmember circulation of the ASHRAE Journal. This will negatively impact advertising but we are unsure how much. We think very little but it is a guess.

4) Eliminate Print HPB Circulation in Canada. Reduction of \$8K savings annually. There might be some marginal downturn in advertising but we think very little.

5) Start Charging Posting for Hard Copy of Handbook. This is not an immediate reduction. The number would be dependent upon the policy chosen: Subsidize at some level or transfer all associated costs to the member. When identifying the potential savings it is also important to realize the print run would be reduced increasing unit cost. Overall cost reduction would be anticipated.

The Council Leadership is not excited about cutting the 125th Anniversary Expenses as this is an important milestone to the organization but also realize that it is the least detrimental to the strategic priorities of the organization. We think there may be other opportunities for funding this celebration outside of general fund such as Life Members Club or other donors.

I would be happy to address any question you have associated with these proposed reductions.

Respectfully submitted by Julia Keen, PEC Vice Chair.

| Month of May | | | Fiscal YTD Through Month of May | | | | TWELVE MONTHS ENDING JUNE 30 | | | | | | DRAFT | DRAFT | DRAFT | | | | |
|--------------|---------|---------|---------------------------------|----------|---------|---------|---|---------|----------|----------|---------|----------|----------|----------|----------|----------|--------|--------|--|
| Actual | Actual | Budget | Actual | Budget | Actual | Budget | roll up | Actual | Actual | Budget | Actual | Forecast | Budget | Budget | Budget | Budget | Budget | Budget | |
| FY 2017 | FY 2018 | FY 2018 | FY 2017 | FY 2017 | FY 2018 | FY 2018 | acct / Description | FY 2015 | FY 2016 | FY 2017 | FY 2017 | FY 2018 | FY 2018 | FY 2019 | FY 2020 | FY 2021 | | | |
| | | | | | | | REVENUES: | | | | | | | | | | | | |
| \$1.5 | \$0.7 | \$1.5 | \$46.7 | \$51.9 | \$36.0 | \$46.8 | 32 Cooperative Mktg | \$49.0 | \$48.4 | \$60.0 | \$54.9 | \$50.0 | \$55.0 | \$63.6 | \$64.3 | \$65.5 | | | |
| 15.2 | 14.6 | 15.1 | 202.8 | 241.5 | 239.0 | 201.7 | 32 Handbooks | 263.1 | 265.1 | 265.0 | 261.5 | 300.0 | 260.0 | 250.0 | 255.0 | | | | |
| 22.7 | 16.3 | 16.0 | 176.5 | 318.2 | 174.2 | 178.2 | 32 Nonprint Products | 308.9 | 268.8 | 340.0 | 207.3 | 220.0 | 220.0 | 245.0 | 251.6 | 256.6 | | | |
| 25.6 | 19.7 | 30.5 | 363.5 | 415.8 | 349.9 | 409.1 | 32 Non-Series Books | 441.8 | 473.5 | 443.2 | 387.1 | 376.0 | 439.0 | 439.0 | 486.1 | 482.2 | | | |
| 0.7 | 1.3 | 0.2 | 16.1 | 4.7 | 9.5 | 4.9 | 32 Charts | 3.4 | 4.1 | 5.1 | 17.4 | 5.3 | 5.3 | 5.4 | 5.5 | 5.6 | | | |
| 96.4 | 83.5 | 98.1 | 1,135.8 | 1,049.5 | 1,094.4 | 1,157.6 | 32 Preprints | 885.5 | 1,158.5 | 1,146.0 | 1,251.4 | 1,216.2 | 1,276.2 | 1,286.3 | 1,306.4 | 1,332.5 | | | |
| | | | 1.6 | 22.8 | 0.2 | 5.0 | 32 Research Journal | 16.9 | 11.3 | 25.0 | 1.6 | 5.0 | 5.0 | 5.0 | 5.0 | 5.1 | | | |
| (11.1) | (3.5) | (10.3) | (45.7) | (30.8) | (33.6) | (36.1) | 32 Returns & Adjustments | (29.3) | (42.7) | (35.9) | (49.6) | (40.0) | (40.0) | (40.0) | (43.1) | (43.9) | | | |
| | | | 0.1 | | | | 32 Draft Standards | | | | 0.1 | | | | | | | | |
| 16.5 | 11.1 | 16.1 | 310.5 | 274.5 | 249.4 | 302.6 | 32 Standards | 253.3 | 356.0 | 300.0 | 338.7 | 275.0 | 330.0 | 320.0 | 330.0 | 336.6 | | | |
| 4.3 | 4.6 | 4.5 | 52.5 | 69.8 | 44.6 | 55.3 | 32 Journals | 77.0 | 65.1 | 76.2 | 57.0 | 60.0 | 60.0 | 65.0 | 65.0 | 66.9 | | | |
| 2.0 | 2.7 | 3.5 | 35.0 | 95.4 | 41.9 | 60.9 | 32 Transactions | 83.1 | 61.3 | 100.0 | 37.4 | 65.0 | 65.0 | 65.0 | 65.0 | 66.3 | | | |
| 79.9 | 174.9 | 79.2 | 843.6 | 1,052.1 | 973.8 | 921.8 | 32 Royalty Income | 1,131.1 | 956.7 | 1,200.3 | 939.3 | 1,171.6 | 1,024.6 | 1,011.2 | 1,062.0 | 1,114.0 | | | |
| 259.7 | 216.7 | 263.2 | 3,362.4 | 3,650.2 | 3,126.2 | 3,437.3 | 34 Advertising Income - Display | 3,748.3 | 3,812.6 | 3,886.0 | 3,615.7 | 3,353.7 | 3,698.2 | 3,779.9 | 3,905.9 | 3,893.8 | | | |
| 1.4 | 0.8 | 1.9 | 16.9 | 22.8 | 13.1 | 23.5 | 34 Advertising Income - Classified | 32.0 | 19.3 | 25.0 | 18.0 | 15.0 | 25.0 | 25.5 | 26.3 | | | | |
| 73.4 | 81.2 | 79.3 | 758.2 | 654.5 | 837.2 | 805.2 | 34 Advertising Income - On-line | 595.6 | 715.8 | 720.0 | 821.2 | 905.0 | 870.0 | 925.0 | 960.0 | 976.0 | | | |
| | (36.8) | | (38.1) | (40.0) | (36.8) | (40.0) | 34 Sponsorships | (37.5) | (33.3) | (40.0) | (38.1) | (60.0) | (40.0) | (40.0) | (10.4) | (41.2) | | | |
| 272.1 | 283.7 | 351.2 | 1,595.4 | 2,051.0 | 1,657.6 | 2,001.9 | 35 Registration/Pgm Fees | 1,687.8 | 2,032.4 | 2,310.0 | 1,807.9 | 1,976.0 | 2,275.0 | 2,300.0 | 2,525.0 | 2,658.1 | | | |
| | | | | | | | 37 Special Project Income | 230.0 | | | | | | | | | | | |
| 0.9 | 1.6 | 1.4 | 7.6 | 12.1 | 5.8 | 9.6 | 38 Contribution Income | 10.8 | 12.1 | 14.3 | 12.7 | 14.9 | 14.9 | 15.2 | 15.5 | 15.8 | | | |
| | | | 50.0 | 98.6 | 90.0 | 136.8 | 41 Transfer From Foundation | 95.0 | 95.0 | 98.6 | 50.0 | 90.0 | 136.8 | 90.0 | 90.0 | 90.0 | | | |
| 1.9 | 1.5 | 1.6 | 12.0 | 18.6 | 11.3 | 15.4 | 46 Certificates/Awds/Mailing Labels | 14.8 | 23.6 | 20.0 | 12.7 | 15.0 | 16.0 | 21.1 | 21.8 | 22.2 | | | |
| 0.6 | 2.2 | 0.7 | 12.7 | 58.7 | 34.6 | 18.1 | 46 Postage Income | 52.1 | 59.8 | 63.3 | 17.4 | 43.4 | 23.4 | 23.5 | 23.6 | 24.1 | | | |
| | | | 1.2 | | 0.6 | | 46 Logo Income | | 0.8 | | 1.5 | | | | | | | | |
| (1.4) | 12.3 | 11.6 | 101.3 | 97.2 | 63.4 | 126.7 | 46 Miscellaneous Income | 76.3 | 100.1 | 103.5 | 132.5 | 205.1 | 138.1 | 183.1 | 138.2 | 140.9 | | | |
| 862.2 | 889.2 | 965.3 | 9,018.8 | 10,189.1 | 8,982.3 | 9,842.3 | TOTAL REVENUES | 9,989.0 | 10,464.5 | 11,125.5 | 9,956.6 | 10,262.3 | 10,857.6 | 11,039.0 | 11,543.1 | 11,748.5 | | | |
| | | | | | | | EXPENSES: | | | | | | | | | | | | |
| 191.6 | 208.8 | 202.6 | 2,165.0 | 2,216.8 | 2,537.4 | 2,175.1 | 51 Salaries | 2,218.4 | 2,411.7 | 2,434.9 | 2,458.1 | 2,614.7 | 2,484.7 | 2,570.6 | 2,743.1 | 2,798.0 | | | |
| 9.2 | 5.1 | 7.7 | 86.6 | 30.9 | 43.5 | 53.4 | 52 Temporary Agency & Free Lance Help | 97.7 | 45.0 | 55.6 | 89.2 | 43.0 | 54.7 | 42.5 | 43.6 | 44.4 | | | |
| 55.2 | 58.3 | 58.3 | 590.2 | 641.2 | 717.8 | 615.0 | 52 Payroll Taxes & Benefits | 608.3 | 735.7 | 699.5 | 638.7 | 739.8 | 686.1 | 759.1 | 820.3 | 842.9 | | | |
| | | | 4.1 | 1.1 | 1.6 | 1.3 | 52 Other Personnel-Advertising & Recruiting | | | 1.2 | 4.1 | 1.3 | 1.3 | 1.4 | 1.4 | 1.4 | | | |
| 56.2 | 55.4 | 77.2 | 688.4 | 742.6 | 641.1 | 717.6 | 61 Printing Costs | 872.5 | 827.6 | 837.0 | 745.3 | 698.6 | 782.5 | 743.9 | 825.4 | 843.0 | | | |
| | | 0.6 | | 6.3 | | 6.4 | 61 Photography/Art Supplies | 0.2 | 0.3 | 6.7 | | 7.0 | 7.0 | 7.1 | 7.3 | 7.5 | | | |
| 3.0 | 2.4 | 4.1 | 40.8 | 37.5 | 35.9 | 38.8 | 61 Reader Service Cards ABC | 48.8 | 48.1 | 43.0 | 46.7 | 40.0 | 43.0 | 47.3 | 47.8 | 48.1 | | | |
| 67.1 | 56.6 | 69.1 | 845.8 | 865.7 | 790.3 | 865.6 | 62 Commissions | 834.4 | 878.9 | 885.2 | 862.3 | 843.0 | 876.2 | 887.1 | 906.5 | 912.5 | | | |
| 14.1 | 12.9 | 16.5 | 212.6 | 254.3 | 207.4 | 257.4 | 61 Promotion | 257.2 | 250.3 | 298.3 | 229.6 | 262.7 | 300.8 | 271.7 | 296.3 | 281.1 | | | |
| | | | | | | | 61 Standards | | 3.8 | | | | | | | | | | |
| | | | | | | | 61 Non-Series Books | 0.6 | 1.0 | | | | | | | | | | |
| 2.0 | 35.4 | 2.5 | 6.6 | 27.5 | 39.6 | 27.5 | 61 NonPrint Products | 31.3 | 27.8 | 30.0 | 41.3 | 39.6 | 30.0 | 30.6 | 31.5 | 32.1 | | | |
| 2.0 | | 3.2 | 23.4 | 37.6 | 18.9 | 35.9 | 61 Other Publ Expense | 30.7 | 28.4 | 41.0 | 43.0 | 36.1 | 39.1 | 39.1 | 39.1 | 39.9 | | | |
| 100.7 | 34.5 | 41.8 | 321.4 | 412.0 | 352.6 | 246.1 | 61 Cost of Goods Sold | 825.9 | 751.5 | 626.1 | 645.7 | 676.0 | 496.7 | 541.0 | 551.0 | 557.0 | | | |
| 57.4 | 20.8 | 44.6 | 306.7 | 458.7 | 305.9 | 294.8 | 61 Shipping & Handling | 401.1 | 514.1 | 490.7 | 417.9 | 451.4 | 355.4 | 386.8 | 388.9 | 391.7 | | | |
| 46.6 | 94.3 | 36.3 | 443.8 | 499.1 | 574.7 | 514.2 | 64 Meetings & Seminars | 450.3 | 564.2 | 554.5 | 584.2 | 623.6 | 576.5 | 621.7 | 651.8 | 674.6 | | | |
| | | 0.5 | | 5.1 | | 5.2 | 64 Business Meetings | 1.2 | 0.4 | 5.5 | | 5.7 | 5.7 | 5.8 | 6.0 | 6.1 | | | |
| 4.3 | 7.7 | 4.6 | 38.8 | 71.9 | 44.5 | 44.6 | 66 Travel Expenses (excl staff) | 106.0 | 67.0 | 114.6 | 78.0 | 92.8 | 122.8 | 94.1 | 96.0 | 97.9 | | | |
| 4.5 | 20.3 | (0.4) | 80.1 | 82.6 | 90.2 | 87.9 | 66 Travel Staff | 72.4 | 70.8 | 91.1 | 89.9 | 86.1 | 101.1 | 94.5 | 95.1 | 96.1 | | | |
| | 0.4 | 0.2 | 0.6 | 2.3 | 1.0 | 2.4 | 68 Certificates/Awards/Logo | 1.0 | 0.8 | 2.6 | 0.9 | 2.7 | 2.7 | 2.7 | 2.8 | 2.8 | | | |
| 0.5 | | | 0.5 | | | | 76 Public Relations | | | 0.5 | | | | | | | | | |
| 3.5 | 4.0 | 3.6 | 36.4 | 38.4 | 37.5 | 39.1 | 78 Rental Storage Space & Real Estate | 36.1 | 40.6 | 41.3 | 39.9 | 42.9 | 42.9 | 43.8 | 45.1 | 46.0 | | | |
| | | | 0.2 | | | | 82 Computer Expenses | | | | 0.2 | | | | | | | | |
| | | 1.3 | 0.4 | 6.0 | 0.5 | 20.0 | 82 Course Supplies Education | 0.3 | 0.2 | 6.0 | 0.4 | 16.2 | 21.2 | 21.3 | 21.5 | 21.9 | | | |
| 16.7 | 36.4 | 6.9 | 104.3 | 58.2 | 109.2 | 84.3 | 82 Stationery/Broch/Forms/Other | 64.1 | 122.3 | 70.8 | 113.1 | 113.9 | 88.6 | 114.0 | 114.5 | 115.0 | | | |
| 54.8 | 89.6 | 49.5 | 637.0 | 725.2 | 529.5 | 669.6 | 82 Postage | 891.2 | 905.4 | 938.6 | 759.7 | 645.4 | 833.0 | 673.0 | 689.2 | 706.2 | | | |
| 0.3 | 0.3 | 0.1 | 1.8 | 4.6 | 2.6 | 4.6 | 82 Telephone & Communications | 2.4 | 2.6 | 4.6 | 2.0 | 4.7 | 4.7 | 4.8 | 5.0 | 5.1 | | | |
| 0.0 | 3.2 | 0.7 | 8.8 | 7.0 | 12.6 | 9.1 | 82 Dues & Subscriptions | 5.5 | 6.1 | 7.6 | 8.8 | 4.7 | 9.7 | 4.8 | 4.8 | 4.9 | | | |
| 11.1 | 13.5 | 10.7 | 175.9 | 210.5 | 170.9 | 168.5 | 84 Outside Services-Computer Consultants | 134.9 | 222.5 | 229.0 | 237.2 | 230.8 | 230.8 | 227.7 | 234.6 | 239.3 | | | |
| 2.0 | 80.5 | 18.6 | 124.8 | 190.5 | 124.8 | 228.7 | 84 Development Costs | 40.4 | 144.8 | 260.0 | 169.0 | 152.0 | 277.0 | 253.0 | 265.8 | 250.2 | | | |
| 17.9 | 123.6 | 34.4 | 492.6 | 685.8 | 515.4 | 656.6 | 84 Outside Services-Other Services | 641.9 | 571.0 | 802.3 | 654.9 | 708.2 | 833.6 | 656.3 | 665.8 | 676.4 | | | |

ASHRAE
PUBLISHING & EDUCATION COUNCIL
For the Eleven Months Ending Thursday, May 31, 2018

| Month of May | | | Fiscal YTD Through Month of May | | | | roll up acct / Description | TWELVE MONTHS ENDING JUNE 30 | | | | | | DRAFT | DRAFT | DRAFT |
|--------------|---------|---------|---------------------------------|-----------|-----------|-----------|-----------------------------------|------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Actual | Actual | Budget | Actual | Budget | Actual | Budget | | Actual | 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 2017 | FY 2018 | FY 2018 | FY 2019 | FY 2020 | FY 2021 | |
| 0.1 | 1.0 | 0.4 | 14.8 | 22.1 | 7.8 | 20.7 | | | | | | | | | | |
| 134.5 | 1.7 | 3.7 | 14.2 | 83.3 | 88.9 | 40.8 | 88 Miscellaneous Expense | 30.8 | 42.0 | 25.2 | 36.0 | 76.4 | 22.0 | 52.4 | 23.1 | 23.5 |
| 10.3 | 12.8 | 9.6 | 97.4 | 88.2 | 97.0 | 100.1 | 88 Taxes - Sales Tax | 1.1 | 0.5 | | (61.9) | 27.3 | 44.6 | 27.7 | 28.4 | 28.9 |
| 6.4 | | | 6.4 | | 95.8 | | 88 Bad Debt Expense | (9.4) | 79.8 | 42.8 | 102.7 | 107.7 | 105.2 | 111.8 | 113.5 | 115.7 |
| | | | | | | | 88 Credit Card Charges | 85.6 | 105.4 | 95.5 | 106.4 | 95.8 | | | | |
| | | | | | | | 88 Income Tax Expense Tax | | | | | | | | | |
| | | | | | | | 90 Depreciation Expense | 45.8 | | | | | | | | |
| 872.0 | 979.5 | 708.7 | 7,570.5 | 8,513.2 | 8,194.8 | 8,031.5 | TOTAL EXPENSES BEFORE OH & BOD | 8,828.8 | 9,470.6 | 9,741.2 | 9,144.0 | 9,490.0 | 9,479.6 | 9,437.7 | 9,765.3 | 9,910.3 |
| (9.7) | (90.3) | 256.6 | 1,448.2 | 1,675.9 | 787.4 | 1,810.9 | SURPLUS (DEFICIT) before OH & BOD | 1,160.2 | 993.9 | 1,384.3 | 811.6 | 772.2 | 1,378.0 | 1,601.3 | 1,777.8 | 1,838.2 |
| 285.3 | 243.4 | 344.7 | 2,996.9 | 3,449.6 | 3,501.1 | 3,556.5 | 91 Allocation of Overhead & BOD | 3,237.1 | 3,147.3 | 3,787.1 | 3,414.3 | 3,948.8 | 4,057.5 | 4,220.7 | 4,386.6 | 4,487.7 |
| 1,157.2 | 1,222.9 | 1,053.4 | 10,567.5 | 11,962.8 | 11,695.9 | 11,588.0 | TOTAL EXPENSES including OH & BOD | 12,065.9 | 12,617.8 | 13,528.4 | 12,558.2 | 13,438.8 | 13,537.1 | 13,658.4 | 14,151.9 | 14,398.1 |
| (295.0) | (333.8) | (88.1) | (1,548.7) | (1,773.7) | (2,713.7) | (1,745.7) | SURPLUS (DEFICIT) after OH & BOD | (2,076.9) | (2,153.3) | (2,402.9) | (2,602.6) | (3,176.5) | (2,679.5) | (2,619.4) | (2,608.7) | (2,649.5) |



**Functional Planning Subcommittee
Report to Publishing and Education Council
Meeting of Tuesday, June 26, 2018**

Action Items

1. That PEC confirm and recommend the BOD approve the ASHRAE Units Policy (ROB 1.201.002):

1.201.002 Units Policy (82-07-01-30/84-06-21-39/85-06-27-41/87-01-19-28/88-05-21-37/90-02-14-10/90-06-14-31/91-01-24-51B/92-07-02-39/93-07-01-54/94-01-26-57/94-06-30-32B/95-02-02-38/95-06-29-29/01-06-28-38C/04-06-30-13/07-06-27-22/08-06-25-14/09-06-24-14/11-06-29-07/12-06-27-20)

- 1.201.002.1 The units use or application policy shall include, as a minimum, time-dated directions on the use of SI and I-P in all ASHRAE publications.
- 1.201.002.2 TC 1.6 shall serve as the authority on SI and I-P usage and application.
- 1.201.002.3 Research projects; codes, standards, guidelines and addenda thereto; special publications; Insights articles; Journal articles; and Handbooks shall be prepared using the International System of Units (SI) and/or inch-pound units (I-P) in formats approved by the Publishing and Education Council.
- 1.201.002.4 The Publishing and Education Council shall review annually as needed and/or referred for reconsideration ~~the approved~~ formats to be used in ASHRAE publications, considering suggestions from members and committees, and shall establish any changes in the approved formats.
- 1.201.002.5 The Publishing and Education Council shall consider this Units Policy annually as needed and/or referred for reconsideration by council, committee or other groups and recommend to the Board of Directors the formats to be used in ASHRAE publications.
- A. The format for ASHRAE publications shall be dual units, except in cases determined by the Publishing and Education Council, where two separate versions are to be published, where one is rational SI and the other is rational I-P. For selected ASHRAE standards and guidelines, the Standards Committee may approve use of SI units only.
- B. In dual unit publications, the units used in calculating the work being reported shall be listed first. The alternate system of units should follow in parentheses. Authors shall round off equivalents in the alternate system of units so that they imply the same accuracy as is implied with primary units.

C. Exceptions require the approval of the Director of Publishing and Education.

1.201.002.6 Handbook volumes shall be published in separate SI and I-P editions.

1.201.002.7 *Science and Technology for the Built Environment*, as ASHRAE's international research journal, may publish papers in dual units or, in cases where the original research being reported was conducted in SI units, in SI units only.

Background: The ASHRAE Units Policy is required by the ASHRAE Rules of the Board to be reviewed and reconfirmed annually by PEC. It does not seem necessary or an efficient use of members' valuable meeting time to require this policy be approved every year.

Fiscal Impact: None.

2. That PEC approve the changes to the Historical Committee MOP as shown in Attachment A.

Background: The changes above have been made to the Historical Committee section of the Rules of the Boards (ROB) at the January 2017 Winter Meeting in Las Vegas.

Historical Committee ROB approved by:

- PEC Functional Planning Subcommittee 3-0-0 CNV - January 30, 2017
- PEC 10-0-0 CNV - January 31, 2017
- BOD - February 1, 2017.

Approval of this motion will reflect the same changes to the Historical Committee MOP so the two documents agree.

Fiscal Impact: Estimated fiscal impact of adding two voting members to the committee is \$2,500/year

Information Items:

PEC assigned Functional Planning subcommittee MBO# 5, A "Identify product needs & prepare implementation roadmap for O&M market focus." In response, the subcommittee submitted **PEC O&M Ideas to Support ASHRAE's New Strategic Plan** to PEC at the 2016 ASHARE Annual Meeting in St. Louis. PEC referred the recommendations to all groups suggested in the report on December 5, 2016. (*Attachment B*)

CTTC sent the following response to the referral from PEC for the council's consideration as shown in *Attachment C*.



HISTORICAL COMMITTEE
MANUAL OF PROCEDURES

APPROVALS:

HISTORICAL COMMITTEE JUNE 29, 2010 **??, 2018**

PUBLISHING AND EDUCATION COUNCIL JUNE 29, 2010 **??, 2018**

HISTORICAL COMMITTEE
MANUAL OF PROCEDURES

TABLE OF CONTENTS

| | |
|------------|---------------------------------------|
| Section 1 | Introduction |
| Section 2 | Scope and Purpose |
| Section 3 | General Committee Goals |
| Section 4 | Subcommittees |
| Section 5 | Financial |
| Section 6 | Membership |
| Section 7 | Responsibilities of the Chair |
| Section 8 | Responsibilities of the Vice Chair |
| Section 9 | Responsibilities of Committee Members |
| Section 10 | Responsibilities of Consultants |

INTRODUCTION

The Manual of Procedures (MOP) of a Standing Committee is a document developed within the committee to describe the methods and procedures by which the committee accomplishes the duties and responsibilities assigned to it. The MOP is an internal document of the committee for its own guidance. The MOP requires approval of the committee and the body to which it reports. Appendices are a part of the MOP and therefore require approval by the reporting body.

Abbreviations:

| | |
|--------|---|
| MOP | Manual of Procedures |
| BOD | Board of Directors |
| ROB | Rules of the Board |
| HVAC&R | Heating, Ventilating Air-conditioning & Refrigeration |
| PEC | Publishing & Education Council |

SCOPE AND PURPOSE

The Historical Committee shall encourage and carry on historical research and provide support to history-related activities of the Society.

3. GENERAL COMMITTEE GOALS

- 3.1 To sponsor, encourage and conduct research into the history of advances of the arts and sciences of HVAC&R.
- 3.2 To conduct historical symposiums, seminars, etc. and sponsor historical displays at Society meetings.
- 3.3 To encourage authorship and publication of articles of a historical nature.
- 3.4 Locate and identify items of historical significance and determine if such items may be moved to more convenient and available locations in each region or chapter.
- 3.5 Encourage regional and chapter historians to gather information and artifacts to be located in a convenient and available location in each region or chapter.
- 3.6 Maintain a repository and catalog of literature of historical significance.
- 3.7 To work in close cooperation with the PEC to accomplish Society strategic plan goals and objectives.
- 3.8 To maintain a MOP that describes the committee's overall methods and procedures of operation.
- 3.9 To solicit nominees for the Lou Flagg Award, evaluate their historical presentations to determine the most outstanding for the previous year and to forward the name of the recommended award recipient to the Honors and Awards Committee at the winter meeting.
- 3.10 This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a report to the council at a time determined by the Planning Committee. The report includes the current status of each activity which supports the fulfillment of the committee's assignments under the strategic plan. The committee shall report to the council all recommendations for changes to the strategic plan as provided by the committee's constituents prior to the Annual Meeting.

4. SUBCOMMITTEES

4.1 The chair of the committee may form subcommittees to conduct the business of the committee in a practical and efficient manner. As conditions change, existing subcommittees may be dissolved and others created.

4.2 The chair shall appoint various committee members to subcommittees.

5. FINANCIAL

5.1 The chair with the assistance of the staff liaison, shall review the committee's budget and fiscal plan each year.

6. MEMBERSHIP

6.1 Membership of the committee shall consist of ~~seven~~ **nine voting** members. One of the ~~seven~~ **nine** shall be appointed as chair and one as vice chair.

6.2 The Regional Historian from each ASHRAE region is assigned as a **non-voting** corresponding member of the committee.

6.3 A Board Ex-Officio and Coordinating Officer are also assigned to the committee.

QUALIFICATIONS

6.4 It is recommended that at least one committee member be from outside the United States.

TERM OF SERVICE

6.5 Service on this committee is intended to be for a three year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by that term.

6.6 The chair of the committee shall be a non-voting member of the PEC.

7. RESPONSIBILITIES OF THE CHAIR

7.1 Set objectives for the committee prior to each Society year. A status report of the objectives will be included in the committee's report to PEC at the Winter and Annual Meetings and a copy of the report will be sent to the assistant to the BOD at ASHRAE Headquarters.

7.2 Prepare the agenda with the assistance of the staff liaison prior to each committee meeting.

7.3 Conduct each committee meeting, appoint subcommittees to accomplish the committee objectives for the year and assign tasks to committee members.

7.4 Write a report of committee activities, with the assistance of the staff liaison, at the conclusion of each committee meeting for submission to the PEC.

7.5 Assign experienced committee members to serve as mentors for incoming committee members.

8. RESPONSIBILITIES OF THE VICE CHAIR

- 8.1 Assume responsibilities of the chair in his/her absence.
- 8.2 Serve as chair or as a member of subcommittees and be responsible for completion of other tasks as assigned by chair.
- 8.3 Prepare for the assumption of the position of chair prior to turnover at the Annual Meeting.

9. RESPONSIBILITIES OF COMMITTEE MEMBERS

- 9.1 Attend Winter and Annual Meetings of the Society.
- 9.2 Serve as chair of an assigned subcommittee.
- 9.3 Serve as a member of one or more assigned subcommittees and take responsibility for the completion of other tasks as assigned by chair.

10. RESPONSIBILITIES OF CONSULTANTS

- 10.1 Attend Winter and Annual Meetings of the Society.
- 10.2 Serve as a member of one or more subcommittees and take responsibility for completion of other tasks as assigned by chair.
- 10.3 Provide input or establish programs for the committee in the area of expertise for which the consultant has been appointed.

Attachment B
Functional Planning Report to PEC

TO: Bjarne Olesen, Members Council Chair
Joyce Abrams, Members Council Staff Liaison
FROM: **Mick Schwedler, PEC Functional Planning Subcommittee Chair**
DATE: **December 5, 2016**
SUBJECT: PEC Recommendations for O&M Initiatives to Support ASHRAE's New Strategic Plan

PEC assigned PEC's Functional Planning subcommittee MBO# 5, A- "Identify product needs & prepare implementation roadmap for O&M market focus." In response, the subcommittee submitted **PEC O&M Ideas to Support ASHRAE's New Strategic Plan** Report to the council at the 2016 ASHARE Annual Meeting in St. Louis. There were several recommendations including suggestions for groups to be responsible for implementation. The yellow highlighted groups relate to Members Council.

PEC O&M Ideas to Support ASHRAE's New Strategic Plan

1. Develop an ASHRAE service (for a fee) to generate an O & M video for a specific project and keep it in the ASHRAE cloud. This project specific video, developed by engineers with ASHRAE software, would cover the basis of design, how the building is supposed to operate, the basic functions and operating parameters of the control system. If the building is remodeled, or it's intended use modified, these control strategies would need to be modified. ASHRAE could provide some system templates to help engineers create the videos. User cost needs to be low, like the YouTube model, to prevent others from offering a competing service. Benefits are ASHRAE Brand exposure and potential advertising. **(Request assign to TC 7.3, ECC)**

Comments from our working group:

- a. "The great shame, maybe disgrace, is that we design buildings that are energy efficient; maintain occupant comfort and they don't work. Many don't work on day 1 much less in 2-3 years. Commissioning helps (certainly on day 1) but the training of the operating personnel especially after turnover is lacking."
- b. "In this age of computerized everything it seems like if, as a part of the "design package", ASHRAE helped create a video presentation by the engineer that showed the intent of the control sequences in plain language it would help not only the operating personnel but also the commissioning authority to make sure everything operates as intended. An additional fee would be warranted."
- c. "It is imperative that Temperature Controls and Control Strategies that are included with plans and specs as part of the facility design. The contractor and engineer do their best to see that the operating personnel at the facility understand the "intent" of the written word. Commissioning has come a long way toward the goal of having the facility operating as originally designed and re-commissioning could help in making sure that "new" operating personnel continue to operate the facility as originally intended."
- d. "Unfortunately, a lot of facilities do not have the luxury of getting so much attention and after a few years the operation barely resembles the original intent and results in low indoor air quality and wasted energy. In my own experience I found that if I sat down with a new operator and

explained what we were trying to do, they were willing to use the tools that they were given to make it happen.”

- e. “Having worked for many automatic temperature controls companies (Johnson Controls, Honeywell, Automated Logic and Staefa) one of our biggest frustrations is that we train owner personnel on the operation of our systems and six months later, they have moved on and there is no institutional memory of their building or our systems.”
 - f. “We have tried to roll training into service contracts, but it usually gets short shrift and is one of the first things to get cut when O&M budgets get tight.”
2. Another item that concerns Operating and Maintenance is the training and management of the facility operating personnel. ASHRAE has not effectively marketed our available educational materials to this audience. We could put together an "O&M Package" that could be used by our.

Chapters to invite these operating individuals to our meetings and to join our Society and join our TCs and in so doing make their service to their employers more valuable. This could lead to more formalized training and maybe certification. Approaching BOMA and other related organizations and making them partners in the educational effort would benefit all. **(Request assign to TC 7.3, Members Council, CTTC)**

3. ASHRAE DBOSS (Dynamic Building Optimization Systems and Service) uses software that communicates with "every item" in the building to optimize collective performance, reduce building energy and maintenance costs, and enable predictive maintenance/service. An ASHRAE app to help select DBOSS program features and/or predict savings could be of great interest to the O&M community and generate ASHRAE revenue. ASHRAE could also publish more DBOSS case studies like the ones on ASHRAE HQ. **(Request assign to TC 1.5, Publications Committee, TC 7.5)**
4. Create practical guides and check lists for effective building operations geared toward operations staff. **(Request assign to TC 7.3)**
 - a. Strategies to utilize fault detection diagnostic tools for building operations, to deal with the large volume of data on alarms and operations monitoring.
 - b. Research leading to a publication on best practices in effective building operations, with case studies.
 - c. Develop and publish high performance building operations specifications, guidelines for specific building types.
5. We are starting to see ASHRAE standardized sequences in consulting engineers' specifications, but it is more the exception than the rule. One possible solution would be to educate consulting/specifying engineering community on our Handbook resources. **(Request assign to TC 1.4, TC 7.3)**
 - a. This addresses the many controls companies that simply cut & paste the specified sequences of operation into their programming without much thought as to whether they work or not.
6. Expand the development and use of O&M Terminology by offering a filterable website database application of all terms and definitions tracked by TC 1.6. The cloud sourced database could be hosted in the ASHRAExCHANGE area with accessible read-only for visitors, but also read-write for commenting based access levels using ASHRAE's existing user database and/or ASHRAE Exchange.

(Request assign to TC 1.6, TC 7.3) This effort would help ASHRAE become visible as a source for O&M Terminology.

Such a database could:

- a. Allow building owners and maintenance groups to know what ASHRAE's definitions are, reducing confusion.
 - b. Bring more uniformity to ASHRAE consultants, contractors, researchers writing papers, code committees, etc. Position ASHRAE as a more authoritative source – having better definitions for O&M Terms.
 - c. Reduce risk for users of standard terminology and greater harmonization to occur as committees are allowed to see other term definitions in use with the O&M community.
 - d. Allow for expansion, with future efforts in graphical symbols, abbreviations, etc.
 - e. An app to generate inputs for a BEQ operation submission.
7. An app to generate a building specific O&M manual. **(Request assign to TC 7.3, Publications Committee)**
 8. Promote ideas involving big data usage and BIM.
 - a. BIM does allow us to enter this new world of big data. It seems to allow us to move into the digital age - where most other industries already operate - but not Buildings. The UK is about to press ahead with compulsory BIM for government funded projects. As a large building owner/operator the UK government has a lot of clout and interest in getting this technology adopted. They have said from 2016 all their projects have to use BIM. ASHRAE needs to promote BIM. **(Request assign to MTG BIM, TC 1.5, TC 7.3)**
 9. ASHRAE creates a program to crowd source the Service Life and Maintenance Cost Database (managed by TC 7.8). This database would allow O&M to more accurately plan and budget their operations. This database should accept spreadsheet information with pull down menu's that mimic the database elements per TRP 1237 and the existing database. The goal is to seed the database adequately so that it becomes the leading open source of building operating cost and service life for the built environment. TC 7.5 and TC 7.9 have indicated they have data to input. **(Request assign to TC 7.5, TC 7.9, ASHRAE Marketing)**
 10. ASHRAE should explore how the new virtual reality programs could be used to support the O&M market. **(Request assign to TC 1.5, Emerging Technologies)**

Attachment C
Functional Planning Report to PEC

To: Leslie Jonsson, CTTC Chair

Cc: Farhan Mehboob, CTTC Vice Chair
O&M Market Focus Ad-Hoc Committee

From: John Constantinide, O&M Market Focus Ad-Hoc Committee Chair

Date: December 8, 2017

Subject: Responses and Comments to PEC FPS Referred Recommendation to CTTC for O&M Initiatives

The Publication and Education Council (PEC) assigned MBO #2, A– “Identify product needs & prepare implementation roadmap for O&M market focus,” to their Functional Planning Subcommittee (FPS). In response, the subcommittee submitted PEC O&M Ideas to Support ASHRAE’s New Strategic Plan Report to the council at the 2016 ASHRAE Annual Meeting in St. Louis. Among the recommendations was the following that was referred to CTTC: *Develop an O&M package for use by local ASHRAE chapters. Target facilities personnel to join local chapter as benefit/enhance skill sets.*

The Ad-Hoc Committee agreed to solicit feedback from CTTC RVCs and Chapter-level Chairs through an online survey made available from October 12 through October 31. Responses from the survey, along with an executive summary of the survey, are attached.

The Ad-Hoc Committee recommends that this report be sent to the appropriate contact associated with PEC FPS, with copies sent to the DL Subcommittee in CTTC and the Certification Committee.

Please e-mail me should you have any questions.

Attachment: CTTC Survey Responses to PEC FPS MBO Idea Referred to CTTC

Attachment: CTTC Survey Responses to PEC FPS MBO Idea Referred to CTTC

CTTC RVCs and Chapter-level Chairs were provided the opportunity to take an online survey to provide feedback on the following PEC FPS MBO #2 Idea that was recommended to CTTC:

Develop an O&M package for use by local ASHRAE chapters. Target facilities personnel to join local chapter as benefit/enhance skill sets.

Participants began the survey with the following introduction:

The ASHRAE Chapter Technology Transfer Committee (CTTC) O&M (Operations & Management) Involvement Ad Hoc is requesting your opinion on the following idea: Develop an O&M package for use by local ASHRAE chapters. Target facilities personnel to join a local chapter as a benefit to enhance skill sets.

As a CTTC RVC or CTTC Chapter Chair, you are asked for your thoughts and opinions on the idea referenced above. Your responses will be communicated back to the Ad Hoc.

Following this introduction, participants were taken to subsequent pages with questions stated in the summary documents following this summary.

The first page of the survey asked participants to answer survey questions 1-4 about their professional background relating to O&M, introducing with the following statement:

To understand your professional background, please answer the following questions:

The next page asked participants to answer survey questions 5-8 relating to the PEC FPS MBO #2 Idea that was referred to CTTC, introducing with the following statement:

Idea: Develop an Operations and Maintenance (O&M) package for use by local ASHRAE chapters. Target facilities personnel to join local chapter as benefit/enhance skill sets.

Clarification notes: When providing feedback, please include what O&M packages should include (e.g. training, certifications, on-demand seminars, and course certificates) and if they should be specific by have certain characteristics (e.g. industry, geography).

Once the participants completed the survey, they were taken to the CTTC page on the ASHRAE website.

Of the 241 CTTC RVCs and Chapter-level Chairs that received the survey, 29 individuals, or 12%, participated in the survey. Most of the participants received education and/or training in the area of O&M through a bachelor's or graduate degree program at a college or university. Although a significant number of participants have less than five years of experience in the O&M field, the majority of respondents have O&M experience ranging from five to more than 20 years. Several respondents have indicated having a Professional Engineering license, a type of LEED® credential, and/or a Certified Energy Manager® (CEM®) credential. Finally, most respondents have indicated that majority of their clients are associated with office buildings, with clients associated with industrial buildings, hospitals, and medical offices following. Although the survey indicates that several respondents are less involved or experienced with O&M, the majority of the participants are active or have worked in the O&M field.

When asked whether ASHRAE should pursue the PEC FPS MBO #2 Idea that was referred to CTTC, over 70% of respondents answered, "Yes." Participants' answers for how ASHRAE should execute the idea varied. The most frequent responses are summarized as follows.

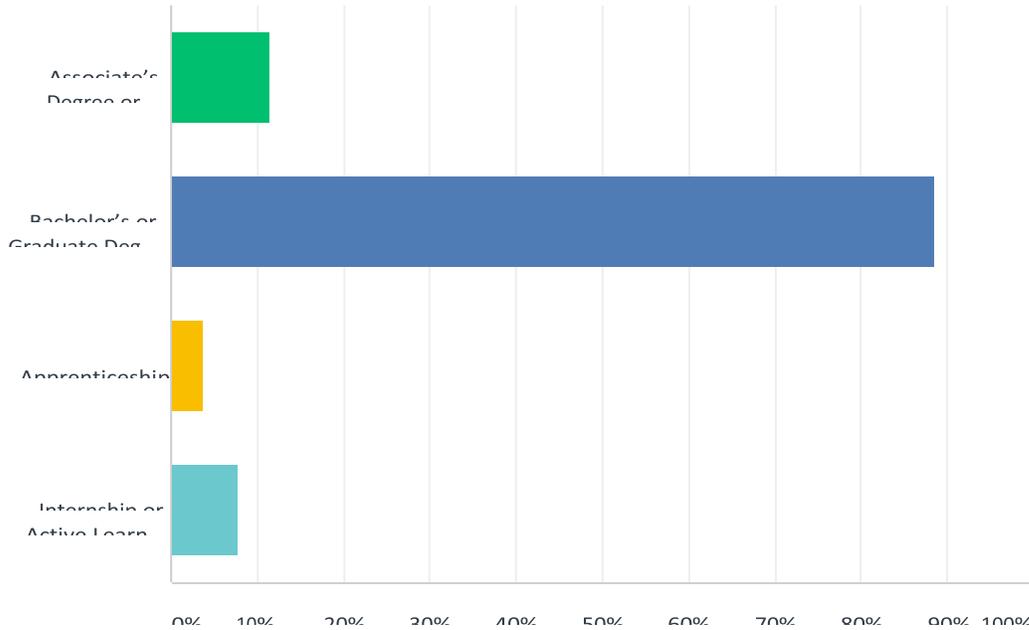
1. ASHRAE should provide more training relating to O&M topics through courses and online seminars.
2. ASHRAE should pursue enhancing, emphasizing, or publicizing O&M certifications and, if possible, offer courses associated with O&M certifications.

3. Chapters would greatly benefit from having more DL topics related to O&M, as well as more DLs that are well-versed in O&M, available to present at Chapter visits.

The consensus of responses suggests the two-fold approach of training and certification at the grassroots level, with the DL program and ASHRAE Learning Institute courses and online seminars to support ASHRAE's training efforts, as the most effective approach to pursuing the recommended idea to CTTC.

**Q1 Please indicate your education and/or training in the area of O&M.
Please check all that apply.**

Answered: 26 Skipped: 3

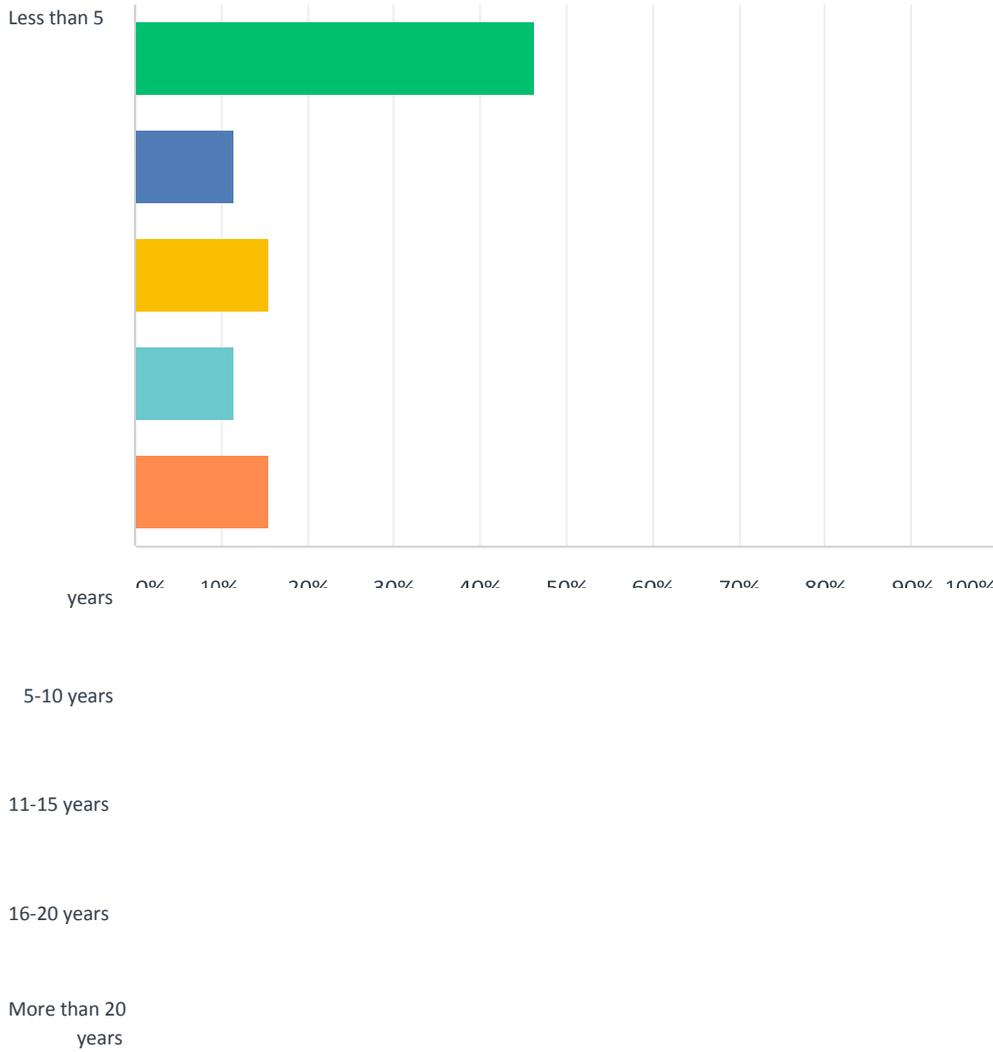


| ANSWER CHOICES | RESPONSES | |
|--|-----------|----|
| Associate's Degree or Course Program Certificate | 11.54% | 3 |
| Bachelor's or Graduate Degree from a College or University | 88.46% | 23 |
| Apprenticeship | 3.85% | 1 |
| Internship or Active Learning Program | 7.69% | 2 |
| Total Respondents: 26 | | |

Q2 Please indicate how many years you have worked in the O&M field.

Answered: 26 Skipped: 3

ASHRAE Chapter Technology Transfer Committee (CTTC) O&M Involvement Ad Hoc

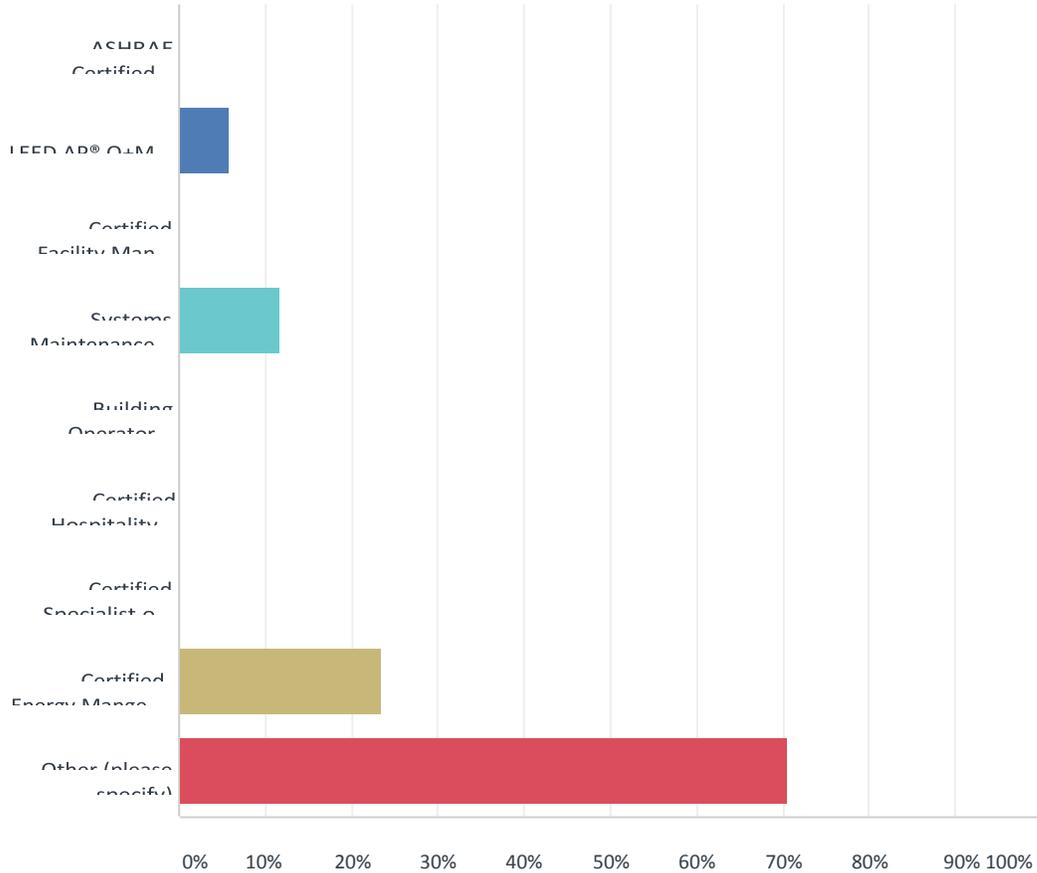


| ANSWER CHOICES | RESPONSES |
|--------------------|-----------|
| Less than 5 years | 46.15% 12 |
| 5-10 years | 11.54% 3 |
| 11-15 years | 15.38% 4 |
| 16-20 years | 11.54% 3 |
| More than 20 years | 15.38% 4 |
| TOTAL | 26 |

Q3 Please indicate the certifications that you have. Please check all that apply.

Answered: 17 Skipped: 12

ASHRAE Chapter Technology Transfer Committee (CTTC) O&M Involvement Ad Hoc



| ANSWER CHOICES | RESPONSES | |
|--|-----------|----|
| ASHRAE Certified Operations & Performance Management Professional (OPMP) | 0.00% | 0 |
| LEED AP® O+M | 5.88% | 1 |
| Certified Facility Manger (CFM) | 0.00% | 0 |
| Systems Maintenance Technician® (SMT) | 11.76% | 2 |
| Building Operator Certification® (BOC) | 0.00% | 0 |
| Certified Hospitality Facilities Executive (CHFE) | 0.00% | 0 |
| Certified Specialist of Maintenance | 0.00% | 0 |
| Certified Energy Manger® (CEM®) | 23.53% | 4 |
| Other (please specify) | 70.59% | 12 |

Total Respondents: 17

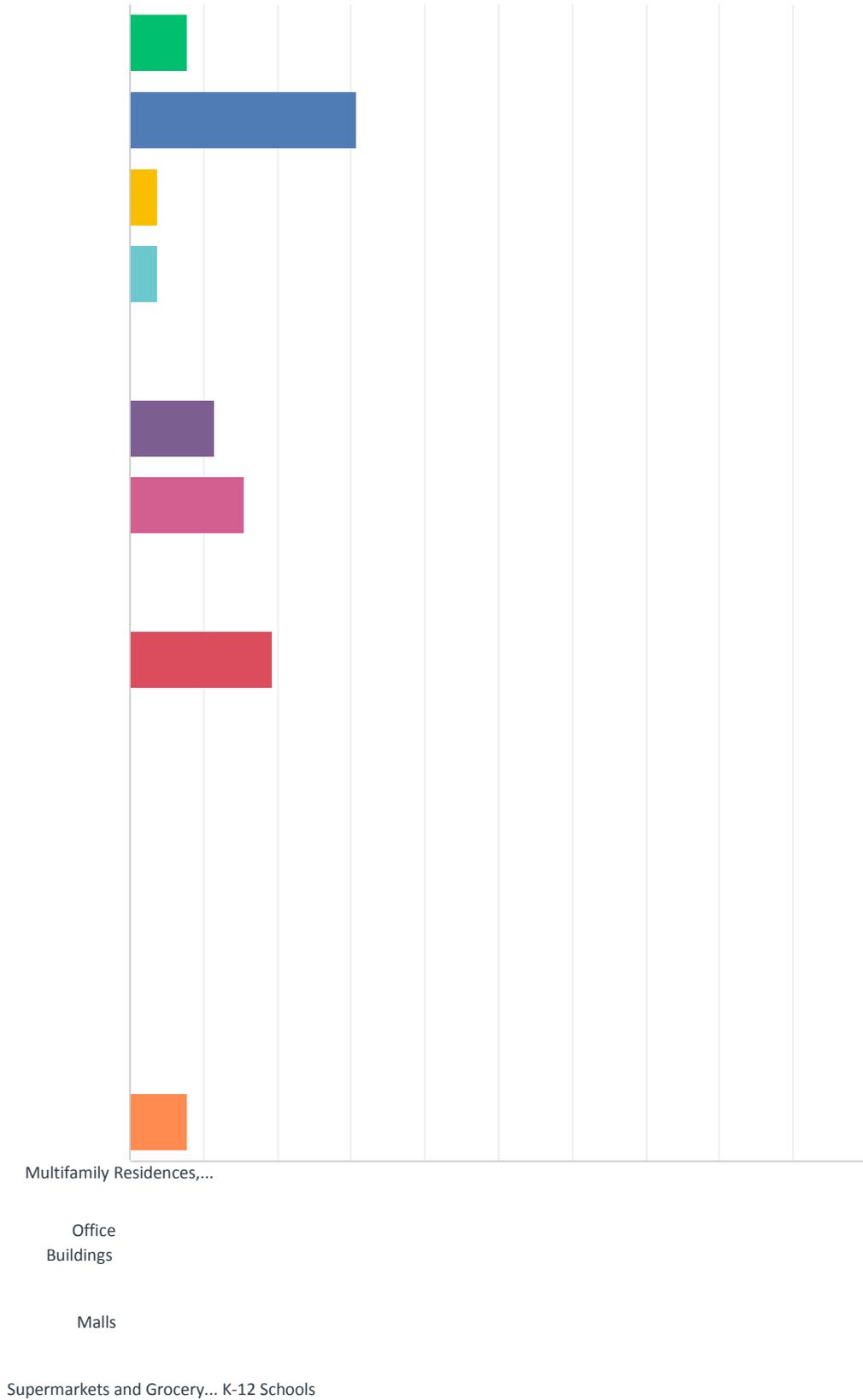
| # | OTHER (PLEASE SPECIFY) | DATE |
|---|------------------------|---------------------|
| 1 | engineering degree | 10/26/2017 6:34 AM |
| 2 | NCT I NAFA | 10/17/2017 11:03 AM |

ASHRAE Chapter Technology Transfer Committee (CTTC) O&M Involvement Ad Hoc

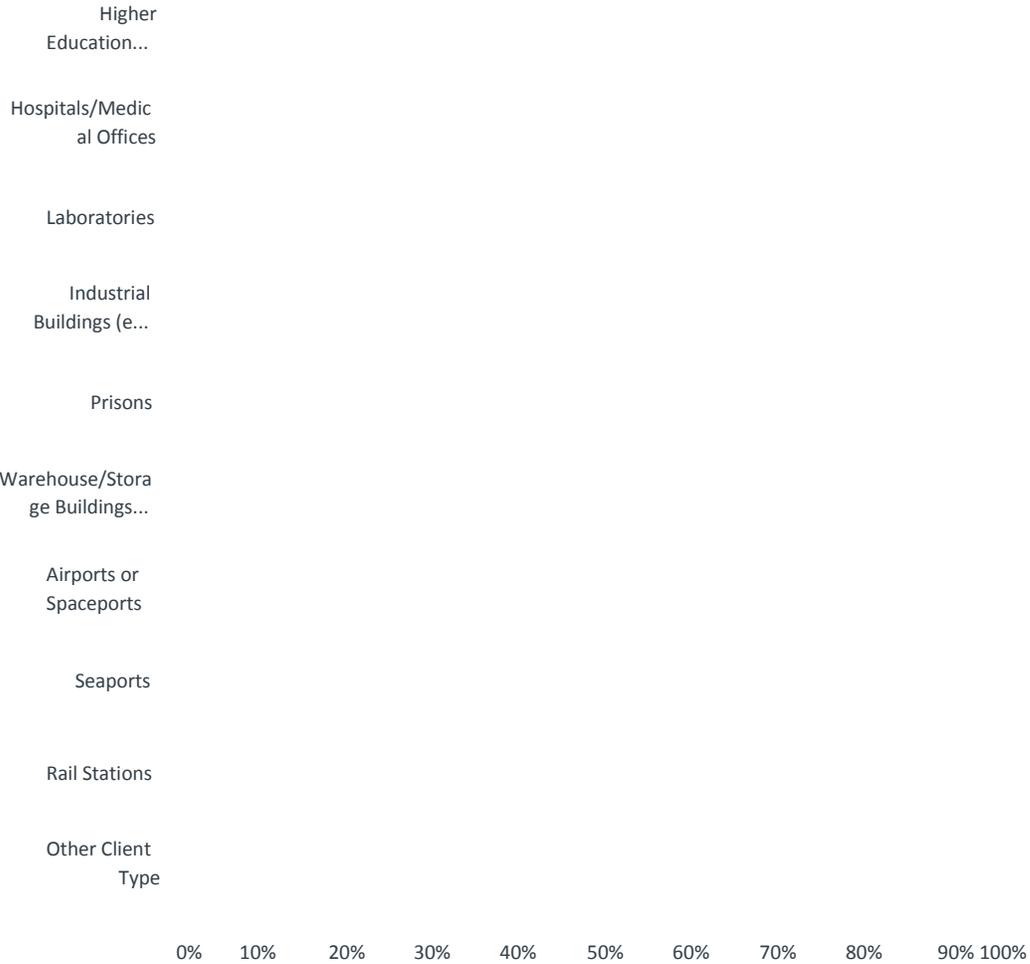
| | | |
|----|--|---------------------|
| 3 | Master in Mechanical Engineering | 10/15/2017 5:15 AM |
| 4 | BEE Certified Energy Auditor (India) | 10/14/2017 12:28 PM |
| 5 | None | 10/14/2017 3:07 AM |
| 6 | LEED AP | 10/13/2017 2:21 PM |
| 7 | CCP, LEED AP BD+C | 10/13/2017 10:58 AM |
| 8 | None | 10/12/2017 7:52 PM |
| 9 | Mechanical Engineer | 10/12/2017 4:32 PM |
| 10 | LEED AP BD+C | 10/12/2017 3:44 PM |
| 11 | LEED Green Associate | 10/12/2017 1:53 PM |
| 12 | P ENG. | 10/12/2017 1:52 PM |

Q4 What types of buildings would describe the majority of the clients that you serve?

Answered: 26 Skipped: 3



ASHRAE Chapter Technology Transfer Committee (CTTC) O&M Involvement Ad Hoc



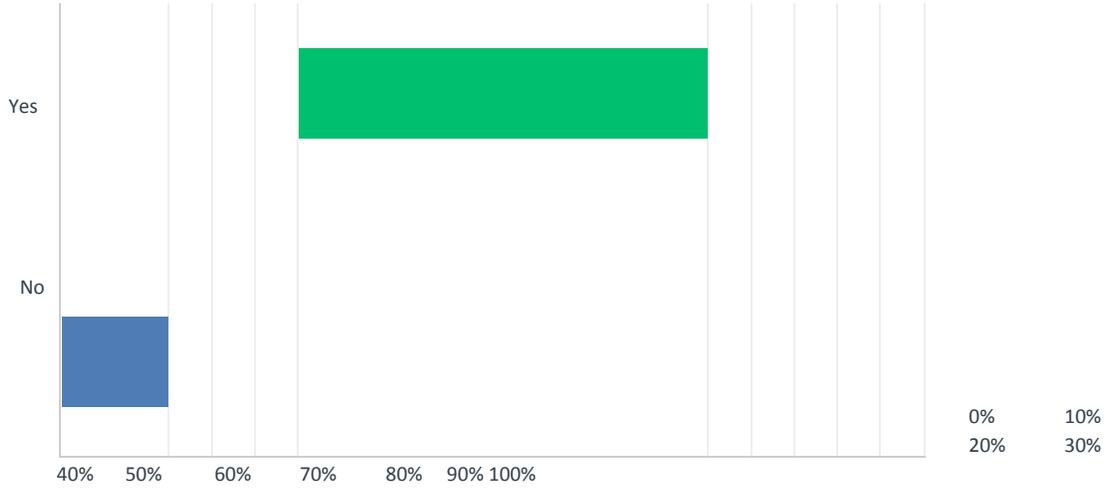
| ANSWER CHOICES | RESPONSES | |
|---|-----------|---|
| Multifamily Residences, Boarding Homes, or Other High-Density Residential Buildings | 7.69% | 2 |
| Office Buildings | 30.77% | 8 |
| Malls | 3.85% | 1 |
| Supermarkets and Grocery Stores | 3.85% | 1 |
| K-12 Schools | 0.00% | 0 |
| Higher Education Institutions (e.g. Universities, Colleges) | 11.54% | 3 |
| Hospitals/Medical Offices | 15.38% | 4 |
| Laboratories | 0.00% | 0 |
| Industrial Buildings (e.g. Manufacturing, Processing, Assembly) | 19.23% | 5 |
| Prisons | 0.00% | 0 |
| Warehouse/Storage Buildings or Distribution Centers | 0.00% | 0 |

ASHRAE Chapter Technology Transfer Committee (CTTC) O&M Involvement Ad Hoc

| | | |
|------------------------|-------|----|
| Airports or Spaceports | 0.00% | 0 |
| Seaports | 0.00% | 0 |
| Rail Stations | 0.00% | 0 |
| Other Client Type | 7.69% | 2 |
| TOTAL | | 26 |

Q5 Do you think that ASHRAE should pursue this idea? Please answer Yes or No.

Answered: 24 Skipped: 5



| ANSWER CHOICES | RESPONSES |
|----------------|-----------|
| Yes | 87.50% 21 |
| No | 12.50% 3 |
| TOTAL | 24 |

Q6 If you answered Yes, how should the idea be executed?

Answered: 18 Skipped: 11

| # | RESPONSES | DATE |
|----|--|---------------------|
| 1 | The package must be marketed as an opportunity to stay connected to current building trends. Several staff engineers for one of my clients regularly attend ASHRAE meeting to stay current. This enables them to provide effect recommendations to their Owner. | 10/27/2017 4:07 PM |
| 2 | best practice or guideline | 10/26/2017 6:35 AM |
| 3 | The package should emphasize on training and certifications. Effort should be made to make the certification recognized in the field. | 10/24/2017 5:14 PM |
| 4 | I suggest implementing the plan by facilitating access to information, seeking ways to increase participation in all stages of planning and execution, so as to involve all the parties that make up the process | 10/17/2017 11:18 AM |
| 5 | training, certifications, on-demand seminars, and course certificates | 10/15/2017 5:17 AM |
| 6 | Component wise Operation, Maintenance and Performance Diagnostics training package to be developed as ASHRAE reference standards. Certification course to be developed for Managers and Technicians. Following components wise packages are suggested 1. Chillers and Cooling Towers. 2. Pumps, Piping and Control Valves. 3. Air Handling Equipments and Air Distribution components. | 10/14/2017 12:56 PM |
| 7 | ASHRAE should do Training & Certification | 10/14/2017 5:11 AM |
| 8 | The experts in this field should be requested to share their expereinces and based on their inputs a comprehensive guide be established. Moving forward some training material be provided and some seminars like DL program will definitely help. | 10/14/2017 3:11 AM |
| 9 | Enhance ASHRAE's engagement with the industry and helps in shaping the O&M field. | 10/14/2017 1:39 AM |
| 10 | As a supplemental offering to regular training and tech transfer offerings (not a main course), with the idea to attract and educate facilities engineers. It's important not to detract or deter our main engineering audience (some who already find it challenging to attend trainings/seminars/meetings). Additionally, a focus on collaborative training (workshops, forums) between design engineers and facility managers would be beneficial and motivational to both (might get more design engineers out to meetings?) | 10/13/2017 11:05 AM |
| 11 | Have more DLs present O&M topics, focus CTTC PAOE point categories on incentivizing O&M activities and member recruitment, encourage joint chapter meetings with IFMA, BOMA, AFE, and other similar organizations. | 10/12/2017 11:08 PM |
| 12 | Prepare the training material and expert to carry out these course or training. | 10/12/2017 7:54 PM |
| 13 | Right now Argentina Chapter offers an OPMP & BEAP Certification training course. I think always is a good idea to hand to Seminar assistants a assistance certificate. On-demand Seminars and professional ASHRAE Certifications is a very good way to develop interest on personnel to join a local chapter. | 10/12/2017 5:05 PM |
| 14 | Training and certification. | 10/12/2017 3:06 PM |
| 15 | A special track session for O&M packages. | 10/12/2017 2:10 PM |
| 16 | Provide DL's or lists of speakers to the chapters so that O&M programs can be presented. | 10/12/2017 2:10 PM |

ASHRAE Chapter Technology Transfer Committee (CTTC) O&M Involvement Ad Hoc

| | | |
|----|---|--------------------|
| 17 | Would be benefit to ASHRAE integration series between O&M, facility manager, consultant engineer and contractor to speed the design and eliminate some change order on the construction phase through training courses. | 10/12/2017 1:58 PM |
| 18 | Provide training and certifications about O&M for local members. Offer special discount for local members to apply the ASHRAE professionals and provide more relative materials and course for them to prepare for the exam | 10/12/2017 1:55 PM |

Q7 If you answered No, should there be an alternative to this idea? If so, what should that alternative be?

Answered: 2 Skipped: 27

| # | RESPONSES | DATE |
|---|---|--------------------|
| 1 | No alternative. Pretty much most entities run their equipment till destruction or rely on others that assume a similar mindset. | 10/13/2017 2:22 PM |
| 2 | I think it would be great if you could get facility personnel to join. However, in my experience they are already stretched thin on time and budgets and would likely have higher priorities. Even if they would find it valuable, it would be difficult to get a significant amount of members. I think facility personnel would be skeptical that they would just be getting sale pitches all the time too. | 10/12/2017 2:58 PM |

Q8 Additional comments and explanations are welcome.

Answered: 5 Skipped: 24

| # | RESPONSES | DATE |
|---|---|---------------------|
| 1 | as an affiliate of the region xii, I suggest placing the information in Spanish, since most of the chapters in this region are Spanish speaking, this option would facilitate the whole process of participation of the bases throughout the process. | 10/17/2017 11:18 AM |
| 2 | It is beneficial to DE Country like India and enhance in-depth knowledge of the subject and will also provide skill certified Professionals to Industries. | 10/14/2017 5:11 AM |
| 3 | While proceeding for this, the feedback from Experts outside US should also be considered. | 10/14/2017 3:11 AM |
| 4 | I am not in an O&M position, I work for a consulting engineering firm. Most of these questions are for O&M personnel. | 10/12/2017 2:10 PM |
| 5 | ASHRAE actually provide many free seminar and workshop for members but most of the seminar are organized in USA. The local member can't enjoy. We should provide the online training for them instead. CTTC chairs can help to encourage members to look the online material and video training but not only 3-4 DL seminar annually. | 10/12/2017 1:55 PM |



RESEARCH JOURNAL SUBCOMMITTEE
Report to Publishing and Education Council
 Meeting of Tuesday, June 26, 2018

Subcommittee Members

Edward Tsui, Chair (absent)
 Julia Keen, Vice Chair (absent)
 Eckhard Groll (absent)
 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 2017 Impact Factor (IF) is pending release in the next edition of *Journal Citation Reports*[™]. The 2016 Impact Factor (IF) was 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 next IF will reflect strictly on content published under the STBE title.

STBE's latest rankings among journals are 31/61 in Construction & Building Technology; 78/130 in Engineering, Mechanical; and 36/58 in Thermodynamics.

2. 2018 YTD usage is up 15% on 2017 (approx. 15.9k vs. 13.8k). 2017 usage was up 23% on 2016. There were 593 full-text article downloads, with 1401 total views as of June 1, 2018. Of the top 10 articles downloaded in this period, 3 are from 2018 issues, 4 from 2017, and 3 from 2016, showing timeliness of content.

Core subscriptions are at 75-80% of last year. For 2018, there were 64 Institutional Subscriptions, 3 Individual Subscriptions, and 3 ASHRAE-sponsored Institutional member subscriptions.

3. This conference's program included a session, Writing Research Papers, presented by STBE Editor-in-chief Reinhard Radermacher, Managing Editor Mary Baugher, and Stephanie Loeh of Taylor & Francis. Presented in addition were three sessions with a total of eight papers.

4. The *Science and Technology for the Built Environment* Best Paper award winner (still confidential at the time of this report) was announced at the Plenary Session here in Houston.

5. It was suggested that it be recommended to PEC that an ad hoc committee be formed between PEC and CTTC to discuss how to best publish papers from the ASHRAE conferences to maximize benefit of publication to authors and realize revenue potential. This would include publication of ASHRAE Transactions and STBE as publication options. However, in discussions between PEC and CTTC it was

agreed that the editor of STBE and the director of publications and education would meet with CTTC to review potential paper publication in STBE and also if conference papers presented at the ASHRAE winter and annual conferences could be included in ASHRAE Transactions. This would achieve indexing of content, especially by Scopus. Conference papers, if only published online, are not indexed in Scopus.

6. The editor-in-chief continues to liaise with the Conferences and Expositions Committee (CEC) regarding ways to increase submissions to the journal and encourage presentations of papers at ASHRAE Conferences. Measures discussed include extended (three-page) abstracts for conferences; the abstracts may then be targeted for development into full papers.

7. Targeted outreach has been made to subscribers and to highly cited/downloaded authors to invite submissions of articles to STBE. Marketing efforts have also included an email blast on this conference's Research Summit track and sessions to members whose main activity is research.

8. Early results of evaluating the effects of open access (OA) show that usage is increased (for other than ASHRAE members, who have free online access) but not necessarily citations. Five papers have been selected for OA year to date, leaving two more yet to select.

9. The editor's report is shown in Attachment A.

10. The publisher's report is shown in Attachment B.

Respectfully submitted,

Research Journal Subcommittee
26 June 2018



ASHRAE Science and Technology for the Built Environment

[2018-2019 Issue Lineups](#)

[Papers Published](#)

[Accept to Reject Ratio and Editor User Report](#)

[STBE Manuscripts Status Report](#)

ASHRAE Annual Conference

June 2018

Houston, Texas

| Issue | Issue Title | Editor | Publ. Date | No. Subs | Min. Needed | Accepted | % Complete | Status |
|--------------|---|--|-------------------|-----------------|--------------------|-----------------|-------------------|---------------|
| 24.1 | JAN 2018 General Issue | Radermacher, Baugher | 1/15/2018 | 10 | 10 | 10 | 100 | Published |
| 24.2 | FEB 2018 Indoor Air Quality Topical Issue | William Bahnfleth and Chandra Sekhar | 2/15/2018 | 15 | 7 | 8 | 100 | Published |
| 24.3 | MAR 2018 General Issue | Radermacher, Baugher | 3/15/2018 | 10 | 10 | 10 | 100 | Published |
| 24.4 | APR 2018 General Issue | Radermacher, Baugher | 4/15/2018 | 10 | 10 | 10 | 100 | Published |
| 24.5 | MAY/JUNE Building Simulation Topical Issue | Andrea Gasparella and Vincenzo Corrado | 5/15/2018 | 10 | 7 | 8 | 100 | Published |
| 24.6 | JULY 2018 General Issue | Baugher | 7/15/2018 | 10 | 10 | 10 | 100 | In Production |
| 24.7 | AUG 2018 General Issue | | 8/15/2018 | 10 | 10 | 10 | 100 | In Production |
| 24.8 | SEP 2018 General Issue | | 9/15/2018 | 10 | 10 | 10 | 100 | In Production |
| 24.9 | OCT 2018 General Issue | | 10/15/2018 | 10 | 10 | 10 | 100 | In Production |
| 24.10 | NOV/DEC 2 General Issue | | 11/15/2018 | 10 | 10 | 10 | 100 | In Production |
| 25.1 | JAN 2019 Trends, Opportunities and Challenges for Built Environment in Developing Economies | Pradeep Bansal and Yufeng Zhang | 1/15/2019 | 0 | 7 | 0 | 0 | |
| 25.2 | FEB 2019 General Issue | | 2/15/2019 | 0 | 10 | 0 | 0 | |
| 25.3 | MAR 2019 ICCR 2018 | Ruzhu Wang and Tianshu Ge | 3/15/2019 | 0 | 7 | 0 | 0 | |
| 25.4 | APR 2019 ASHRAE Conference Papers | Radermacher | 4/15/2019 | 0 | 7 | 0 | 0 | |
| 25.5 | MAY/JUNE COBEE Topical Issue | Xiangdong Li | 5/15/2019 | 0 | 7 | 0 | 0 | |
| 25.6 | JULY 2019 International Workshop on Heat Transfer Papers Topical Issue | | 7/15/2019 | 0 | 7 | 0 | 0 | |
| 25.7 | AUG 2019 Beyond NZEB Retrofit of Existing Buildings | | 8/15/2019 | 0 | 7 | 0 | 0 | |
| 25.8 | SEP 2019 General Issue | | 9/15/2019 | 0 | 10 | 0 | 0 | |
| 25.9 | OCT 2019 Cold Climate Topical Issue | | 10/15/2019 | 0 | 7 | 0 | 0 | |
| 25.10 | NOV/DEC 2 General Issue | | 11/15/2019 | 0 | 10 | 0 | 0 | |

Science and Technology for the Built Environment

Manuscript Task Status Report STBE

June 1, 2017 to June 1, 2018

| Associate Editors | Last 12 Months No. Assigned <i>(includes revisions)</i> | Currently Manuscripts Assigned | Turnaround Average in Days | Accept | Accept % | Reject | Reject % |
|------------------------------|---|--------------------------------------|----------------------------------|-----------|------------|-----------|------------|
| Bahnfleth, William | 12 | 0 | 54 | 5 | 100% | 0 | 0% |
| Bansal, Pradeep | 18 | 1 | 25 | 5 | 63% | 3 | 37% |
| Brown, Steve | 30 | 3 | 34 | 4 | 50% | 4 | 50% |
| Cook, Malcolm | 18 | 1 | 55 | 5 | 56% | 4 | 44% |
| Corrado, Vincenzo | 12 | 0 | 57 | 3 | 100% | 0 | 0% |
| Cremaschi, Lorenzo | 18 | 2 | 28 | 3 | 30% | 7 | 70% |
| de Dear, Richard | 12 | 1 | 25 | 3 | 43% | 4 | 67% |
| Gasparella, Andrea | 13 | 0 | 58 | 4 | 67% | 2 | 33% |
| Kim, Yongchan | 26 | 2 | 26 | 8 | 100% | 0 | 0% |
| Lamberts, Roberto | 21 | 3 | 37 | 5 | 56% | 4 | 44% |
| Radermacher, Reinhard | 7 | 1 | 76 | 3 | 100% | 0 | 0% |
| Sekhar, Chandra | 22 | 5 | 70 | 9 | 90% | 1 | 10% |
| Spitler, Jeffrey | 11 | 2 | 42 | 0 | 0% | 2 | 100% |
| Toftum, Jørn | 17 | 3 | 25 | 2 | 50% | 2 | 50% |
| Wang, Shengwei | 17 | 2 | 86 | 6 | 86% | 1 | 14% |
| Zhang, Jianshun | 15 | 3 | 87 | 2 | 67% | 1 | 33% |
| Zhang, Yufeng | 15 | 1 | 19 | 0 | 0% | 1 | 100% |
| Zilio, Claudio | 31 | 4 | 26 | 10 | 84% | 2 | 16% |
| Total | 315 | 34 | 46 | 77 | 63% | 38 | 37% |
| <i>Radermacher, R. as MP</i> | <i>360</i> | <i>35</i> | | | | | |
| <i>Baugher, M. as MP</i> | <i>6</i> | <i>1</i> | | | | | |

ASHRAE PORTAL

| | |
|--------------------------|----|
| Status | 39 |
| Accept | 0 |
| Assign Reviewers | 0 |
| Awaiting Reviewer Scores | 17 |
| Further Revision Needed | 17 |
| Reject | 12 |
| Major Revision | 1 |
| Make Recommendation | 0 |
| Make Decision | 2 |
| Select Reviewer | 3 |
| Withdrawn | 91 |

STBE PORTAL

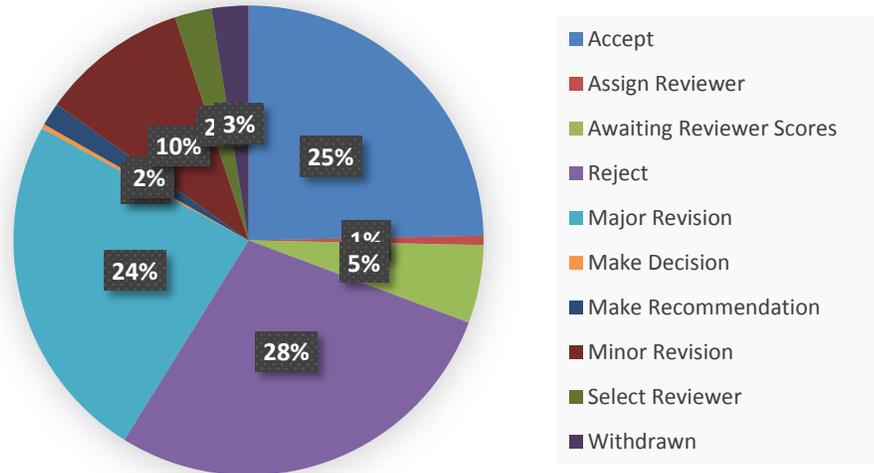
| | |
|--------------------------|-----|
| Accept | 39 |
| Assign Reviewer | 2 |
| Awaiting Reviewer Scores | 17 |
| Reject | 72* |
| Further Revision Needed | 9 |
| Major Revision | 64 |
| Make Decision | 1 |
| Make Recommendation | 4 |
| Minor Revision | 20 |
| Select Reviewer | 6 |
| Withdrawn | 5 |
| | 239 |

**26 of which were immediate reject*

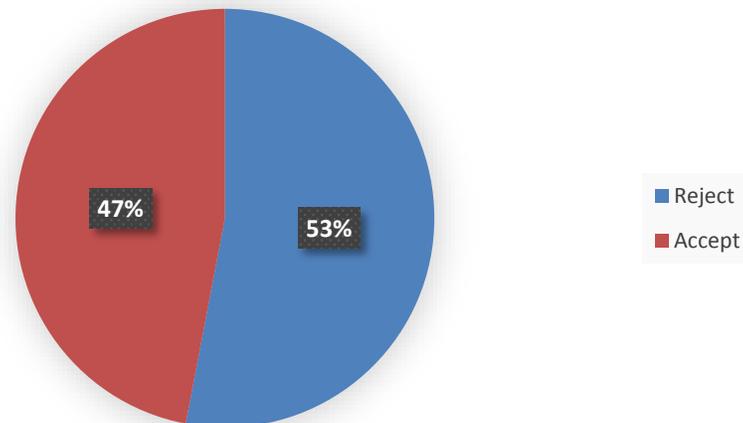
COMBINED PORTALS

| | |
|--------------------------|-----|
| Accept | 78 |
| Assign Reviewer | 2 |
| Awaiting Reviewer Scores | 17 |
| Reject | 89 |
| Major Revision | 76 |
| Make Decision | 1 |
| Make Recommendation | 5 |
| Minor Revision | 32 |
| Select Reviewer | 8 |
| Withdrawn | 8 |
| Total Papers | 316 |

Manuscript Status as of June 1, 2018



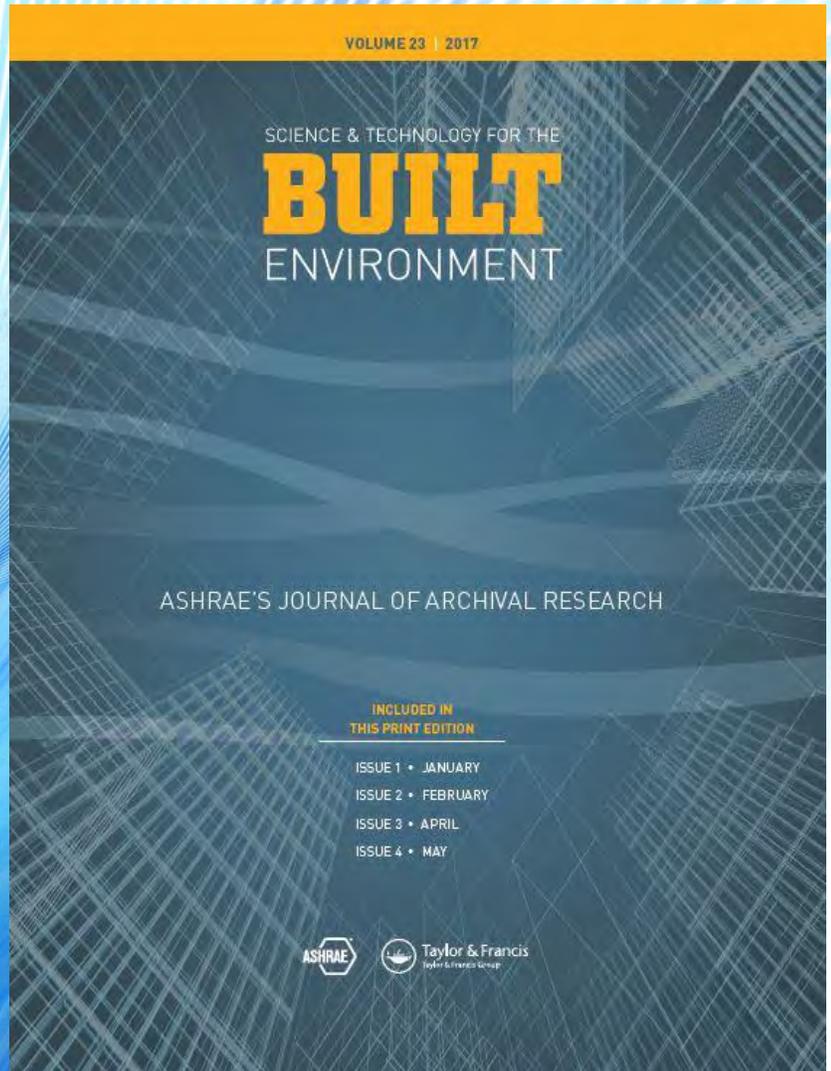
ACCEPT TO REJECT RATIO





Taylor & Francis
Taylor & Francis Group

Science & Technology for the Built Environment



Confidential
Publishing Report
June 2018

CONTENTS

| | |
|------------------------------|----|
| HIGHLIGHTS | 3 |
| 1. GLOBAL ACCESSIBILITY | 3 |
| 2. CITATION ANALYSIS | 6 |
| 3. ALTMETRICS | 8 |
| 4. MARKETING | 10 |
| 5. PRODUCTION | 13 |
| 6. SUBMISSIONS & PEER REVIEW | 15 |
| 7. AUTHOR SURVEY | 17 |
| 8. RESOURCES | 19 |
| 9. OPEN ACCESS | 19 |
| 10. DEVELOPMENT INITIATIVES | 19 |
| OUR TEAM | 20 |

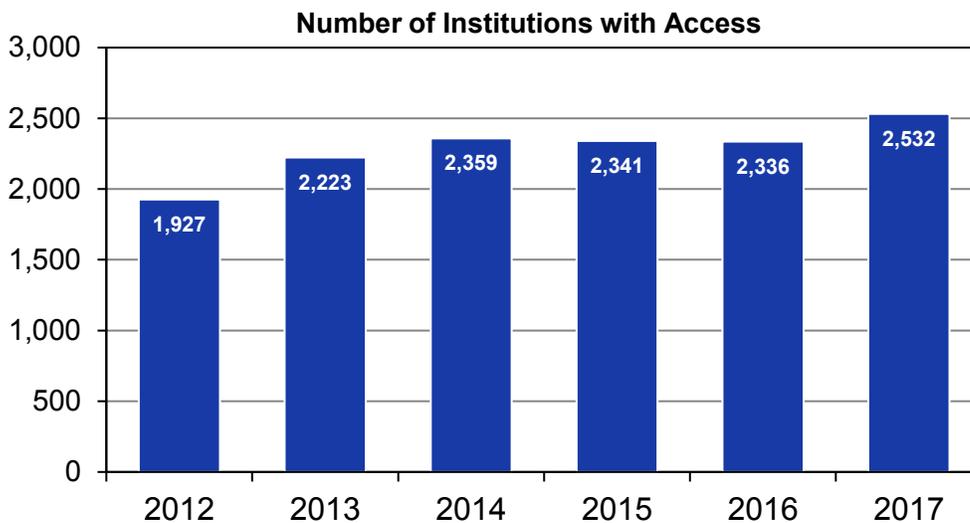
HIGHLIGHTS FOR SCIENCE & TECHNOLOGY FOR THE BUILT ENVIRONMENT

- *Science & Technology for the Built Environment* received 42,336 article downloads in 2017, which is 23% higher than downloads received in 2016.
- By mid-June 2018, there were 20,404 article downloads, which is 18% higher than the same period in 2017.
- The most downloaded article is 'Traffic noise level predictions for buildings with windows opened for natural ventilation in urban environments' by Moon Keun Kim, Christopher Barber, and Jelena Srebric, with 1,448 downloads. It is Open Access.
- The journal's 2016 Impact Factor is 0.928, ranking 43/58 in the Thermodynamics JCR category, 36/61 in Construction & Building Technology, and 97/130 in Mechanical Engineering.

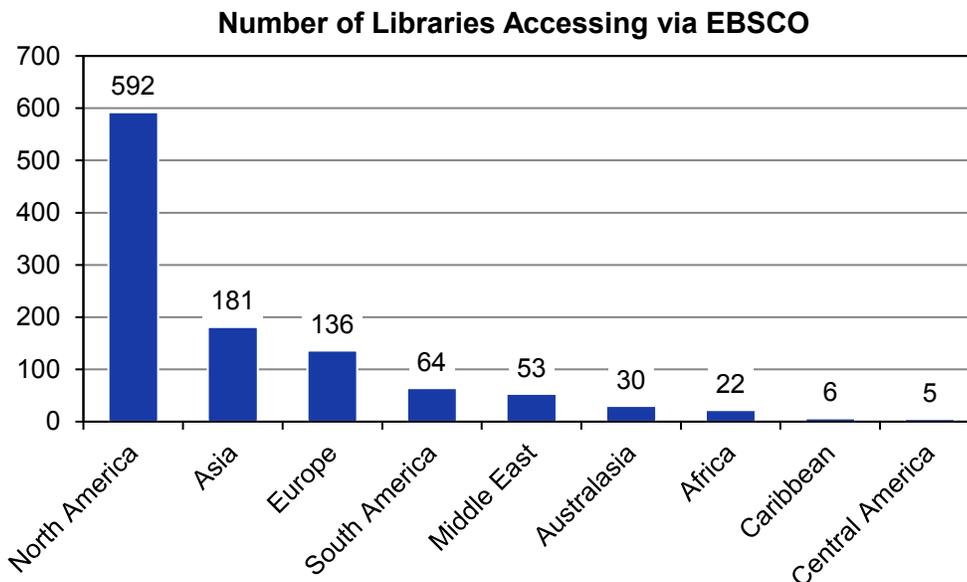
1. GLOBAL ACCESSIBILITY

Science & Technology for the Built Environment is accessible to readers via direct subscriptions, online-only sales packages with institutions and as part of our Science & Technology Library.

1.1. Circulation

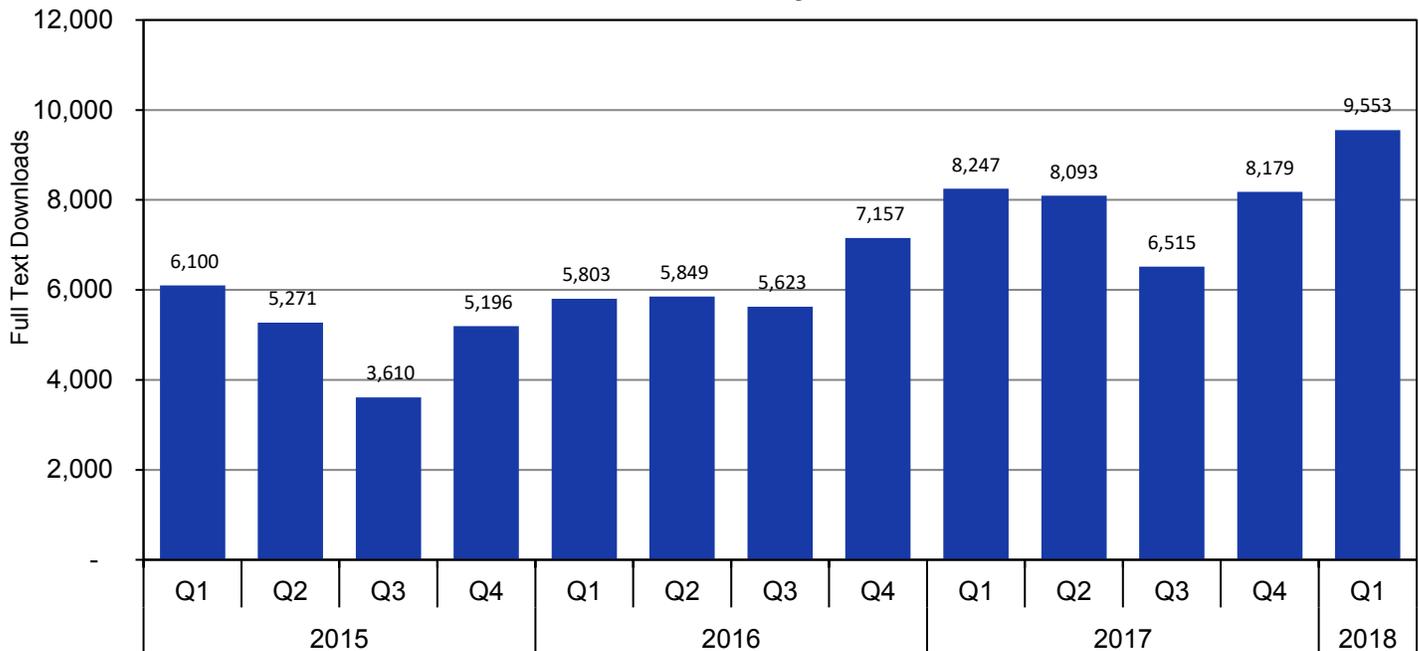


1.2. EBSCO Usage



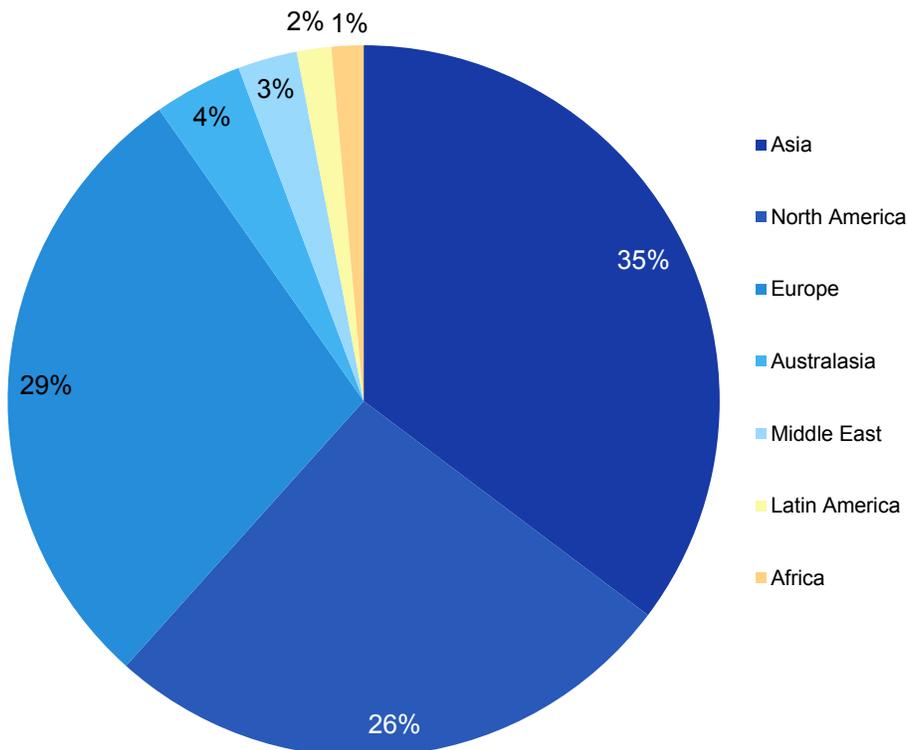
1.3. Article Downloads

Full Text Downloads via Standard Platforms for Science and Technology for the Built Environment by Quarter



Article downloads have increased by 23% from 2016 to 2017. There were 42,336 article downloads in 2017.

1.4. Article Downloads by Region 2017-2018 YTD



1.5. Top 10 Articles Downloaded 2017-2018 YTD

| Vol (Issue) Date | Authors | Title | | No. DLs |
|-------------------------|--|---|---|------------|
| 23 (5) July 2017 | Moon Keun Kim, Christopher Barber, Jelena Srebric | Traffic noise level predictions for buildings with windows opened for natural ventilation in urban environments |  | 1,448 |
| 22 (3) April 2016 | Ioannis Sadiktsis, Gertrud Nilsson, Ulf Johansson, Ulf Rannug, Roger Westerholm | Removal of polycyclic aromatic hydrocarbons and genotoxic compounds in urban air using air filter materials for mechanical ventilation in buildings |  | 983 |
| 23 (7) October 2017 | Saud Ghani, Esmail M. Bialy, Foteini Bakochristou, et al. | Thermal comfort investigation of an outdoor air-conditioned area in a hot and arid environment |  | 888 |
| 22 (3) April 2016 | Tristan Gerrish, Malcolm Cook, Kirti Ruikar | BIM for the management of building services information during building design and use |  Free access | 817 |
| 23 (6) August 2017 | Lorenzo Cremaschi, Saeed Moghaddam | Recent advances on heat and mass transfer in refrigeration and air-conditioning systems |  Free access | 766 |
| 22 (7) October 2016 | Wim Zeiler, Kristian Gvozdenović, Kevin de Bont, Wim Maassen | Toward cost-effective nearly zero energy buildings: The Dutch Situation |  | 740 |
| 24 (1) January 2018 | Woohyun Kim, Srinivas Katipamula | A review of fault detection and diagnostics methods for building systems | | 596 |
| 22 (6) August 2016 | Shengwei Wang | Making buildings smarter, grid-friendly, and responsive to smart grids |  Free access | 463 |
| 24 (2) February 2018 | Hossam A. Elmaghraby, Yi Wai Chiang, Amir A. Aliabadi | Ventilation strategies and air quality management in passenger aircraft cabins: A review of experimental approaches and numerical simulations | | 448 |
| 23 (4) May 2017 | Vasile Minea, Yuxiang Chen, Andreas K. Athienitis | Canadian low-energy housing: National energy context, and a case study of a demonstration house with focus on its ground-source heat pump | | 405 |

1.6. Top Institutions by Downloads 2017-2018 YTD

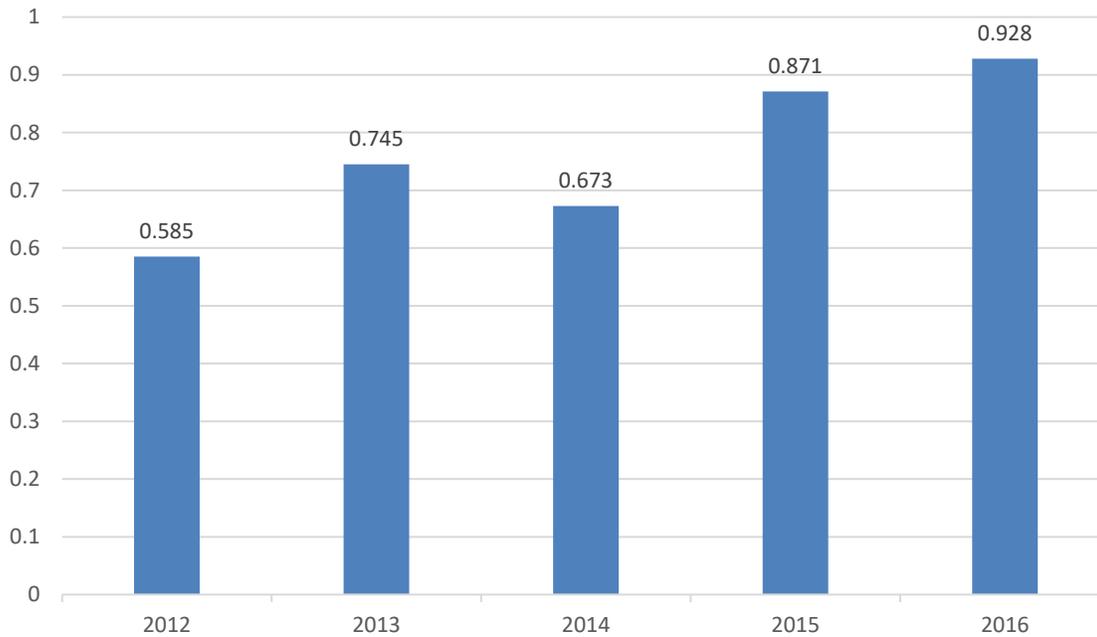
| Institutions | Country | No. |
|--|---------------|-------|
| National Science & Technology Library (NSTL) | China | 9,465 |
| Canadian Research Knowledge Network (CRKN)* | Canada | 3,502 |
| KESLI** | Korea | 1,153 |
| Hong Kong Polytechnic University | Hong Kong | 1,141 |
| California Digital Library (CDL) | United States | 1,074 |
| Big Ten Academic Alliance | United States | 1,024 |
| Purdue University | United States | 1,013 |
| DEFF Danish National Library Authority | Denmark | 908 |
| University of Maryland - College Park | United States | 905 |

* CRKN is a partnership of 75 Canadian universities.

** KESLI Consortium includes 542 academic, public, research, corporate and medical libraries.

2. CITATION ANALYSIS

2.1. Impact Factor 2012 – 2016



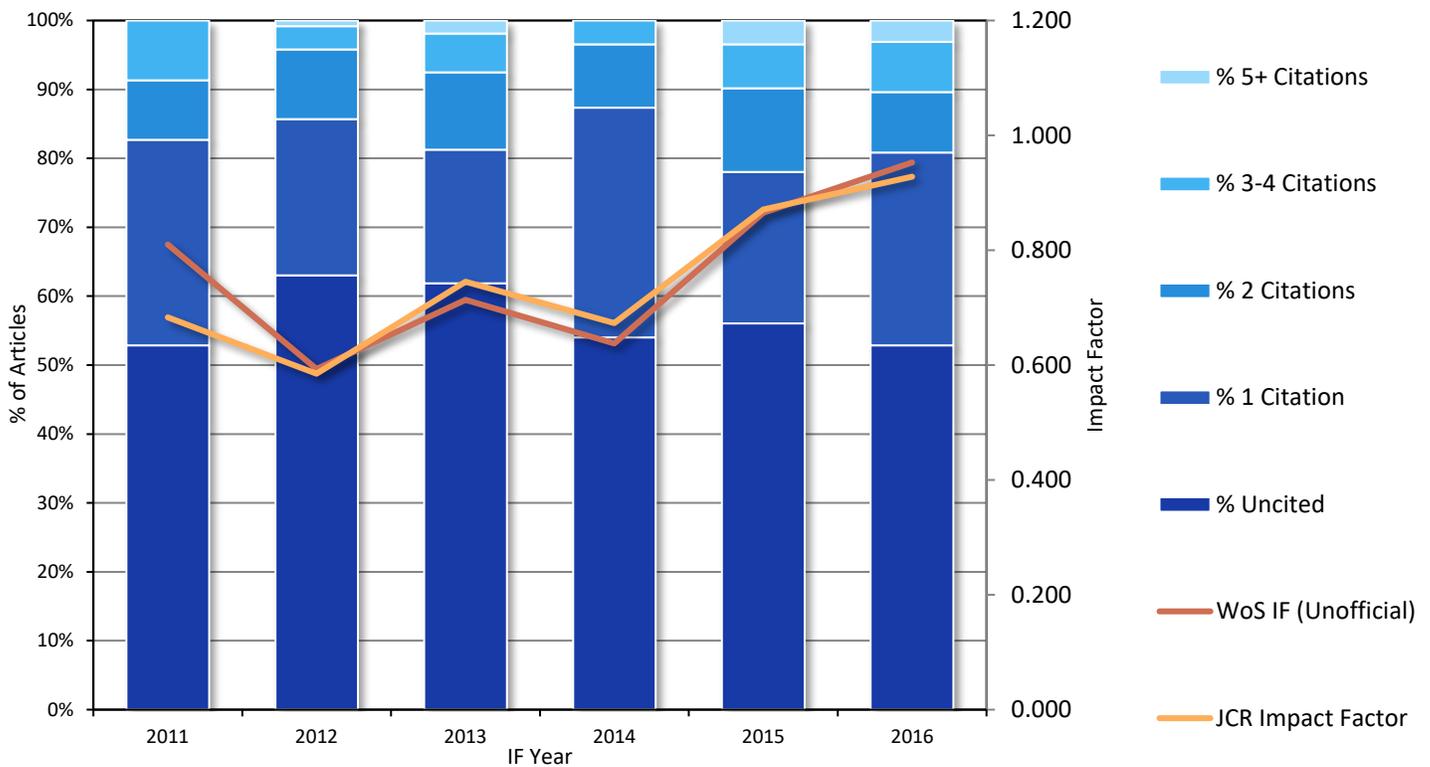
2.2. Current Impact Factor and Ranking

| 2016 Impact Factor | 2016 5-year Impact Factor |
|--|--|
| 0.928 | 1.284 |
| 43/58 Thermodynamics | 36/58 Thermodynamics |
| 36/61 Construction & Building Technology | 31/61 Construction & Building Technology |
| 97/130 Engineering, Mechanical | 78/130 Engineering, Mechanical |

2.3. Top Cited Articles for Current Impact Factor

| Vol (Issue) | Author | Title | No. |
|-------------|--|---|-----|
| 20 (1) | Bengea, Sorin C.; Kelman, Anthony D.; Borrelli, Francesco; Taylor, Russell; Narayanan, Satish | Implementation of model predictive control for an HVAC system in a mid-size commercial building | 11 |
| 20 (6) | Wang, Shengwei; Xue, Xue; Yan, Chengchu | Building power demand response methods toward smart grid | 11 |
| 20 (7) | Zhao, Yang; Xiao, Fu; Wen, Jin; Lu, Yuehong; Wang, Shengwei | A robust pattern recognition-based fault detection and diagnosis (FDD) method for chillers | 7 |
| 21 (2) | Cullin, J. R.; Spitler, J. D.; Montagud, C.; Ruiz-Calvo, F.; Rees, S. J.; Naicker, S. S.; Konecny, P.; Southard, L. E. | Validation of vertical ground heat exchanger design methodologies | 5 |
| 21 (3) | Lanzerath, Franz; Bau, Uwe; Seiler, Jan; Bardow, Andre | Optimal design of adsorption chillers based on a validated dynamic object-oriented model | 5 |

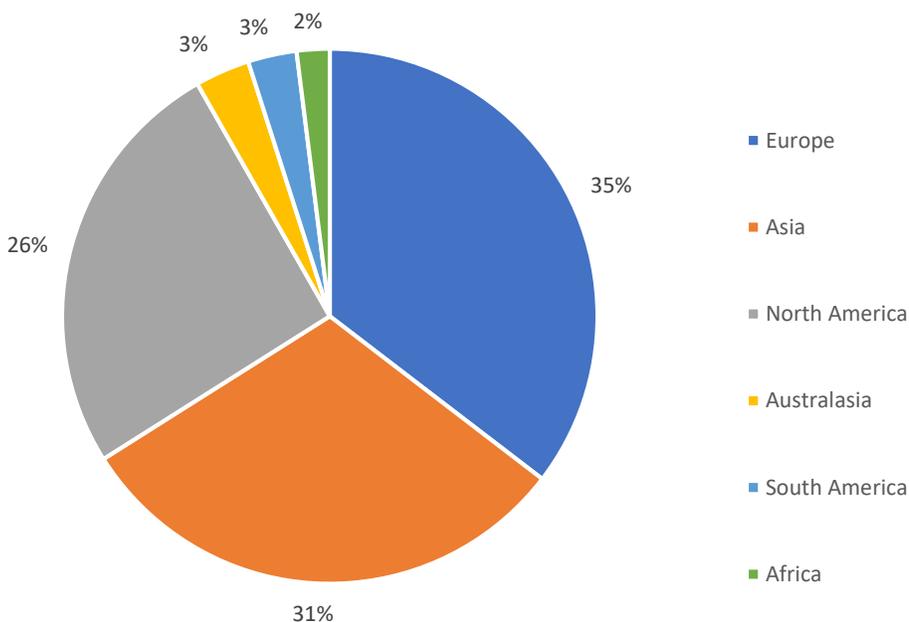
2.4. Article Citations



The chart above shows the distribution of published source items by the number of citations received in the IF year. The 2016 column, for example, shows the distribution of items published in 2014 and 2015 by the number of citations received in 2016. This gives a rough breakdown of the data behind the 2016 IF, which is based on citations in 2016 to items published in 2014 and 2015.

The article level data in this report comes from Web of Science (WoS), as there is no article level data in the Journal Citation Reports (JCR) where the official IFs are published. Though both WoS and the JCR are produced by Clarivate Analytics, the data collection methods used for the two sources are slightly different, and as such the data do not match exactly. IFs calculated using WoS data are given for reference.

2.5. Regions Citing Science & Technology for the Built Environment



2.6. Journals Citing Science & Technology for the Built Environment

The top 5 journals citing *Science & Technology for the Built Environment* journal are as follows:

- *Science and Technology for the Built Environment*
- *Building and Environment*
- *Energy and Buildings*
- *Applied Thermal Engineering*
- *International Journal of Refrigeration Revue Internationale du Froid*

The self-citation rate is 13%.

3. ALTMETRICS

3.1. Top Altmetric Scores

An Altmetric score is a high-level measure of the quality and quantity of online attention that an individual article has received. The score is based on relevant mentions from social media sites, newspapers, policy documents, blogs, Wikipedia, and many other sources.

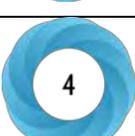
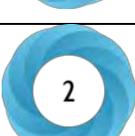
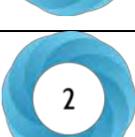


According to Altmetric, “The score is derived from an automated algorithm, and represents a weighted count of the amount of attention we’ve picked up for a research output. Why is it weighted? To reflect the relative reach of each type of source. It’s easy to imagine that the average newspaper story is more likely to bring attention to the research output than the average tweet. This is reflected in the default weightings:”

| | |
|-------------------------------|------|
| News | 8 |
| Blogs | 5 |
| Twitter | 1 |
| Facebook | 0.25 |
| Sina Weibo | 1 |
| Wikipedia | 3 |
| Policy Documents (per source) | 3 |
| Q&A | 0.25 |
| F1000/Publons/Pubpeer | 1 |
| YouTube | 0.25 |
| Reddit/Pinterest | 0.25 |
| LinkedIn | 0.5 |
| Open Syllabus | 1 |
| Google+ | 1 |

For further information about Altmetric scores, please visit: <https://help.altmetric.com/support/solutions/articles/6000060969-how-is-the-altmetric-score-calculated->.

The table below lists the top Altmetric-scoring articles in the last year:

| Altmetric Score | Article Title | Author | Vol (iss) |
|--|--|--|--------------|
|  10 | Coordinate control of air movement for optimal thermal comfort | Shuo Liu, Le Yin, Stefano Schiavon, Weng Khuen Ho, Keck Voon Ling | Online first |
|  9 | Experimental validation of the age-of-the-air CFD analysis: A case study | Susana Hormigos-Jimenez, Miguel Angel Padilla-Marcos, Alberto Meiss, et al. | Online first |
|  4 | Saturated R134a flow boiling inside a 4.3 mm inner diameter microfin tube | Giovanni A. Longo, Simone Mancin, Giulia Righetti, Claudio Zilio, Luca Doretti | 23 (6) |
|  4 | A review on in-tube two-phase heat transfer of hydro-fluoro-olefines refrigerants | Giulia Righetti, Claudio Zilio, Simone Mancin, Giovanni A. Longo | 22 (8) |
|  4 | Experimental development of natural convection heat transfer correlations for spiral-helical surface water heat exchangers (1385-RP) | Matt S. Mitchell, Garrett M. Hansen, Jeffrey D. Spitler | Online first |
|  4 | Indoor air quality and wildfire smoke impacts in the Pacific Northwest | W. Max Kirk, Madeline Fuchs, Yibo Huangfu, et al. | 24 (2) |
|  2 | Optimal duct layout for HVAC using topology optimization | Mark Christian E. Manuel, Po Ting Lin, Ming Chang | 24 (3) |
|  2 | Field measurement and modeling of UVC cooling coil irradiation for HVAC energy use reduction (RP-1738) – Part 1: Field measurements | Joseph Firrantello, William Bahnfleth, Paul Kremer | Online first |



4. MARKETING

4.1. Overview

Taylor & Francis' global marketing strategy is underpinned by multiple specialist teams dedicated to diverse key customer groups. This ensures that *Science & Technology for the Built Environment* is supported and guided on your publishing journey by people with the experience and expertise to benefit you, including:



Authors & Researchers – open access, generating submissions, and supporting authors through every stage of their publication journey from initiation through to post-publication promotion.

Societies & Editors – raising the profile of your journal or society, and your first point of contact for marketing liaison.

Libraries & Institutions – agreeing sales deals with libraries globally.

Corporate & Commercial – identifying revenue-generating opportunities and partnerships with non-academic institutions such as government organisations and pharma companies.

Network Marketing – implementing automated email and digital campaigns through our CRM system.

Content & Communications – Author Services, Editor Resources, delivering white papers, multimedia, press releases, and social media strategy.

Web & E-marketing – implementing best practice through our digital platforms including tandfonline.com.

4.2. Promotion of Science & Technology for the Built Environment

We have promoted *Science & Technology for the Built Environment* via Taylor & Francis online and social media, which generated downloads through the following sources:

| Rank | User | Access |
|------|--|---------|
| 1 | All Referrals (http://) | 268,721 |
| 2 | Google Referrer (http://www.google) | 25,000 |
| 3 | Secure Google (https://www.google) | 25,000 |
| 4 | Google Scholar (http://scholar.google) | 17,015 |
| 5 | All users via referrer (http) | 8,760 |
| 6 | Web of Science (http://apps.webofknowledge.com) | 1,506 |
| 7 | SFX Exlibris (http://sfx) | 1,304 |
| 8 | Scopus (http://www.scopus.com) | 1,208 |
| 9 | Explore Sub Domain (http://explore.tandfonline.com/) | 744 |
| 10 | Baidu (http://www.baidu.com/) | 679 |
| 11 | Explore Sub Domain (http://explore.tandfonline.com/) | 648 |

Conferences

Throughout the year, *Science & Technology for the Built Environment* promotional materials are displayed at relevant conferences, including:

- Council of Educators in Landscape Architecture
- Conference of the Urban Affairs Association
- Transportation Research Board
- The INFORMS Transportation Science and Logistics Society Workshop
- International Congress on Advances in Nuclear Power Plants
- Chartered Institute for Ergonomics and Human Factors Conference
- ASQ World Conference on Quality and Improvement
- The International Conference on Progress in Additive Manufacturing
- Institute of Industrial & Systems Engineers.
- International Design Conference
- IEEE International Conference on Robotics and Automation
- European Control Conference

- ASHRAE Summer Meeting
- ASEE Annual Conference & Exposition
- International Conference on Electrical Engineering
- International CAD conference
- RESNA
- International Symposium on Combustion
- International Meeting on Information Display
- American Association for Aerosol Research Conference
- Annual British Conference of Non-Destructive Testing
- Operational Research Society
- International Association for Bridge and Structural Engineering
- Australian Engineering Conference
- SEFI Conference
- Annual Technical Conference & Exhibition of the Society of Petroleum Engineers
- IEEE/RSJ International Conference on Intelligent Robots and Systems
- International Association for Computer Information Systems Annual Conference
- International Annual Conference of the American Society for Engineering Management
- Annual Conference on Deep Foundations
- Annual Conference on Deep Foundations
- INFORMS Annual Meeting
- American Society of Mechanical Engineers International Mechanical Engineering Congress and Exposition
- International Conference on Information Systems
- CIOB Conference - Chartered Institute of Builders

eTOC Alerts

New Issue Alerts is a free email contents alerting service designed to deliver tables of contents for *Science & Technology for the Built Environment* in advance of the printed edition. Signing up for eTOC alerts is easy, and doing so ensures that contacts receive a notification of the online publication of new articles in the journal as soon as they are available. To sign up, visit the journal homepage on www.tandfonline.com and click on the “New Content Alerts” button. *Science & Technology for the Built Environment* currently has **312** eTOC subscribers.

4.3. Network Marketing

Marketing for every single journal – Weekly usage emails

Journals benefit from highly targeted promotion focused on article-level marketing that leverages the web of connections attached to every published article such as colleagues, reviewers, funders, cited authors, and hundreds more.

Once new articles are published in one of our journals, they are included in our usage email service – a weekly email that is sent to researchers within our network, and contains content based on their subject interests and access rights. These campaigns are designed to deliver reach, readership and potential citations, as relevant articles are presented weekly to interested readers. The recipient doesn’t need to be signed up to the journal to learn about new articles, just registered with Taylor & Francis with an interest in the subject area.



The online platform for Taylor & Francis Online content

[Science and Technology for the Built Environment, Volume 24, Issue 5, May-June 2018](#) is now available online on [Taylor & Francis Online](#).

Topical Issue: Building Simulation

This new issue contains the following articles:

Editorial
[Building simulation](#)
 Andrea Gasparella Full Professor & Vincenzo Corrado Full Professor
 Pages: 459-460 | DOI: 10.1080/23744731.2018.1455358

Original Articles
[Influence of grout thermal properties on heat-transfer performance of ground source heat exchangers](#)
 Yasu Zhou, Yongcai Zhang & Yongliang Xu
 Pages: 461-469 | DOI: 10.1080/23744731.2017.1402645

[An integrated method and web tool to assess visual environment in spaces with window shades](#)
 Iason Konstantos, Michael Kim & Athanasios Tzempelikos
 Pages: 470-482 | DOI: 10.1080/23744731.2018.1438021



an informa business

Share with colleagues

f t in ↻

Dear Anette,

What's new for you this week? Have a look at the roundup of the latest articles we think you'll enjoy, or have a [browse](#) to find something you like.



[Influence of grout thermal properties on heat-transfer performance of ground source heat exchangers](#)
 Yasu Zhou, Yongcai Zhang & Yongliang Xu - *Science and Technology for the Built Environment*

“Grout plays an important role in the heat-transfer performance of borehole heat exchangers. The current study developed a numerical model to investigate the effect of grout thermal conductivity and heat capacity on the heat-transfer performance of borehole heat exchangers...” | [Read Full Text](#)

≥

Check out what else is new for you this week...

Our weekly usage emails have been sent to more than 4,000,000 recipients with an average open rate of 18% and an average click-through rate of 5% on the emails delivered.

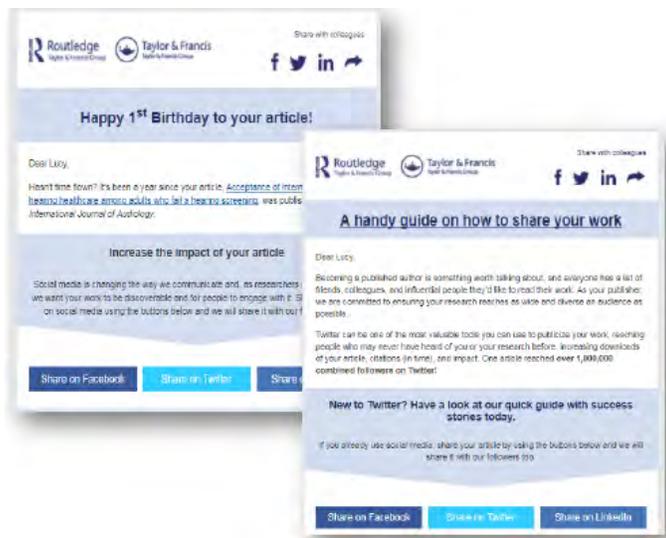
Post-Publication Author Alerts

Once an author has published in a journal, they will be sent an email on publication and at 6 and 12 months after the publication of their paper.

This campaign has two objectives – to provide published authors with a report on article readership and to encourage authors to share their article via social media, to drive readership and citations. In addition, there is a prominent invitation to publish in the journal again, with a button that links authors to the journal’s instructions for authors page. This actively encourages re-submissions from your author base.

The 12-month post-publication journey email has been sent to more than 80,000 authors. The average open rate is 29%, and the average click-through rate is 19%.

The 6-month post-publication journey email has been sent to more than 46,000 authors. The average open rate is 36%, and the average click-through rate is 22%.



4.4. Marketing Innovations

Publishing Partnership Program

The Publishing Partnership Program is a quarterly email campaign designed for journal editors and society leaders. By signing up, you will receive regular, personalized updates on journal performance metrics including usage, citations, social media, Altmetrics and press coverage data for your journal. You will also receive advice on how to improve journal metrics, the latest information about new Taylor & Francis services and initiatives, upcoming events, and news relevant to your journal’s subject areas.



We hope that the Publishing Partnership Program will help us forge a true partnership with you by providing guidance through:

- A personalized newsletter-style email where you can see all your journal performance metrics in one succinct place.
- Regular communication about the company-wide initiatives we’re driving, allowing you to be involved with these from the start.
- Highlighting the information you need to make data-driven decisions about forthcoming objectives and forecasting.



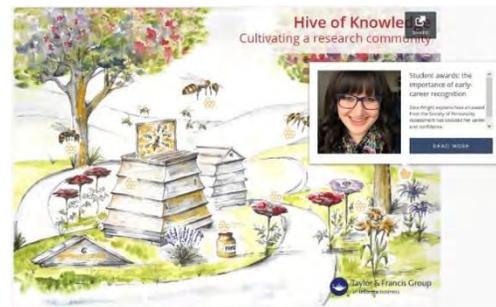
To sign up to the Publishing Partnership Program, please register here: http://bit.ly/tandf_ppp.

Social Media

Our journals are promoted through regular posts, news updates, and features on Twitter and Facebook. We use social media to promote conferences and conference themes/sessions, key speakers, calls for papers, calls for editors, news, award-winning articles and article collections. We have recently launched a social media guide for editors which you can find here: <http://editorresources.taylorandfrancisgroup.com/social-media-101/>

The Hive of Knowledge

To demonstrate the benefits of learned society membership to our readers, we launched the **Hive of Knowledge**. The aim of the campaign is to showcase the work done by our partner societies and institutes in supporting researchers throughout their careers. It is primarily targeted at researchers at all stages, to encourage them to become members of relevant learned societies. A number of our society partners are featured in the campaign, contributing posts on how their society supports members at various stages of their careers.



We welcome participation in this campaign, as we have opportunities to update content and feature more society partners in the future. In this way, we support our partners by helping you reach potential new members beyond your usual networks. We also reinforce your role in supporting researchers, and raise your profile as organizations at the forefront of learning, discovery and development for members and professionals in the Science and Technology fields. To view the **Hive of Knowledge** campaign visit: <http://authorservices.taylorandfrancis.com/celebrating-our-partnerships>.

5. PRODUCTION

5.1. Production Schedule 2017

| Issue | Final Copy / Running Order: | | Online Issue Published | Print Issue Published |
|-------|-----------------------------|-------------|------------------------|-----------------------|
| | Due at T&F | Received | | |
| 1 | 28 Oct 2016 | 25 Oct 2016 | 12 Jan 2017 | - |
| 2 | 25 Nov 2016 | 29 Nov 2016 | 26 Feb 2017 | - |
| 3 | 31 Jan 2017 | 15 Feb 2017 | 12 Apr 2017 | - |
| 4 | 01 Mar 2017 | 08 Mar 2017 | 05 May 2017 | - |
| 1-4 | - | - | - | 08 Jun 2017 |
| 5 | 01 May 2017 | 15 May 2017 | 15 Jun 2017 | - |
| 6 | 30 May 2017 | 07 Jun 2017 | 31 Jul 2017 | - |
| 7 | 02 Aug 2017 | 08 Aug 2017 | 19 Sep 2017 | - |
| 8 | 29 Aug 2017 | 12 Sep 2017 | 17 Oct 2017 | - |
| 5-8 | - | - | - | 16 Nov 2017 |

5.2. Volume 24, 2018

| Volume Page Budget for 2018 | Number of Pages Used to Date | Number of Pages Remaining |
|-----------------------------|------------------------------|---------------------------|
| 1,540 | 682 | 838 |

The current backlog of content:

- 39 articles.
- The current backlog contains enough articles to publish until the January 2019 issue.

5.3. Production Schedule 2018

| Issue | Final copy / running order due at T&F | Corrected proofs to typesetter | Planned Publication date | Planned Dispatch date |
|-------|---|--------------------------------------|--------------------------------|-----------------------------|
| 1 | 25 Oct 2017 30 Oct 2017 | 14 Dec 2017 16 Nov 2017 | 08 Jan 2018 05 Dec 2017 | - |
| 2 | 20 Nov 2017 12 Jan 2018 | 12 Jan 2018 05 Jan 2018 | 05 Feb 2018 25 Jan 2018 | - |
| 3 | 22 Dec 2017 08 Jan 2018 | 15 Feb 2018 05 Feb 2018 | 09 Mar 2018 22 Feb 2018 | - |
| 4 | 25 Jan 2018 20 Feb 2018 | 19 Mar 2018 15 Mar 2018 | 09 Apr 2018 27 Mar 2018 | - |
| 5 | 27 Feb 2018 19 Mar 2018 | 18 Apr 2018 19 Apr 2018 | 09 May 2018 04 May 2018 | - |
| 1-5 | - | - | - | 15 Jun 2018 15 Jun 2018 |
| 6 | 26 Apr 2018 27 Apr 2018 | 15 Jun 2018 08 May 2018 | 06 Jul 2018 29 Jun 2018 | - |
| 7 | 01 Jun 2018 | 20 Jul 2018 | 09 Aug 2018 | - |
| 8 | 25 Jun 2018 | 13 Aug 2018 | 05 Sep 2018 | - |
| 9 | 30 Jul 2018 | 19 Sep 2018 | 10 Oct 2018 | - |
| 10 | 27 Aug 2018 | 16 Oct 2018 | 06 Nov 2018 | - |
| 1-10 | - | - | - | 10 Dec 2018 |

* Note: Budgeted date, Actual date

5.4. Production Notes

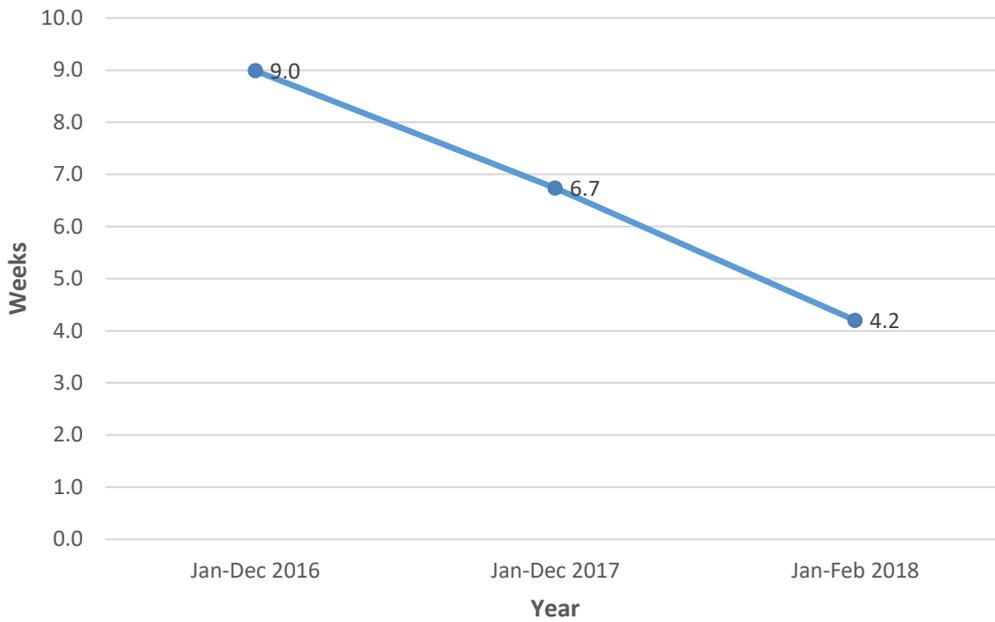
We have published 7 articles Open Access for 2018:

- *User Interaction Patterns of a Personal Cooling System: A Measurement Study*, by Verhaart
- *Design Optimization and Validation of High Performance Heat Exchangers using Approximation Assisted Optimization and Additive Manufacturing*, by Bacellar
- *Field Measurement and Modeling of UVC Cooling Coil Irradiation for HVAC Energy Use Reduction (RP-1738) – Part 2: Energy, IAQ, and Economic Modeling*, by Firrantello
- *Measurements and modeling of airing through porches of a historical church*, by Hayati
- *Field measurement and modeling of UVC cooling coil irradiation for HVAC energy use reduction (RP-1738) – Part 1: Field measurements*, by Firrantello
- *Window and door opening behaviour, carbon dioxide concentration, temperature, and energy use during the heating season in classrooms with different ventilation retrofits - ASHRAE RP1624*, by Heebøll
- *Accurate prediction of work and coefficient of performance of elastocaloric materials with phase transformation kinetics*, by Qian

Additional Notes:

- The Journal has recently transferred to a new Production Editor (Saturn Armario). Although the PE has changed, the contact email should remain: UHVC-production@journals.taylorandfrancis.com.
- Journal frequency has increased to 10 online and 2 print issues starting this year (from 8 online and 2 print issues).
- Backlog is currently healthy so, there should be no issues with delay or copy all throughout the 2018 volume.

5.5. Speed of Publication, 2016 to Present



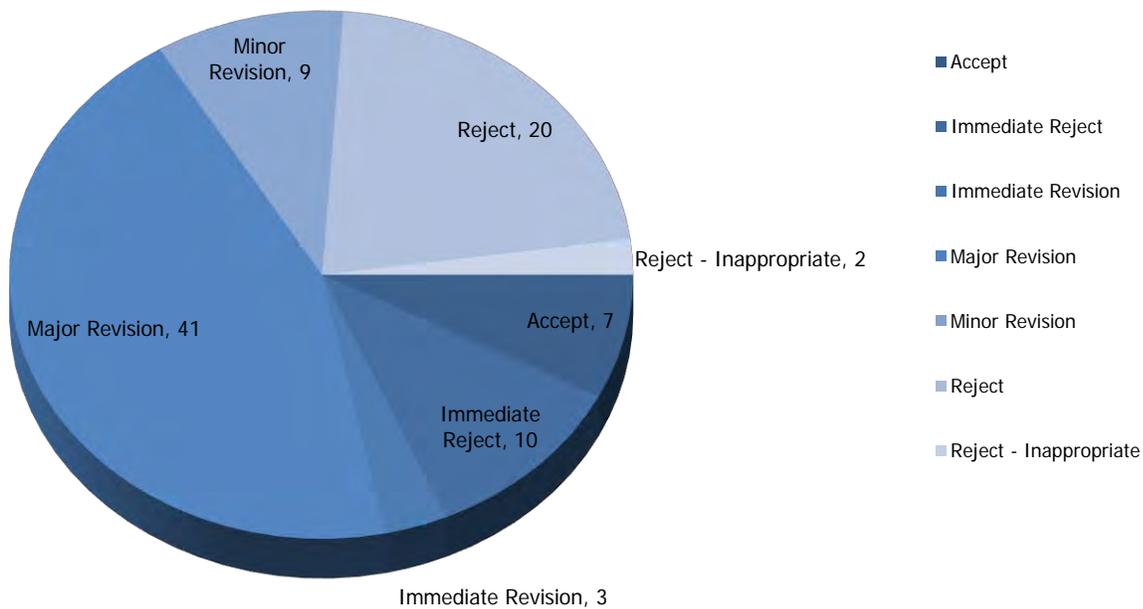
The figures provided represent the median number of weeks from submission to Central Article Tracking System (CATS) to online publication.

6. SUBMISSIONS & PEER REVIEW

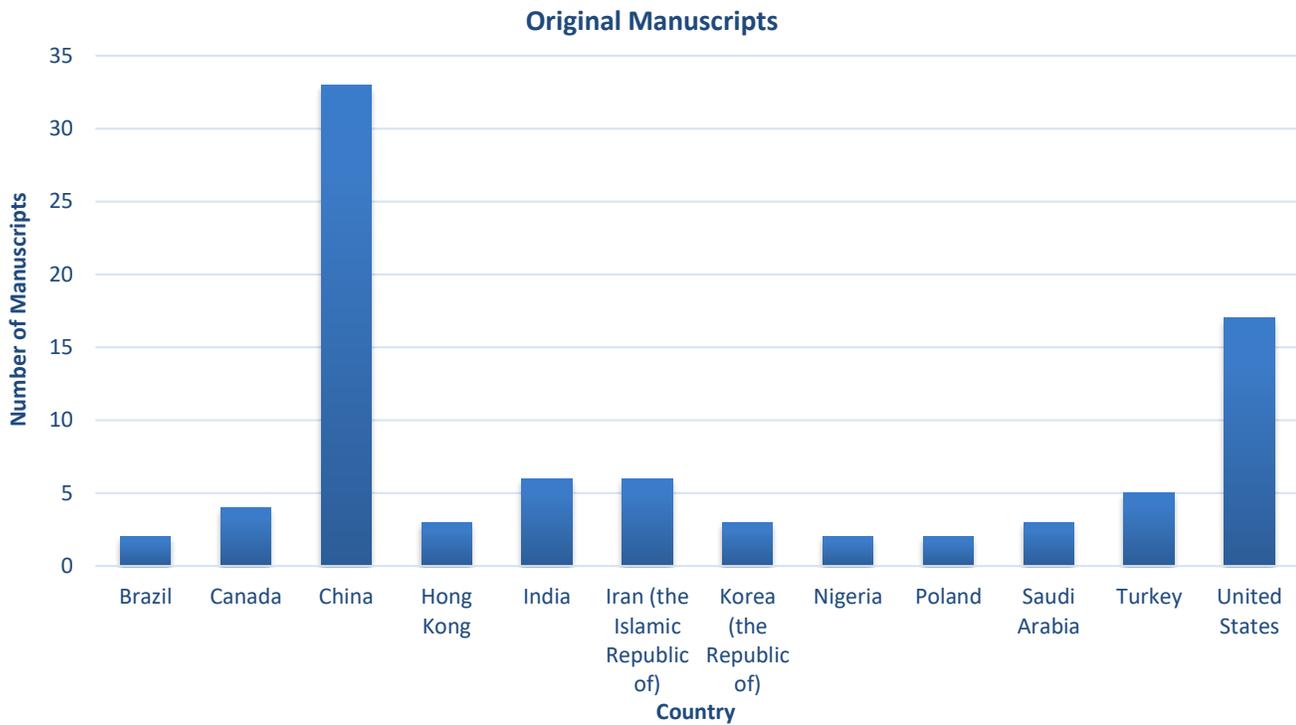
This section represents data regarding submissions made to the dedicated STBE submission site, which launched in July 2017.

6.1. Submission Trends

Number of Manuscripts by Decision, Jul-Dec 2017

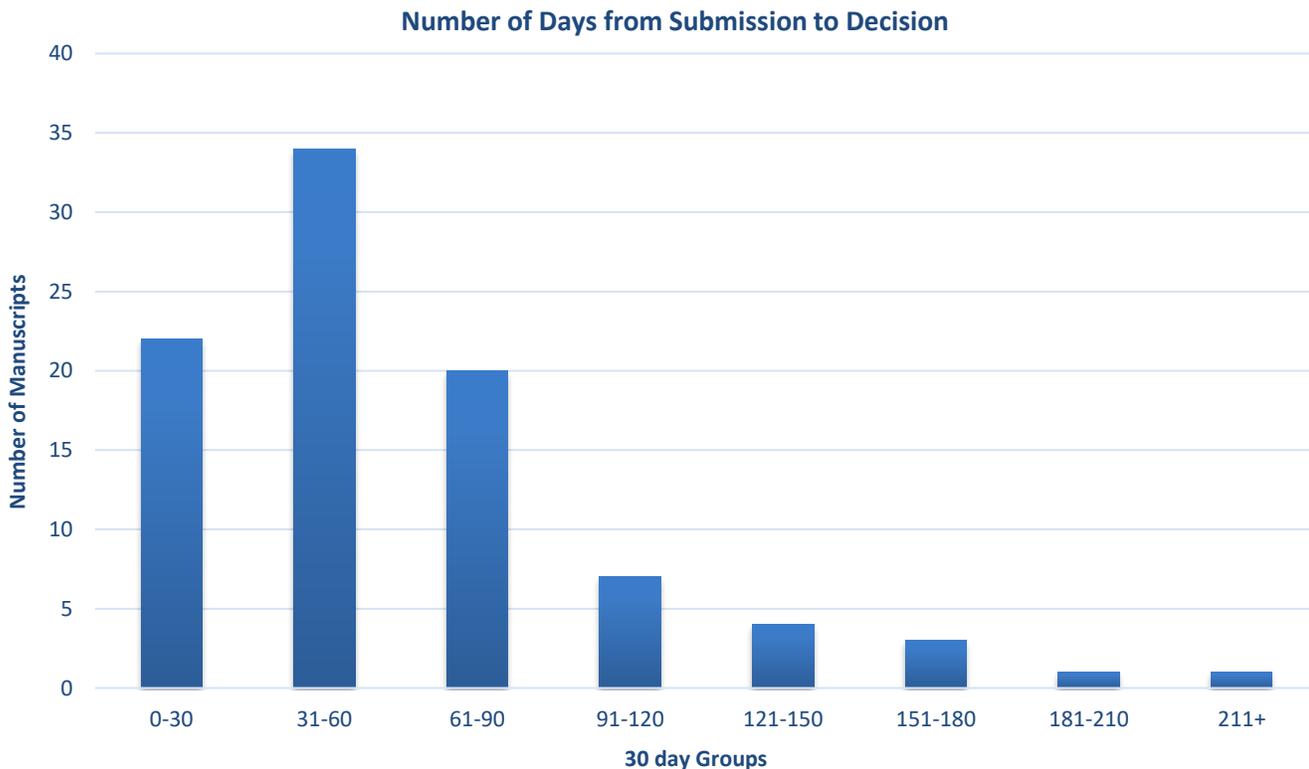


6.2. Manuscripts Submitted by Country in 2018



The chart above details countries from which the journal has received at least 2 original manuscript submissions thus far in 2018. There are several countries from which only 1 submission has been received so far this year, including: Australia, Egypt, France, Indonesia, Italy, Japan, Jordan, Lebanon, Malaysia, New Zealand, Qatar, Spain, and Tunisia.

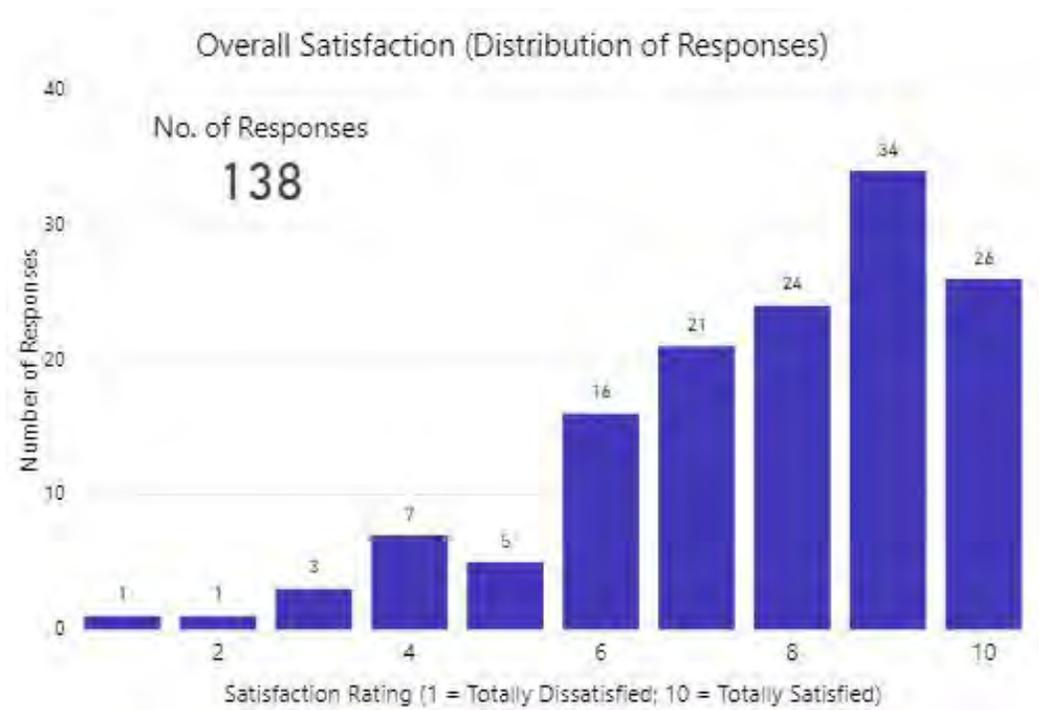
6.3. Time from Submission to Decision in 2017



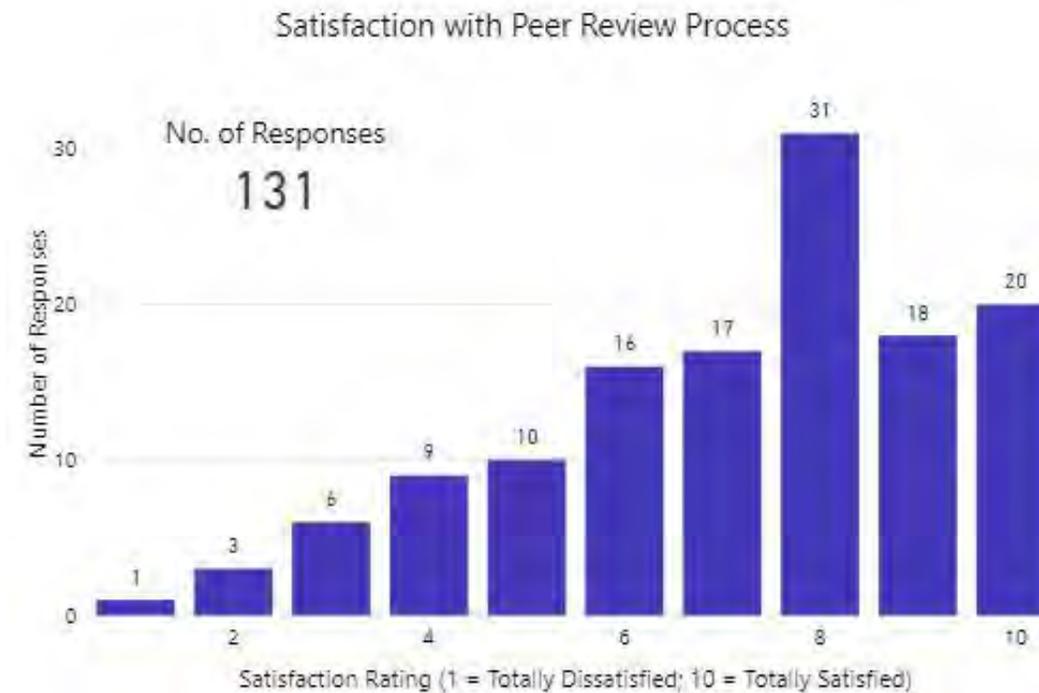
7. AUTHOR SURVEY

All accepted authors are asked to complete our Author Survey once their article has been published. Below is a summary of the feedback we have received about *Science & Technology for the Built Environment* in the years 2008-2018.

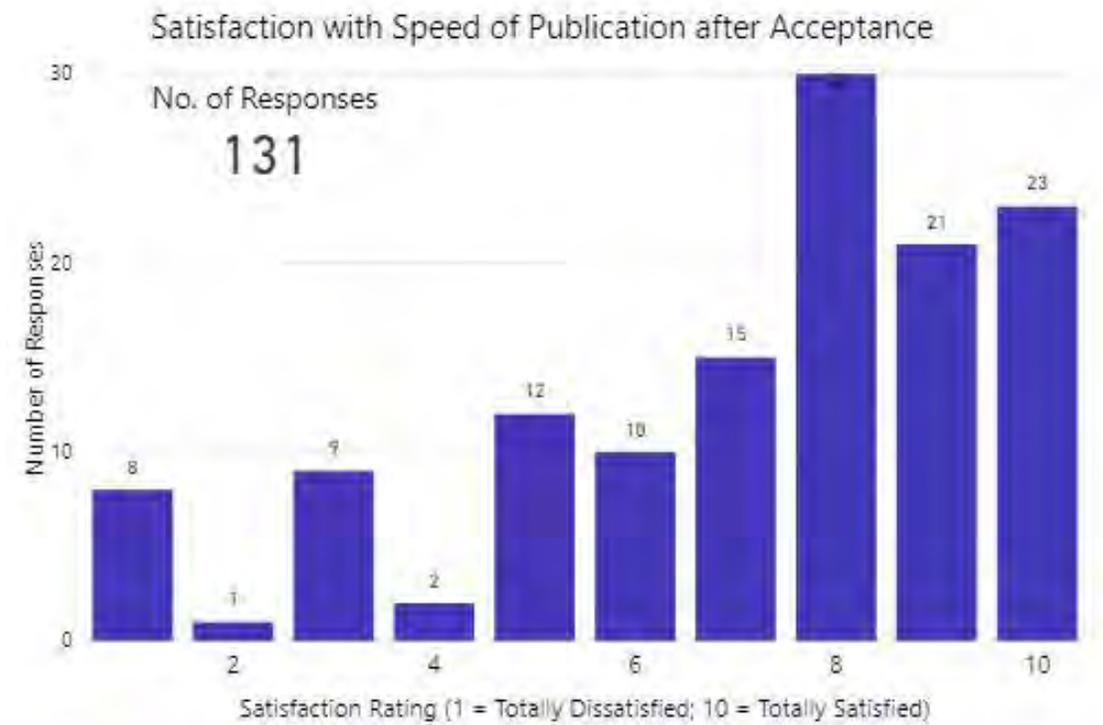
7.1. Overall Satisfaction



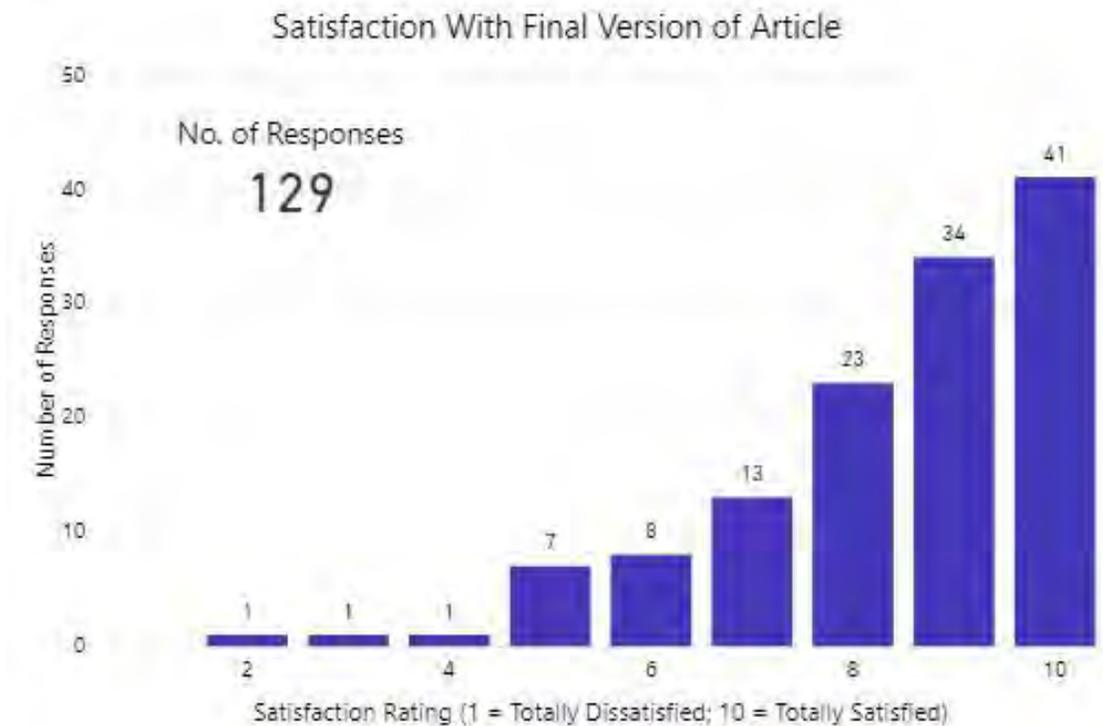
7.2. Satisfaction with the Refereeing Process



7.3. Satisfaction with Speed of Publication



7.4. Satisfaction with Final Version



8. RESOURCES



Guidance and support on a range of topics. Keep up to date with the latest developments through visiting the website.
<http://editorresources.taylorandfrancisgroup.com/>

Twitter: @TandFEditors



Support, updates, tips and talking points from Taylor & Francis' [Author Services](#) and [Editor Resources](#) websites straight to your inbox.

Sign up at: <http://tandf.msgfocus.com/k/Tandf/insights>



News, support and guidance for researchers publishing in Taylor & Francis journals.

<http://authorservices.taylorandfrancis.com>



Taylor & Francis LibSite
Taylor & Francis Group

Support and news for Librarians can be found at www.tandf.co.uk/libsite.

9. OPEN ACCESS



Open Access (OA) means making content permanently freely available online to read. Further information can be found at the following links:

<http://editorresources.taylorandfrancisgroup.com/open-access-for-editors/>

<http://authorservices.taylorandfrancis.com/publishing-open-access-with-taylor-francis/>

To sign up to our Open Access Bulletin, visit:

<http://eupdates.msgfocus.com/k/Tandf-Eupdates/openaccess>

10. DEVELOPMENT INITIATIVES



Taylor & Francis Group is committed to the widest distribution of its journals to non-profit institutions in developing countries.

Further information can be found at: <http://taylorandfrancis.com/about/corporate-responsibility/development-initiatives>

OUR TEAM

Editorial

| | | |
|------------------|--------------------|--|
| Publisher | Lindsay Allen | lindsay.allen@taylorandfrancis.com |
| Managing Editor | Alexa Flood | alexa.flood@taylorandfrancis.com |
| Assistant Editor | Danielle Adamowitz | danielle.adamowitz@taylorandfrancis.com |

Production

| | | |
|------------------------------|----------------|--|
| Production Editor | Saturn Armario | saturn.c.armario@informa.com |
| Editorial System Coordinator | Jenea Lomas | jenea.lomas@taylorandfrancis.com |



**Certification Committee
Report to Publishing and Education Council (PEC)
ASHRAE 2018 Annual Conference / Houston, TX**

Items Requiring Council Attention

None.

Information Items

1. HVAC Designer Certification

Certification Committee adopted **Certified HVAC Designer (CHD)** as the name for the new HVAC Designer certification program.

2. 2017 Recertification Rate

Achieved a 2017 recertification rate of 80% for all programs combined, not including the CPMP. 2017 was the first year CPMPs were required to renew as BCxPs, a process which required an exam.

3. -INT Option

Created a 2018-19 MBO to evaluate the benefit of instituting an "-INT" option for certification candidates "in training," who would be eligible to apply to sit for a certification exam despite not yet fulfilling the work experience eligibility criteria, and develop a framework for instituting.

4. Program Evaluation

Created a 2018-19 MBO to develop a procedure for monitoring the effectiveness of current certification programs, which will include evaluation deadlines and steps to determine if a program not meeting procedure guidelines may be rehabilitated.

5. ANSI Year 3 Annual Surveillance

The ANSI Year 3 Annual Surveillance of accredited certification programs concluded successfully, with ASHRAE receiving only two (2) Opportunity for Improvement (OFI) citations.

6. 2018-21 Exam Subcommittee Members

Approved slate of nominees and alternates for the six Exam Subcommittees for the 2018-21 term, developed from a pool of over 110 nominations.

7. 2017– 18 MBOs *Attachment A*.

8. 2018-2019 MBOs- Draft *Attachment B*.

Respectfully submitted,
Cameron Labunski
Certification Committee, Chair
06/23/2018

Attachment A
 Certification Committee Report to PEC

Certification Committee
Certification Committee MBOs Society Year: 2017-2018

Mission:

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

Vision

ASHRAE will be the global leader, the foremost source of technical and educational information, and the primary provider of opportunity for professional growth in the arts and sciences of heating, ventilating, air conditioning and refrigerating.

Scope: The Certification Committee is responsible for developing, implementing, and monitoring ASHRAE certification programs.

Chair: Cameron Labunski, CPMP, HBDP, HFDP

Date: June 23, 2018

| Objective | SP 2014 ¹ | Completion Date | Fiscal Impact | Responsible Party | 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 | COMPLETED. | Achieved a 2017 recertification rate of 80% for all programs combined, not including the CPMP. 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 total of 500, a record high. | 1B, 2C, 3C, 4A, 4B | 6/30/18 | None, Staff Time | Staff | In progress. | Through May, 263 applications received compared to 317 for same period last year. For the eleven months ending May 31, 2018, recognized \$210,500 in revenue against a budget of \$211,300, outpacing the actuals for 2017 and 2016 for the |

| | | | | | | |
|---|------------|----------|--------------------------|---------------------------------------|-------------------|--|
| | | | | | | same period by nearly \$23,000 and \$40,000, respectively. |
| 3. Enhance relevancy of ASHRAE certification to ASHRAE members and the industry in general. | 1B, 4A | 9/30/17 | Volunteer and Staff Time | | COMPLETED. | - Pursue DOE recognition of BCxP and BEAP. |
| 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. | COMPLETED. Year 3 Annual Surveillance successfully completed with just 2 Opportunity for Improvement citations. |
| 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 | COMPLETED. | Initially to take place at the 2018 Winter Conference meeting, however, the Certification Committee completed this item in the June 24, 2017 meeting. Slate of HVAC Designer Exam Subcommittee members appointed and job task analysis in progress. |
| 6. Evaluate the certification and recertification application fee schedule in December, 2017. | 1B, 2C, 4B | 12/31/17 | Currently budgeted . | Chair, Staff | In progress | COMPLETED. The last time the fee schedule was evaluated was December, 2015, resulting in the first fee increase in the history of the program. In the Jan. 20, 2018 meeting, decision made to maintain the current fee schedule one additional year through June 30, 2019 and evaluate the application fee schedule for any possible updates in |

| | | | | | | |
|---|--|--|--|--|--|--|
| 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.

Attachment B
Certification Committee Report to PEC

Certification Committee
Draft - Certification Committee MBOs Society Year: 2018-2019

Mission:

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

Vision

ASHRAE will be the global leader, the foremost source of technical and educational information, and the primary provider of opportunity for professional growth in the arts and sciences of heating, ventilating, air conditioning and refrigerating.

Scope: The Certification Committee is responsible for developing, implementing, and monitoring ASHRAE certification programs.

Chair: Mike Fullerton, HFDP

Date: June 23, 2018

| Objective | SP 2014¹ | Completion Date | Fiscal Impact | Responsible Party | Status | Comment |
|---|----------------------------|------------------------|--------------------------|--|---------------|--|
| 1. Attain 80% recertification rate for the 2018 renewal class, exceeding the industry average of 76%. | 1B, 3D, 4B | 3/31/19 | Currently budgeted. | Chair, Certification Committee, Staff | In progress. | 2018 is the second year CPMPs must renew as BCxPs, a process which requires an exam. New and much improved application under development. Also, 2018 is first year BEAPs much renew under updated BBWG requirements. |
| 2. Grow the number of certification applications by 10% over 2015-16 total of 500, a record high. | 1B, 2C, 3C, 4A, 4B | 6/30/19 | None, Staff Time | Chair, Certification Committee, HVAC Designer Exam Subcommittee, Staff | In progress. | With application for the first HVAC Designer certification exam administration at the June, 2019 Annual Conference to open in February, this goal seems realistic. |
| 3. Enhance relevancy of ASHRAE certification to ASHRAE members and the industry in general. | 1B, 4A | 6/30/19 | Volunteer and Staff Time | Chair, Certification Committee, HVAC | In progress. | Launch new HVAC Designer certification. 2016 Industry Need survey results |

| | | | | | | |
|---|----------------|-----------|--|--|--------------|---|
| | | | | Designer Exam Subcommittee, Staff | | indicate both need and demand by both employers and practitioners. |
| 4.1 Manage certification programs against the ANSI/ISO/IEC 17024 accreditation standard. | 2C, 4B | 6/30/19 | Currently budgeted. | Chair, Certification Committee, Staff | In progress. | Year 4 Annual Surveillance application due March, 2019. |
| 4.2. Launch new HBDP and HFDP exam forms updated per revised exam Detailed Content Outlines. | 1B, 4A | 1/30/2019 | Currently budgeted. | Chair, Certification Committee, HVAC Designer Exam Subcommittee, Staff | In progress. | HBDP and HFDP exam Detailed Content Outlines already updated. New exam items written and to be pre-tested in the summer and fall of 2018. |
| 4.3. Recruit 2019-22 class of Exam Subcommittee members. | 1B, 2C, 4A | 6/30/2019 | | Chair, Certification Committee, Nominations Task Force, Staff | | "Call for Nominations" to be sent to certificants in April, 2019. Task Force to slate nominees in May/June. |
| 5. Launch new HVAC Designer certification. | 1B, 2C, 4A, 4B | 6/30/19 | Currently budgeted. | Chair, Certification Committee, HVAC Designer Exam Subcommittee, Staff | In progress. | Slate of HVAC Designer Exam Subcommittee members appointed and job task analysis in progress. |
| 6. Develop a procedure to monitor the effectiveness of current certification programs. | 1B, 4A | 1/31/2019 | None. | Chair, Certification Committee, Staff | | Task Force identified and to meet in 2018. |
| 7. Evaluate the benefit of instituting an "-INT" option for certification candidates "in training," and develop possible framework for instituting. | 1B, 4A | 9/30/2018 | To be determined. | Chair, Certification Committee, Staff | | Task Force identified and to meet in 2018. |
| 8. Evaluate the certification and recertification application fee schedule for any possible updates in the January, 2019 meeting. | 1B, 2C, 4B | 1/12/19 | None. Possible 2019-20 revenue increase. | Chair, Certification Committee, Staff | In progress. | The last time the fee schedule was evaluated was December, 2015, resulting in the first fee increase in the history of the program. |

¹SP 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/ Annual Conference / Houston, TX**

Items Requiring Council Attention

No items requiring action from the council.

Information Items

1. ECC's websites subcommittee completed a report regarding best practices for region websites. The report is posted to the ECC page of ashrae.org as a resource for region webmasters.
2. ECC's social media subcommittee completed the review, update, and consolidation of its social media guidance PPT. The presentation is intended as an all-encompassing presentation from which specific slides can be pulled and has bookmarks for this purpose. It's posted to the ECC page of ashrae.org as a resource for anyone in Society needing to become more familiar with social media best practices.
3. ECC's electronic tools subcommittee is working to create and provide guidance on best case uses for Basecamp for TAC and Standards Committees.
4. ECC's electronic tools subcommittee is working to create training for Regions on how to use the newly improved Clientside of Basecamp to communicate with Chapter officers.
5. ECC is continuing to gather a list of ECC-type awards to create a comprehensive list to post on the ECC page of ashrae.org for informational purposes.
6. ECC is continuing to look into ways to increase communication with Region (RECC) and Chapter Electronic Communications Committee Chairs (CECC).
7. 2017–2018 MBOs can be seen in *(Attachment A)*
8. 2018–2019 MBOs can be seen in *(Attachment B)*

Respectfully submitted,
Heather Schopplein
Electronic Communications Committee, Chair
06/25/2018
HS: jmr

Electronic Communications Committee

MBOs for Society Year 2017–18

Chair: Heather Schopplein **Date:** 30 June 2017

Updated 06/23/2018

| 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 | Ongoing; working well. |
| Research and create white paper for ASHRAE membership on LaTeX software, licensing, etc. | 6/30/18 | none | ECT | Determined this is no longer needed. |
| Support ASHRAE staff to promote their social media goals for the 2017-2018 year. | 6/30/18 | none | SM | Ongoing; worked well for 2017-2018. |
| Create a Basecamp for each ASHRAE region, chapter, and standing committees. (Start TC incorporation). | 6/30/18 | No additional cost | ECT | Next step to create a training presentation for Regions on how to use the (newly improved) Clientside for communication with Chapter officers. |
| Create content for ASHRAE membership: Best practices for Region Websites. | 6/30/18 | None | Web | Complete; moving forward will send information to RECCs twice annually. |
| Improve committee communication with RECC’s and increase RECC participation. | 6/15/18 | None | ST | Ongoing; worked well for 2017-2018. |
| Develop a formal presentation for CRC training of chapter ECC chairs. | 12/30/18 | None | All | Complete. Sent to RECCs and posted what was sent to ECC page of ashrae.org. |
| Improve committee communication with Chapter ECC’s by providing (2) ECC updates annually. | 6/30/18 | None | ST | Letter sent 3/15/2018, next letter to be sent after annual conference. |

WS / Web = Website Subcommittee, **ECT** = Electronic Collaboration Tools Subcommittee, **SMS** = Social Media Subcommittee, **ST** = Strategic Planning Subcommittee

Electronic Communications Committee

MBOs for Society Year 2018–19

Chair: Megan Tosh **Date:** 23 June 2018

| Objective | Compl. by | Fiscal Impact | Resp. Party | Comment/Status |
|---|-----------|---------------|-------------|----------------|
| Support ASHRAE staff to promote their social media goals for the 2018-2019 year. | 6/30/19 | None | SM | |
| Put together a training presentation on how to use the (new) Clientside of Basecamp for regions, chapters, standing committees, and TCs | 12/31/18 | None | ECT | |
| Improve committee communication with RECC's and increase RECC participation. | 6/15/19 | None | ST | |
| Improve committee communication with Chapter ECC's by providing ECC updates annually. | 6/30/19 | None | ST | |
| Evaluate how social media platforms can be used by members to serve the membership | 6/30/19 | None | SM | |
| Establish recognition for volunteers doing great ECC work at the Chapter & Regional levels | 6/30/19 | None | Web, SM | |
| Evaluate the RECC and Chapter ECC role at CRC | 6/30/19 | None | ST | |

WS / Web = Website Subcommittee, **ECT** = Electronic Collaboration Tools Subcommittee, **SMS** = Social Media Subcommittee, **ST** = Strategic Planning Subcommittee



**Handbook Committee Report to
Publishing and Education Council (PEC)
Meeting of June 26, 2018**

Action Items

(None)

Information Items

1. The committee continued training and promotion of the 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 1040 users and 19,993 pageviews in the last calendar year. The portal is also in use by ASHRAE Learning Institute (ALI), the REHVA/ASHRAE task force, and several special publications.
2. During the last calendar year, ASHRAE Handbook Online had 33,882 unique users and 352,324 pageviews. There are now 14,896 active subscribers.
3. The committee approved a new chapter on fire/EMT stations for the 2023 HVAC Applications volume. The chapter is assigned to TC 9.8, Large Building Air-Conditioning Applications.
4. The committee will be requesting that TCs add information to their Handbook chapters as applicable regarding (1) temporary HVAC systems and equipment and (2) considerations for variations in global climate conditions.
5. The status of 2017-2018 MBOs is shown in *Attachment A*.

Respectfully submitted,

David Yuill, Chair
Handbook Committee
26 June 2018
DY: mso

Handbook Committee
MBOs for Society Year 2017-2018
Chair: David Yuill Date: 26 Jun 2018

| Objective | Compl. Date | Fiscal Impact | Responsible Party | Status | Comment |
|---|-------------|---------------|-----------------------------|-------------|--|
| 1. Solicit ideas from volume subcommittee chairs for process improvements. | 6/18 | None | HBC liaisons | COMPLETE | Volume chairs discussed several ideas that can be implemented in the future. |
| 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 | 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 | COMPLETE | RAC Chair Khankari and HBC Chair Yuill developed a document with two ideas for implementation by the incoming RAC and HB chairs. |
| 5. Improve peer-to-peer training of incoming volume subcommittee chairs. | 6/18 | None | Vice Chair | COMPLETE | MOP will direct that the incoming volume chair will meet one-on-one with the vice chair (outgoing volume chair) before July 1. |
| 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 | COMPLETE | Some edits were made to the existing checklist form. |

DY: mso 26 Jun 2018



Historical Committee (HC)
Report to Publishing and Education Council (PEC)
ASHRAE 2018 Annual Conference / Houston, TX
June 26, 2018

Action Items

The ASHRAE Historical Committee (HC) recommends that the Board of Directors approve the establishment of an ASHRAE Historical Milestone/Landmark Program. *Attachment A.*

The committee approved an update to the Historical Committee MOP to reflect the Board approved change in the number of voting members from seven to nine (Referred to the PEC Functional Subcommittee). *Attachment B.*

A proposed revision to ROB section 1.201.040 Records Retention and Destruction, to address record retention of significant ASHRAE historical documents was approved by the committee. *Attachment C.*

The ASHRAE Historical Committee (HC) recommends that the Honorary position of ASHRAE Historian be established to support the historical and heritage related activities of the Society dedicated to preserving the legacy of the arts and sciences of heating, ventilating, Air Conditioning and Refrigeration (HVAC&R) technology. *Attachment D.*

Information Items

1. The Historical Committee reviewed and discussed progress on all of the 125th Anniversary projects. *Attachment E.*
2. ASHRAE staff presented their 125th Anniversary marketing and promotion plans.
3. The committee approved revisions to Historical Committee documents and forms: HC Reference Manual, Gold Ribbon and Lou Flagg Award Forms, and the ASHRAE Regional and Historians Guide.
4. Dr. Michael Geselowitz, Senior Director of the IEEE History Center, made a presentation to the committee of the IEEE history programs, and invited ASHRAE to become involved with the major engineering Society historical activities.
5. The HC identified potential candidates for future Leadership Recall interviews: Presidential Member Bjarne Olesen, Michael Newman, Steve Comstock and retired ASHRAE senior staff (Gloria Cofer, Carolyn Kettering and Judy Marshall).

Respectfully submitted,

Kent Anderson, Chair Historical Committee

06/24/2018
KA: ess

ASHRAE Milestone/Landmark Program

Proposal: The ASHRAE Historical Committee (HC) recommends that the Board of Directors approve the establishment of an ASHRAE Historical Milestone/Landmark Program.

Background: The major/core engineering societies all have existing programs that recognize milestone or landmark technical contributions in their fields of engineering which represent historically significant achievements that have benefited society. The Institute of Electrical and Electronic Engineers (IEEE), the American Society of Civil Engineers (ASCE), and the American Society of Mechanical Engineers (ASME) have well established milestone and/or landmark recognition programs that have existed for more than 40 years. A summary of those programs is attached as Table 1. It is proposed that ASHRAE establish a similar program as part of the 125th Anniversary celebration activities being planned for the Society 2019 Summer and 2020 Winter meetings.

Objective: To recognize historically significant milestones, landmarks, contributions and achievements in the arts and sciences of heating, ventilating, air-conditioning and refrigerating engineering. Recognition would be by placement of a permanent plaque and a dedication ceremony, and compilation of information on the importance of the milestone/landmark. It is proposed that recognition go to a technical advancement rather than for a specific place or to an individual. A nomination process will be developed, with selection and recommendations made by the ASHRAE Historical Committee, with final approval by the Board of Directors. At least one (1) nomination would be planned for each year, with no limit, and the first selection would be made in conjunction with the 125th Anniversary events at the ASHRAE Winter 2020 meeting.

Fiscal Impact: For budget purposes, a fiscal impact of \$2,000/year would cover the costs of two (2) high quality bronze plaques. Alternatively, the cost of plaques and dedication ceremonies can be covered by submitters and/or sponsors of nominations with no direct cost to ASHRAE.

Criteria: The ASHRAE Historical Committee will develop nomination forms, criteria and procedures for selection of significant milestone/landmark HVAC&R technical achievements. The criteria could include:

- Nomination required by an ASHRAE member in good standing

- Proposals for nomination must document the significance of the achievement
- Technical achievement must be at least 25 (?) years old
- Recognizes an achievement rather than a person, place or thing
- Final selection by ASHRAE Board of Directors, with recommendation by the HC

Timeline: A proposed timeline to implement an ASHRAE Milestone/Landmark Program is as follows:

June 2018: Proposal developed and considered by the ASHRAE Historical Committee, and if approved, submitted to the ASHRAE Publishing and Education Council (PEC).

January 2019: HC develops and approves nomination form, criteria and procedures for approval by PEC and the Board of Directors.

January-March 2019: Initial nominations solicited for the first Milestone/Landmark recognition.

June 2019: Historical Committee reviews and selects first recognition proposal, and submits a recommendation to BOD for approval.

January 2020: First Milestone/Landmark recognition announced at Society Plenary Session as part of the ASHRAE 125th Anniversary celebration.

Supporting Information: As additional supporting and background information, several examples of existing or pending milestone/landmark projects related to ASHRAE technology are provided below to indicate how an ASHRAE program might honor these or similar achievements:

“R” Value Development. An R-value plaque recognizing Everett C. Shuman (1891-1989), a Penn State faculty member and pioneer researcher in energy conservation, is placed near the engineering building at Penn State University where he worked. He was called the father of the 'R-value,' the indicator of heat resistance used for all types of insulation materials since 1970, and published in the ASHRAE Handbook. He also invented the mineral core fire door.



ASHVE Research Lab. The ASHRAE Cleveland Chapter has applied to place a plaque/marker at the site of the original ASHVE Research Lab. This is part of an existing Ohio State Marker Program. An application has been submitted by the chapter, approved by the state and placement is pending with the city subject to conditions related to insurance.



Frederick E. Giesecke Building. The Engineering Research Building at Teas A&M University is dedicated to Professor Frederick E. Giesecke, who received the F. Paul Anderson Award in 1942. Giesecke served as Director of the Texas Engineering Experiment Station and published numerous papers and articles in the ASHVE Journal and Transactions.



Dr. Mary Engle Pennington. A proposal to recognize the contributions of Dr. Mary Engle Pennington has been submitted by a private citizen to the Pennsylvania Historical and Museum Commission to place a marker identifying the site of her original office/lab in downtown Philadelphia. Pennington was a pioneer woman in HVAC&R technology, is a member of the ASHRAE Hall of Fame, and was a Fellow of ASRE. Staff received a request for financial support for the marker, and both the Philadelphia Chapter and Region III have been advised of the proposal and are willing to be involved.



References

IEEE Electrical Engineering Milestones Program: http://ieeemilestones.ethw.org/Main_Page.

ASME Historic Mechanical Engineering Landmarks: <https://www.asme.org/about-asme/engineering-history/landmarks/about-the-landmarks-program>.

ASCE Historic Civil Engineering Landmark Program: <http://www.asce.org/landmark-program/>.

TABLE 1 – US Engineering Society Milestone / Landmark Programs

| | | | |
|-----------------------|--|--|--|
| Engineering Society | Institute of Electrical and Electronic Engineers | American Society of Mechanical Engineers | American Society of Civil Engineers |
| Name of Program | IEEE Milestones Program | ASME Mechanical Engineering History and Heritage Landmarks Program | ASCE Historic Civil Engineering Landmark Program |
| Year Established | 1983 | 1971 | ???? |
| Recognition | Plaque & Ceremony | Plaque & Ceremony | Plaque and Ceremony |
| Responsible Committee | History Committee | History and Heritage Committee | History and Heritage Committee |
| Approval | Board of Directors | Board of Directors | Board of Directors |
| Criteria | Significant achievements in the history of electrical and electronics engineering. | Existing artifacts or systems representing a significant mechanical engineering technology. | Historically significant local, national, and international civil engineering projects, structures, and sites. |
| Number of sites | 188 | 275 | 266 |
| Site criteria | > 25 years | 20 years (?) | > 50 years |
| Significant Sites | Franklin Experiments (1751) Transcontinental Telegraph (1861) Edison Menlo Park (1876) First AIEE Meeting (1884) Marconi Wireless Telegraph (1895) Discovery of Superconductivity (1911) Bell Labs (1925) ENIAC (1946) Manufacture of Transistors (1951) Commercialization and Industrialization of Photovoltaic Cells (1959) First Working Laser (1960) Liquid Crystal Display (1968) Birthplace of the Internet (1969) HP-35 Scientific Calculator (1976) | Newcomen Engine (1712) Holly District Heating System (1877) Multi-Zone Automatic Temperature Control System (1895) Detroit Edison District Heating System (1903) ASME BPV Code (1915) Milam High-rise Air Conditioned Building (1928) Magma Copper Mine Air Conditioning System (1937) Thermo King Refrigeration Unit (1940) Commonwealth Building Heat Pump (1948) Refrigeration Research Museum (1890 - 1960) | Petra (400 BC -400 AD) Machu Picchu (1450-1540) City Plan of Philadelphia (1682) Mason-Dixon Line (1763-1767) U.S. Capitol (1800) Erie Canal (1825) Suez Canal (1859-1869) Mormon Tabernacle (1867) Brooklyn Bridge (1883) Statue of Liberty (1886) Panama Canal (1904-1914) Moffat Tunnel (1927) Hoover Dam (1935) Golden Gate Bridge (1937) Mackinac Bridge (1957) |
| Plaque | 18" x 12", bronze | 12" x 18 ", bronze | 19" x 13" |
| Web Site | http://ieemilestones.ethw.org/Main_Page | https://www.asme.org/about-asme/engineering-history/landmarks/ | https://www.asce.org/landmark-program/ |



HISTORICAL COMMITTEE
MANUAL OF PROCEDURES

APPROVALS:

HISTORICAL COMMITTEE JUNE ~~29, 2010~~ **??, 2018**

PUBLISHING AND EDUCATION COUNCIL JUNE ~~29, 2010~~ **??, 2018**

HISTORICAL COMMITTEE
MANUAL OF PROCEDURES
TABLE OF CONTENTS

| | |
|------------|---------------------------------------|
| Section 1 | Introduction |
| Section 2 | Scope and Purpose |
| Section 3 | General Committee Goals |
| Section 4 | Subcommittees |
| Section 5 | Financial |
| Section 6 | Membership |
| Section 7 | Responsibilities of the Chair |
| Section 8 | Responsibilities of the Vice Chair |
| Section 9 | Responsibilities of Committee Members |
| Section 10 | Responsibilities of Consultants |

1. INTRODUCTION

The Manual of Procedures (MOP) of a Standing Committee is a document developed within the committee to describe the methods and procedures by which the committee accomplishes the duties and responsibilities assigned to it. The MOP is an internal document of the committee for its own guidance. The MOP requires approval of the committee and the body to which it reports. Appendices are a part of the MOP and therefore require approval by the reporting body.

Abbreviations:

| | |
|--------|---|
| MOP | Manual of Procedures |
| BOD | Board of Directors |
| ROB | Rules of the Board |
| HVAC&R | Heating, Ventilating Air-conditioning & Refrigeration |
| PEC | Publishing & Education Council |

2. SCOPE AND PURPOSE

The Historical Committee shall encourage and carry on historical research and provide support to history-related activities of the Society.

3. GENERAL COMMITTEE GOALS

- 3.1 To sponsor, encourage and conduct research into the history of advances of the arts and sciences of HVAC&R.
- 3.2 To conduct historical symposiums, seminars, etc. and sponsor historical displays at Society meetings.
- 3.3 To encourage authorship and publication of articles of a historical nature.
- 3.4 Locate and identify items of historical significance and determine if such items may be moved to more convenient and available locations in each region or chapter.
- 3.5 Encourage regional and chapter historians to gather information and artifacts to be located in a convenient and available location in each region or chapter.
- 3.6 Maintain a repository and catalog of literature of historical significance.
- 3.7 To work in close cooperation with the PEC to accomplish Society strategic plan goals and objectives.
- 3.8 To maintain a MOP that describes the committee's overall methods and procedures of operation.
- 3.9 To solicit nominees for the Lou Flagg Award, evaluate their historical presentations to determine the most outstanding for the previous year and to forward the name of the

recommended award recipient to the Honors and Awards Committee at the winter meeting.

3.10 This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a report to the council at a time determined by the Planning Committee. The report includes the current status of each activity which supports the fulfillment of the committee's assignments under the strategic plan. The committee shall report to the council all recommendations for changes to the strategic plan as provided by the committee's constituents prior to the Annual Meeting.

4. SUBCOMMITTEES

4.1 The chair of the committee may form subcommittees to conduct the business of the committee in a practical and efficient manner. As conditions change, existing subcommittees may be dissolved and others created.

4.2 The chair shall appoint various committee members to subcommittees.

5. FINANCIAL

5.1 The chair with the assistance of the staff liaison, shall review the committee's budget and fiscal plan each year.

6. MEMBERSHIP

6.1 Membership of the committee shall consist of ~~seven~~ **nine voting** members. One of the ~~seven~~ **nine** shall be appointed as chair and one as vice chair.

6.2 The Regional Historian from each ASHRAE region is assigned as a **non-voting** corresponding member of the committee.

6.3 A Board Ex-Officio and Coordinating Officer are also assigned to the committee.

QUALIFICATIONS

6.4 It is recommended that at least one committee member be from outside the United States.

TERM OF SERVICE

6.5 Service on this committee is intended to be for a three year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by that term.

6.6 The chair of the committee shall be a non-voting member of the PEC.

7. RESPONSIBILITIES OF THE CHAIR

- 7.1 Set objectives for the committee prior to each Society year. A status report of the objectives will be included in the committee's report to PEC at the Winter and Annual Meetings and a copy of the report will be sent to the assistant to the BOD at ASHRAE Headquarters.
 - 7.2 Prepare the agenda with the assistance of the staff liaison prior to each committee meeting.
 - 7.3 Conduct each committee meeting, appoint subcommittees to accomplish the committee objectives for the year and assign tasks to committee members.
 - 7.4 Write a report of committee activities, with the assistance of the staff liaison, at the conclusion of each committee meeting for submission to the PEC.
 - 7.5 Assign experienced committee members to serve as mentors for incoming committee members.
8. RESPONSIBILITIES OF THE VICE CHAIR
- 8.1 Assume responsibilities of the chair in his/her absence.
 - 8.2 Serve as chair or as a member of subcommittees and be responsible for completion of other tasks as assigned by chair.
 - 8.3 Prepare for the assumption of the position of chair prior to turnover at the Annual Meeting.
9. RESPONSIBILITIES OF COMMITTEE MEMBERS
- 9.1 Attend Winter and Annual Meetings of the Society.
 - 9.2 Serve as chair of an assigned subcommittee.
 - 9.3 Serve as a member of one or more assigned subcommittees and take responsibility for the completion of other tasks as assigned by chair.
10. RESPONSIBILITIES OF CONSULTANTS
- 10.1 Attend Winter and Annual Meetings of the Society.
 - 10.2 Serve as a member of one or more subcommittees and take responsibility for completion of other tasks as assigned by chair.
 - 10.3 Provide input or establish programs for the committee in the area of expertise for which the consultant has been appointed.

Attachment C
Historical Committee Report to PEC

1.201.040 Records Retention and Destruction

Retention of records provides valuable historical reference documents for the organization. [Premature destruction of records can be a costly mistake.](#)

It is the policy of ASHRAE to retain records as required by law, [that are Historically ASHRAE Relevant Documents](#), and as needed for reference, and to destroy [old records that are rarely, if ever used if appropriate.](#)

The Society has an offsite warehouse space for storage of records (third party vendor) needed for reference on an infrequent basis. The addition of records to the warehouse must be made via a "Form for Request for Addition of Records to Warehouse." Once the records have been added to the warehouse, a copy of this form will be included in the Records Log. The destruction of records must be approved via a "Records Destruction Form." Once the records have been destroyed, a copy of this form will be included in the Records Log. Anything that relates to an individual, contains social security numbers, other sensitive data or test materials, should be shredded.

A "Warehouse Records Inventory List" will be maintained and included in the Records Log. This list will show what records are currently in the warehouse. Copies of the forms mentioned above (Form for Request for Addition of Records to Warehouse, Records Destruction Request Form and Warehouse Records Inventory List) can be obtained from the Director of Administrative Services. The format of these forms may be changed as the need arises. A list of records and their retention periods follows:

| <u>Record</u> | <u>Record Retention Period</u> |
|--|--------------------------------|
| Accounting General Ledgers Records (annual YTD) | 7 years |
| Accounts Payable Records | 7 years |
| Bank Reconciliations | 7 years |
| Cancelled Checks | 7 years |
| Cash Receipts backup | 7 years |
| Chart of Accounts | Permanently |
| Commission Updates (publication) | Permanently |
| Content Outlines | Permanently |
| Contracts | 3 Years After End of Contract |
| CPA Audited Financial Statements | Permanently |
| Employee – Basic Personnel Records (name, date of employment & position only) | Permanently |
| Employee Personnel Records – other information | 7 years after termination date |
| Exam Announcements | Permanently |
| Historically ASHRAE Relevant Documents | Permanently |
| Insurance Policies | 7 years After End of Coverage |
| Minutes | Permanently |
| Payroll Records including W-2, 941, 1099 & DOL-4 | 7 years |
| Petty Cash Records | 3 years |
| Purchase Orders | 3 years |
| Legal Correspondence | Permanently |
| Tax returns including 990, 990-T, 1120, 5500 | Permanently |

June 2018

ASHRAE Historian Proposal

Proposal: The ASHRAE Historical Committee (HC) recommends that the Honorary position of ASHRAE Historian be established to support the historical and heritage related activities of the Society dedicated to preserving the legacy of the arts and sciences of heating, ventilating, Air Conditioning and Refrigeration (HVAC&R) technology.

Background: There is a need for someone with both an interest in HVAC&R technology history and a strong personal interest in history to support the ASHRAE Historical Committee and staff. This position is envisioned as an “Honorary” appointment for a fixed term, e.g. 3-5 years, similar to the Librarian of Congress or the Poet Laureate of the United States. Creating such a position will provide a “volunteer” resource to the Society, Staff, the committee and the membership that in the past has been filled by one-year consultant appointments to the HC.

Objective: The individual should be an ASHRAE member, a volunteer, and have served on the Historical Committee or in Regional and/or Chapter Historian positions. The Historian would serve in the capacity of a semi-permanent consultant to the committee, with a non-voting status, and receive compensation for travel to meetings similar to a voting member or consultant. With the retirement of Steve Comstock, ASHRAE is losing a senior staff person who has served key roles with the committee and in nearly all Society historical activities of the last 40+ years, especially the ASHRAE Centennial celebration. In the past, there have been a number of consultants appointed to the HC who have previously served as members or leaders of the committee, but there is no one filling that role in 2019-20. It is important to have continuity when it comes to history, and this position will help fill that gap. The position can also be a resource for the committee to generate historical articles, newsletters, twitter feeds and also to represent the Society in various forums and venues where HVAC&R technology history needs to be covered. The person could eventually also assist with CRC or webinar presentations for training of Regional and Chapter Historians.

Criteria: Nominations for the positions would be solicited from the ASHRAE Membership, and the Historical Committee would select a candidate and recommend their appointment to the Board of Directors.

Fiscal Impact: For budget purposes, a fiscal impact of \$2,000/year would cover the costs of travel for attending two Society meetings of the HC, and possibly several CRC's.

| ASHRAE Quasiquicentennial Project Timeline ¹¹ Dec 17 (proposed revision by B Nagengast 06 Jan 18) | | | | | | | | Updates from 2018-May-17 Conference Call | | |
|--|--|---|---|---|--|---|--|---|---|--|
| Project | Description | Responsibility | Jan. 2018 | Jun. 2018 | Jan. 2019 | Jun. 2019 | Jan. 2020 | Comments | Tasks/Updates/May2018 | Notes from May 17th Conference Call |
| HVAC&R Giants | Softcover Publication/ eBook | Volunteer/ Steve Comstock | Process/ publishing guidelines established. Pioneers selected. | Sample drafts | | | Final manuscript completed & art collected | Available in ASHRAE bookstore This softcover / Ebook will Build on Hall of Fame. Pioneers of Industry, Leadership Recall, Heat and Cold & CIBSE publication (what is the name of teh CIBSE Publication?). This heavily-illustrated color book will tell 2-6 page stories of 20 to 25 indiv | Mr. Nagengast has provided a sample narrative to share style, format. | Mr. Nagengast has collected documentation for all other Giants & will continue the writing process. He has requested feedback for the sample recently provided. |
| BUDGET Exp | | | 0 | 0 | 0 | 0 | 0 | | | |
| BUDGET Rev | | | 0 | 0 | 0 | 0 | 0 | | | |
| Proclaiming the Truth, 2nd edition | Update Society 100th Anniversary publication with recreation of graphics | Staff: Steve Comstock /Emily Sigman | Locate art and print files; Begin to replace art as needed. | Funding in meetings/ register action budget. | Draft of MSS | Complete draft and assembly of all artwork. Addition of back matter | Distribution to attendees at Winter Meeting. | Revision of Proclaiming the Truth, a history of ASHRAE's first 100 years published in 1995 for the 100 year anniversary. Book to be expanded to 125 years of ASHRAE history - additional material covering 1996-2020 to be added. | Mr. Comstock has had a conversation with Mrs. Seymour regarding funding for the book being included in registration fees for the 2020 Winter Meeting. It is not currently included in the proposed registration costs at this time, but a proposal will be made to Conferences and Expositions Committee (CEC) Fees will be set during the Winter Conference in Atlanta 2019. | Mr. Comstock has obtained a Word file of the book and has begun his review. Additional elements he plans to add: sections or chapters on Student Branches; Headquarter Renovations; the Washington Office; Updates re Standard 90.1; Women in ASHRAE |
| BUDGET Exp | | | 0 | 0 | 0 | 0 | 0 | | | |
| BUDGET Rev | | | 0 | 0 | 0 | 0 | 0 | | | |
| 125 Papers from the Archives | Update to the list of 100 papers published in Proclaiming the Truth | Volunteer / Steve Comstock | Steve will identify the current process of selecting best papers. | process? Are we going to go to the TCs? | Selection process underway | Papers selected | Include list in Proclaiming the Truth. | Historical Committee will name a subcommittee/group of committee members/others to review ASHRAE papers that won best awards for last 25 years, using the lists of awards available in Basecamp. The selected papers will be the most novel / most interesting among the selections. | Mr. Anderson has reviewed a list of ASHRAE Fellows and highlighted names for a potential list of paper reviewers. The list is in Basecamp. | Mr. Anderson has begun to further narrow the possible list of paper reviewers with input from other committee members |
| BUDGET Exp | | | 0 | 0 | 0 | 0 | 0 | | | |
| BUDGET Rev | | | 0 | 0 | 0 | 0 | 0 | | | |
| ASHRAE Journal Historical Articles | 6 articles on historical significance of technology topics with broad interest | Volunteer / Jay Scott | Solicitation of articles | Articles selected & firm commitments | First three articles mss final | Begin Publication July 2019; Second three articles mss final | Continue Publication through June 2020 | Six to twelve articles of a historical nature that have been submitted and selected will be published in ASHRAE Journal beginning perhaps in July 2019 and ending with visionary or future trend type articles in June 2020. | Mr. Scott has been in touch with TC 1.5 as of 5/16/18 in regards to visionary articles, and future trends for June 2020 ASHRAE Journal, and plans to have suggestions in hand in time to meet the June deadline for selection of articles. | Mr. Scott reported that the selection of papers should be complete by the end of June, and that he will have more than enough for AJ needs. He has also received interest from Don Beatty and Roger Schmidt as possible paper authors for visionary/future trends. Dr. Haberl requested that any extra papers be considered as possible technical sessions. They could also be published as an online book. |
| BUDGET Exp | | | 0 | 0 | 0 | 0 | 0 | | | |
| BUDGET Rev | | | 0 | 0 | 0 | 0 | 0 | | | |
| ASHRAE Journal Advertising | Invited histories industry firms Dec 2019 | Staff: Steve Comstock, Greg Martin | | Advertising sales plan in place | Advertising solicited; editorial finalized | Editorial content drafted | Published in December | Advertising has invited histories of firms for a December 2019 issue. Will also feature extracts from previously published historical articles in Journal and Transactions. Greg Martin heading. There should be a tie-in with ASHRAE Journal articles. | | Mr. Comstock stated that he would have more information on this project after the Advertising Meeting in August. |
| BUDGET Exp | | | 0 | 0 | 0 | 0 | 0 | | | |
| BUDGET Rev | | | 0 | 0 | 0 | 0 | 0 | | | |
| Pictorial Calendar | 2019-20 to be a commemorative featuring advertising | Volunteer: Pam Immekus / Staff: Steve Comstock, Greg Martin | | Advertising sales plan in place, promotion to sales staff begins. | Assembly of art; continuing sales | Publish June 2019 | Distribute throughout year | Pictorial calendar. Images will be provided by the advertisers. | | There are concerns about the viability of a physical calendar & how difficult it would be to sell. After a long discussion w/ the advertising staff, the project may be changed to focus on the manufacturer's rep market. A minimum order of 150 calendars. The calendar would include artwork from different industry events, front cover would be branded w/ ASHRAE logo & include a few of the lines represented. Back cover would have an ad. Purchase price to rep would be the cost of printing. Also possible to include a pictorial in Journal each month: An event from that month w/ ad on facing page, plus an additional "matching space" to get third page "free". Could be a tear-out insert. Suggestion was made to reach out to chapter historians to engage their local manufacturers' reps so chapters could benefit. |
| BUDGET Exp | | | 0 | 0 | 0 | 0 | 0 | | | |
| BUDGET Rev | | | 0 | 0 | 0 | 0 | 0 | | | |
| Technical Session | Dedicated session with historically oriented papers | Volunteer: Jeff Haberl / Staff: Steve Comstock | Announcement of session to solicit papers | Solicitation of Papers and Topics | Topics and papers agreed upon | Papers Identified and Program Package ready for submission | Scheduled for Winter Meeting | One or more technical papers/sessions with an historical theme to be presented in Orlando 2020. Suggested topics include the following: How did ASHRAE get to where it is?; History of Standard 90; Comfort research work. | Four abstracts have been submitted to meetings. Presidential member Barney Burroughs has expressed interest in presenting a technical/conference paper and possibly a paper for ASHRAE Journal on filtration technology and ASHRAE's contribution to that area. | Four abstracts have been submitted to meetings. Presidential member Barney Burroughs has expressed interest in presenting a technical/conference paper and possibly a paper for ASHRAE Journal on filtration technology and ASHRAE's contribution to that area. |
| BUDGET Exp | | | 0 | 0 | 0 | 0 | 0 | | | |
| BUDGET Rev | | | 0 | 0 | 0 | 0 | 0 | | | |

| ASHRAE Quasiquicentennial Project Timeline ¹¹ Dec. 17 (proposed revision by B Nagengast 06 Jan 18) | | | | | | | | Updates from 2018-May-17 Conference Call | | |
|---|--|--|--|--|--|---|---|--|---|---|
| Project | Description | Responsibility | Jan. 2018 | Jun. 2018 | Jan. 2019 | Jun. 2019 | Jan. 2020 | Comments | Tasks/Updates/May2018 | Notes from May 17th Conference Call |
| Development of AC Systems 1920 to 2020 | Article or small soft bound book | Volunteer: David Arnold | Scope content outline. Arms around subject | Manuscript first draft | Manuscript Comp | Production begins | Published | Scan of TOC of 1922 ASHVE Guidebook sent to Dr. Arnold in January 2018. Book will be a joint CIBSE/ASHRAE publication. Needs a peppier title, but that will come after book is written. Needs market appeal. David has sent an outline. Copy added to Basecamp. | Dr. Arnold has provided a ten-page outline/synopsis of his book, which is posted in Basecamp. He will have an update at our meeting in June. | Dr. Arnold has provided a ten-page outline/synopsis of his book, which is posted in Basecamp. He will have an update at our meeting in June. |
| BUDGET Exp | | | 0 | 0 | | 0 | | | | |
| BUDGET Rev | | | 0 | 0 | | 0 | | | | |
| Evolution of Components & Design Build Practices after 1900 | Article or small soft bound book | Volunteer: Bruce Flaniken | Scope content outline. Arms around subject | Manuscript first draft | Manuscript Comp | Production begins | Published | An article or small book covering Evolution from invention to manufacturer. | Mr. Flaniken has provided a two-page outline/synopsis of his proposed manuscript which is posted in Basecamp | Mr. Anderson reported that Mr. Flaniken will be unable to work on this project until September at the earliest due to other responsibilities |
| BUDGET Exp | | | 0 | 0 | | 0 | | | | |
| BUDGET Rev | | | 0 | 0 | | 0 | | | | |
| ASHRAE Historical Markers | Historical Sites that hold meaning to ASHRAE members | Volunteer | Review with Larry Markel at Meeting | Possible? budget impact? after Jan conference. | | Program Announced | First 3 sites identified | Model to be IEEE program with plaques: description on website: and opportunities for members to take selfies at sites for posting. Link is to a copy of an article from IEEE regarding the program. | Michael N. Geselowitz, Ph.D., Senior Director, IEEE History Center at Stevens Institute of Technology will be presenting at Houston. Mrs. Sigman will coordinate with Dr. Geselowitz so that he has all the details necessary to attend our meeting in Houston. | Mr. Anderson has spoken with Dr. Geselowitz about the way that IEEE handles their marker/plaque project. He has also made contact with ASME and ASCE regarding similar projects. He is putting together a table of similar programs |
| BUDGET Exp | | | | | | | | | | |
| BUDGET Rev | | | | | | | | | | |
| How HVAC&R Improves the Quality of Life | Brochure | Staff from submitted materials Marketing: Vanita Gupta and her staff | | | | Outline prepared/ manuscript and art assembled | Brochure completed and ready for distribution. Distribution and posting | Focus of the brochure is to celebrate how ASHRAE has changed the way we live for the better. We will begin to work on copy in June 2019. The brochure will be based on a paper Ron Vallort wrote and will include full-color illustrations and text. The brochure will be published at the time of the 125th Anniversary, but will be written in such a way that it can be used for several years after to appeal to diverse groups of people (Brag Book for members, non-members, trade shows, donors, other association executives) Brochure will have: Broad appeal; Booklet style, Lots of images; Full color. Format booklet - like an 8 1/2 x 11 folded over. Production will start after the June 2019 Annual Conference, including gathering text, artwork, and finalizing content to be ready for January 2020 distribution. | Emily has tried to reach Ms. Marsha Ackerman, author of America's Romance with Air-Conditioning, via phone and follow up on 5/14 - University confirmed that Ms. Ackermann is retired and they had no contact information to reach her. NEXT STEPS: for the brochure to be ready Jan 1, 2020. Content, artwork, distribution channels to be developed beginning June 2019, following Kansas City, in order to provide the most up-to-date content possible. | Manuscript and images for the brochure will be assembled and ready to put into production in June 2019. Brochure will be 11X17, full color, folded size 8 1/2 X 11, designed for broad appeal and multi-year shelf life. |
| BUDGET Exp | | | 0 | 0 | | 0 | | | | |
| BUDGET Rev | | | 0 | 0 | | 0 | | | | |
| HVAC&R Museum | Display at 2020 Winter Conference | Staff Marketing: Vanita Gupta and her staff | Theme of display to be ASHRAE 125 | Process underway to identify items, photograph items | Collection of items for display under way | Design of display completed. Space will be reserved in Bookstore/Registration. working w/ Freeman for displays. | Display created | Sponsorships to be secured for funding. Theme to be ASHRAE 125. Locate Museum in Registration / Bookstore area. One or two touch screens with screen saver loop to include images, clips from various videos. Touching will activate screen to reveal navigation buttons to various separate elements such as clips from Leadership Recall; an interactive timeline: oral history clips; images of artifacts. Physical displays of images, covers of papers and books, artifacts. Photo booth with props to represent various decades: photo provided in commemorative sleeve: anyone visiting photo booth will receive commemorative pin with ASHRAE 125 logo. Seating area for visitors. Marketing will invite members to bring small items, artifacts for ASHRAE to photograph or to photograph themselves using instructions we provide. | 5/2 Letter requesting artifacts sent to 35 individuals: Region VIII chapter presidents, historians and newsletter editors. So far neither Emily nor Bruce have received any inquiries / interest or responses. NEXT STEPS 1) Send to all Region VIII members registered for Houston conference. 2)Use a Social Media / Facebook post targeted to Region VIII. 3) Use IP-targeting on ashrae.org - visible only to users in Region VIII. 4) Draft letter of instruction for individuals bringing items. Include: set open times/ time required for Krys to photograph, get credits, year, description. Meetings is aware of space needs for Museum, but won't be scheduling space until ~6 months out from Jan 2020. Marketing has the blueprints from the 100 year anniversary and will use them as appropriate as they design the display space. | Mrs. Sigman is working with the Marketing Team to reach out to Region VIII members re getting photos or artifacts. In addition, she will begin to inventory artifacts, photographs, rare books, and other items in the ASHRAE library and archives for possible inclusion in the Museum. The blueprints from the 100 year anniversary museum have been scanned and placed in Basecamp. The inventory process is expected to start on June 1 and will conclude on July 13. |
| BUDGET Exp | | | 0 | 0 | | 0 | | | | |
| BUDGET Rev | | | 0 | 0 | | 0 | | | | |
| ASHRAE Oral History: For the Record | ASHRAE Stories/Oral Histories | Staff/Marketing: Vanita Gupta. Video: Krys Gilstrap | Develop Plan Marketing to share by March | Organize recording booth to capture interviews | Organize recording booth to capture interviews | Record interviews & start cataloging them | Display at Winter Conference and continue to capture for future | The videos can be used on ASHRAE Website and as basis of presentation at 2020 Winter Conference. Reflections of ASHRAE with a broad based intent. | Krys to present concept with details to committee in Houston giving committee opportunity for first look at concept - concept has been reviewed and well-received by staff. | Krys will present a comprehensive plan in Houston for the oral history project. |
| BUDGET Exp | | | 0 | 0 | | 0 | | | | |
| BUDGET Rev | | | 0 | 0 | | 0 | | | | |



Professional Development Committee Report to Publishing and Education Council
ASHRAE 2018 Annual Conference – Houston

Motions

None

Information Items

1. The PDC approved development of a 6-hour course titled *Choosing the Right Energy Code for Your Project – IECC 2018 or ASHRAE 90.1-2016*. The course is set up as a series of real design/code problems, presenting approaches to complying with the code requirements.
2. Course Updates:
 - a. 2017-18 In-Company/Chapter Program
 - In-Company – 34 courses/1,813 attendees
 - Chapter – 4 courses/330 attendees
 - b. 2017 Online Course Series
 - 2017-18 – 22 Courses /417 attendees
 - c. 2018 Winter Conference Registrations
 - 20 courses/839 attendees
 - d. 2017-18 Courses at Industry Events
 - 4 courses/124 attendees (CMPX and FRIGAIR)
 - e. 2017/18 HVAC Design and Operations Training
 - HVAC Design Level I: 14 courses/565 attendees; Level II: 14 courses/429 attendees
 - Consulting Engineer Essentials – 1 course/13 attendees
 - f. 2017-18 Global Training Center Courses (8 courses/199 registrants):
 - 3 - HVAC Design Level I courses (Avg 21 per course)
 - 1 - Variable Refrigerant Flow Systems course - 12 registrants
 - 1 - Commercial Building Energy Audits course - 13 registrants
 - 1 - The Future of Refrigerants: Challenges & Opportunities course - 46 registrants
 - 1 - Variable Refrigerant Flow System course presented at FRIGAIR 2018 (S. Africa) - 45 registrants
 - 1 - In-Company HVAC Design course - 21 registrants
3. Three (3) new courses will be presented at the 2019 Winter Conference in Atlanta. Two new & one revised course are being considered for presentation at the 2019 Annual Conference in Kansas City.
4. The Professional Development Committee (PDC) is continuing work on an affinity diagram to determine common topics between existing courses.
5. A request to develop new high-performance building courses for IFMA and APPA was presented to the PDC. The committee will work with staff to follow up and appropriately act on these requests.

Respectfully submitted,

Kay Thrasher, Professional Development Committee Chair

June 25, 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. A chart of 1, 2-5 and 6+ year ME training needs went to YEA for input. Next steps are to seek advice from YEA and review the consulting engineers training agenda. |
| 2. Develop outlines for three (3) additional practical applications courses to 'fill the gaps' in our current offerings. | 3D | Jan 2018 | None | Planning Subcommittee | Complete. |
| 3. Develop a standard guideline on the method to develop, translate and produce courses to an international market | 4 | Jan 2018 | None | Full Committee | Complete. Translations to be considered on an as needed, case by case basis with strong international chapter support. |
| 4. Develop training for use in university curriculum. bEQ Task Force Prototype Develop second course | 1C | Jan 2018 | TBD | TBD | On hold until further review of existing Building EQ course usage. |

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

Professional Development Committee
DRAFT MBOs for Society Year 2018-19
Chair: Charlie Henck Date: June 26, 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 | June 2019 | None | Planning Subcommittee | Planning adhoc |
| 2. Develop topics and RFPs for an additional (3) practical applications courses to 'fill the gaps' in our current offerings. | 3D | Jan 2019 | None | Planning Subcommittee | |
| 3. Develop a standard guideline on the method to develop, translate and produce courses to an international market | 4? | Jan 2019 | None | Full Committee | Need an ASHRAE standard to guide our efforts. Coordinate with Standards. |
| 4. Review all existing courses and sunset those that have not been used in 5 years | | Jan 2019 | None | Operations Subcommittee | |
| 5. Establish guidelines for liaison | | Jan 2019 | None | Operations Subcommittee | |
| 6. Every course reviewed by PDC Liaison prior to presentation– Quality check | | Jan 2019 | None | Operations Subcommittee | |
| 7. Improve marketing of courses/branding. Work with ASHRAE marketing for improvement | | Jan 2019 | TBD | Planning Subcommittee | |
| 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 June 26, 2018**

Action Items

(None)

Information Items

1. The winner of the 2017 *ASHRAE Journal* Paper of the Year award was presented to Omar John Hawit and Trevor Jaffe, P.E. for the article, "Water-Energy Nexus: Heat Rejection Systems." The article was published in September 2017.
2. The web app for modeling compliance with Standard 90.1-2010 using the Energy Cost Budget (ECB) Method described in the standard now has 1106 users and 769 projects registered.
3. Liaisons from the committee contacted authoring groups regarding the need for revision or replacement of ASHRAE publications four or more years old. The committee is also gathering feedback from TCs regarding guidelines needed for authoring and for evaluating the need for revision or replacement of ASHRAE publications.
4. Special publications completed from June 2017 through June 2018 are listed in Attachment A.
5. A status summary of upcoming publications is shown in Attachment B.
6. The status of MBOs for 2017-2018 is reported in Attachment C. MBOs for 2018-2019 will be forthcoming.

Respectfully submitted,

Francis Lacharité, Chair
Publications Committee
26 June 2018
FL: mso

PUBLISHED PROJECTS June 2017 to date

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

- ASHRAE Design Guide for Cleanrooms
- ASHRAE Design Guide for Air Terminal Units
- ASHRAE GreenGuide, 5th Ed.
- Chicago Papers online
- IT Equipment Power Trends, 3rd edition (Datacom Series)
- K-12 Zero Energy AEDG
- Pocket Guide, 9th Ed. (I-P)
- Pocket Guide, 9th Ed. (SI)
- Standard 90.1-2016 User's Manual (print)
- Standard 90.1-2016 User's Manual (online portal)
- Standard 140-2017
- Standard 161-2018
- Standard 194-2017

March 2018

- Chicago Seminars Online
- Standard 100-2015 (Spanish)

April 2018

- Classification of Laboratory Ventilation Design Levels (PDF only)
- Guideline 1.3-2018
- Guideline 209-2018
- Standard 100-2018

May 2018

- Guideline 16-2018

June 2018

- ASHRAE Guide for Sustainable Refrigerated Facilities and Refrigeration Systems
- Houston Papers online
- HVAC Design Manual for Hospitals and Clinics, 2nd Ed., Spanish
- Residential IAQ Guide
- Guideline 36-2018
- Standard 22-2018
- Standard 41.2-2018
- Standard 41.7-2018
- Standard 62.1-2016, Arabic
- Standard 90.1-2016 (SI), Spanish
- Standard 128-2018
- Standard 181-2018
- Standard 203-2018
- Standard 211-2018 ACCA
- Standard 215-2018
- Standard 180-2018

Attachment B
Publications Committee Report to PEC
SPECIAL PUBLICATIONS PROJECTS : June 24, 2018

| 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.) | Indoor Environmental Quality—Global Alliance (IEQ-GA) | Summer 2017 TBD | Planning | Fall 2017 TBD | 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] | Hold | Jan 2018 Mar 2018 | BCA to co-sponsor or hold joint copyright. Pending scope and review clarification. |
| Design Considerations for Datacom Equipment Centers, 3rd ed. (Datacom Book 3) | Larry Ollice | Apr 2018? May 2018? | Finishing up | Jul 2018 | |
| 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 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 Aug 2018 | Writing | Jun 2018 Jan 2019 | Authors: Phetteplace, Tredinnick. Draft for review Jun 2018. Per SC, goal is to have it at event in Dubai in December. |

Attachment B
Publications Committee Report to PEC
SPECIAL PUBLICATIONS PROJECTS : June 24, 2018

| Title | Responsible Entity | Date Exp to Receive [Recd] | Current Status | Expected Publish Date | Comments |
|--|--|-----------------------------------|------------------|---------------------------------|---|
| Engineering Management Guide | TC 1.7; Howie McKew | Sep 1, 2018 | Writing | Dec 2018 | Intends to be wrapping it up around Jun 2018 (for TC approval?) Due Sep 1 per Howie, 6/13/18 |
| District Cooling Owner's Guide Operations Manual | TC 6.2; SP-97; RP-1267; funding from Empower | Sep 2018 | Writing | Jun 2018 Jan 2019 | (same as DC Guide above) |
| ASHRAE Design Guide for Multifamily Residential Buildings | RP-1821 | End Nov 2018 | Writing | Mar 2019 | Contact: LPratt |
| High-Performance Buildings Simplified (w/supplemental files online) | Tom Lawrence, Julia Keen | May 2018 Early 2019 | Writing | August 2018 TBD | (GreenGuide-based textbook) Per Tom, 2/5/18: He plans to have a draft version ready summer 2018 that he will test with students during Fall 2018. |
| HVAC&R Pioneers Giants | Staff; Bern Nagengast | Jun 2019 | Planning | Jan 2020 | 8/25/2016 per SComstock; part of ASHRAE 125 th Anniversary; updated 5/17/2018 |
| Proclaiming the Truth, 2 nd ed. | SComstock | Jun 2019 | Planning | Jan 2020 | 8/25/2016 per SComstock; part of ASHRAE 125 th Anniversary; updated 5/17/2018 |
| 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. | TC 8.3; Jürgen Scharfe | 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 |

Attachment B
Publications Committee Report to PEC
SPECIAL PUBLICATIONS PROJECTS : June 24, 2018

| Title | Responsible Entity | Date Exp to Receive [Recd] | Current Status | Expected Publish Date | Comments |
|--|-----------------------|--|----------------|---|--|
| 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-Climate Buildings | MTG.HCDG | TBD | Planning | TBD | MTG Ch Frank Mills |
| ASHRAE Design Guide for Cold-Climate Buildings Design Guide, 2 nd ed. | Erich Binder | Aug/Sep 2017 TBD | Planning | Chicago 2018 TBD | |
| A Comprehensive HVAC Design Guide for Justice Facilities | TC 9.4 | TBD | Writing | TBD | |
| Commissioning Definitions and Terminology for the Building Industry | ASHRAE, CIBSE, AiCARR | Feb 2018 TBD | | Feb 2018 TBD | Per Steve: AiCARR will send final files; Walter G will review; we will put into pages and provide to each org to enable free access to memberships (but be sold to nonmembers) |
| 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 | |
| Heat Load Estimating Guide for Electrical Equipment (a Design Guide) | RP-1395; RP-1104 | TBD | TC review | TBD | |

Attachment B
Publications Committee Report to PEC
SPECIAL PUBLICATIONS PROJECTS : June 24, 2018

| Title | Responsible Entity | Date Exp to Receive [Recd] | Current Status | Expected Publish Date | Comments |
|--|------------------------|--|------------------|--|--|
| Integrated Building Design Applications Manual | TC 7.1 | Jan 2009 Jun 2010 TBD | Writing | Jan 2008 Jun 2008 Sep 2010 Jan 2015 TBD | MOwen queried CGulledge 6/2/16 email |
| 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) |
| 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 but not in 2016 per DBeaty 6/26/16 |
| Standards and Guidelines and User's Manuals | | | | | |
| Standards/addenda drafts going for approval at Annual Conference | Varies | Mid-Apr 2018 | | Jun 1, 2018 | Every 6 mos; publish = ready for review at conf |
| 18-month Addenda Supplements to Code-Intended Standards | Varies | Spring 2018 | | Sep/Oct 2018 | Every three years (2015, 2018, 2021) |
| Revision of Standard 62.1 | SSPC 62 | Spring 2019 | | Summer 2019 | Every three years (2016, 2019, 2022) |

Attachment B
Publications Committee Report to PEC
SPECIAL PUBLICATIONS PROJECTS : June 24, 2018

| Title | Responsible Entity | Date Exp to Receive [Recd] | Current Status | Expected Publish Date | Comments |
|---|-------------------------|----------------------------|----------------|--------------------------|---|
| Revision of Standard 62.2 | SSPC 62 | Spring 2019 | | Summer 2019 | Every three years (2016, 2019, 2022) |
| Standards/addenda to be published after approval at Annual Conference | Varies | Jul/Aug 2018 | | Aug/Sep 2018 | Every 6 mos. |
| Standards/addenda drafts going for approval at Winter Conference | Varies | mid Oct 2018 | | Nov 30, 2018 | Every 6 mos; publish = ready for review at conf |
| Standards/addenda to be published after approval at Winter Conference | Varies | Feb/Mar 2019 | | Mar/Apr 2019 | Every 6 mos. |
| Revision of Standards 15 and 34 | SSPCs 15, 34 | Jul 2019 | | Oct 2019 | Every three years (2019, 2022, 2025) |
| 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) |
| Revision of Standard 90.2 | SSPC 90.2 | Winter 2019 | | Mar | Every three years (2016, 2019, 2022) |
| Revision of Standard 140 | SSPC 140 | Winter 2019 | | Mar | Every three years (2016, 2019, 2022) |
| Revision of Standard 189.1 | SSPC 189 | Sep 2020 | | Oct 2020 | Every three years (2020, 2023, 2026) |
| 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) |

Attachment B
Publications Committee Report to PEC
SPECIAL PUBLICATIONS PROJECTS : June 24, 2018

| Title | Responsible Entity | Date Exp to Receive [Recd] | Current Status | Expected Publish Date | Comments |
|--|--------------------|--|----------------|---|--|
| 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 Jun 2018 | In TC Review | TBD | |
| PD on Refrigerants and Their Responsible Use | Steve Hammerling | Jan 2018 Jun 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 Jun 2018 | In progress | TBD | |
| PD on Airborne Infectious Diseases | Steve Hammerling | Jun 2018 | In progress | TBD | |

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Publications Committee Report to PEC
SPECIAL PUBLICATIONS PROJECTS : June 24, 2018

| Title | Responsible Entity | Date Exp to Receive [Recd] | Current Status | Expected Publish Date | Comments |
|--|-------------------------------|---|---------------------------------|---|----------|
| 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 | | | | | |
| Standard 62.1-2016 (Arabic) | | Jan 2018 TBD | | Apr 2018 | |
| 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 | |
| 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 55-2013 (Arabic) | Falcon Chapter | TBD | Contracted | TBD | |
| Standard 62.1-2016 (Arabic) | Falcon Chapter | TBD | Contracted | TBD | |

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Publications Committee Report to PEC
SPECIAL PUBLICATIONS PROJECTS : June 24, 2018

| Title | Responsible Entity | Date Exp to Receive [Recd] | Current Status | Expected Publish Date | Comments |
|--|------------------------------|--|-------------------|----------------------------|---|
| 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 (Arabic) | Falcon Chapter | TBD | Contracted | TBD | Supplied Word files 5/31/18 |
| 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 | |
| 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 |

Attachment B
Publications Committee Report to PEC
SPECIAL PUBLICATIONS PROJECTS : June 24, 2018

| Title | Responsible Entity | Date Exp to Receive [Recd] | Current Status | Expected Publish Date | Comments |
|---|--------------------|----------------------------|----------------|------------------------------------|------------------------------|
| Recurring Conference-Related Projects | | | | | |
| 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 | |
| Annual Conference Seminar Recordings Online | Tony Giometti | Submit art Nov | | Proof Jul 5–9; approve by Jul 12 | Needed in inventory by Sep 1 |
| 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 | |

MSO 24 June 2018

Publications Committee

MBOs for Society Year 2017-18

Chair: Francis Lacharité Date: 26 Jun 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. COMPLETE. |
| 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 26 Jun 2018

PEC Restructuring

June 14, 2018

Ad Hoc Members:

Julia Keen (Chair)

Dan Dettmers

Charlie Henck

Jin Jin Huang

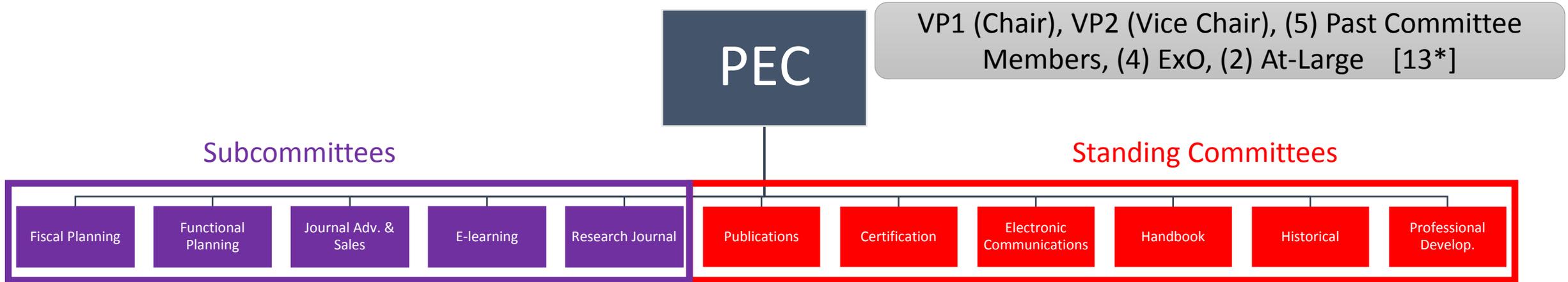
Roger Jones

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, university courses, etc.

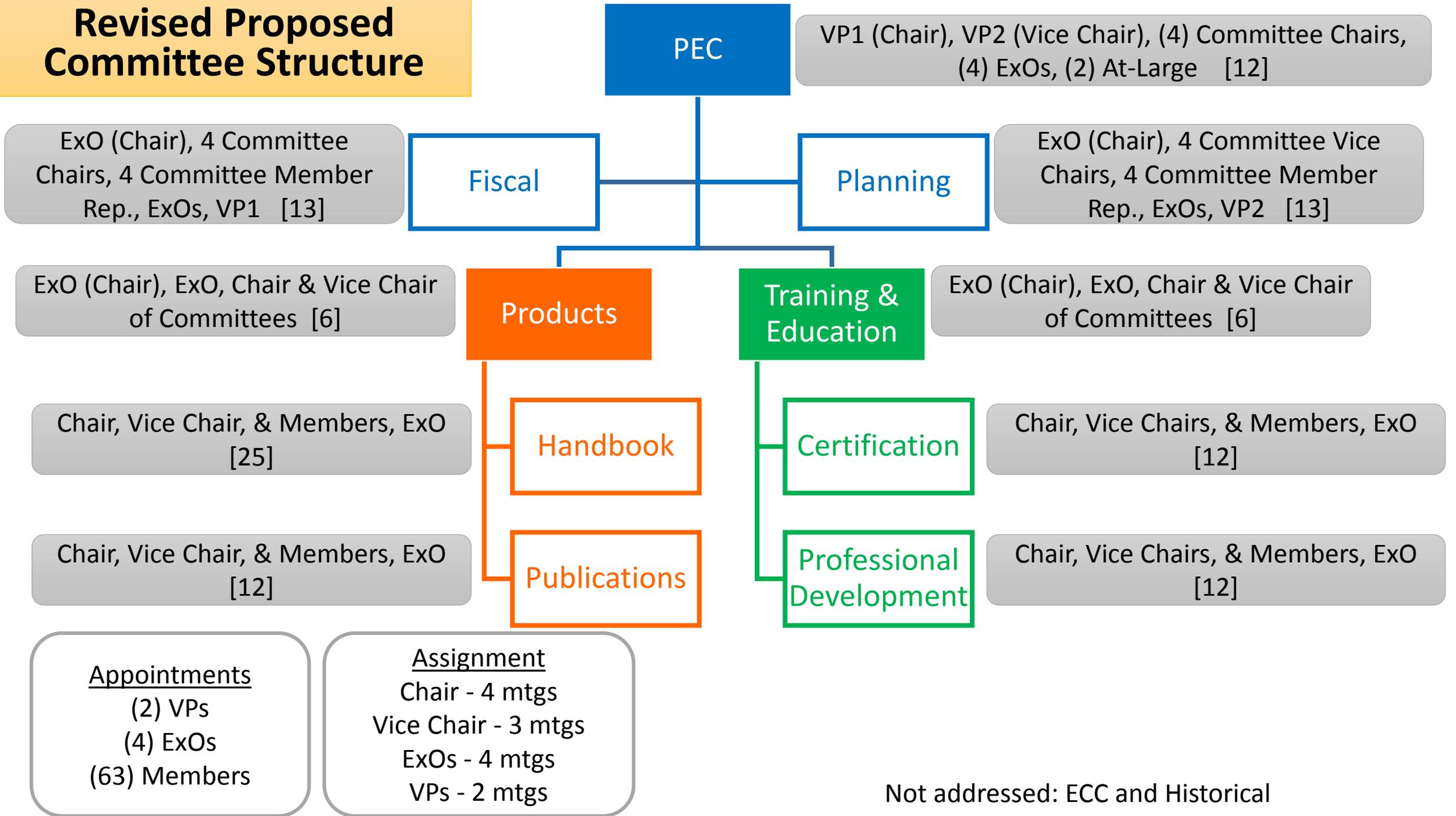


Certifications: Chair, Vice Chairs, & Members, ExO1 [12]
Handbook: Chair, Vice Chair, & Members, ExO2 [25]
Professional Development: Chair, Vice Chairs, & Members, ExO3 [12]
Publications: Chair, Vice Chair, & Members, ExO4 [12]

Appointments*
(2) VPs
(4) ExOs
(68) Members

*Not included in count: ECC and Historical

Revised Proposed Committee Structure



Modifications from January Proposed Committee Structure



Items not addressed:
 Historical
 ECC

Standing Committee
 Sub-committee

Standing Committees currently reporting to PEC



PEC

(Monitor and Planning)

Planning

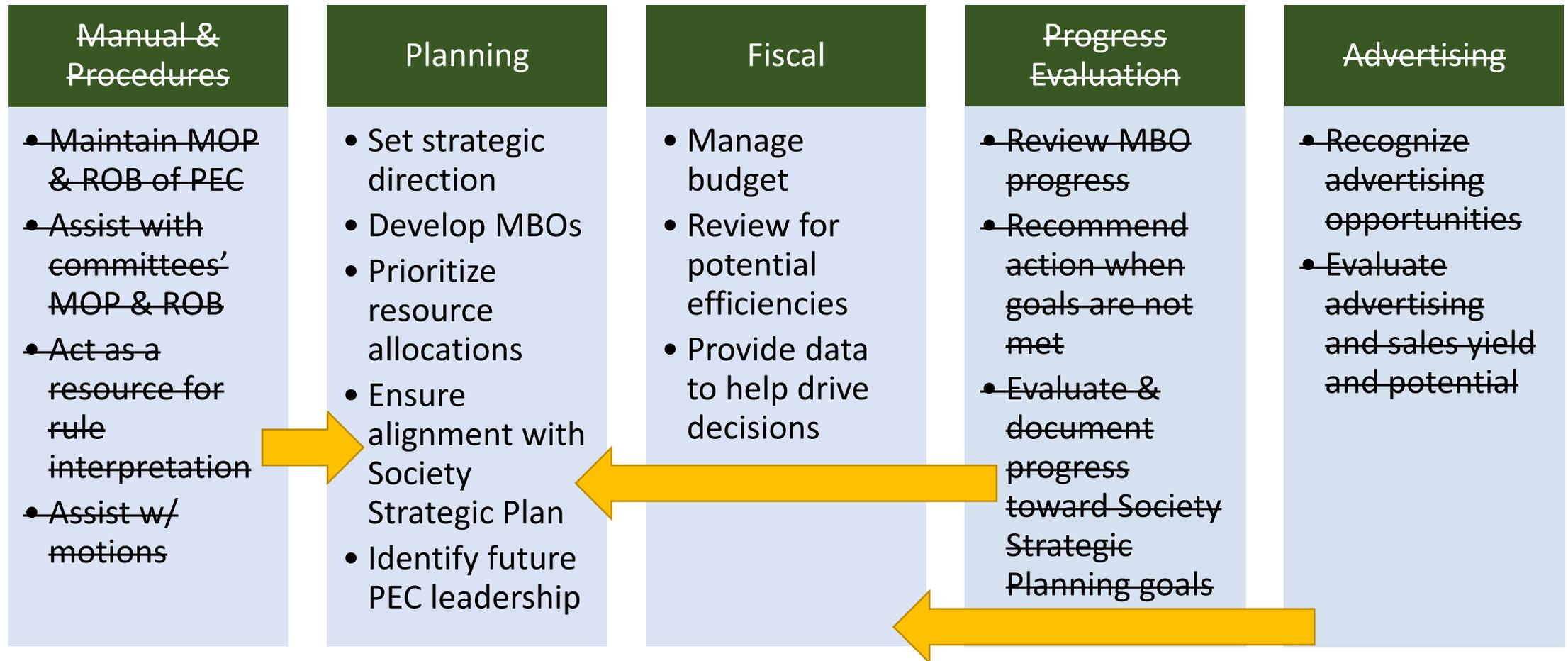
- Set strategic direction
- Develop MBOs
- Prioritize resource allocations
- Ensure alignment with Society Strategic Plan
- Identify future PEC leadership
- Maintain MOP & ROB of PEC
- Assist with committees' MOP & ROB
- Act as a resource for rule interpretation
- Assist w/ motions
- Review MBO progress
- Recommend action when goals are not met
- Evaluate & document progress toward Society Strategic Planning goals

Fiscal

- Manage budget
 - Monitor Revenue and Expenses
 - Review for potential efficiencies
- Provide data to help drive decisions
- Advertising
 - Recognize advertising opportunities
 - Evaluate advertising and sales yield and potential
- Job board
- Supplier Directory
- Supplier Webinars

Modifications from January Proposed Committee Structure

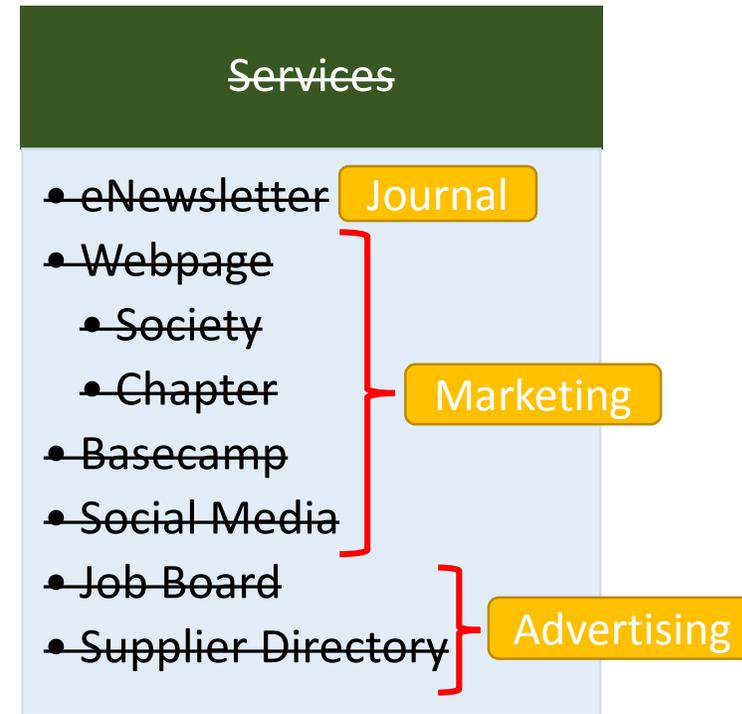
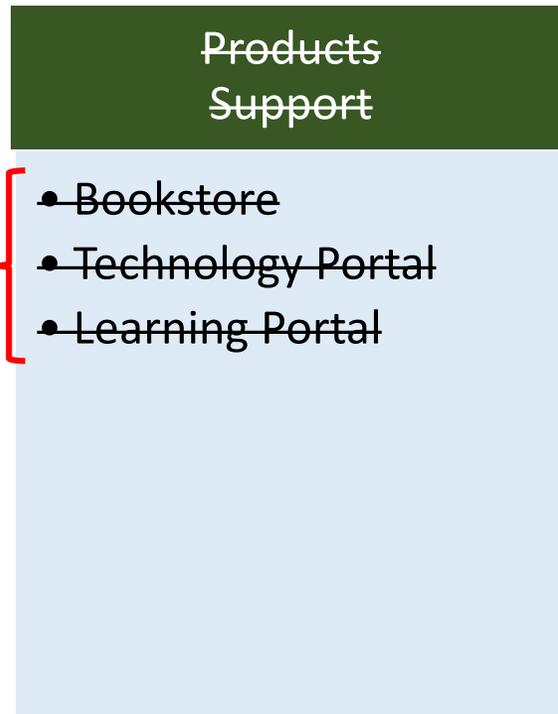
PEC / ~~Operations~~ (Monitor and Planning)



Modifications from January Proposed Committee Structure

Digital Communications (Monitor and Planning)

Review conducted as part of Products Committee
- 3 year cycle for each for review and feedback



Products

(Monitor, Planning, Review of Bookstore and Portals & Point of contact for other society pubs)

Handbook

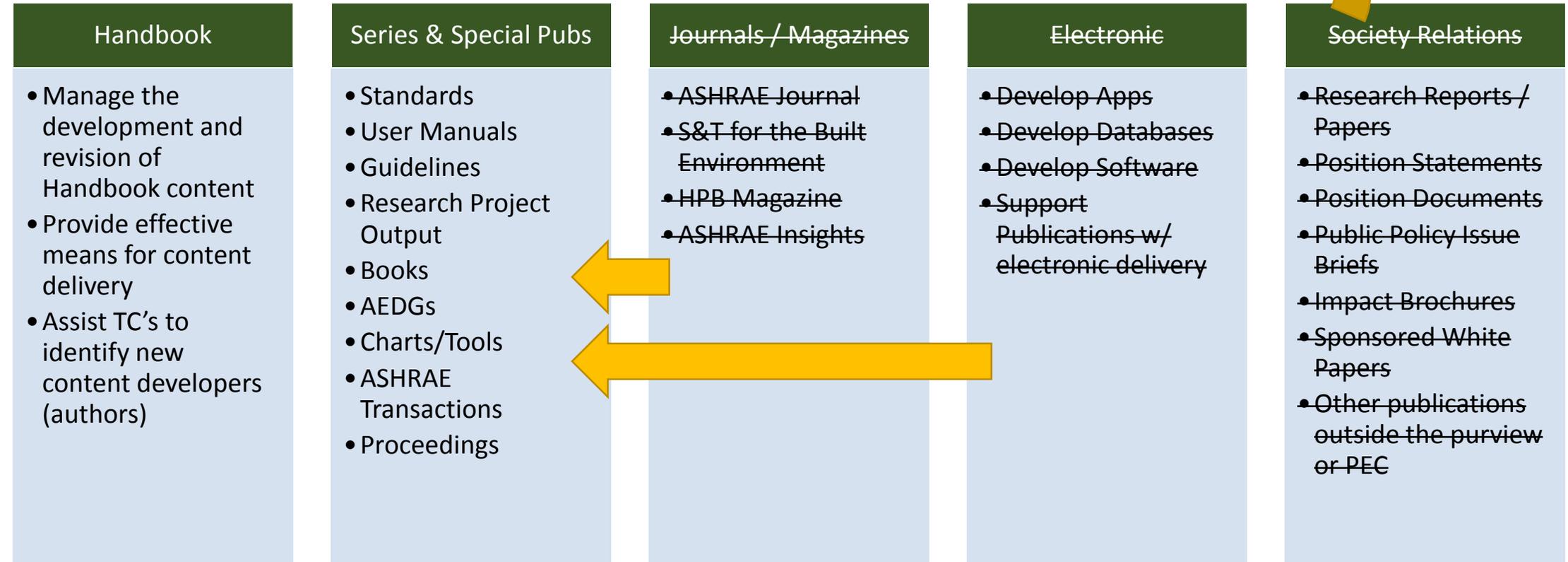
- Manage the development and revision of Handbook content
- Provide effective means for content delivery
- Assist TC's to identify new content developers (authors)

Series & Special Pubs

- Standards
- User Manuals
- Guidelines
- Research Project Output
- Books
- AEDGs
- Charts/Tools
- ASHRAE Transactions
- Proceedings
- ASHRAE Journal
- S&T for the Built Environment
- HPB Magazine
- ASHRAE Insights
- Electronic Pubs - Apps/Data Bases/Software

Modifications from January Proposed Committee Structure

Products (Monitor and Planning)



Training and Education

(Monitor and Planning)

Professional Development

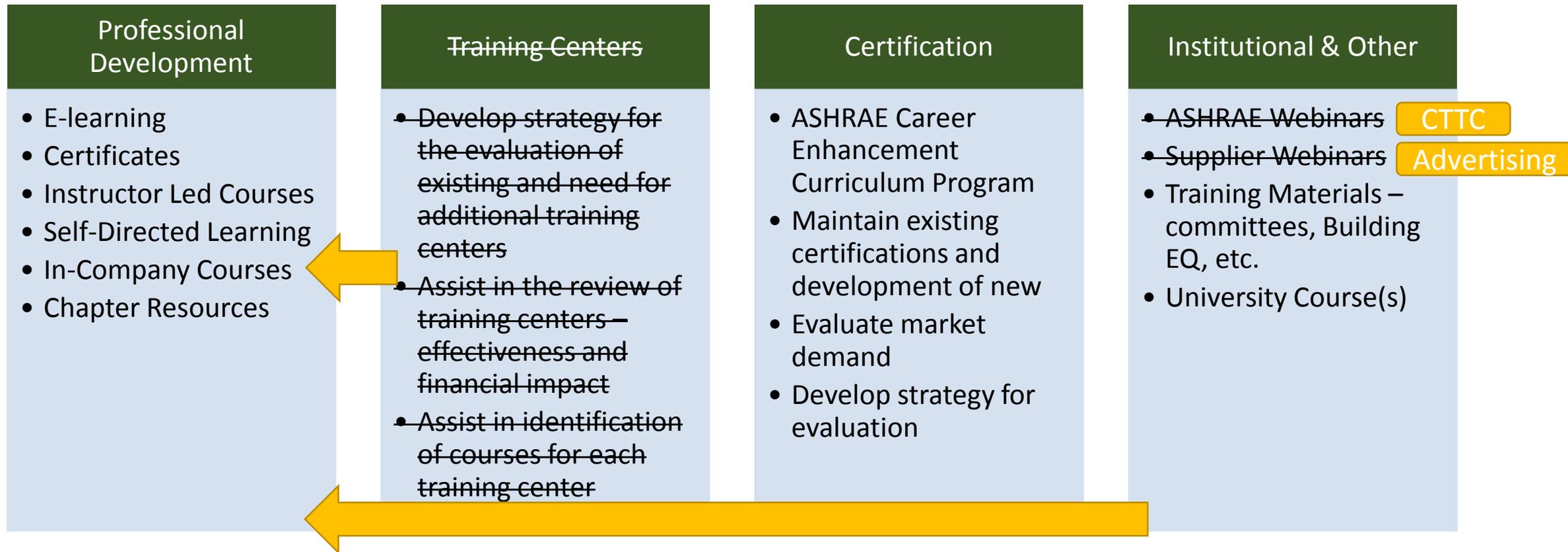
- E-learning
- Certificates
- Instructor Led Courses
- Self-Directed Learning
- In-Company Courses
- Chapter Resources
- Develop strategy for the evaluation of existing and need for additional training centers
- Assist in the review of training centers – effectiveness and financial impact
- Assist in identification of courses for each training center
- University Course(s)

Certification

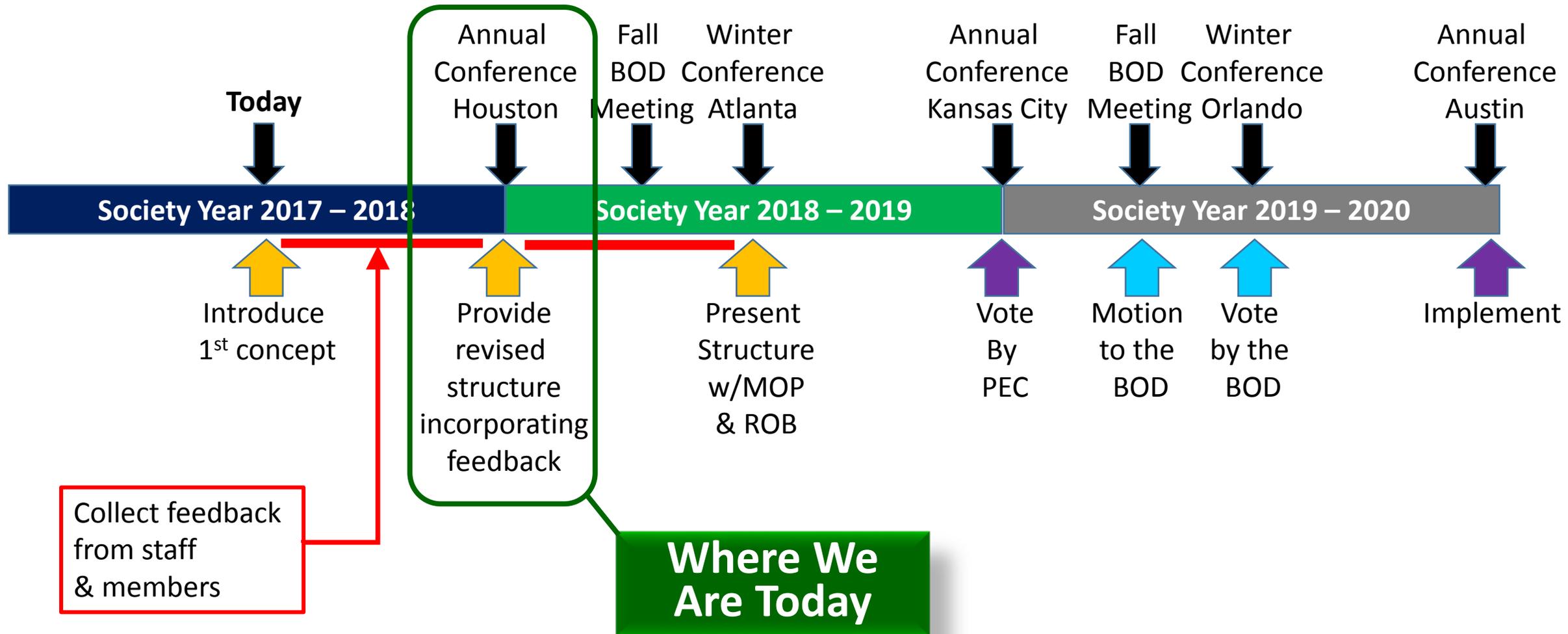
- ASHRAE Career Enhancement Curriculum Program
- Maintain existing certifications and development of new
- Evaluate market demand
- Develop strategy for evaluation

Modifications from January Proposed Committee Structure

Training and Education (Monitor and Planning)



Implementation Time Line





Shaping Tomorrow's
Built Environment Today

Attachment R

1791 Tullie Circle NE • Atlanta, GA 30329-2305 • Tel: 404.636.8400 • Fax: 404.321.5478 • www.ashrae.org

Bjarne W. Olesen, Ph.D., R.
2017-2018 President

Reply to: International Centre for Indoor Environment and Energy
Technical University of Denmark
Nils Koppels Alle 402
Kongens Lyngby, 2800 Denmark
Phone: +4545254117
bwo@byg.dtu.dk

Date: May 30, 2018

To: 2017-2018 Board of Directors and Council Members
2017-18 Standing and Ad Hoc Committee Chairs
2017-2018 TC/TG Chairs
2017-2018 SPC/SSPC/GPC/SGPC Chairs

Subject: Offer to Send a Thank You Letter to Your Employer

It is important that we show appreciation to employers for supporting their employees' participation in ASHRAE activities. As is customary, letters of thanks from the President will be sent to the employers of all 2017-2018 council and committee members who request them. Please be sure that your members are aware of this offer.

An employer of an ASHRAE council or committee member will receive a thank you letter in late July after the employee submits a request. The employee also will receive a copy of the letter.

Board, council and committee members who have served ASHRAE **during the 2017-2018 Society year only** will receive an email early in the month of July containing information on how to submit a request for the ASHRAE President to send a thank you letter to their employer. **A link to the request form that the member will need to complete will be included in the body of the emailed letter.**

I extend my personal thanks to each of you for your outstanding support of ASHRAE during this Society year.

Sincerely,

A handwritten signature in black ink, appearing to read "B. W. Olesen". The signature is fluid and cursive, written over a light blue horizontal line.

Bjarne W. Olesen
2017-2018 President

cc: Staff Liaisons

PUBLICATION & EDUCATION COUNCIL - MOBs 2017-2018 SY

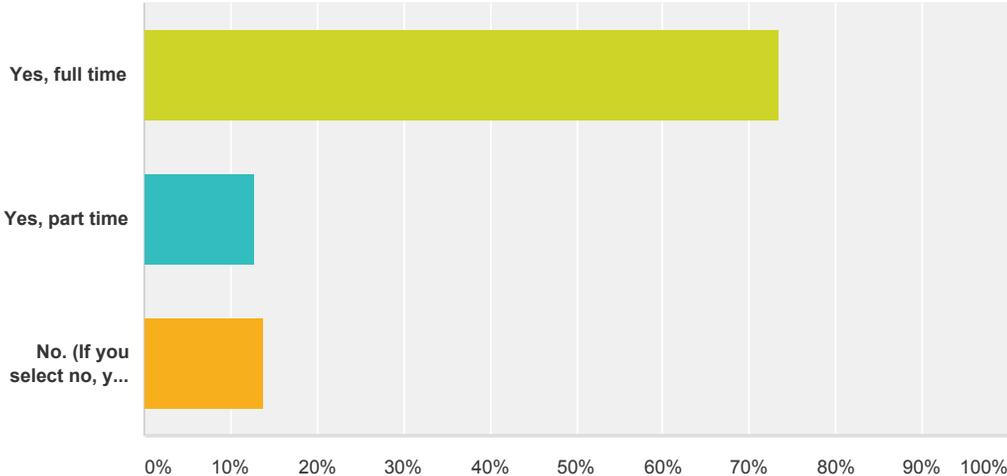
RESPONSIBILITY

| DESCRIPTION | RESPONSIBILITY | | | | | | | | | | | | | COMMENTS | | |
|--|---------------------|-----|----------|------------|-----|---------------|------------|--------|-----------|-----------------|---------------|--------|-------------|-----------|-------|---|
| | Standing Committees | | | | | Subcommittees | | | | | Other | | | | | |
| | Certification | ECC | Handbook | Historical | PDC | Publications | Functional | Fiscal | eLearning | Journal Advert. | Research Jrnl | Ad-hoc | PEC V Chair | PEC Chair | Staff | |
| 1 Prepare study & recommendations on product alignment (format, delivery mechanism, content, context) w/ younger members for future media dissemination | - | - | - | - | - | - | 0 | 0 | 0 | - | - | - | - | - | 0 | Complete but will be continually evaluated & modified. Electronic access & delivery platforms expanded offering print & dital access options to meet evolving need. Effort includes 8 technical apps now available; 3 online products (Handbook Online; DFDB Online; Standard 901 Portal); Technology Portal now w/ Handbook PDFs; ASHRAE 365 App; expanded newsletter program. In conjunction ASHRAE Online Bookstore & ASHRAE |
| 2 Apps & online tools related to OM, service life & operating costs | - | - | - | - | - | 0 | 0 | 0 | - | - | - | - | - | - | 0 | Underway. Discussion w/TC 7.8 for creation of app for service life & maintenance cost |
| 3 Provide guidance and training in field of cybersecurity related to | - | - | 0 | - | 0 | 0 | - | - | - | - | - | - | - | - | 0 | Underway. Special issue of Journal under development. Not yet scheduled. |
| 4 Meet 2017-18 milestones for ASHRAE 125 anniversary activities | - | - | 0 | - | - | - | - | - | - | - | - | - | - | - | 0 | Complete (2017-18 Milestones met). 13 projects being monitored for completion in 2019-2020. Very active monitoring and projects well underway. |
| 5 Launch online standard and users manual plan using 90.1 as trial case | - | - | - | - | - | 0 | 0 | 0 | - | - | - | - | - | - | 0 | Complete. Launched January 15. Becomes model for future users manual development in conjunction with revision of the standard to accelerate users manual |
| 6 Develop and implement strategies to deliver products and services cost effectively globally | 0 | 0 | - | - | 0 | 0 | 0 | 0 | 0 | - | - | 0 | 0 | 0 | 0 | Complete. Learning portal, Bookstore and Technology Portal allow easy access globally. Dubai center functioning with revised business model which focuses on sponsorship and sales of courses to corporate leadership. Developing economy pricing capability in place in bookstore. For print, Handbook now delivered through courier service to all countries with history of delivery problems. |
| 7 Support Developing Economies thru UNEP cooperation develop joint publications & documents on sound management of refrigerants | - | - | - | - | 0 | 0 | - | - | - | - | - | - | - | - | 0 | Complete. 2 eLearning courses developed; 1 additional course under development; developing economy pricing available in bookstore; Sustainable Refrigeration guide with resource, training & accreditation infrastructure under consideration for UNEP |
| 8 Coordinate with member council to develop improved handbook content access to members globally | - | - | - | - | - | - | - | 0 | - | - | - | 0 | - | 0 | 0 | Actions to Improve Completed. Handbook PDF access through Technology Portal and improved mailing processes for Handbook internationally. Further study by |
| 9 Expand eLearning portal to centralize training registration and to allow for planned career development paths | - | - | - | - | - | - | - | 0 | - | - | - | - | 0 | 0 | 0 | On hold for budget. Otherwise eLearning portal functioning at 100%. |
| 10 Gain intergovernmental support and recognition of ASHRAE established training centers of global excellence | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 | 0 | Complete. Dubai center business model revised. 18-19 training schedule for developed in July 2018. 2nd half of 17-18 yr yielded break even operational performance. |
| 11 Develop mechanism to accept/facilitate Research Journal paper to be presented in Winter/Annual meeting | - | - | - | - | - | - | - | - | - | 0 | - | - | 0 | 0 | 0 | Completed. Award presented at Annual Meeting plenary |
| 12 Explore the opportunities in publishing HPB in different language and broaden the global solicitation of content to serve global members | - | - | - | - | - | 0 | - | - | - | - | - | - | 0 | 0 | 0 | Launched translated HPB China with 2018 issue and digital copy distributed. Proposal to CIBSE for joint publication of digital spin-off did not move forward based on market conditions. Meanwhile fiscal performance of HPB improved and operationally break |
| 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 traning that are generated by committees and groups outside of PEC | - | - | - | - | - | - | - | - | - | - | - | 0 | - | - | - | Ad hoc formed and under development. Progress report to be presented in June. Timeline developed for final report. |

Educator's Survey for
Pre-Packaged ASHRAE Courses

Q1 Are you an instructor at an educational institution? (check one)

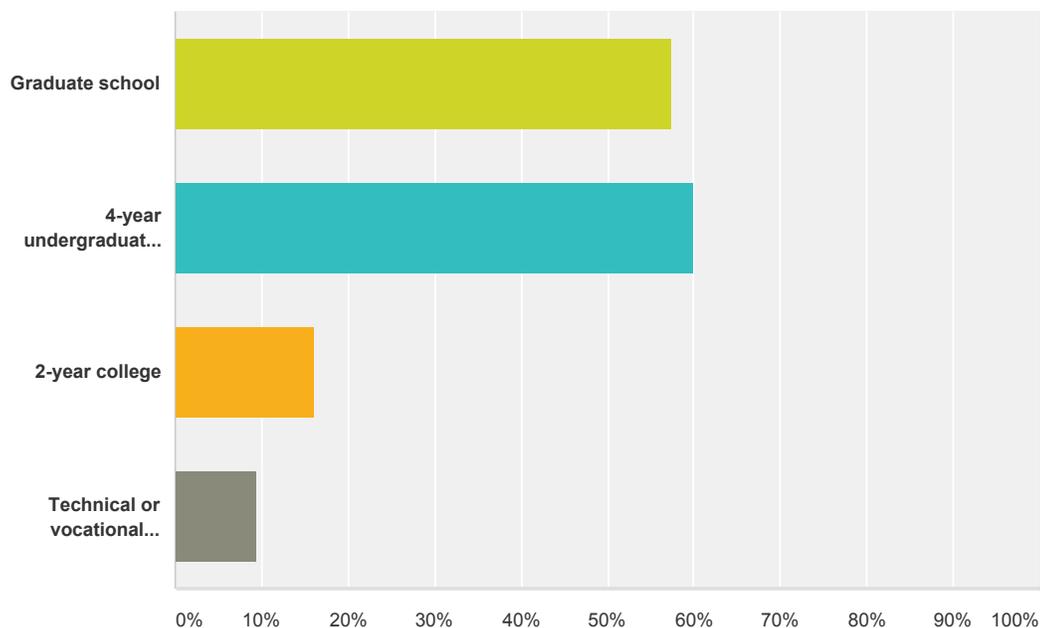
Answered: 94 Skipped: 0



| Answer Choices | Responses |
|--|-----------|
| Yes, full time | 73.40% 69 |
| Yes, part time | 12.77% 12 |
| No. (If you select no, you need not continue. Thank you) | 13.83% 13 |
| Total | 94 |

Q2 If you are an instructor, at what type of institution do you teach ? (Check all that apply)

Answered: 75 Skipped: 19

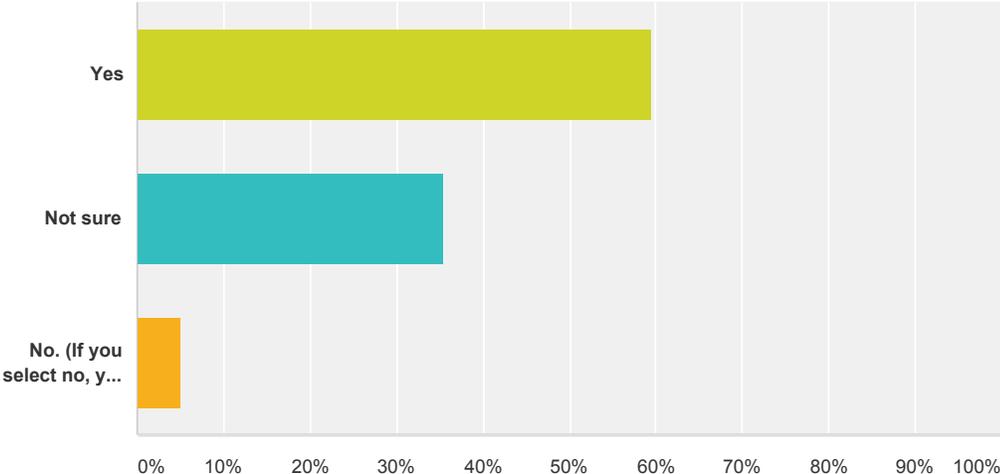


| Answer Choices | Responses |
|-------------------------------------|-----------|
| Graduate school | 57.33% 43 |
| 4-year undergraduate degree program | 60.00% 45 |
| 2-year college | 16.00% 12 |
| Technical or vocational school | 9.33% 7 |
| Total Respondents: 75 | |

| # | Other (please specify) | Date |
|---|---|--------------------|
| 1 | 5-year B.Arch degree program | 1/20/2016 8:01 PM |
| 2 | University | 1/20/2016 5:41 PM |
| 3 | Postgraduate program in Mechanical Engineering | 1/20/2016 3:16 PM |
| 4 | polytechnic college | 1/20/2016 2:37 PM |
| 5 | 5-year undergraduate degree program | 1/20/2016 12:20 PM |
| 6 | University - bachelors, masters and PhD. (I'm British - sorry I don't quite understand your terminology above.) | 1/20/2016 11:34 AM |

Q3 Would you or your institution have interest in using a complete off the shelf course package in a field related to HVAC&R? (Check one)

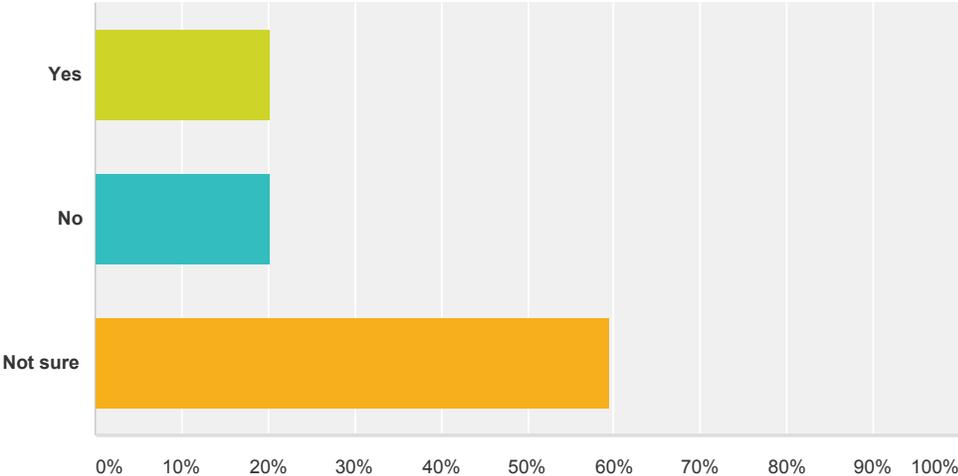
Answered: 79 Skipped: 15



| Answer Choices | Responses |
|--|-----------|
| Yes | 59.49% 47 |
| Not sure | 35.44% 28 |
| No. (If you select no, you need not continue. Thank you) | 5.06% 4 |
| Total | 79 |

**Q4 Would you or your institution pay a fee
or charge a fee to students to use the
course package from ASHRAE?**

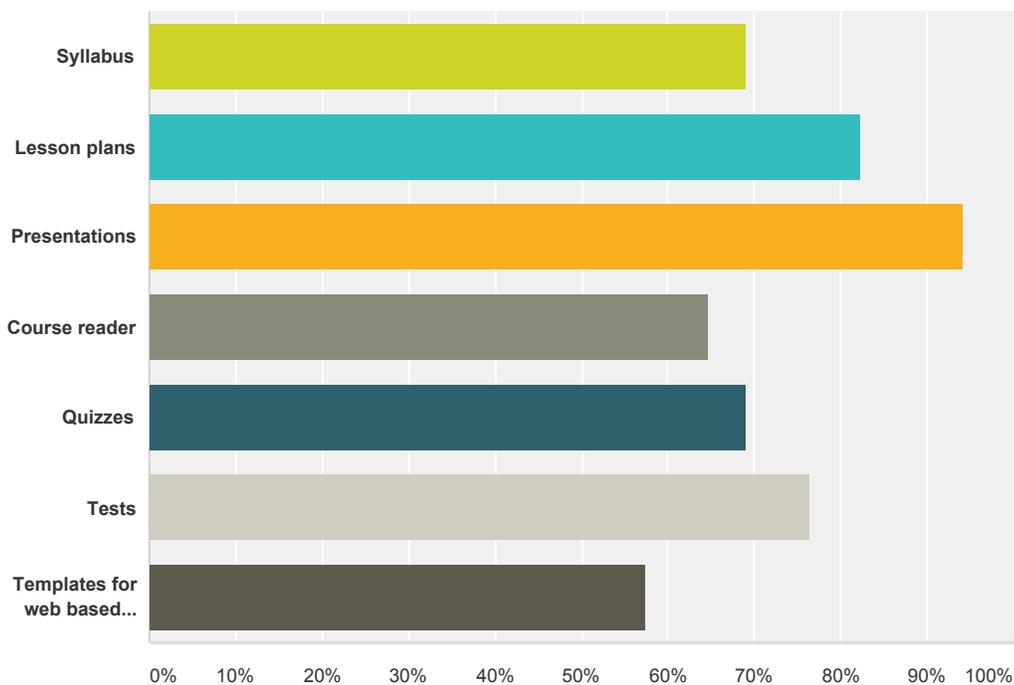
Answered: 69 Skipped: 25



| Answer Choices | Responses |
|----------------|-----------|
| Yes | 20.29% 14 |
| No | 20.29% 14 |
| Not sure | 59.42% 41 |
| Total | 69 |

Q5 What elements would you want included in the course package? (Check all that apply)

Answered: 68 Skipped: 26



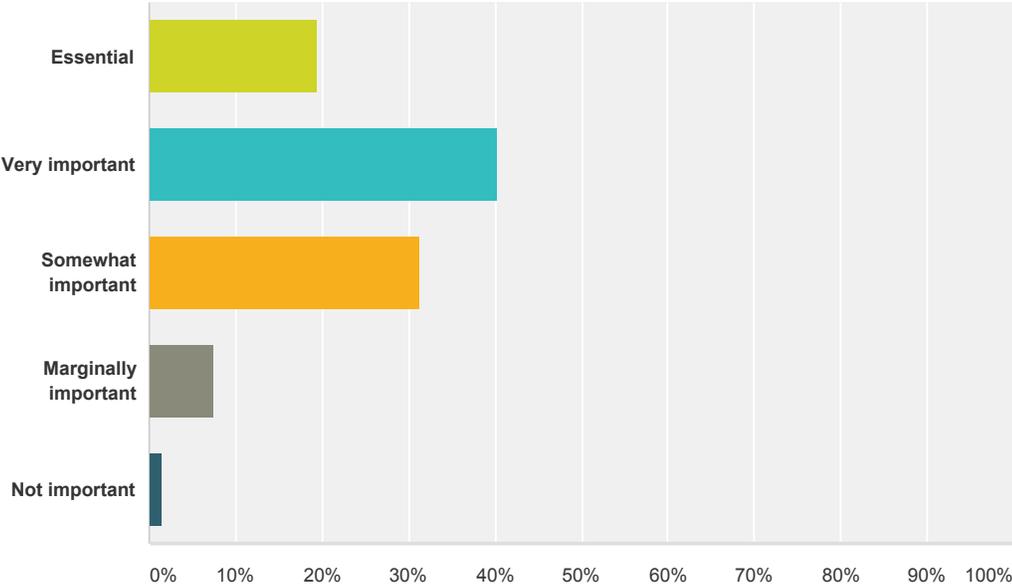
| Answer Choices | Responses |
|--|-----------|
| Syllabus | 69.12% 47 |
| Lesson plans | 82.35% 56 |
| Presentations | 94.12% 64 |
| Course reader | 64.71% 44 |
| Quizzes | 69.12% 47 |
| Tests | 76.47% 52 |
| Templates for web based learning such as Blackboard. | 57.35% 39 |
| Total Respondents: 68 | |

| # | Other (please specify) | Date |
|---|---|--------------------|
| 1 | Canvas LMS | 1/21/2016 9:39 AM |
| 2 | Software | 1/21/2016 2:39 AM |
| 3 | not sure -- I would not be teaching such a course | 1/20/2016 8:02 PM |
| 4 | design problems and case studies (e.g., significant, green buildings with discussions of their design processes) | 1/20/2016 7:42 PM |
| 5 | Suggestions for further reading | 1/20/2016 3:36 PM |
| 6 | I do the above for a living but anything you can offer would be useful! Regarding (6), CIBSE standards more important for us in UK. | 1/20/2016 11:37 AM |

Educator's Survey for
Pre-Packaged ASHRAE Courses

Q6 How important is it that ASHRAE standards be covered in the course and included in the course package?

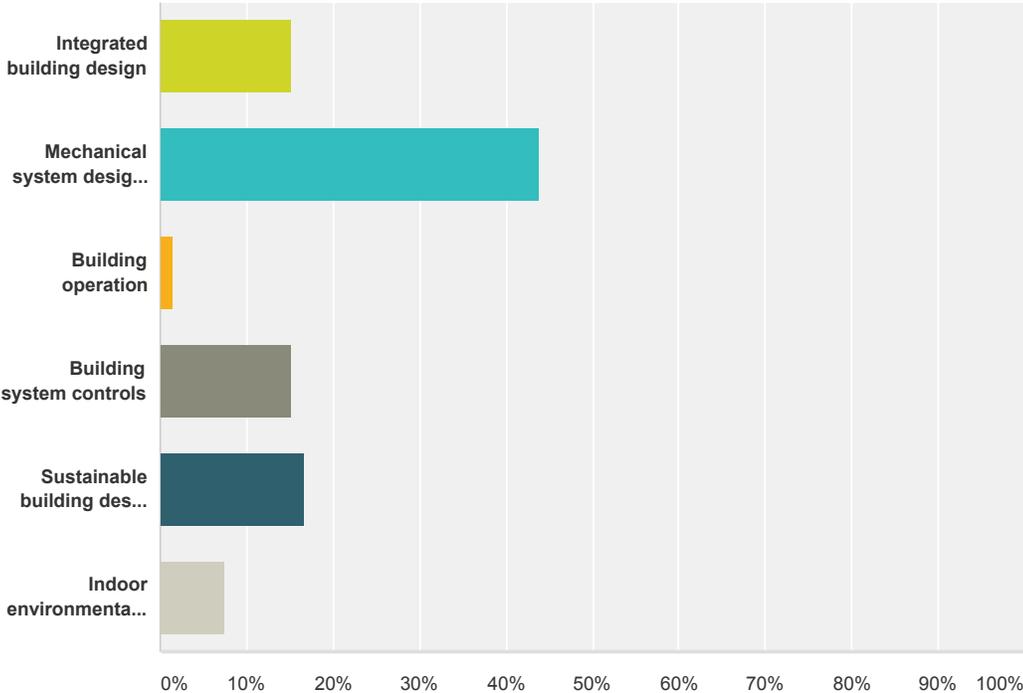
Answered: 67 Skipped: 27



| Answer Choices | Responses | |
|----------------------|-----------|-----------|
| Essential | 19.40% | 13 |
| Very important | 40.30% | 27 |
| Somewhat important | 31.34% | 21 |
| Marginally important | 7.46% | 5 |
| Not important | 1.49% | 1 |
| Total | | 67 |

Q7 If you have interest in ASHRAE-provided course packages, what topic appeals to you the most? (Check one)

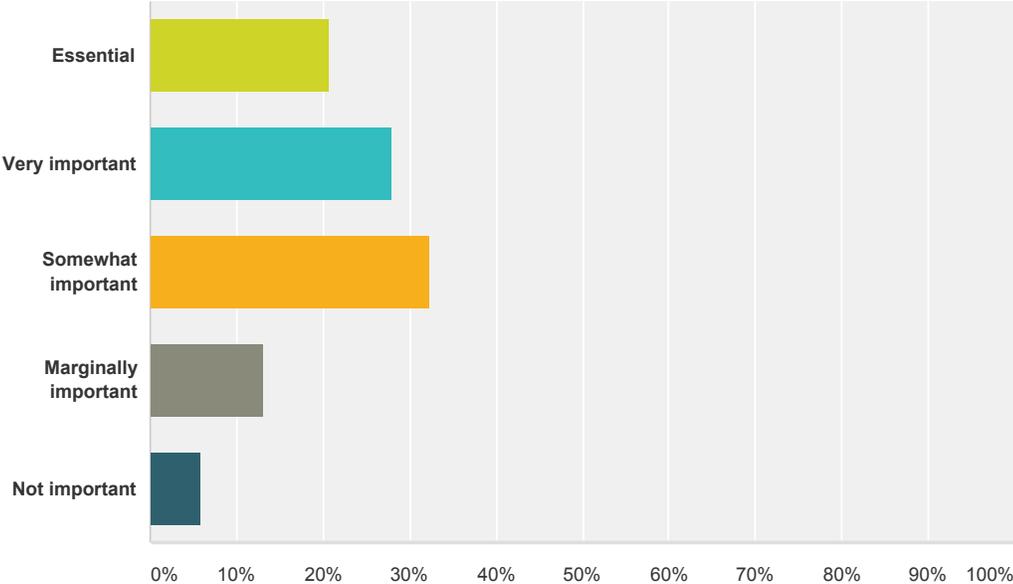
Answered: 66 Skipped: 28



| Answer Choices | Responses |
|--|-----------|
| Integrated building design | 15.15% 10 |
| Mechanical system design fundamentals | 43.94% 29 |
| Building operation | 1.52% 1 |
| Building system controls | 15.15% 10 |
| Sustainable building design and technology | 16.67% 11 |
| Indoor environmental quality | 7.58% 5 |
| Total | 66 |

Q8 How important is it that an ASHRAE-provided course package be multi-disciplinary to include engineering, architecture, construction management, commissioning and operations and maintenance? (Check one)

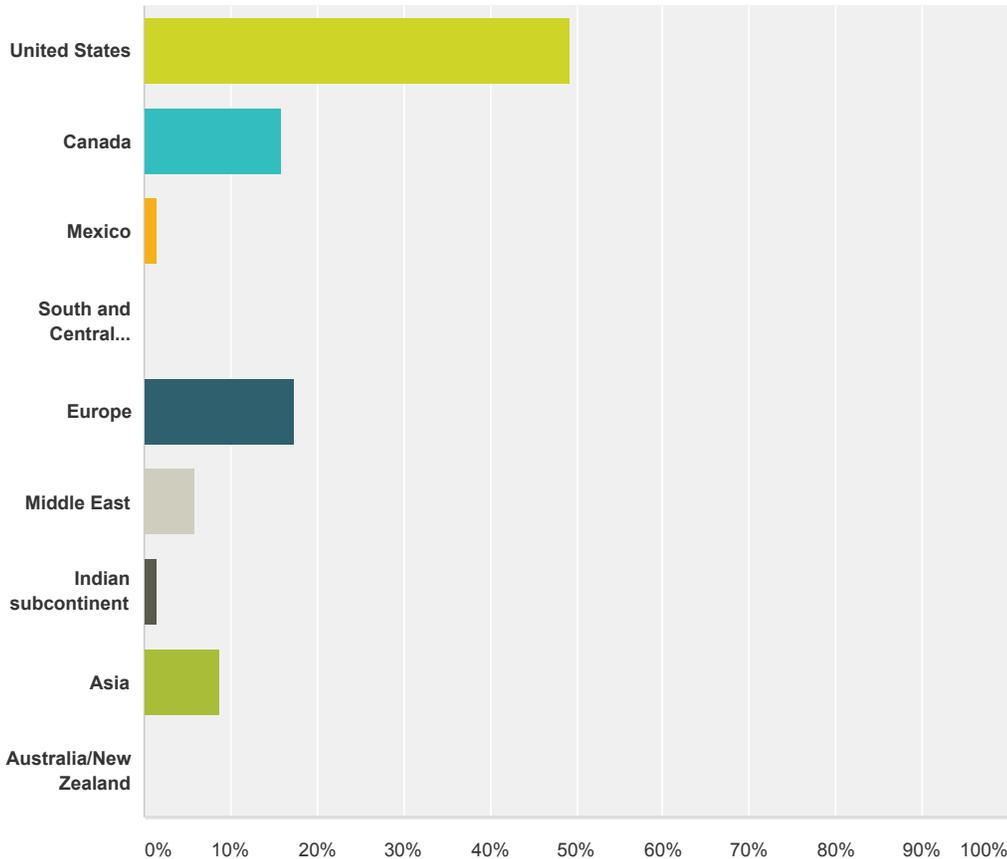
Answered: 68 Skipped: 26



| Answer Choices | Responses |
|----------------------|-----------|
| Essential | 20.59% 14 |
| Very important | 27.94% 19 |
| Somewhat important | 32.35% 22 |
| Marginally important | 13.24% 9 |
| Not important | 5.88% 4 |
| Total | 68 |

**Q9 In what geographic area do you reside?
(Check one)**

Answered: 69 Skipped: 25



| Answer Choices | Responses |
|----------------------------|-----------|
| United States | 49.28% 34 |
| Canada | 15.94% 11 |
| Mexico | 1.45% 1 |
| South and Central Americas | 0.00% 0 |
| Europe | 17.39% 12 |
| Middle East | 5.80% 4 |
| Indian subcontinent | 1.45% 1 |
| Asia | 8.70% 6 |
| Australia/New Zealand | 0.00% 0 |
| Total | 69 |

**REPORT TO THE BOARD OF DIRECTORS
From the Publishing and Education Council
As of June 26, 2018**

Recommendations for Board Approval:

1. MOTION: **PEC recommends the BOD approve ASHRAE Units Policy (ROB 1.201.002):**

Units Policy

- 1.201.002 Units Policy (82-07-01-30/84-06-21-39/85-06-27-41/87-01-19-28/88-05-21-37/90-02-14-10/90-06-14-31/91-01-24-51B/92-07-02-39/93-07-01-54/94-01-26-57/94-06-30-32B/95-02-02-38/95-06-29-29/01-06-28-38C/04-06-30-13/07-06-27-22/08-06-25-14/09-06-24-14/11-06-29-07/12-06-27-20)

- 1.201.002.1 The units use or application policy shall include, as a minimum, time-dated directions on the use of SI and I-P in all ASHRAE publications.

- 1.201.002.2 TC 1.6 shall serve as the authority on SI and I-P usage and application.

- 1.201.002.3 Research projects; codes, standards, guidelines and addenda thereto; special publications; Insights articles; Journal articles; and Handbooks shall be prepared using the International System of Units (SI) and/or inch-pound units (I-P) in formats approved by the Publishing and Education Council.

- 1.201.002.4 The Publishing and Education Council shall review annually the approved formats to be used in ASHRAE publications, considering suggestions from members and committees, and shall establish any changes in the approved formats.

- 1.201.002.5 The Publishing and Education Council shall consider this Units Policy annually and shall recommend to the Board of Directors the formats to be used in ASHRAE publications.
 - A. The format for ASHRAE publications shall be dual units, except in cases determined by the Publishing and Education Council, where two separate versions are to be published, where one is rational SI and the other is rational I-P. For selected ASHRAE standards and guidelines, the Standards Committee may approve use of SI units only.

 - B. In dual unit publications, the units used in calculating the work being reported shall be listed first. The alternate system of units should follow in parentheses. Authors shall round off equivalents in the alternate system of units so that they imply the same accuracy as is implied with primary units.

 - C. Exceptions require the approval of the Director of Publishing and Education.

- 1.201.002.6 Handbook volumes shall be published in separate SI and I-P editions.

- 1.201.002.7 *Science and Technology for the Built Environment*, as ASHRAE's international research journal, may publish papers in dual units or, in cases where the original research being reported was conducted in SI units, in SI units only.

Background: The ASHRAE Units Policy is required by the PEC Rule of Board to be reviewed and reconfirmed at the annually. PEC Approved 11-0-0 CNV.

Fiscal Impact: None.

2. **MOTION: PEC recommends the BOD approve the following changes to the ASHRAE Units Policy (ROB 1.201.002):**

Units Policy

1.201.002 Units Policy (82-07-01-30/84-06-21-39/85-06-27-41/87-01-19-28/88-05-21-37/90-02-14-10/90-06-14-31/91-01-24-51B/92-07-02-39/93-07-01-54/94-01-26-57/94-06-30-32B/95-02-02-38/95-06-29-29/01-06-28-38C/04-06-30-13/07-06-27-22/08-06-25-14/09-06-24-14/11-06-29-07/12-06-27-20)

1.201.002.1 The units use or application policy shall include, as a minimum, time-dated directions on the use of SI and I-P in all ASHRAE publications.

1.201.002.2 TC 1.6 shall serve as the authority on SI and I-P usage and application.

1.201.002.3 Research projects; codes, standards, guidelines and addenda thereto; special publications; Insights articles; Journal articles; and Handbooks shall be prepared using the International System of Units (SI) and/or inch-pound units (I-P) in formats approved by the Publishing and Education Council.

1.201.002.4 The Publishing and Education Council shall review formats to be used in ASHRAE publications, ~~annually as needed and/or referred for consideration the approved considering suggestions~~ from members and committees, and shall establish any changes in the approved formats.

1.201.002.5 The Publishing and Education Council shall consider this Units Policy ~~annually as needed and/or referred for consideration by council, committee or other groups~~ and recommend to the Board of Directors the formats to be used in ASHRAE publications.

A. The format for ASHRAE publications shall be dual units, except in cases determined by the Publishing and Education Council, where two separate versions are to be published, where one is rational SI and the other is rational I-P. For selected ASHRAE standards and guidelines, the Standards Committee may approve use of SI units only.

B. In dual unit publications, the units used in calculating the work being reported shall be listed first. The alternate system of units should follow in parentheses. Authors shall round off equivalents in the alternate system of units so that they imply the same accuracy as is implied with primary units.

C. Exceptions require the approval of the Director of Publishing and Education.

1.201.002.6 Handbook volumes shall be published in separate SI and I-P editions.

1.201.002.7 *Science and Technology for the Built Environment*, as ASHRAE's international research journal, may publish papers in dual units or, in cases where the original research being

reported was conducted in SI units, in SI units only.

Background: The ASHRAE Units Policy is required by the ASHRAE Rules of the Board to be reviewed and reconfirmed annually by PEC. It does not seem necessary or an efficient use of members' valuable meeting time to require this policy be approved every year. PEC Approved 11-0-0 CNV.

Fiscal Impact: None.

Information Items:

Science and Technology for the Built Environment (STBE), ASHRAE's Research Journal, has had an increase in Impact Factor (IF). Before the journal's name change the IF was **0.928** (as *HVAC&R Research*). After the Research Journal name was changed to STBE the IF was **0.880**. Now STBE's Impact factor is **1.183**.

Certification Committee adopted **Certified HVAC Designer (CHD)** as the name for the new HVAC Designer certification program.

The PEC Restructure Ad Hoc gave a presentation report with the latest update to PEC and solicited the council for questions, comments and suggestions to assist in its work on the document,

Historical Committee presented to PEC a proposal to begin the development of an ASHRAE Historical Milestone/Landmark Award for the 125th Anniversary Celebration in 2019-20. PEC approved 12-0-0 CNV.

June 27, 2018

Edward Tsui

Date

Chair

**REPORT TO THE BOARD OF DIRECTORS
From the Publishing & Education Council
As of June 26, 2018**

Recommendations for Board Approval:

None.

Information Items:

1. PEC approved changes to the Historical Committee MOP as shown in Attachment A to align it with the ROB. PEC approved (12-0-0 CNV).
2. A PowerPoint presentation was presented to PEC on the PEC Restructure Ad Hoc's progress to date as shown in Attachment B.
3. PEC will be creating an ad hoc to review the Dubai Office progress in the next Society year.
4. PEC 2018-2019 MBOs are shown in Attachment C.

eLearning Subcommittee

5. 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 select current and previous corporate customers, chapter outreach through CTTC, a monthly email to new members for the month, quarterly emails to corporations, face-to-face promotion at ASHRAE conference, an eLearning portal video hosted on ASHRAE.org, and eLearning ads on ASHRAE.org and e-newsletters. The annual subscription revenue is 202.2k with a forecast of 230k, on a budget of 210k.
6. In an effort to broaden and diversify the eLearning course catalog, eLearning continues to work with member volunteers to design and develop new courses. Recently completed, under development, and proposed courses shown in Attachment D.
7. A process is underway to identify courses most in need of revision. This will also include an analysis of which courses are most used to help in allocation of resources to revise. That should be completed by August 15. Then a plan can be developed and resources identified to update courses most in need of revision.
8. The second phase of the Learning Portal development was proposed. This second phase of the learning portal development seeks to 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 workflow was shared during the eLearning subcommittee meeting in January 2018.

Journal Advertising Sales Subcommittee

9. ASHRAE Journal's advertising share-of-market (SOM) for June 2017 to May 2018 is 61% in a three-publication competitive field. This is slightly greater than the same SOM for the 12 months prior period.
10. HPB magazine advertising revenue increased by \$86,800 in FY17-18 and \$51,900 more in online

advertising. HPB magazine and online media earned \$24,500 more than expenses before overhead allocations.

11. ASHRAE online advertising revenue increased by \$31,900 in FY17-18. When considering both ASHRAE and HPB online advertising, the total revenue to the Society from these programs is \$905,000.
12. Strategies to increase ASHRAE Journal revenue include raising rates for newsletters and webinars that have been selling out quickly. More webinars are being scheduled for 2019. Online-only advertisers will be offered additional incentives to include ASHRAE Journal advertising.
13. There are 29 current advertising programs offered through ASHRAE Media. Key opportunities include online programs, since these have been showing the greatest amount of growth in the recent year.

Fiscal Planning Subcommittee

14. Effective July 1, publication prices were increased as part of efforts to meet the 2018-2019 revenue budget for publication sales.
15. Effective July 1, advertising were being increased as part of efforts to meet the 2018-2019 revenue budget for advertising.
16. As requested by Finance Committee, options for potential budget reductions for 2018-2019 were submitted, as shown in Attachment E. Item #1 was adopted by Finance Committee as a reduction measure.

Research Journal Subcommittee

17. The 2016 Impact Factor (IF) was 0.928 for the former title, *HVAC&R Research*, and 0.880 for *Science and Technology for the Built Environment* (STBE). 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 current IF is now STBE's Impact factor is 1.183, which is a significant improvement.
18. The 2018 YTD usage is up 15% on 2017 (approx. 15.9k vs. 13.8k). 2017 usage was up 23% on 2016. There were 593 full-text article downloads, with 1401 total views as of June 1, 2018. Of the top 10 articles downloaded in this period, 3 are from 2018 issues, 4 from 2017, and 3 from 2016, showing timeliness of content. Core subscriptions are at 75-80% of last year. For 2018, there were 64 Institutional Subscriptions, 3 Individual Subscriptions, and 3 ASHRAE-sponsored Institutional member subscriptions.
19. The Houston Annual Conference program included a session, Writing Research Papers, presented by STBE editor-in-chief Reinhard Radermacher, Managing Editor Mary Baugher, and Stephanie Loeh of Taylor & Francis. Presented in addition were three sessions with a total of eight papers.
20. The editor-in-chief continues to liaise with the Conferences and Expositions Committee (CEC) regarding ways to increase submissions to the journal and encourage presentations of papers at ASHRAE Conferences. Measures discussed include extended (three-page) abstracts for conferences; the abstracts may then be targeted for development into full papers.
21. It was suggested that it be recommended to PEC that an ad hoc committee be formed between PEC and CTTC to discuss how to best publish papers from the ASHRAE conferences to maximize benefit of publication to authors and realize revenue potential. This would include publication of ASHRAE Transactions and STBE as publication options. However, in discussions

between PEC and CTTC it was agreed that the editor of STBE and the director of publications and education would meet with CTTC to review potential paper publication in STBE and also if conference papers presented at the ASHRAE winter and annual conferences could be included in ASHRAE Transactions. This would achieve indexing of content, especially by Scopus. Conference papers, if only published online, are not indexed in Scopus.

22. STBE Best Paper award winner was announced at the Plenary Session at the Houston Annual meeting.
23. Targeted outreach has been made to subscribers and to highly cited/downloaded authors to invite submissions of articles to STBE. Marketing efforts have also included an email blast on this conference's Research Summit track and sessions to members whose main activity is research.
24. Early results of evaluating the effects of open access (OA) show that usage is increased (for other than ASHRAE members, who have free online access) but not necessarily citations. Five papers have been selected for OA year to date, leaving two more yet to select.
25. The STBE editor's report is shown in Attachment F.
26. The STBE publisher's report is shown in Attachment G.

Certification Committee

27. Certification Committee adopted **Certified HVAC Designer** (CHD) as the name for the new HVAC Designer certification program.
28. In 2017 the recertification rate of 80% for all programs combined, not including the CPMP. 2017 was the first year CPMPs were required to renew as BCxPs, a process which required an exam.
29. Certification Committee created a 2018-19 MBO to evaluate the benefit of instituting an "-INT" option for certification candidates "in training," who would be eligible to apply to sit for a certification exam despite not yet fulfilling the work experience eligibility criteria, and develop a framework for instituting.
30. Certification Committee created a 2018-19 MBO to develop a procedure for monitoring the effectiveness of current certification programs, which will include evaluation deadlines and steps to determine if a program not meeting procedure guidelines may be rehabilitated.
31. The ANSI Year 3 Annual Surveillance of accredited certification programs concluded successfully, with ASHRAE receiving only two (2) Opportunity for Improvement (OFI) citations.
32. Certification Committee approved slate of nominees and alternates for the six Exam Subcommittees for the 2018-21 term, developed from a pool of over 110 nominations.
33. Certification Committee 2017-2018 MBOs are shown in Attachment H.
34. Certification Committee 2018-2019 MBOs are shown in Attachment I.

Electronic Communications Committee (ECC)

35. ECC's websites subcommittee completed a report regarding best practices for region websites. The report is posted to the ECC page of ashrae.org as a resource for region webmasters.
36. ECC's social media subcommittee completed the review, update, and consolidation of its social media guidance PPT. The presentation is intended as an all-encompassing presentation from

which specific slides can be pulled and has bookmarks for this purpose. It's posted to the ECC page of ashrae.org as a resource for anyone in Society needing to become more familiar with social media best practices.

37. ECC's electronic tools subcommittee is working to create and provide guidance on best case uses for Basecamp for TAC and Standards Committees.
38. ECC's electronic tools subcommittee is working to create training for Regions on how to use the newly improved ClientSide of Basecamp to communicate with Chapter officers.
39. ECC is continuing to gather a list of ECC-type awards to create a comprehensive list to post on the ECC page of ashrae.org for informational purposes.
40. ECC is continuing to look into ways to increase communication with Region (RECC) and Chapter Electronic Communications Committee Chairs (CECC).
41. ECC 2017–2018 MBOs are shown in Attachment J.
42. ECC 2018–2019 MBOs are shown in Attachment K.

Handbook Committee

43. Handbook Committee continued training and promotion of the 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 1040 users and 19,993 pageviews in the last calendar year. The portal is also in use by ASHRAE Learning Institute (ALI), the REHVA/ASHRAE task force, and several special publications.
44. ASHRAE Handbook Online had 33,882 unique users and 352,324 pageviews over the last calendar year. There are now 14,896 active subscribers.
45. Handbook Committee approved a new chapter on fire/EMT stations for the 2023 HVAC Applications volume. The chapter is assigned to TC 9.8, Large Building Air-Conditioning Applications.
46. Handbook Committee will be requesting that TCs add information to their Handbook chapters as applicable regarding (1) temporary HVAC systems and equipment and (2) considerations for variations in global climate conditions.
47. Handbook Committee 2017-2018 MBOs are shown in Attachment L.

Historical Committee

48. Historical Committee reviewed and discussed progress on all of the 125th Anniversary projects shown in Attachment M.
49. Historical Committee approved revisions to Historical Committee documents and forms: Historical Committee Reference Manual, Gold Ribbon and Lou Flagg Award Forms, and the ASHRAE Regional and Historians Guide.

50. Dr. Michael Geselowitz, Senior Director of the IEEE History Center, made a presentation to Historical Committee of the IEEE history programs, and invited ASHRAE to become involved with the major engineering Society historical activities.
51. Historical Committee identified potential candidates for future Leadership Recall interviews: Presidential Member Bjarne Olesen, Michael Newman, Steve Comstock and retired ASHRAE senior staff (Gloria Cofer, Carolyn Kettering and Judy Marshall).

Professional Development Committee (PDC)

52. PDC approved development of a 6-hour course titled *Choosing the Right Energy Code for Your Project – IECC 2018 or ASHRAE 90.1-2016*. The course is set up as a series of real design/code problems, presenting approaches to complying with the code requirements.
53. PDC Course Updates:
 - 2017-18 In-Company/Chapter Program
 - In-Company – 34 courses/1,813 attendees
 - Chapter – 4 courses/330 attendees
 - 2017 Online Course Series
 - 2017-18 – 22 Courses /417 attendees
 - 2018 Winter Conference Registrations
 - 20 courses/839 attendees
 - 2017-18 Courses at Industry Events
 - 4 courses/124 attendees (CMPX and FRIGAIR)
 - 2017/18 HVAC Design and Operations Training
 - HVAC Design Level I: 14 courses/565 attendees; Level II: 14 courses/429 attendees
 - Consulting Engineer Essentials – 1 course/13 attendees
 - 2017-18 Global Training Center Courses
 - 8 courses/199 registrants:
 - 3 - HVAC Design Level I courses (Avg 21 per course)
 - 1 - Variable Refrigerant Flow Systems course - 12 registrants
 - 1 - Commercial Building Energy Audits course - 13 registrants
 - 1 - The Future of Refrigerants: Challenges & Opportunities course - 46 registrants
 - 1 - Variable Refrigerant Flow System course presented at FRIGAIR 2018 (S. Africa) - 45 registrants
 - 1 - In-Company HVAC Design course - 21 registrants
54. Three (3) new courses will be presented at the 2019 Winter Conference in Atlanta. Two (2) new and one revised course are being considered for presentation at the 2019 Annual Conference in Kansas City.
55. PDC is continuing work on an affinity diagram to determine common topics between existing courses.
56. A request to develop new high-performance building courses for IFMA and APPA was presented to the PDC. The committee will work with staff to follow up and appropriately act on these requests.
57. PDC 2017-2018 MBOs are shown in Attachment N.

58. PDC 2018-2019 MBOs are shown in Attachment O.

Publications Committee

59. The winner of the 2017 *ASHRAE Journal* Paper of the Year award was presented to Omar John Hawit and Trevor Jaffe, P.E. for the article, "Water-Energy Nexus: Heat Rejection Systems." The article was published in September 2017.
60. The web app for modeling compliance with Standard 90.1-2010 using the Energy Cost Budget (ECB) Method described in the standard now has 1106 users and 769 projects registered.
61. Liaisons from the committee contacted authoring groups regarding the need for revision or replacement of ASHRAE publications four or more years old. The committee is also gathering feedback from TCs regarding guidelines needed for authoring and for evaluating the need for revision or replacement of ASHRAE publications.
62. Special publications completed from June 2017 through June 2018 are listed in Attachment P.
63. A status summary of upcoming publications shown in Attachment Q.
64. Publications Committee 2017-2018 MBOs are shown in Attachment R.

Date

Julia Keen, PEC Chair



HISTORICAL COMMITTEE
MANUAL OF PROCEDURES

APPROVALS:

HISTORICAL COMMITTEE JUNE 29, 2010 **??, 2018**

PUBLISHING AND EDUCATION COUNCIL JUNE 29, 2010 **??, 2018**

HISTORICAL COMMITTEE
MANUAL OF PROCEDURES

TABLE OF CONTENTS

| | |
|------------|---------------------------------------|
| Section 1 | Introduction |
| Section 2 | Scope and Purpose |
| Section 3 | General Committee Goals |
| Section 4 | Subcommittees |
| Section 5 | Financial |
| Section 6 | Membership |
| Section 7 | Responsibilities of the Chair |
| Section 8 | Responsibilities of the Vice Chair |
| Section 9 | Responsibilities of Committee Members |
| Section 10 | Responsibilities of Consultants |

INTRODUCTION

The Manual of Procedures (MOP) of a Standing Committee is a document developed within the committee to describe the methods and procedures by which the committee accomplishes the duties and responsibilities assigned to it. The MOP is an internal document of the committee for its own guidance. The MOP requires approval of the committee and the body to which it reports. Appendices are a part of the MOP and therefore require approval by the reporting body.

Abbreviations:

| | |
|--------|---|
| MOP | Manual of Procedures |
| BOD | Board of Directors |
| ROB | Rules of the Board |
| HVAC&R | Heating, Ventilating Air-conditioning & Refrigeration |
| PEC | Publishing & Education Council |

SCOPE AND PURPOSE

The Historical Committee shall encourage and carry on historical research and provide support to history-related activities of the Society.

3. GENERAL COMMITTEE GOALS

- 3.1 To sponsor, encourage and conduct research into the history of advances of the arts and sciences of HVAC&R.
- 3.2 To conduct historical symposiums, seminars, etc. and sponsor historical displays at Society meetings.
- 3.3 To encourage authorship and publication of articles of a historical nature.
- 3.4 Locate and identify items of historical significance and determine if such items may be moved to more convenient and available locations in each region or chapter.
- 3.5 Encourage regional and chapter historians to gather information and artifacts to be located in a convenient and available location in each region or chapter.
- 3.6 Maintain a repository and catalog of literature of historical significance.
- 3.7 To work in close cooperation with the PEC to accomplish Society strategic plan goals and objectives.
- 3.8 To maintain a MOP that describes the committee's overall methods and procedures of operation.
- 3.9 To solicit nominees for the Lou Flagg Award, evaluate their historical presentations to determine the most outstanding for the previous year and to forward the name of the recommended award recipient to the Honors and Awards Committee at the winter meeting.
- 3.10 This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a report to the council at a time determined by the Planning Committee. The report includes the current status of each activity which supports the fulfillment of the committee's assignments under the strategic plan. The committee shall report to the council all recommendations for changes to the strategic plan as provided by the committee's constituents prior to the Annual Meeting.

4. SUBCOMMITTEES

4.1 The chair of the committee may form subcommittees to conduct the business of the committee in a practical and efficient manner. As conditions change, existing subcommittees may be dissolved and others created.

4.2 The chair shall appoint various committee members to subcommittees.

5. FINANCIAL

5.1 The chair with the assistance of the staff liaison, shall review the committee's budget and fiscal plan each year.

6. MEMBERSHIP

6.1 Membership of the committee shall consist of ~~seven~~ **nine voting** members. One of the ~~seven~~ **nine** shall be appointed as chair and one as vice chair.

6.2 The Regional Historian from each ASHRAE region is assigned as a **non-voting** corresponding member of the committee.

6.3 A Board Ex-Officio and Coordinating Officer are also assigned to the committee.

QUALIFICATIONS

6.4 It is recommended that at least one committee member be from outside the United States.

TERM OF SERVICE

6.5 Service on this committee is intended to be for a three year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by that term.

6.6 The chair of the committee shall be a non-voting member of the PEC.

7. RESPONSIBILITIES OF THE CHAIR

7.1 Set objectives for the committee prior to each Society year. A status report of the objectives will be included in the committee's report to PEC at the Winter and Annual Meetings and a copy of the report will be sent to the assistant to the BOD at ASHRAE Headquarters.

7.2 Prepare the agenda with the assistance of the staff liaison prior to each committee meeting.

7.3 Conduct each committee meeting, appoint subcommittees to accomplish the committee objectives for the year and assign tasks to committee members.

7.4 Write a report of committee activities, with the assistance of the staff liaison, at the conclusion of each committee meeting for submission to the PEC.

7.5 Assign experienced committee members to serve as mentors for incoming committee members.

8. RESPONSIBILITIES OF THE VICE CHAIR

- 8.1 Assume responsibilities of the chair in his/her absence.
- 8.2 Serve as chair or as a member of subcommittees and be responsible for completion of other tasks as assigned by chair.
- 8.3 Prepare for the assumption of the position of chair prior to turnover at the Annual Meeting.

9. RESPONSIBILITIES OF COMMITTEE MEMBERS

- 9.1 Attend Winter and Annual Meetings of the Society.
- 9.2 Serve as chair of an assigned subcommittee.
- 9.3 Serve as a member of one or more assigned subcommittees and take responsibility for the completion of other tasks as assigned by chair.

10. RESPONSIBILITIES OF CONSULTANTS

- 10.1 Attend Winter and Annual Meetings of the Society.
- 10.2 Serve as a member of one or more subcommittees and take responsibility for completion of other tasks as assigned by chair.
- 10.3 Provide input or establish programs for the committee in the area of expertise for which the consultant has been appointed.

Attachment B

PEC Report to the BOD 8.13.2018

PEC Restructuring

June 14, 2018

Ad Hoc Members:

Julia Keen (Chair)

Dan Dettmers

Charlie Henck

Jin Jin Huang

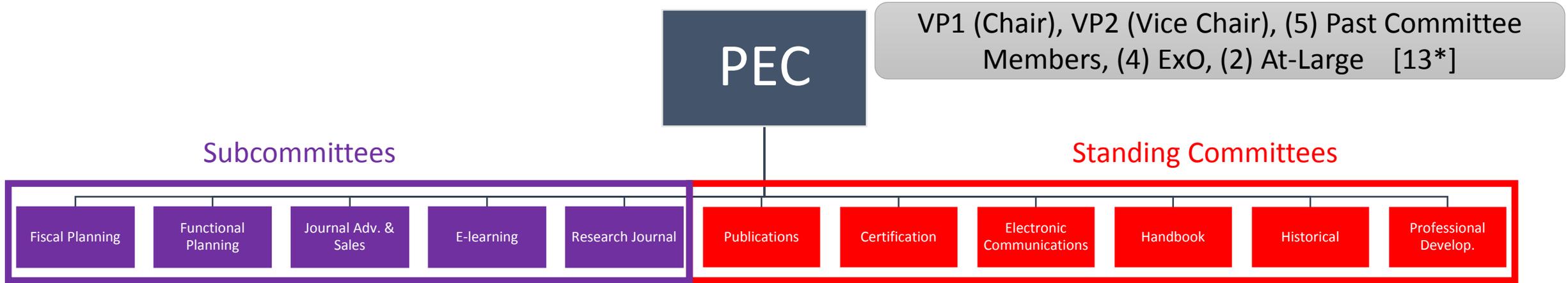
Roger Jones

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, university courses, etc.

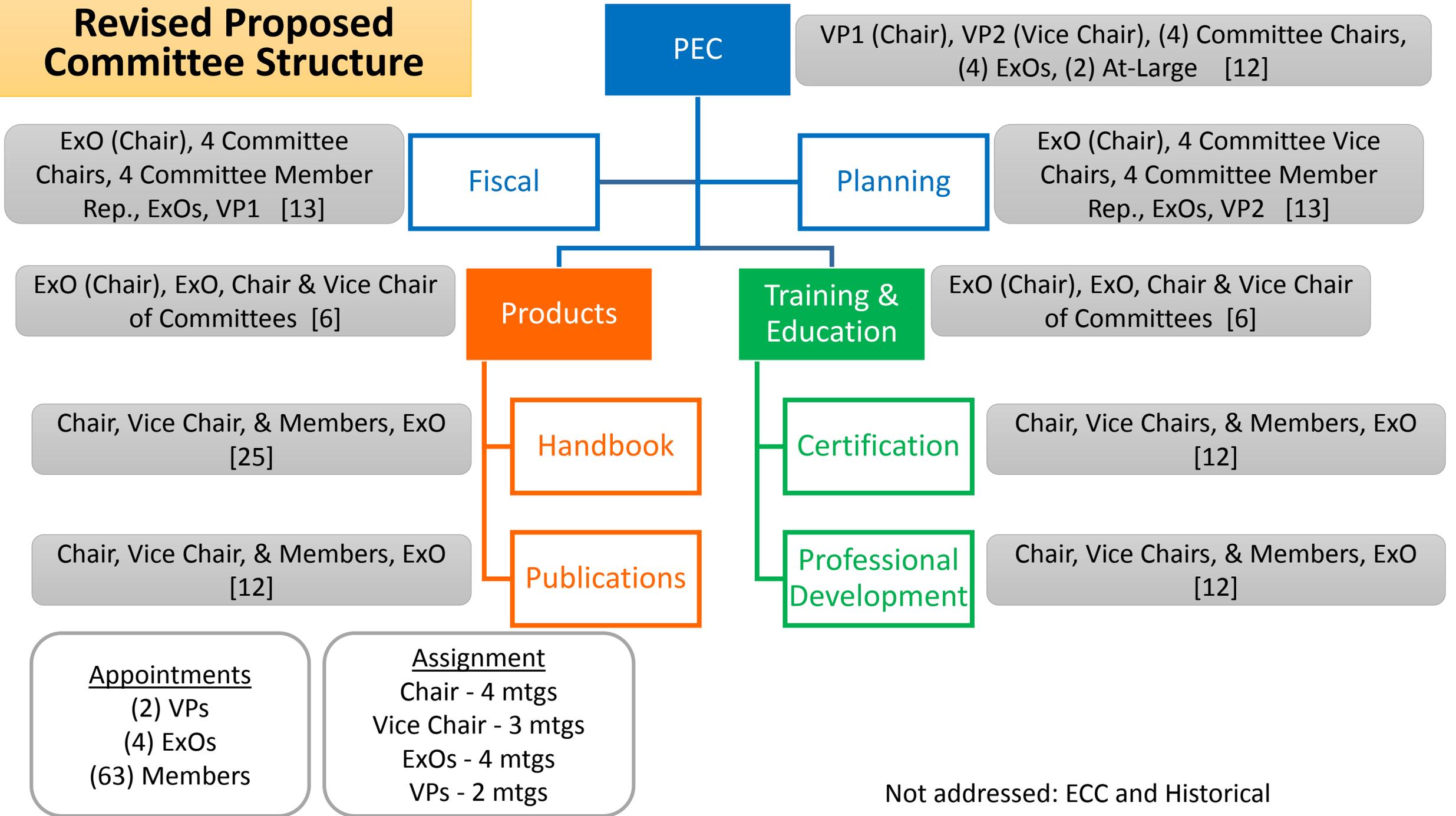


Certifications: Chair, Vice Chairs, & Members, ExO1 [12]
Handbook: Chair, Vice Chair, & Members, ExO2 [25]
Professional Development: Chair, Vice Chairs, & Members, ExO3 [12]
Publications: Chair, Vice Chair, & Members, ExO4 [12]

Appointments*
(2) VPs
(4) ExOs
(68) Members

*Not included in count: ECC and Historical

Revised Proposed Committee Structure



VP1 (Chair), VP2 (Vice Chair), (4) Committee Chairs, (4) ExOs, (2) At-Large [12]

ExO (Chair), 4 Committee Chairs, 4 Committee Member Rep., ExOs, VP1 [13]

ExO (Chair), 4 Committee Vice Chairs, 4 Committee Member Rep., ExOs, VP2 [13]

ExO (Chair), ExO, Chair & Vice Chair of Committees [6]

ExO (Chair), ExO, Chair & Vice Chair of Committees [6]

Chair, Vice Chair, & Members, ExO [25]

Chair, Vice Chairs, & Members, ExO [12]

Chair, Vice Chair, & Members, ExO [12]

Chair, Vice Chairs, & Members, ExO [12]

Appointments
(2) VPs
(4) ExOs
(63) Members

Assignment
Chair - 4 mtgs
Vice Chair - 3 mtgs
ExOs - 4 mtgs
VPs - 2 mtgs

Not addressed: ECC and Historical

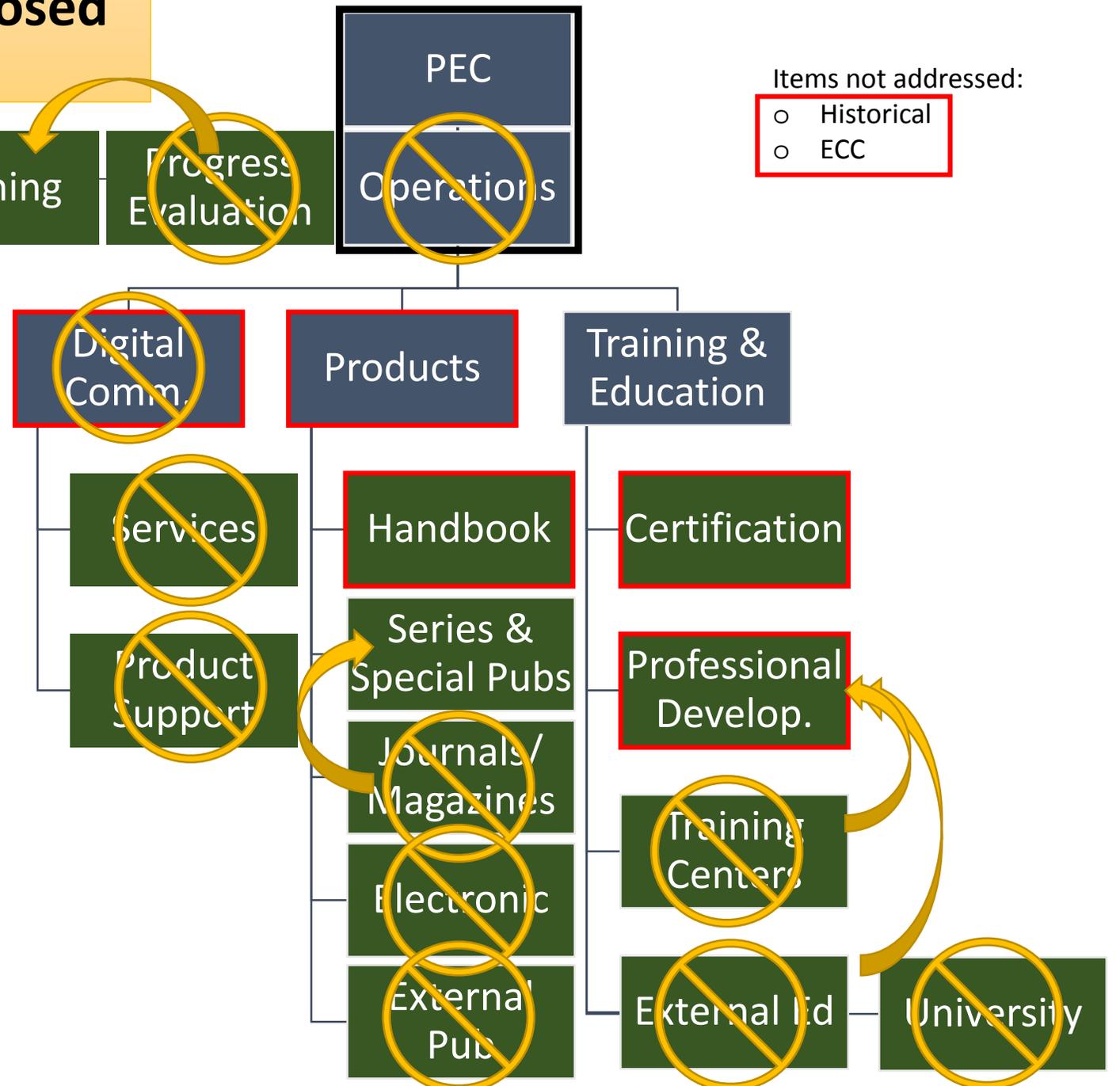
Modifications from January Proposed Committee Structure



Items not addressed:
 Historical
 ECC

Standing Committee
 Sub-committee

Standing Committees currently reporting to PEC



PEC

(Monitor and Planning)

Planning

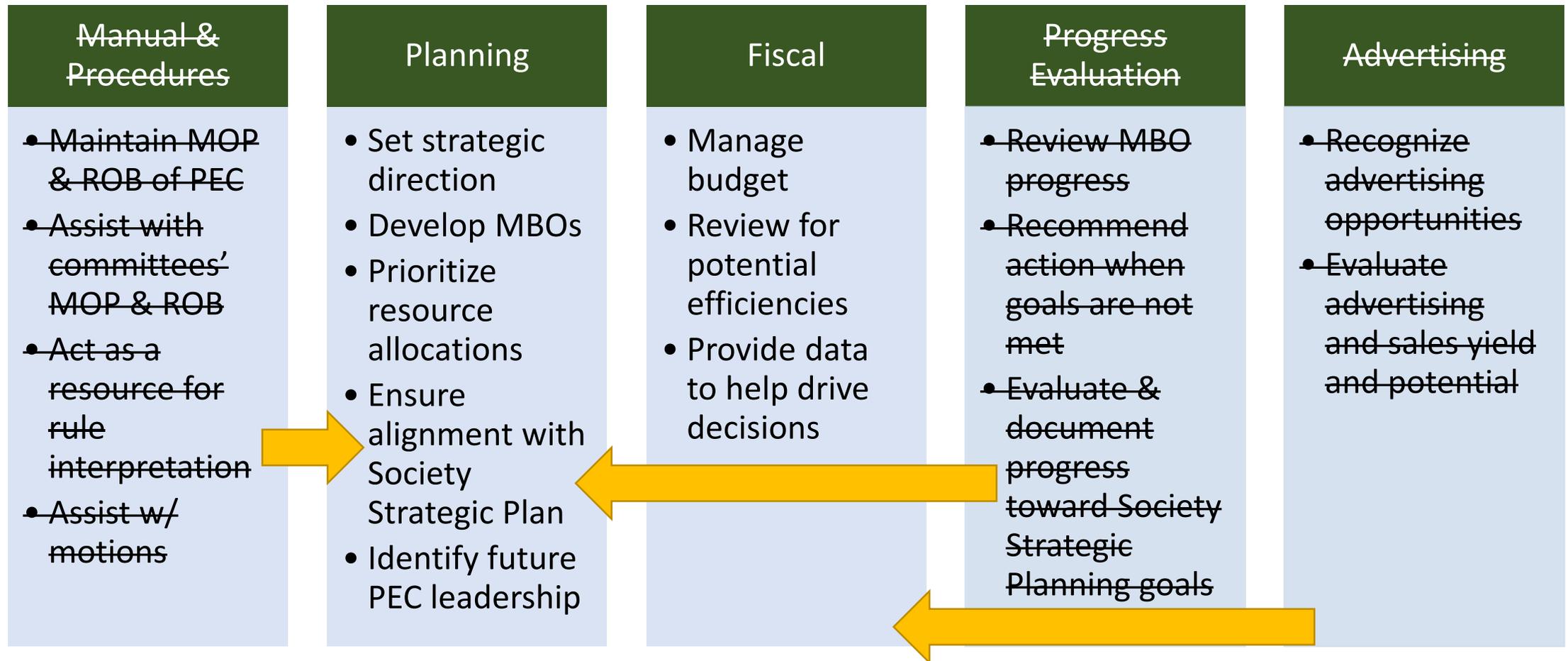
- Set strategic direction
- Develop MBOs
- Prioritize resource allocations
- Ensure alignment with Society Strategic Plan
- Identify future PEC leadership
- Maintain MOP & ROB of PEC
- Assist with committees' MOP & ROB
- Act as a resource for rule interpretation
- Assist w/ motions
- Review MBO progress
- Recommend action when goals are not met
- Evaluate & document progress toward Society Strategic Planning goals

Fiscal

- Manage budget
 - Monitor Revenue and Expenses
 - Review for potential efficiencies
- Provide data to help drive decisions
- Advertising
 - Recognize advertising opportunities
 - Evaluate advertising and sales yield and potential
- Job board
- Supplier Directory
- Supplier Webinars

Modifications from January Proposed Committee Structure

PEC / Operations (Monitor and Planning)



Modifications from January Proposed Committee Structure

Digital Communications (Monitor and Planning)

Review conducted as part of
Products Committee
- 3 year cycle for each for
review and feedback

Products Support

- ~~Bookstore~~
- ~~Technology Portal~~
- ~~Learning Portal~~

Services

- ~~eNewsletter~~ **Journal**
- ~~Webpage~~
- ~~Society~~
- ~~Chapter~~ **Marketing**
- ~~Basecamp~~
- ~~Social Media~~
- ~~Job Board~~
- ~~Supplier Directory~~ **Advertising**

Products

(Monitor, Planning, Review of Bookstore and Portals & Point of contact for other society pubs)

Handbook

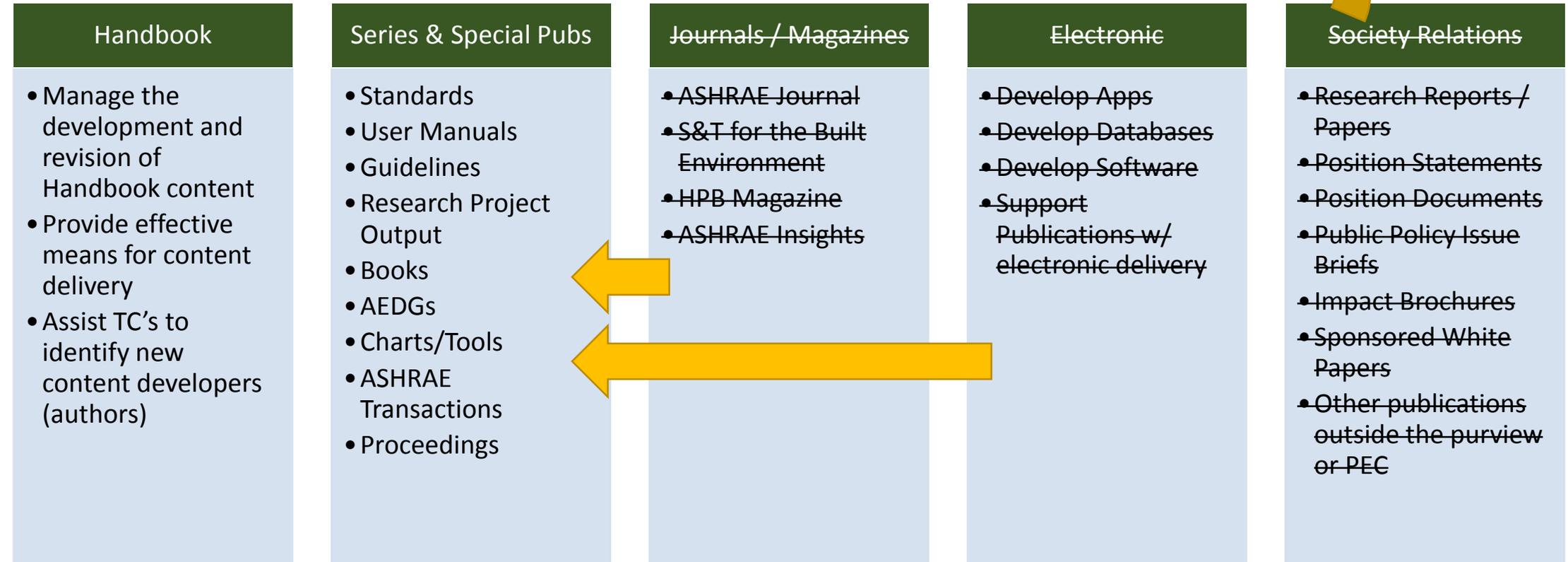
- Manage the development and revision of Handbook content
- Provide effective means for content delivery
- Assist TC's to identify new content developers (authors)

Series & Special Pubs

- Standards
- User Manuals
- Guidelines
- Research Project Output
- Books
- AEDGs
- Charts/Tools
- ASHRAE Transactions
- Proceedings
- ASHRAE Journal
- S&T for the Built Environment
- HPB Magazine
- ASHRAE Insights
- Electronic Pubs - Apps/Data Bases/Software

Modifications from January Proposed Committee Structure

Products (Monitor and Planning)



Training and Education

(Monitor and Planning)

Professional Development

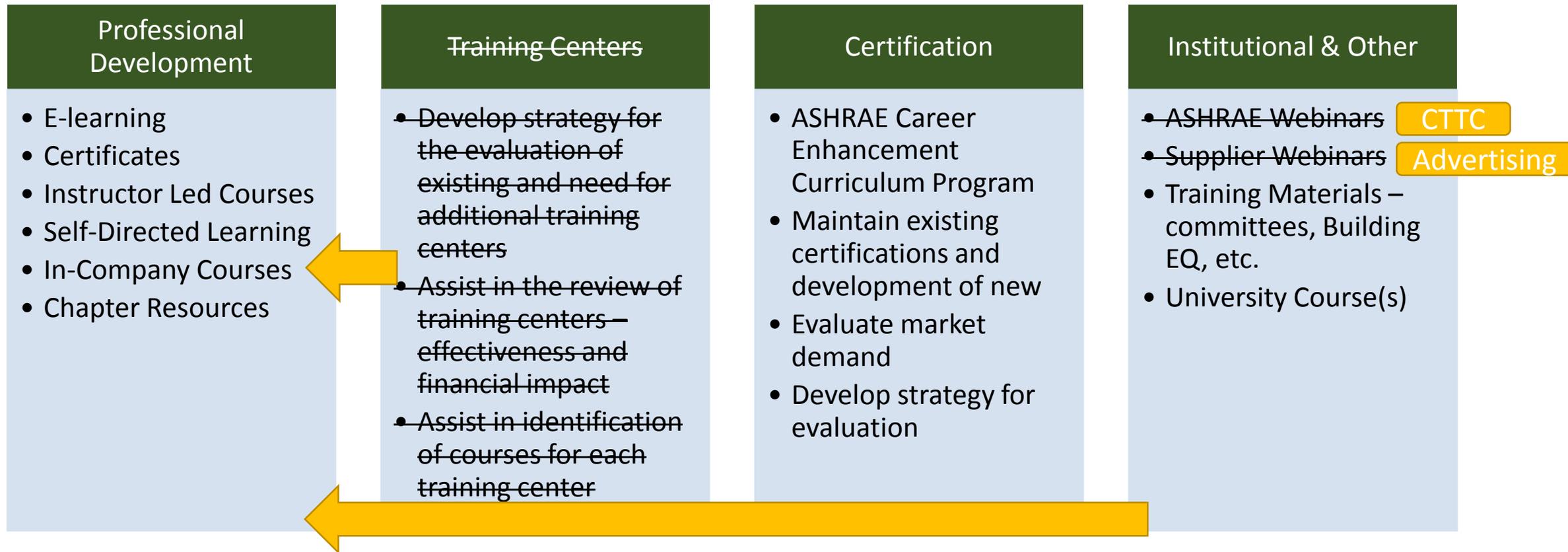
- E-learning
- Certificates
- Instructor Led Courses
- Self-Directed Learning
- In-Company Courses
- Chapter Resources
- Develop strategy for the evaluation of existing and need for additional training centers
- Assist in the review of training centers – effectiveness and financial impact
- Assist in identification of courses for each training center
- University Course(s)

Certification

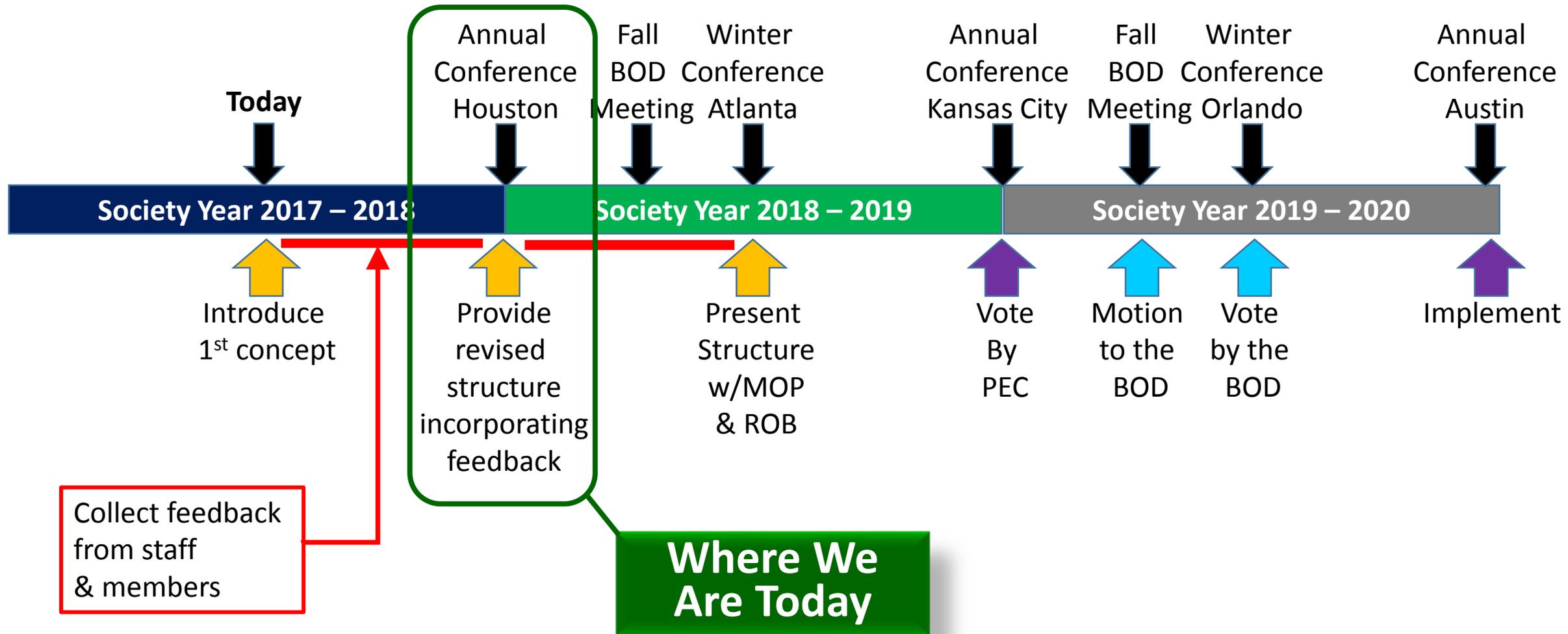
- ASHRAE Career Enhancement Curriculum Program
- Maintain existing certifications and development of new
- Evaluate market demand
- Develop strategy for evaluation

Modifications from January Proposed Committee Structure

Training and Education (Monitor and Planning)



Implementation Time Line



PUBLICATION & EDUCATION COUNCIL - MOB'S 2017-2018 SY

| DESCRIPTION | RESPONSIBILITY | | | | | | | | | | | | | COMMENTS | | |
|---|---------------------|-----|----------|------------|-----|---------------|------------|--------|-----------|-----------------|---------------|--------|-------------|----------|---|---|
| | Standing Committees | | | | | Subcommittees | | | | | Other | | | | | |
| | Certification | ECC | Handbook | Historical | PDC | Publications | Functional | Fiscal | eLearning | Journal Advert. | Research Jrnl | Ad-hoc | PEC V Chair | | PEC Chair | Staff |
| 1 Prepare study & recommendations on product alignment (format, delivery mechanism, content, context) w/ younger members for future media dissemination | - | - | - | - | - | - | 0 | 0 | 0 | - | - | - | - | - | 0 | Complete but will be continually evaluated & modified. Electronic access & delivery platforms expanded offering print & digital access options to meet evolving need. Effort includes 8 technical apps now available; 3 online products (Handbook Online; DFDB Online; Standard 901 Portal); Technology Portal now w/ Handbook PDFs; ASHRAE 365 App; expanded newsletter program. In conjunction ASHRAE Online Bookstore & ASHRAE |
| 2 Apps & online tools related to OM, service life & operating costs | - | - | - | - | - | 0 | 0 | - | - | - | - | - | - | 0 | Underway. Discussion w/TC 7.8 for creation of app for service life & maintenance cost | |
| 3 Provide guidance and training in field of cybersecurity related to | - | - | 0 | - | 0 | 0 | - | - | - | - | - | - | - | 0 | Underway. Special issue of Journal under development. Not yet scheduled. | |
| 4 Meet 2017-18 milestones for ASHRAE 125 anniversary activities | - | - | 0 | - | - | - | - | - | - | - | - | - | - | 0 | Complete (2017-18 Milestones met). 13 projects being monitored for completion in 2019-2020. Very active monitoring and projects well underway. | |
| 5 Launch online standard and users manual plan using 90.1 as trial case | - | - | - | - | - | 0 | 0 | - | - | - | - | - | - | 0 | Complete. Launched January 15. Becomes model for future users manual development in conjunction with revision of the standard to accelerate users manual | |
| 6 Develop and implement strategies to deliver products and services cost effectively globally | 0 | 0 | - | - | 0 | 0 | 0 | 0 | 0 | - | - | 0 | 0 | 0 | Complete. Learning portal, Bookstore and Technology Portal allow easy access globally. Dubai center functioning with revised business model which focuses on sponsorship and sales of courses to corporate leadership. Developing economy pricing capability in place in bookstore. For print, Handbook now delivered through courier service to all countries with history of delivery problems. | |
| 7 Support Developing Economies thru UNEP cooperation develop joint publications & documents on sound management of refrigerants | - | - | - | - | 0 | 0 | - | - | - | - | - | - | - | 0 | Complete. 2 eLearning courses developed; 1 additional course under development; developing economy pricing available in bookstore; Sustainable Refrigeration guide with resource, training & accreditation infrastructure under consideration for UNEP | |
| 8 Coordinate with member council to develop improved handbook content access to members globally | - | - | - | - | - | - | 0 | - | - | - | 0 | - | 0 | 0 | Actions to Improve Completed. Handbook PDF access through Technology Portal and improved mailing processes for Handbook internationally. Further study by | |
| 9 Expand eLearning portal to centralize training registration and to allow for planned career development paths | - | - | - | - | - | - | - | 0 | - | - | - | - | 0 | 0 | On hold for budget. Otherwise eLearning portal functioning at 100%. | |
| 10 Gain intergovernmental support and recognition of ASHRAE established training centers of global excellence | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 | 0 | Complete. Dubai center business model revised. 18-19 training schedule for developed in July 2018. 2nd half of 17-18 yr yielded break even operational performance. | |
| 11 Develop mechanism to accept/facilitate Research Journal paper to be presented in Winter/Annual meeting | - | - | - | - | - | - | - | - | - | 0 | - | - | 0 | 0 | Completed. Award presented at Annual Meeting plenary | |
| 12 Explore the opportunities in publishing HPB in different language and broaden the global solicitation of content to serve global members | - | - | - | - | - | 0 | - | - | - | - | - | - | 0 | 0 | Launched translated HPB China with 2018 issue and digital copy distributed. Proposal to CIBSE for joint publication of digital spin-off did not move forward based on market conditions. Meanwhile fiscal performance of HPB improved and operationally break | |
| 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 | - | - | - | - | - | - | - | - | - | - | 0 | - | - | - | Ad hoc formed and under development. Progress report to be presented in June. Timeline developed for final report. | |

Attachment D
 PEC Report to the BOD 8.13.2018

| Recently Released/Under Development/Proposed Courses | | |
|---|-------------------------|-----------------|
| New/Recently Released | | |
| Course Name/Title | Status | Completion Date |
| Refrigerant Literacy - UNEP | Launched | July 2017 |
| Introduction to Refrigerants | Launched | October 2017 |
| Refrigerant Selection | Launched | October 2017 |
| Refrigerant Management | Launched | October 2017 |
| Under Development | | |
| Course Name/Title | Status | Completion Date |
| Sound Management of Refrigerants - UNEP | Production underway | July 2018 |
| Designing Toward Net-Zero Energy Commercial Buildings | Content Design Underway | October 2018 |
| Standard 90.1-2016: HVAC/Mechanical | Content Design Underway | Unknown |
| Advanced Energy Design Guide for K-12 School Buildings—Achieving Zero Energy – NREL | About to Start | Unknown |
| Pending Contracts / Proposed | | |
| Course Name/Title | Status | Completion Date |
| Clean Air Infiltration | 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 |
| Improving Existing Building Operations (IEBO) - | 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 (I-P) | 19.5 | 9 |
| Fundamentals: HVAC Systems (SI) | 18.5 | 8 |
| 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 |

PEC Budget Reduction Strategy 2018-2019

Per the request of the Finance Committee Chair and Society Treasurer, Daryl Boyce, the following items have been identified as potential budget reductions for 2018-2019. Identifying reductions is a difficult task for PEC as many of the items are currently defined as required by Society for the council to provide to its members (i.e. handbook), have other business implications (i.e. decrease distribution of products like the Journal will result in decreased advertising revenue), or cannot be immediately implemented (charging for Handbook postage). As a result one-time expense items are at the top of the Council's prioritized list of potential reductions.

1) Reduce 125th Anniversary Expenses. Reduction of \$40K in 2018-2019 and \$20K in 2019-2020. This would eliminate the historical display at the Winter Conference, the outreach brochure on historical achievement, and the pictorial calendar.

2) Further Reduce 125 Anniversary Expenses. Reduction of \$40K in 2019-2020. This saving has already been recommended but requires that Members Council approve the inclusion of the cost of updating the Society History Book in the conference registration cost.

3) Reduce ASHRAE Journal Controlled Circulation. Reduction of \$21K beginning in 2019-2020 and continuing each year after by eliminating this nonmember circulation of the ASHRAE Journal. This will negatively impact advertising but we are unsure how much. We think very little but it is a guess.

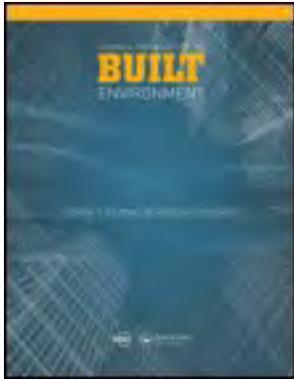
4) Eliminate Print HPB Circulation in Canada. Reduction of \$8K savings annually. There might be some marginal downturn in advertising but we think very little.

5) Start Charging Posting for Hard Copy of Handbook. This is not an immediate reduction. The number would be dependent upon the policy chosen: Subsidize at some level or transfer all associated costs to the member. When identifying the potential savings it is also important to realize the print run would be reduced increasing unit cost. Overall cost reduction would be anticipated.

The Council Leadership is not excited about cutting the 125th Anniversary Expenses as this is an important milestone to the organization but also realize that it is the least detrimental to the strategic priorities of the organization. We think there may be other opportunities for funding this celebration outside of general fund such as Life Members Club or other donors.

I would be happy to address any question you have associated with these proposed reductions.

Respectfully submitted by Julia Keen, PEC Vice Chair.



ASHRAE Science and Technology for the Built Environment

2018-2019 Issue Lineups

Papers Published

Accept to Reject Ratio and Editor User Report

STBE Manuscripts Status Report

ASHRAE Annual Conference

June 2018

Houston, Texas

| Issue | Issue Title | Editor | Publ. Date | No. Subs | Min. Needed | Accepted | % Complete | Status |
|--------------|---|--|-------------------|-----------------|--------------------|-----------------|-------------------|---------------|
| 24.1 | JAN 2018 General Issue | Radermacher, Baugher | 1/15/2018 | 10 | 10 | 10 | 100 | Published |
| 24.2 | FEB 2018 Indoor Air Quality Topical Issue | William Bahnfleth and Chandra Sekhar | 2/15/2018 | 15 | 7 | 8 | 100 | Published |
| 24.3 | MAR 2018 General Issue | Radermacher, Baugher | 3/15/2018 | 10 | 10 | 10 | 100 | Published |
| 24.4 | APR 2018 General Issue | Radermacher, Baugher | 4/15/2018 | 10 | 10 | 10 | 100 | Published |
| 24.5 | MAY/JUNE Building Simulation Topical Issue | Andrea Gasparella and Vincenzo Corrado | 5/15/2018 | 10 | 7 | 8 | 100 | Published |
| 24.6 | JULY 2018 General Issue | Baugher | 7/15/2018 | 10 | 10 | 10 | 100 | In Production |
| 24.7 | AUG 2018 General Issue | | 8/15/2018 | 10 | 10 | 10 | 100 | In Production |
| 24.8 | SEP 2018 General Issue | | 9/15/2018 | 10 | 10 | 10 | 100 | In Production |
| 24.9 | OCT 2018 General Issue | | 10/15/2018 | 10 | 10 | 10 | 100 | In Production |
| 24.10 | NOV/DEC 2General Issue | | 11/15/2018 | 10 | 10 | 10 | 100 | In Production |
| 25.1 | JAN 2019 Trends, Opportunities and Challenges for Built Environment in Developing Economies | Pradeep Bansal and Yufeng Zhang | 1/15/2019 | 0 | 7 | 0 | 0 | |
| 25.2 | FEB 2019 General Issue | | 2/15/2019 | 0 | 10 | 0 | 0 | |
| 25.3 | MAR 2019 ICCR 2018 | Ruzhu Wang and Tianshu Ge | 3/15/2019 | 0 | 7 | 0 | 0 | |
| 25.4 | APR 2019 ASHRAE Conference Papers | Radermacher | 4/15/2019 | 0 | 7 | 0 | 0 | |
| 25.5 | MAY/JUNE COBEE Topical Issue | Xiangdong Li | 5/15/2019 | 0 | 7 | 0 | 0 | |
| 25.6 | JULY 2019 International Workshop on Heat Transfer Papers Topical Issue | | 7/15/2019 | 0 | 7 | 0 | 0 | |
| 25.7 | AUG 2019 Beyond NZEB Retrofit of Existing Buildings | | 8/15/2019 | 0 | 7 | 0 | 0 | |
| 25.8 | SEP 2019 General Issue | | 9/15/2019 | 0 | 10 | 0 | 0 | |
| 25.9 | OCT 2019 Cold Climate Topical Issue | | 10/15/2019 | 0 | 7 | 0 | 0 | |
| 25.10 | NOV/DEC 2General Issue | | 11/15/2019 | 0 | 10 | 0 | 0 | |

Science and Technology for the Built Environment

Manuscript Task Status Report STBE

June 1, 2017 to June 1, 2018

| Associate Editors | Last 12 Months No. Assigned <i>(includes revisions)</i> | Currently Manuscripts Assigned | Turnaround Average in Days | Accept | Accept % | Reject | Reject % |
|------------------------------|---|--------------------------------------|----------------------------------|-----------|------------|-----------|------------|
| Bahnfleth, William | 12 | 0 | 54 | 5 | 100% | 0 | 0% |
| Bansal, Pradeep | 18 | 1 | 25 | 5 | 63% | 3 | 37% |
| Brown, Steve | 30 | 3 | 34 | 4 | 50% | 4 | 50% |
| Cook, Malcolm | 18 | 1 | 55 | 5 | 56% | 4 | 44% |
| Corrado, Vincenzo | 12 | 0 | 57 | 3 | 100% | 0 | 0% |
| Cremaschi, Lorenzo | 18 | 2 | 28 | 3 | 30% | 7 | 70% |
| de Dear, Richard | 12 | 1 | 25 | 3 | 43% | 4 | 67% |
| Gasparella, Andrea | 13 | 0 | 58 | 4 | 67% | 2 | 33% |
| Kim, Yongchan | 26 | 2 | 26 | 8 | 100% | 0 | 0% |
| Lamberts, Roberto | 21 | 3 | 37 | 5 | 56% | 4 | 44% |
| Radermacher, Reinhard | 7 | 1 | 76 | 3 | 100% | 0 | 0% |
| Sekhar, Chandra | 22 | 5 | 70 | 9 | 90% | 1 | 10% |
| Spitler, Jeffrey | 11 | 2 | 42 | 0 | 0% | 2 | 100% |
| Toftum, Jørn | 17 | 3 | 25 | 2 | 50% | 2 | 50% |
| Wang, Shengwei | 17 | 2 | 86 | 6 | 86% | 1 | 14% |
| Zhang, Jianshun | 15 | 3 | 87 | 2 | 67% | 1 | 33% |
| Zhang, Yufeng | 15 | 1 | 19 | 0 | 0% | 1 | 100% |
| Zilio, Claudio | 31 | 4 | 26 | 10 | 84% | 2 | 16% |
| Total | 315 | 34 | 46 | 77 | 63% | 38 | 37% |
| <i>Radermacher, R. as MP</i> | <i>360</i> | <i>35</i> | | | | | |
| <i>Baughner, M. as MP</i> | <i>6</i> | <i>1</i> | | | | | |

ASHRAE PORTAL

| | |
|--------------------------|----|
| Status | 39 |
| Accept | 0 |
| Assign Reviewers | 0 |
| Awaiting Reviewer Scores | 17 |
| Further Revision Needed | 17 |
| Reject | 12 |
| Major Revision | 1 |
| Make Recommendation | 0 |
| Make Decision | 2 |
| Select Reviewer | 3 |
| Withdrawn | 91 |

STBE PORTAL

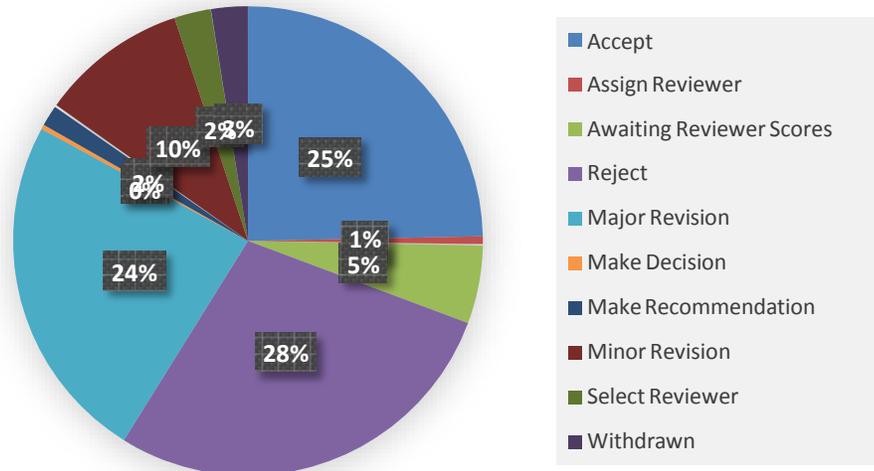
| | |
|--------------------------|-----|
| Accept | 39 |
| Assign Reviewer | 2 |
| Awaiting Reviewer Scores | 17 |
| Reject | 72* |
| Further Revision Needed | 9 |
| Major Revision | 64 |
| Make Decision | 1 |
| Make Recommendation | 4 |
| Minor Revision | 20 |
| Select Reviewer | 6 |
| Withdrawn | 5 |
| | 239 |

**26 of which were immediate reject*

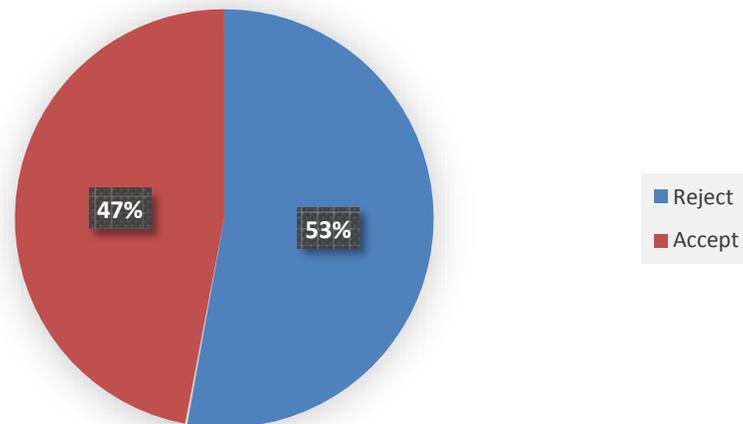
COMBINED PORTALS

| | |
|--------------------------|-----|
| Accept | 78 |
| Assign Reviewer | 2 |
| Awaiting Reviewer Scores | 17 |
| Reject | 89 |
| Major Revision | 76 |
| Make Decision | 1 |
| Make Recommendation | 5 |
| Minor Revision | 32 |
| Select Reviewer | 8 |
| Withdrawn | 8 |
| Total Papers | 316 |

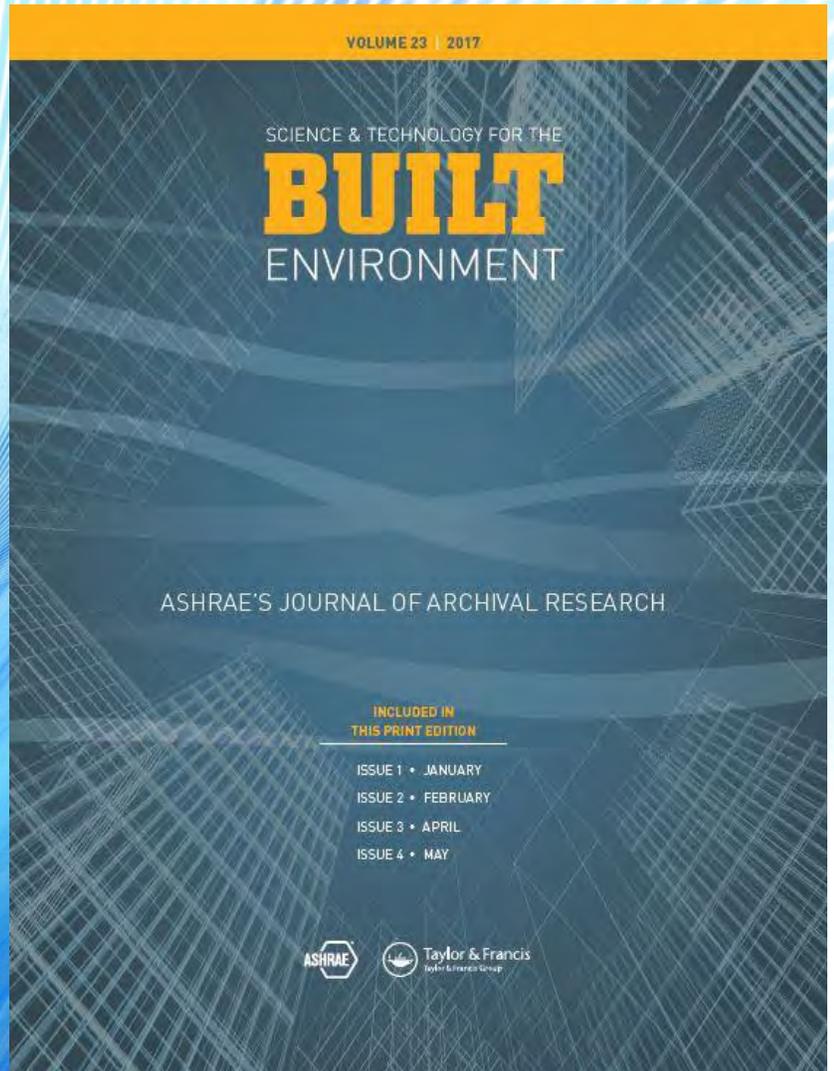
Manuscript Status as of June 1, 2018



ACCEPT TO REJECT RATIO



Science & Technology for the Built Environment



Taylor & Francis Confidential Publishing

Report

June 2018

CONTENTS

| | |
|------------------------------|----|
| HIGHLIGHTS | 3 |
| 1. GLOBAL ACCESSIBILITY | 3 |
| 2. CITATION ANALYSIS | 6 |
| 3. ALTMETRICS | 8 |
| 4. MARKETING | 10 |
| 5. PRODUCTION | 13 |
| 6. SUBMISSIONS & PEER REVIEW | 15 |
| 7. AUTHOR SURVEY | 17 |
| 8. RESOURCES | 19 |
| 9. OPEN ACCESS | 19 |
| 10. DEVELOPMENT INITIATIVES | 19 |
| OUR TEAM | 20 |

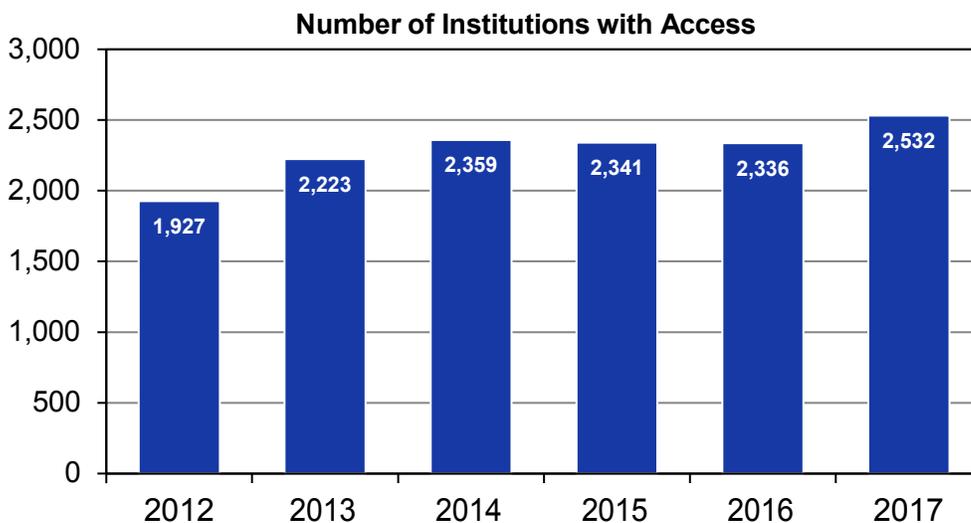
HIGHLIGHTS FOR SCIENCE & TECHNOLOGY FOR THE BUILT ENVIRONMENT

- *Science & Technology for the Built Environment* received 42,336 article downloads in 2017, which is 23% higher than downloads received in 2016.
- By mid-June 2018, there were 20,404 article downloads, which is 18% higher than the same period in 2017.
- The most downloaded article is 'Traffic noise level predictions for buildings with windows opened for natural ventilation in urban environments' by Moon Keun Kim, Christopher Barber, and Jelena Srebric, with 1,448 downloads. It is Open Access.
- The journal's 2016 Impact Factor is 0.928, ranking 43/58 in the Thermodynamics JCR category, 36/61 in Construction & Building Technology, and 97/130 in Mechanical Engineering.

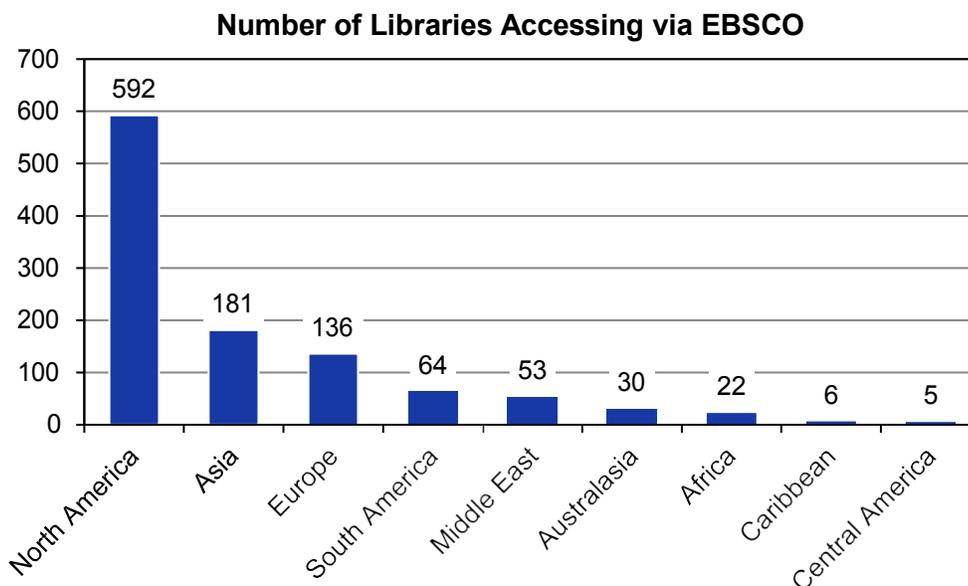
1. GLOBAL ACCESSIBILITY

Science & Technology for the Built Environment is accessible to readers via direct subscriptions, online-only sales packages with institutions and as part of our Science & Technology Library.

1.1. Circulation

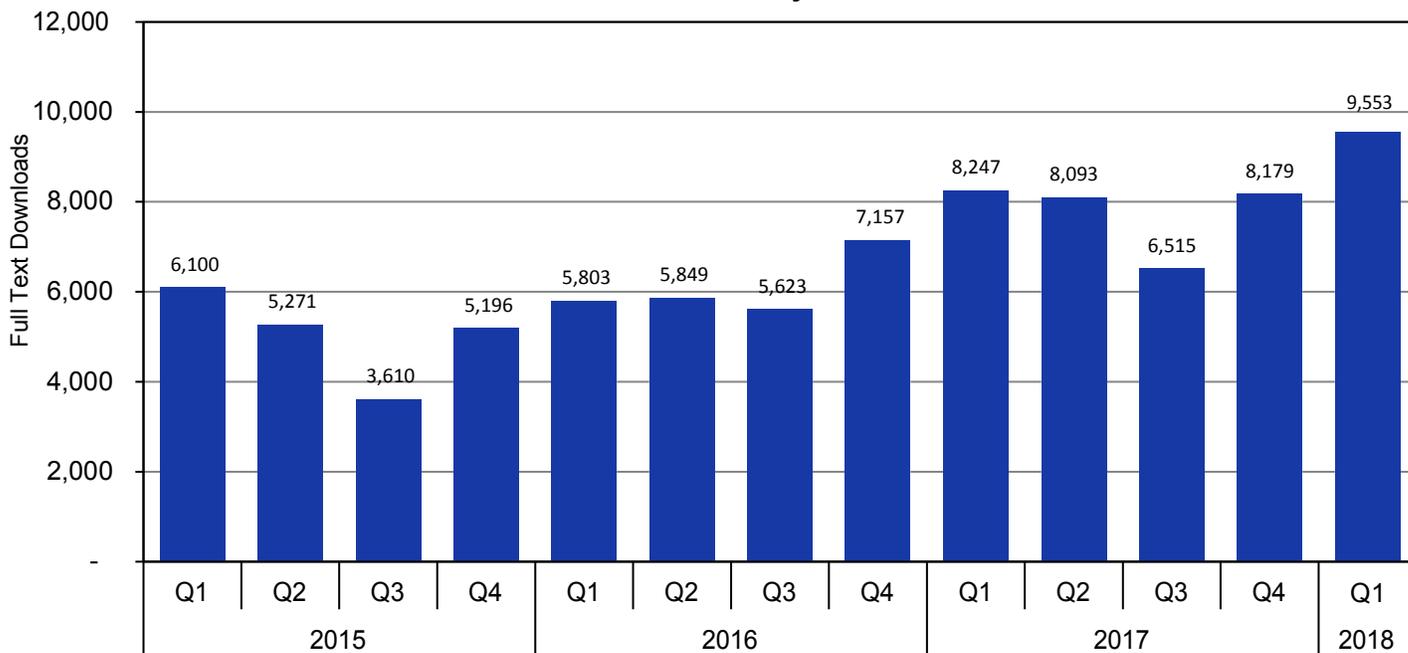


1.2. EBSCO Usage



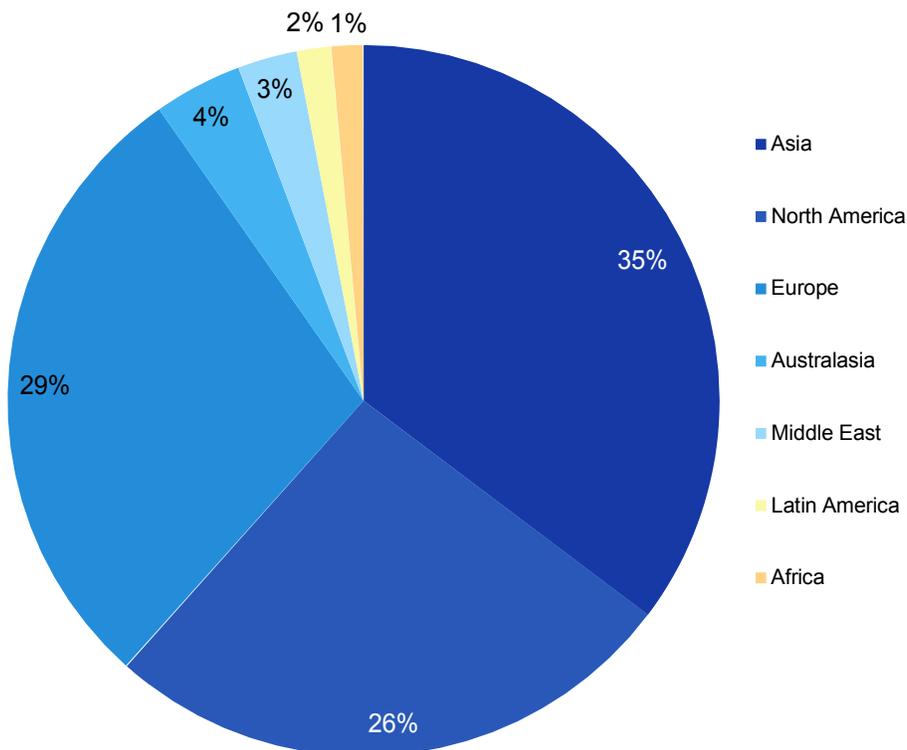
1.3. Article Downloads

Full Text Downloads via Standard Platforms for Science and Technology for the Built Environment by Quarter



Article downloads have increased by 23% from 2016 to 2017. There were 42,336 article downloads in 2017.

1.4. Article Downloads by Region 2017-2018 YTD



1.5. Top 10 Articles Downloaded 2017-2018 YTD

| Vol (Issue) Date | Authors | Title | | No. DLs |
|-------------------------|--|--|---|------------|
| 23 (5) July 2017 | Moon Keun Kim, Christopher Barber, Jelena Srebric | Traffic noise level predictions for buildings with windows opened for natural ventilation in urban environments |  | 1,448 |
| 22 (3) April 2016 | Ioannis Sadiktsis, Gertrud Nilsson, Ulf Johansson, Ulf Rannug, Roger Westerholm | Removal of polycyclic aromatic hydrocarbons and genotoxic compounds in urban air using air filter materials for mechanical ventilation in buildings |  | 983 |
| 23 (7) October 2017 | Saud Ghani, Esmail M. Bialy, Foteini Bakochristou, et al. | Thermal comfort investigation of an outdoor air-conditioned area in a hot and arid environment |  | 888 |
| 22 (3) April 2016 | Tristan Gerrish, Malcolm Cook, Kirti Ruikar | BIM for the management of building services information during building design and use |  Free access | 817 |
| 23 (6) August 2017 | Lorenzo Cremaschi, Saeed Moghaddam | Recent advances on heat and mass transfer in refrigeration and air-conditioning systems |  Free access | 766 |
| 22 (7) October 2016 | Wim Zeiler, Kristian Gvozdenović, Kevin de Bont, Wim Maassen | Toward cost-effective nearly zero energy buildings: The Dutch Situation |  | 740 |
| 24 (1) January 2018 | Woohyun Kim, Srinivas Katipamula | A review of fault detection and diagnostics methods for building systems | | 596 |
| 22 (6) August 2016 | Shengwei Wang | Making buildings smarter, grid-friendly, and responsive to smart grids |  Free access | 463 |
| 24 (2) February 2018 | Hossam A. Elmaghraby, Yi Wai Chiang, Amir A. Aliabadi | Ventilation strategies and air quality management in passenger aircraft cabins: A review of experimental approaches and numerical simulations | | 448 |
| 23 (4) May 2017 | Vasile Minea, Yuxiang Chen, Andreas K. Athienitis | Canadian low-energy housing: National energy context, and a case study of a demonstration house with focus on its ground-source heat pump | | 405 |

1.6. Top Institutions by Downloads 2017-2018 YTD

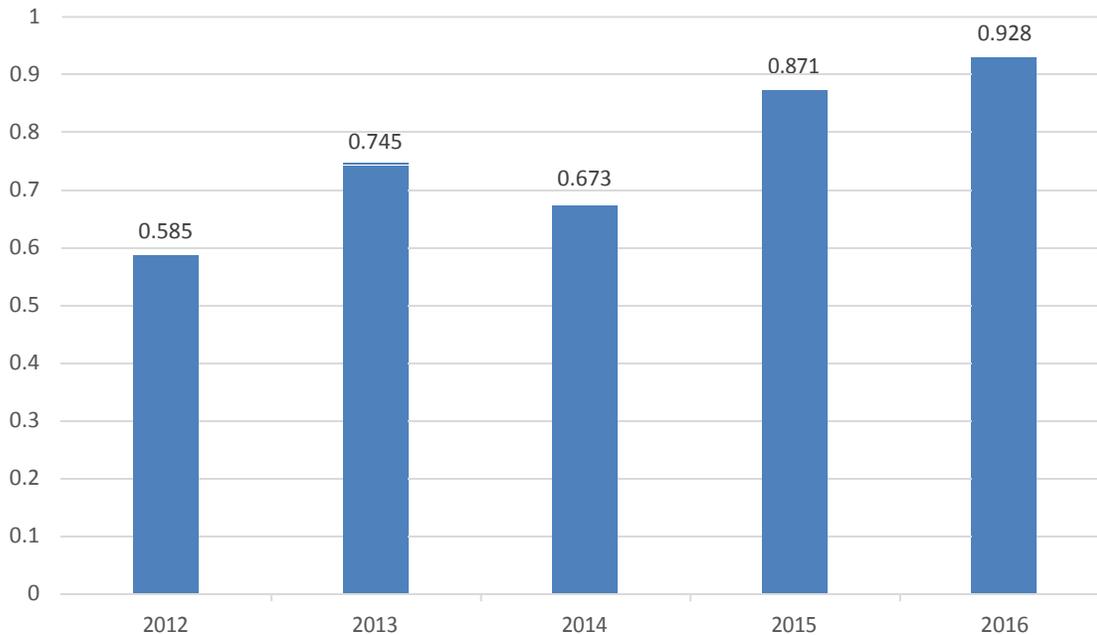
| Institutions | Country | No. |
|--|---------------|-------|
| National Science & Technology Library (NSTL) | China | 9,465 |
| Canadian Research Knowledge Network (CRKN)* | Canada | 3,502 |
| KESLI** | Korea | 1,153 |
| Hong Kong Polytechnic University | Hong Kong | 1,141 |
| California Digital Library (CDL) | United States | 1,074 |
| Big Ten Academic Alliance | United States | 1,024 |
| Purdue University | United States | 1,013 |
| DEFF Danish National Library Authority | Denmark | 908 |
| University of Maryland - College Park | United States | 905 |

* CRKN is a partnership of 75 Canadian universities.

** KESLI Consortium includes 542 academic, public, research, corporate and medical libraries.

2. CITATION ANALYSIS

2.1. Impact Factor 2012 – 2016



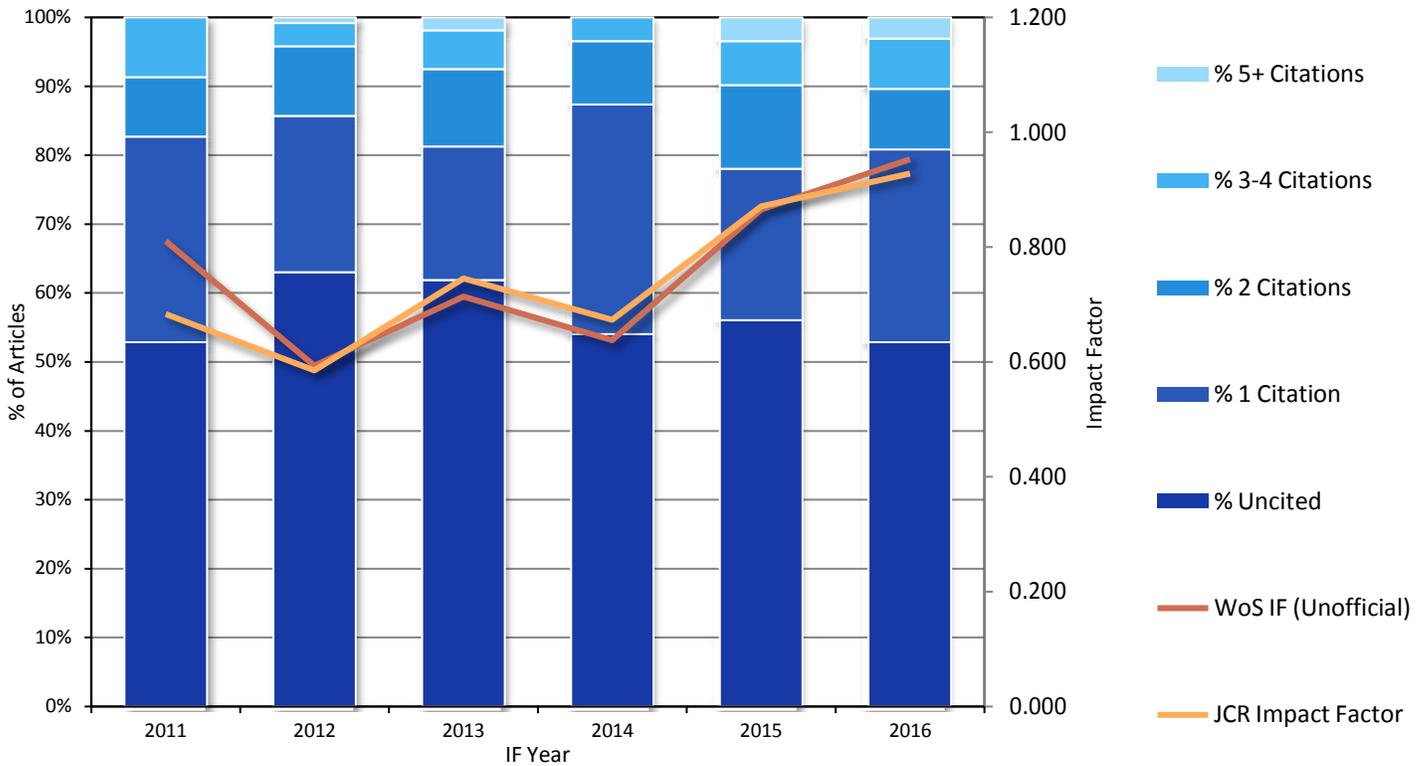
2.2. Current Impact Factor and Ranking

| 2016 Impact Factor | 2016 5-year Impact Factor |
|--|--|
| 0.928 | 1.284 |
| 43/58 Thermodynamics | 36/58 Thermodynamics |
| 36/61 Construction & Building Technology | 31/61 Construction & Building Technology |
| 97/130 Engineering, Mechanical | 78/130 Engineering, Mechanical |

2.3. Top Cited Articles for Current Impact Factor

| Vol (Issue) | Author | Title | No. |
|-------------|--|---|-----|
| 20 (1) | Bengea, Sorin C.; Kelman, Anthony D.; Borrelli, Francesco; Taylor, Russell; Narayanan, Satish | Implementation of model predictive control for an HVAC system in a mid-size commercial building | 11 |
| 20 (6) | Wang, Shengwei; Xue, Xue; Yan, Chengchu | Building power demand response methods toward smart grid | 11 |
| 20 (7) | Zhao, Yang; Xiao, Fu; Wen, Jin; Lu, Yuehong; Wang, Shengwei | A robust pattern recognition-based fault detection and diagnosis (FDD) method for chillers | 7 |
| 21 (2) | Cullin, J. R.; Spitler, J. D.; Montagud, C.; Ruiz-Calvo, F.; Rees, S. J.; Naicker, S. S.; Konecny, P.; Southard, L. E. | Validation of vertical ground heat exchanger design methodologies | 5 |
| 21 (3) | Lanzerath, Franz; Bau, Uwe; Seiler, Jan; Bardow, Andre | Optimal design of adsorption chillers based on a validated dynamic object-oriented model | 5 |

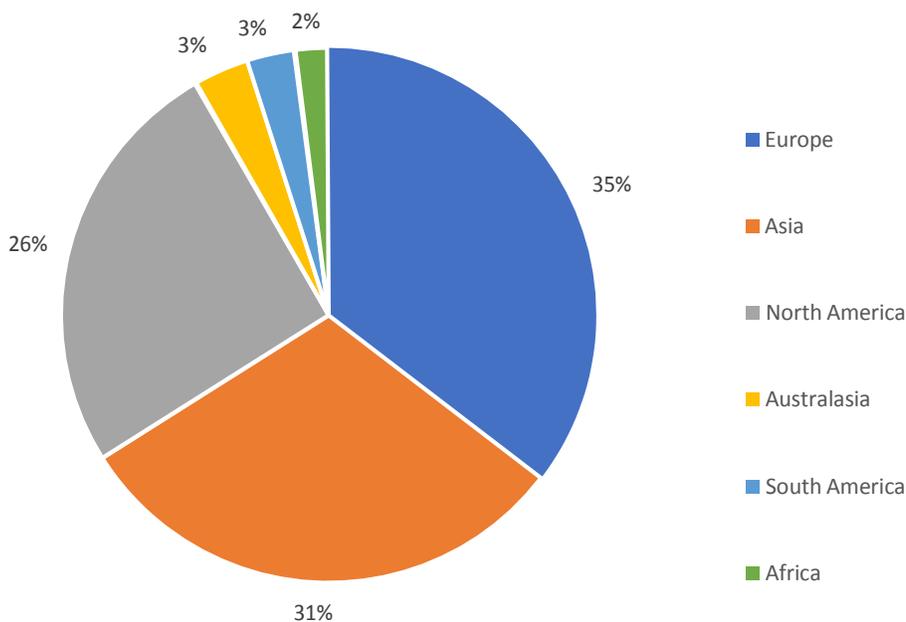
2.4. Article Citations



The chart above shows the distribution of published source items by the number of citations received in the IF year. The 2016 column, for example, shows the distribution of items published in 2014 and 2015 by the number of citations received in 2016. This gives a rough breakdown of the data behind the 2016 IF, which is based on citations in 2016 to items published in 2014 and 2015.

The article level data in this report comes from Web of Science (WoS), as there is no article level data in the Journal Citation Reports (JCR) where the official IFs are published. Though both WoS and the JCR are produced by Clarivate Analytics, the data collection methods used for the two sources are slightly different, and as such the data do not match exactly. IFs calculated using WoS data are given for reference.

2.5. Regions Citing Science & Technology for the Built Environment



2.6. Journals Citing Science & Technology for the Built Environment

The top 5 journals citing *Science & Technology for the Built Environment* journal are as follows:

- *Science and Technology for the Built Environment*
- *Building and Environment*
- *Energy and Buildings*
- *Applied Thermal Engineering*
- *International Journal of Refrigeration Revue Internationale du Froid*

The self-citation rate is 13%.

3. ALTMETRICS

3.1. Top Altmetric Scores

An Altmetric score is a high-level measure of the quality and quantity of online attention that an individual article has received. The score is based on relevant mentions from social media sites, newspapers, policy documents, blogs, Wikipedia, and many other sources.

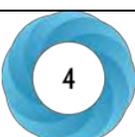
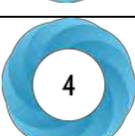
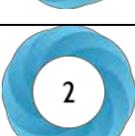
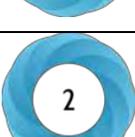


According to Altmetric, “The score is derived from an automated algorithm, and represents a weighted count of the amount of attention we've picked up for a research output. Why is it weighted? To reflect the relative reach of each type of source. It's easy to imagine that the average newspaper story is more likely to bring attention to the research output than the average tweet. This is reflected in the default weightings:”

| | |
|-------------------------------|------|
| News | 8 |
| Blogs | 5 |
| Twitter | 1 |
| Facebook | 0.25 |
| Sina Weibo | 1 |
| Wikipedia | 3 |
| Policy Documents (per source) | 3 |
| Q&A | 0.25 |
| F1000/Publons/Pubpeer | 1 |
| YouTube | 0.25 |
| Reddit/Pinterest | 0.25 |
| LinkedIn | 0.5 |
| Open Syllabus | 1 |
| Google+ | 1 |

For further information about Altmetric scores, please visit: <https://help.altmetric.com/support/solutions/articles/6000060969-how-is-the-altmetric-score-calculated->.

The table below lists the top Altmetric-scoring articles in the last year:

| Altmetric Score | Article Title | Author | Vol (iss) |
|--|--|--|--------------|
|  10 | Coordinate control of air movement for optimal thermal comfort | Shuo Liu, Le Yin, Stefano Schiavon, Weng Khuen Ho, Keck Voon Ling | Online first |
|  9 | Experimental validation of the age-of-the-air CFD analysis: A case study | Susana Hormigos-Jimenez, Miguel Angel Padilla-Marcos, Alberto Meiss, et al. | Online first |
|  4 | Saturated R134a flow boiling inside a 4.3 mm inner diameter microfin tube | Giovanni A. Longo, Simone Mancin, Giulia Righetti, Claudio Zilio, Luca Doretti | 23 (6) |
|  4 | A review on in-tube two-phase heat transfer of hydro-fluoro-olefines refrigerants | Giulia Righetti, Claudio Zilio, Simone Mancin, Giovanni A. Longo | 22 (8) |
|  4 | Experimental development of natural convection heat transfer correlations for spiral-helical surface water heat exchangers (1385-RP) | Matt S. Mitchell, Garrett M. Hansen, Jeffrey D. Spitler | Online first |
|  4 | Indoor air quality and wildfire smoke impacts in the Pacific Northwest | W. Max Kirk, Madeline Fuchs, Yibo Huangfu, et al. | 24 (2) |
|  2 | Optimal duct layout for HVAC using topology optimization | Mark Christian E. Manuel, Po Ting Lin, Ming Chang | 24 (3) |
|  2 | Field measurement and modeling of UVC cooling coil irradiation for HVAC energy use reduction (RP-1738) – Part 1: Field measurements | Joseph Firrantello, William Bahnfleth, Paul Kremer | Online first |



4. MARKETING

4.1. Overview

Taylor & Francis' global marketing strategy is underpinned by multiple specialist teams dedicated to diverse key customer groups. This ensures that *Science & Technology for the Built Environment* is supported and guided on your publishing journey by people with the experience and expertise to benefit you, including:

Authors & Researchers – open access, generating submissions, and supporting authors through every stage of their publication journey from initiation through to post-publication promotion.

Societies & Editors – raising the profile of your journal or society, and your first point of contact for marketing liaison.

Libraries & Institutions – agreeing sales deals with libraries globally.

Corporate & Commercial – identifying revenue-generating opportunities and partnerships with non-academic institutions such as government organisations and pharma companies.

Network Marketing – implementing automated email and digital campaigns through our CRM system.

Content & Communications – Author Services, Editor Resources, delivering white papers, multimedia, press releases, and social media strategy.

Web & E-marketing – implementing best practice through our digital platforms including tandfonline.com.



4.2. Promotion of Science & Technology for the Built Environment

We have promoted *Science & Technology for the Built Environment* via Taylor & Francis online and social media, which generated downloads through the following sources:

| Rank | User | Access |
|------|--|---------|
| 1 | All Referrals (http://) | 268,721 |
| 2 | Google Referrer (http://www.google) | 25,000 |
| 3 | Secure Google (https://www.google) | 25,000 |
| 4 | Google Scholar (http://scholar.google) | 17,015 |
| 5 | All users via referrer (http) | 8,760 |
| 6 | Web of Science (http://apps.webofknowledge.com) | 1,506 |
| 7 | SFX Exlibris (http://sfx) | 1,304 |
| 8 | Scopus (http://www.scopus.com) | 1,208 |
| 9 | Explore Sub Domain (http://explore.tandfonline.com/) | 744 |
| 10 | Baidu (http://www.baidu.com/) | 679 |
| 11 | Explore Sub Domain (http://explore.tandfonline.com/) | 648 |

Conferences

Throughout the year, *Science & Technology for the Built Environment* promotional materials are displayed at relevant conferences, including:

- Council of Educators in Landscape Architecture
- Conference of the Urban Affairs Association
- Transportation Research Board
- The INFORMS Transportation Science and Logistics Society Workshop
- International Congress on Advances in Nuclear Power Plants
- Chartered Institute for Ergonomics and Human Factors Conference
- ASQ World Conference on Quality and Improvement
- The International Conference on Progress in Additive Manufacturing
- Institute of Industrial & Systems Engineers.
- International Design Conference
- IEEE International Conference on Robotics and Automation
- European Control Conference

- ASHRAE Summer Meeting
- ASEE Annual Conference & Exposition
- International Conference on Electrical Engineering
- International CAD conference
- RESNA
- International Symposium on Combustion
- International Meeting on Information Display
- American Association for Aerosol Research Conference
- Annual British Conference of Non-Destructive Testing
- Operational Research Society
- International Association for Bridge and Structural Engineering
- Australian Engineering Conference
- SEFI Conference
- Annual Technical Conference & Exhibition of the Society of Petroleum Engineers
- IEEE/RSJ International Conference on Intelligent Robots and Systems
- International Association for Computer Information Systems Annual Conference
- International Annual Conference of the American Society for Engineering Management
- Annual Conference on Deep Foundations
- Annual Conference on Deep Foundations
- INFORMS Annual Meeting
- American Society of Mechanical Engineers International Mechanical Engineering Congress and Exposition
- International Conference on Information Systems
- CIOB Conference - Chartered Institute of Builders

eTOC Alerts

New Issue Alerts is a free email contents alerting service designed to deliver tables of contents for *Science & Technology for the Built Environment* in advance of the printed edition. Signing up for eTOC alerts is easy, and doing so ensures that contacts receive a notification of the online publication of new articles in the journal as soon as they are available. To sign up, visit the journal homepage on www.tandfonline.com and click on the “New Content Alerts” button. *Science & Technology for the Built Environment* currently has **312** eTOC subscribers.

4.3. Network Marketing

Marketing for every single journal – Weekly usage emails

Journals benefit from highly targeted promotion focused on article-level marketing that leverages the web of connections attached to every published article such as colleagues, reviewers, funders, cited authors, and hundreds more.

Once new articles are published in one of our journals, they are included in our usage email service – a weekly email that is sent to researchers within our network, and contains content based on their subject interests and access rights. These campaigns are designed to deliver reach, readership and potential citations, as relevant articles are presented weekly to interested readers. The recipient doesn’t need to be signed up to the journal to learn about new articles, just registered with Taylor & Francis with an interest in the subject area.

The online platform for Taylor & Francis Online content

[Science and Technology for the Built Environment, Volume 24, Issue 5, May-June 2018](#) is now available online on [Taylor & Francis Online](#).

Topical Issue: Building Simulation

This new issue contains the following articles:

Editorial
[Building simulation](#)
 Andrea Gasparella Full Professor & Vincenzo Corrado Full Professor
 Pages: 459-460 | DOI: 10.1080/23744731.2018.1455358

Original Articles
[Influence of grout thermal properties on heat-transfer performance of ground source heat exchangers](#)
 Yasu Zhou, Yongcai Zhang & Yongliang Xu
 Pages: 461-469 | DOI: 10.1080/23744731.2017.1402645

[An integrated method and web tool to assess visual environment in spaces with window shades](#)
 Iason Konstantzos, Michael Kim & Athanasios Tzempelikos
 Pages: 470-482 | DOI: 10.1080/23744731.2018.1438021

Taylor & Francis Group
an informa business

Share with colleagues

Dear Anette,

What's new for you this week? Have a look at the roundup of the latest articles we think you'll enjoy, or have a [browse](#) to find something you like.

BUILT
[Influence of grout thermal properties on heat-transfer performance of ground source heat exchangers](#)
 Yasu Zhou, Yongcai Zhang & Yongliang Xu - *Science and Technology for the Built Environment*

"Grout plays an important role in the heat-transfer performance of borehole heat exchangers. The current study developed a numerical model to investigate the effect of grout thermal conductivity and heat capacity on the heat-transfer performance of borehole heat exchangers..." | [Read Full Text](#)

Check out what else is new for you this week...

Our weekly usage emails have been sent to more than 4,000,000 recipients with an average open rate of 18% and an average click-through rate of 5% on the emails delivered.

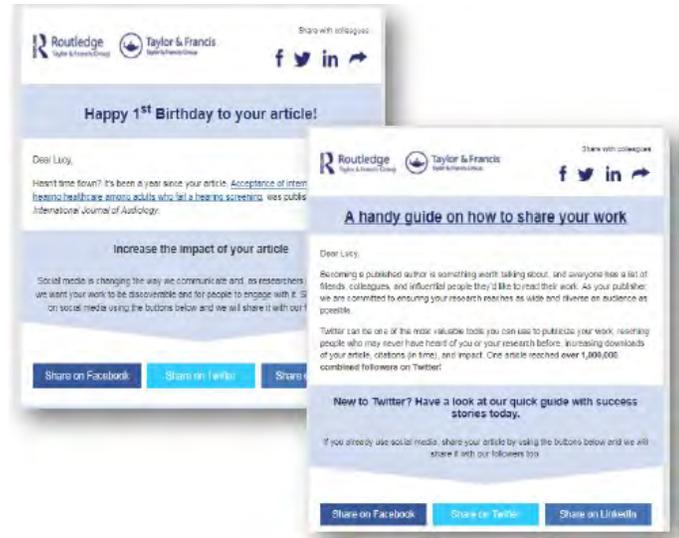
Post-Publication Author Alerts

Once an author has published in a journal, they will be sent an email on publication and at 6 and 12 months after the publication of their paper.

This campaign has two objectives – to provide published authors with a report on article readership and to encourage authors to share their article via social media, to drive readership and citations. In addition, there is a prominent invitation to publish in the journal again, with a button that links authors to the journal’s instructions for authors page. This actively encourages re-submissions from your author base.

The 12-month post-publication journey email has been sent to more than 80,000 authors. The average open rate is 29%, and the average click-through rate is 19%.

The 6-month post-publication journey email has been sent to more than 46,000 authors. The average open rate is 36%, and the average click-through rate is 22%.



4.4. Marketing Innovations

Publishing Partnership Program

The Publishing Partnership Program is a quarterly email campaign designed for journal editors and society leaders. By signing up, you will receive regular, personalized updates on journal performance metrics including usage, citations, social media, Altmetrics and press coverage data for your journal. You will also receive advice on how to improve journal metrics, the latest information about new Taylor & Francis services and initiatives, upcoming events, and news relevant to your journal’s subject areas.



We hope that the Publishing Partnership Program will help us forge a true partnership with you by providing guidance through:

- A personalized newsletter-style email where you can see all your journal performance metrics in one succinct place.
- Regular communication about the company-wide initiatives we’re driving, allowing you to be involved with these from the start.
- Highlighting the information you need to make data-driven decisions about forthcoming objectives and forecasting.



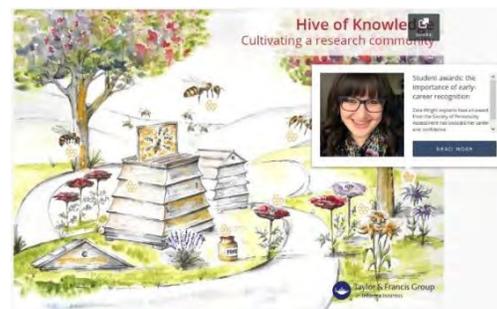
To sign up to the Publishing Partnership Program, please register here: http://bit.ly/tandf_ppp.

Social Media

Our journals are promoted through regular posts, news updates, and features on Twitter and Facebook. We use social media to promote conferences and conference themes/sessions, key speakers, calls for papers, calls for editors, news, award-winning articles and article collections. We have recently launched a social media guide for editors which you can find here: <http://editorresources.taylorandfrancisgroup.com/social-media-101/>

The Hive of Knowledge

To demonstrate the benefits of learned society membership to our readers, we launched the **Hive of Knowledge**. The aim of the campaign is to showcase the work done by our partner societies and institutes in supporting researchers throughout their careers. It is primarily targeted at researchers at all stages, to encourage them to become members of relevant learned societies. A number of our society partners are featured in the campaign, contributing posts on how their society supports members at various stages of their careers.



We welcome participation in this campaign, as we have opportunities to update content and feature more society partners in the future. In this way, we support our partners by helping you reach potential new members beyond your usual networks. We also reinforce your role in supporting researchers, and raise your profile as organizations at the forefront of learning, discovery and development for members and professionals in the Science and Technology fields. To view the **Hive of Knowledge** campaign visit: <http://authorservices.taylorandfrancis.com/celebrating-our-partnerships>.

5. PRODUCTION

5.1. Production Schedule 2017

| Issue | Final Copy / Running Order: | | Online Issue Published | Print Issue Published |
|-------|-----------------------------|-------------|------------------------|-----------------------|
| | Due at T&F | Received | | |
| 1 | 28 Oct 2016 | 25 Oct 2016 | 12 Jan 2017 | - |
| 2 | 25 Nov 2016 | 29 Nov 2016 | 26 Feb 2017 | - |
| 3 | 31 Jan 2017 | 15 Feb 2017 | 12 Apr 2017 | - |
| 4 | 01 Mar 2017 | 08 Mar 2017 | 05 May 2017 | - |
| 1-4 | - | - | - | 08 Jun 2017 |
| 5 | 01 May 2017 | 15 May 2017 | 15 Jun 2017 | - |
| 6 | 30 May 2017 | 07 Jun 2017 | 31 Jul 2017 | - |
| 7 | 02 Aug 2017 | 08 Aug 2017 | 19 Sep 2017 | - |
| 8 | 29 Aug 2017 | 12 Sep 2017 | 17 Oct 2017 | - |
| 5-8 | - | - | - | 16 Nov 2017 |

5.2. Volume 24, 2018

| Volume Page Budget for 2018 | Number of Pages Used to Date | Number of Pages Remaining |
|-----------------------------|------------------------------|---------------------------|
| 1,540 | 682 | 838 |

The current backlog of content:

- 39 articles.
- The current backlog contains enough articles to publish until the January 2019 issue.

5.3. Production Schedule 2018

| Issue | Final copy / running order due at T&F | Corrected proofs to typesetter | Planned Publication date | Planned Dispatch date |
|-------|---|--------------------------------------|--------------------------------|-----------------------------|
| 1 | 25 Oct 2017 30 Oct 2017 | 14 Dec 2017 16 Nov 2017 | 08 Jan 2018 05 Dec 2017 | - |
| 2 | 20 Nov 2017 12 Jan 2018 | 12 Jan 2018 05 Jan 2018 | 05 Feb 2018 25 Jan 2018 | - |
| 3 | 22 Dec 2017 08 Jan 2018 | 15 Feb 2018 05 Feb 2018 | 09 Mar 2018 22 Feb 2018 | - |
| 4 | 25 Jan 2018 20 Feb 2018 | 19 Mar 2018 15 Mar 2018 | 09 Apr 2018 27 Mar 2018 | - |
| 5 | 27 Feb 2018 19 Mar 2018 | 18 Apr 2018 19 Apr 2018 | 09 May 2018 04 May 2018 | - |
| 1-5 | - | - | - | 15 Jun 2018 15 Jun 2018 |
| 6 | 26 Apr 2018 27 Apr 2018 | 15 Jun 2018 08 May 2018 | 06 Jul 2018 29 Jun 2018 | - |
| 7 | 01 Jun 2018 | 20 Jul 2018 | 09 Aug 2018 | - |
| 8 | 25 Jun 2018 | 13 Aug 2018 | 05 Sep 2018 | - |
| 9 | 30 Jul 2018 | 19 Sep 2018 | 10 Oct 2018 | - |
| 10 | 27 Aug 2018 | 16 Oct 2018 | 06 Nov 2018 | - |
| 1-10 | - | - | - | 10 Dec 2018 |

* Note: Budgeted date, Actual date

5.4. Production Notes

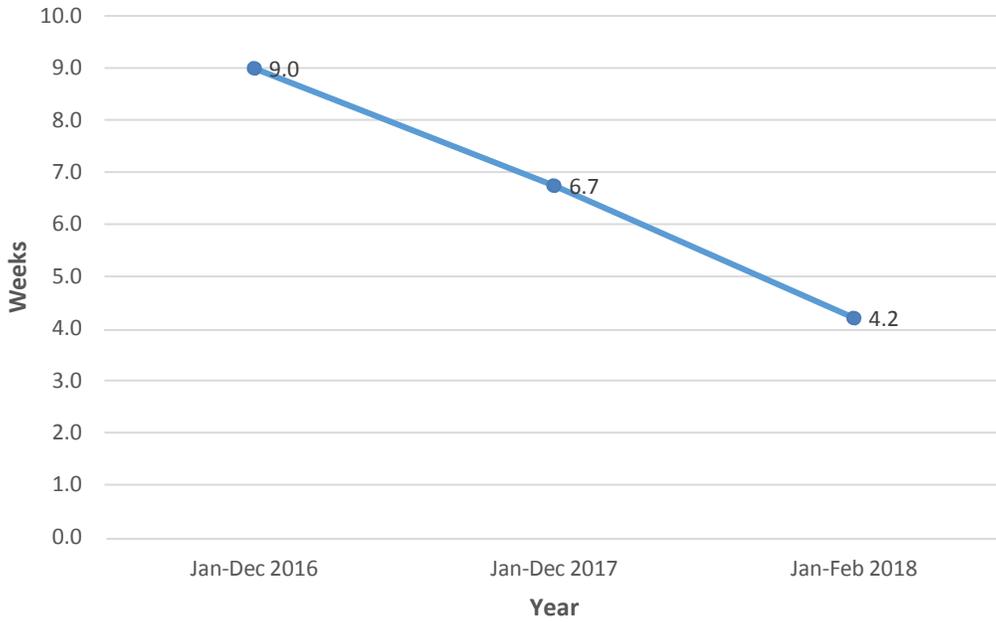
We have published 7 articles Open Access for 2018:

- *User Interaction Patterns of a Personal Cooling System: A Measurement Study*, by Verhaart
- *Design Optimization and Validation of High Performance Heat Exchangers using Approximation Assisted Optimization and Additive Manufacturing*, by Bacellar
- *Field Measurement and Modeling of UVC Cooling Coil Irradiation for HVAC Energy Use Reduction (RP-1738) – Part 2: Energy, IAQ, and Economic Modeling*, by Firrantello
- *Measurements and modeling of airing through porches of a historical church*, by Hayati
- *Field measurement and modeling of UVC cooling coil irradiation for HVAC energy use reduction (RP-1738) – Part 1: Field measurements*, by Firrantello
- *Window and door opening behaviour, carbon dioxide concentration, temperature, and energy use during the heating season in classrooms with different ventilation retrofits - ASHRAE RP1624*, by Heebøll
- *Accurate prediction of work and coefficient of performance of elastocaloric materials with phase transformation kinetics*, by Qian

Additional Notes:

- The Journal has recently transferred to a new Production Editor (Saturn Armario). Although the PE has changed, the contact email should remain: UHVC-production@journals.taylorandfrancis.com.
- Journal frequency has increased to 10 online and 2 print issues starting this year (from 8 online and 2 print issues).
- Backlog is currently healthy so, there should be no issues with delay or copy all throughout the 2018 volume.

5.5. Speed of Publication, 2016 to Present



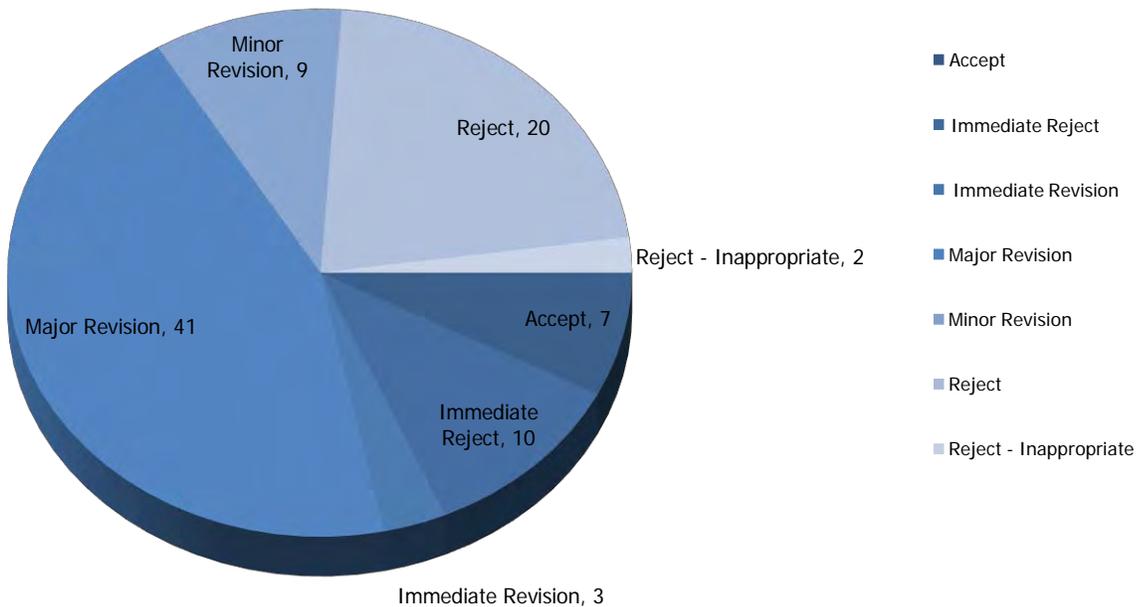
The figures provided represent the median number of weeks from submission to Central Article Tracking System (CATS) to online publication.

6. SUBMISSIONS & PEER REVIEW

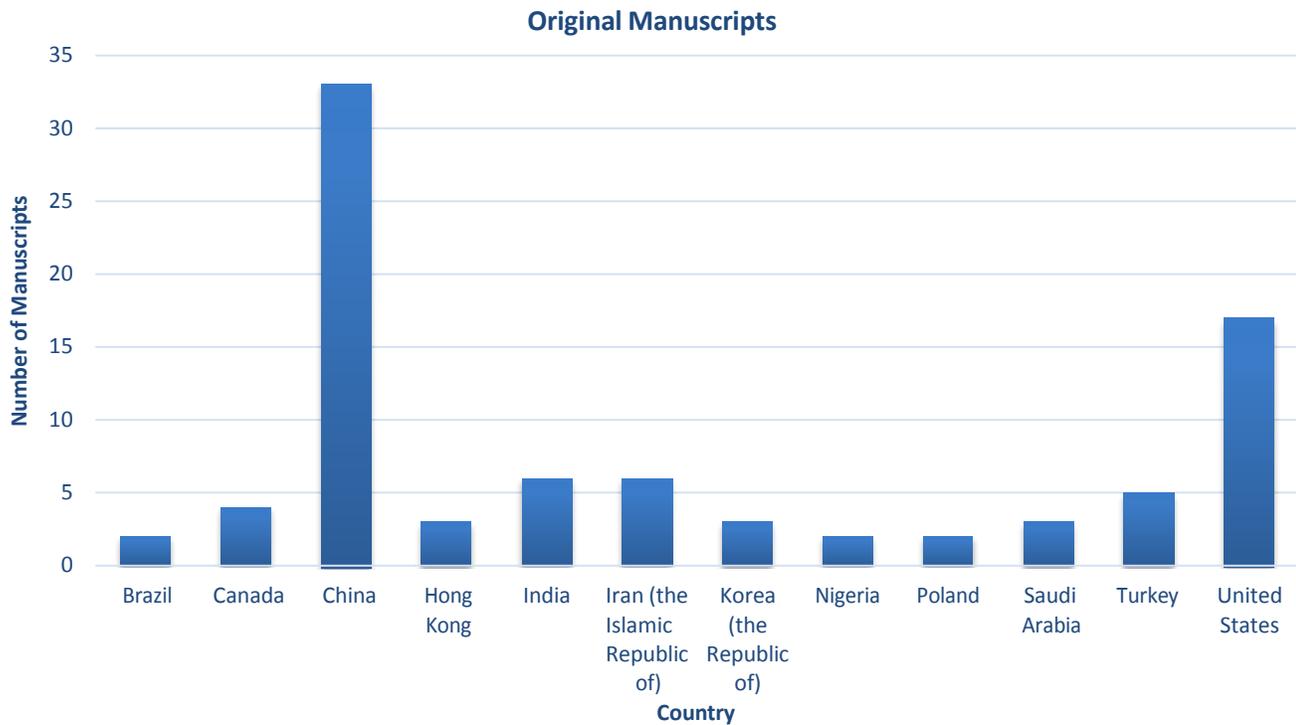
This section represents data regarding submissions made to the dedicated STBE submission site, which launched in July 2017.

6.1. Submission Trends

Number of Manuscripts by Decision, Jul-Dec 2017

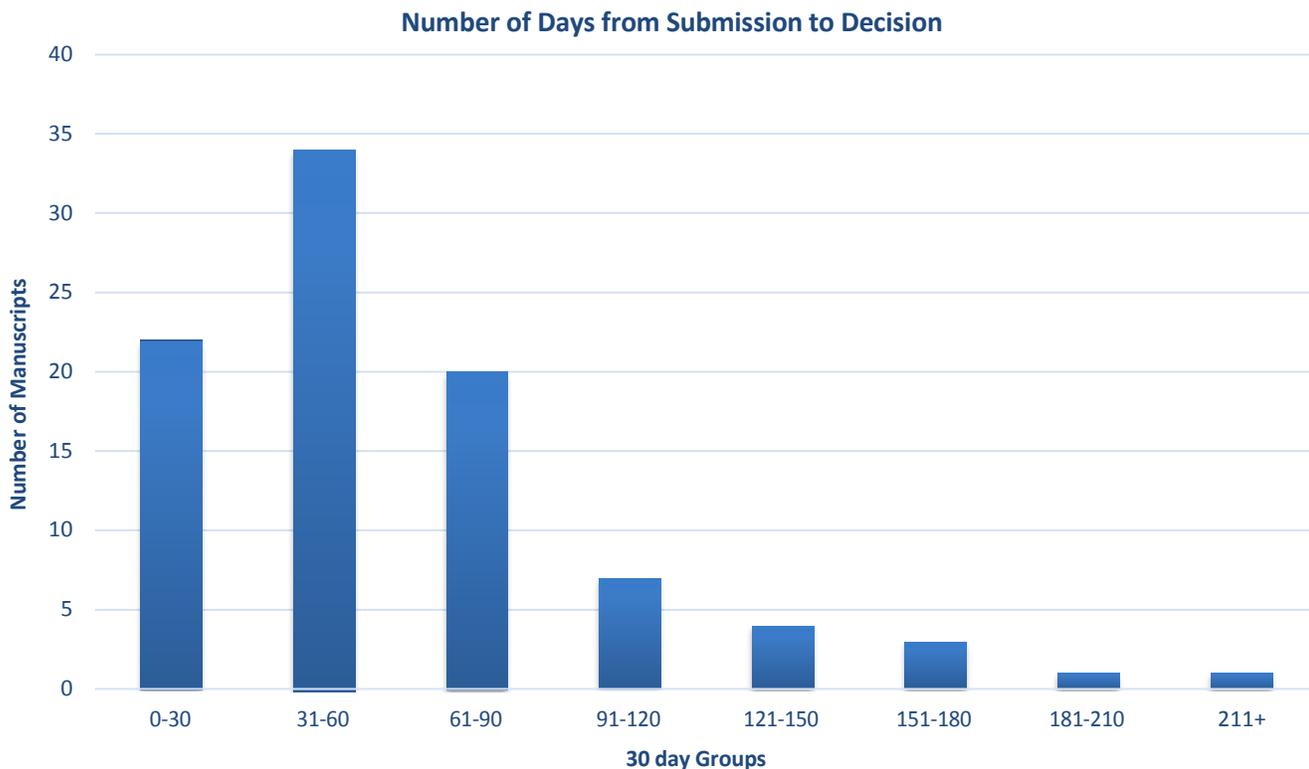


6.2. Manuscripts Submitted by Country in 2018



The chart above details countries from which the journal has received at least 2 original manuscript submissions thus far in 2018. There are several countries from which only 1 submission has been received so far this year, including: Australia, Egypt, France, Indonesia, Italy, Japan, Jordan, Lebanon, Malaysia, New Zealand, Qatar, Spain, and Tunisia.

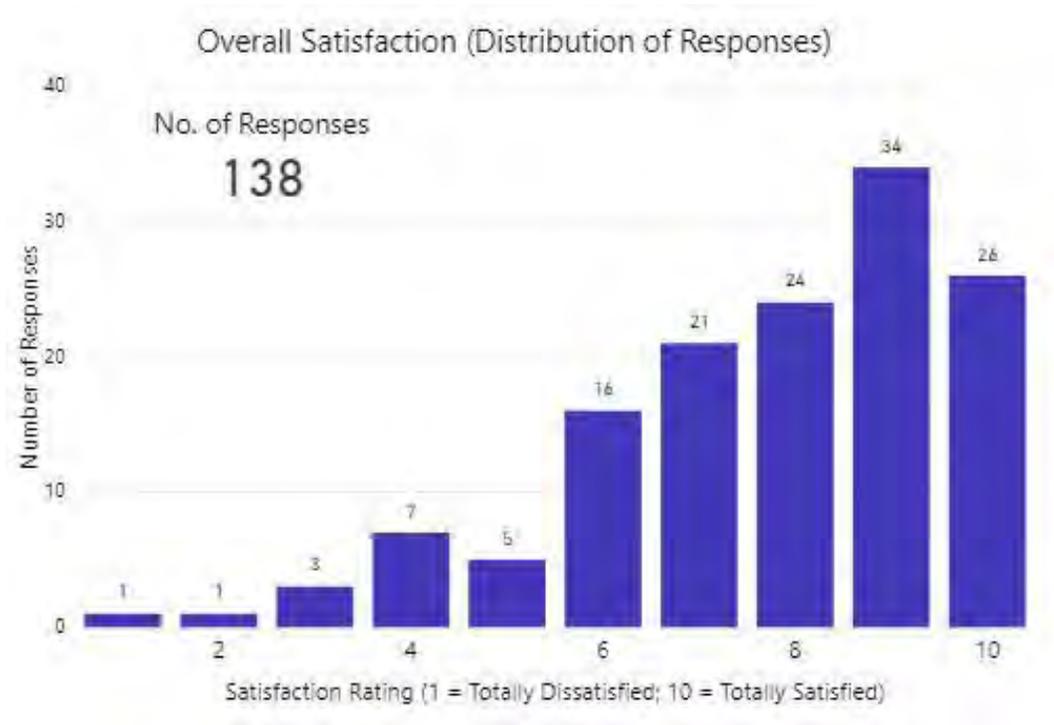
6.3. Time from Submission to Decision in 2017



7. AUTHOR SURVEY

All accepted authors are asked to complete our Author Survey once their article has been published. Below is a summary of the feedback we have received about *Science & Technology for the Built Environment* in the years 2008-2018.

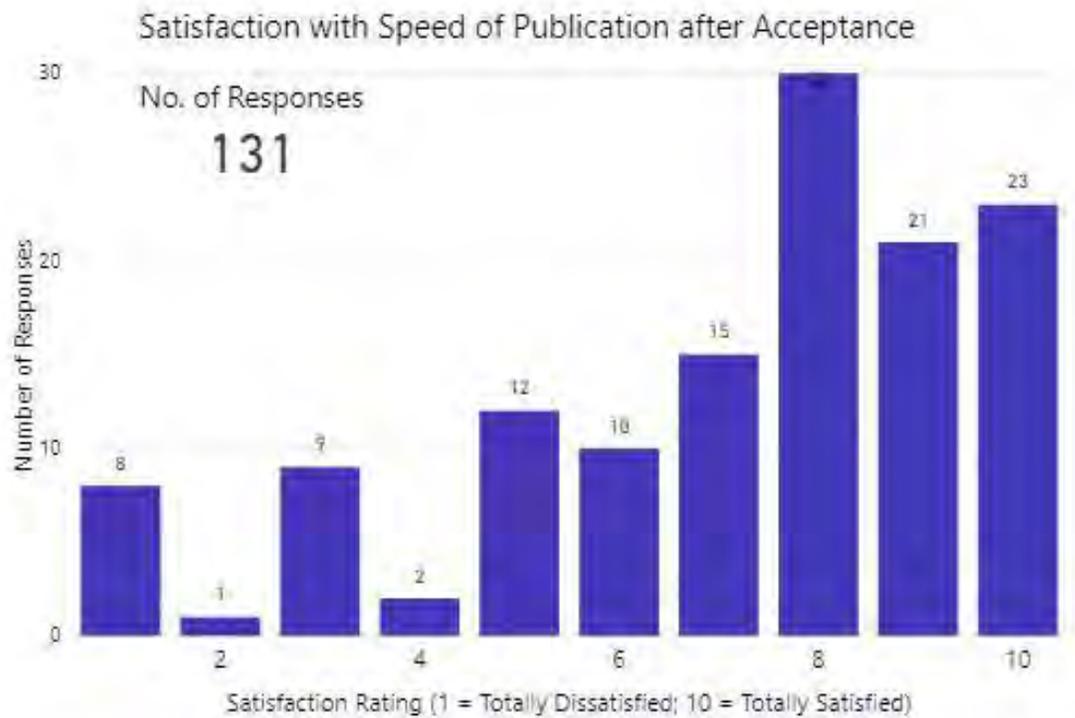
7.1. Overall Satisfaction



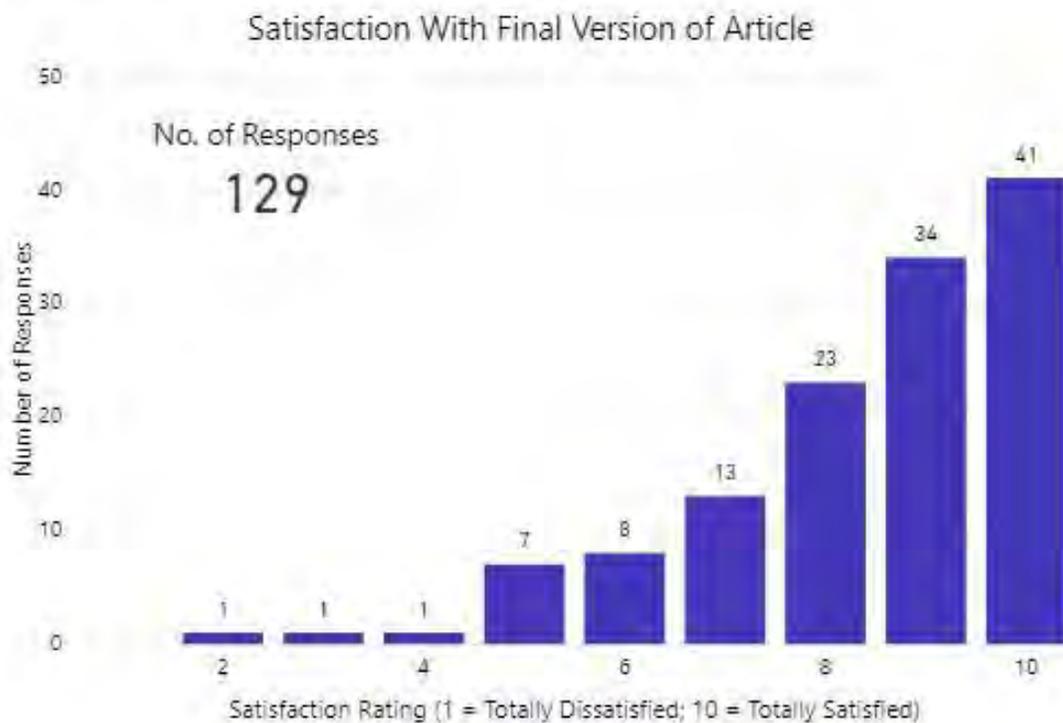
7.2. Satisfaction with the Refereeing Process



7.3. Satisfaction with Speed of Publication



7.4. Satisfaction with Final Version



8. RESOURCES

Editor Resources Taylor & Francis

Guidance and support on a range of topics. Keep up to date with the latest developments through visiting the website.
<http://editorresources.taylorandfrancisgroup.com/>

Twitter: @TandFEditors

Be the **first** to know Taylor & Francis
Insights

Support, updates, tips and talking points from Taylor & Francis' [Author Services](#) and [Editor Resources](#) websites straight to your inbox.

Sign up at: <http://tandf.msgfocus.com/k/Tandf/insights>

AUTHORSERVICES Supporting Taylor & Francis authors

News, support and guidance for researchers publishing in Taylor & Francis journals.

<http://authorservices.taylorandfrancis.com>



Taylor & Francis LibSite
Taylor & Francis Group

Support and news for Librarians can be found at www.tandf.co.uk/libsite.

9. OPEN ACCESS



Open Access (OA) means making content permanently freely available online to read. Further information can be found at the following links:

<http://editorresources.taylorandfrancisgroup.com/open-access-for-editors/>

<http://authorservices.taylorandfrancis.com/publishing-open-access-with-taylor-francis/>

To sign up to our Open Access Bulletin, visit:

<http://eupdates.msgfocus.com/k/Tandf-Eupdates/openaccess>

10. DEVELOPMENT INITIATIVES



Taylor & Francis Group is committed to the widest distribution of its journals to non-profit institutions in developing countries.

Further information can be found at: <http://taylorandfrancis.com/about/corporate-responsibility/development-initiatives>

OUR TEAM

Editorial

| | | |
|------------------|--------------------|--|
| Publisher | Lindsay Allen | lindsay.allen@taylorandfrancis.com |
| Managing Editor | Alexa Flood | alexa.flood@taylorandfrancis.com |
| Assistant Editor | Danielle Adamowitz | danielle.adamowitz@taylorandfrancis.com |

Production

| | | |
|------------------------------|----------------|--|
| Production Editor | Saturn Armario | saturn.c.armario@informa.com |
| Editorial System Coordinator | Jenea Lomas | jenea.lomas@taylorandfrancis.com |

Certification Committee MBOs Society Year: 2017-2018
Chair: Cameron Labunski, Date: June 23, 2018

| Objective | SP | Comp Date | Fiscal Impact | Responb | 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 | Comp | 2017 recertification rate 80% for all programs-not including the CPMP. 2017 is 1 st yr CPMPs must renew as BCxPs, a process which requires an exam. |
| 2. Grow the number of certification applications by 10% over 2015-16 total of 500, a record high. | 1B 2C 3C 4A 4B | 6/30/18 | None, Staff Time | Staff | In progress | Thru May, 263 applications received; 317 for same period last yr. May 2018, recognized \$210K against budget of \$211K outpacing the actuals for 2017 & 2016 for the same period by nearly \$23K & \$40K respectively. |
| 3. Enhance relevancy of certification to members & the industry | 1B 4A | 9/30/17 | Volunteer &Staff Time | | Comp | - Pursue DOE recognition of BCxP and BEAP. |
| 4. Manage certification programs against the ANSI/ISO/IEC 17024 accreditation standard. | 2C 4B | 6/30/18 | Currently budgeted | Chair, Staff, Cert Comm | In progress | COMPLETED. Yr 3 Annual Surveillance successfully completed w/just 2 opportunity for Improvement citations. |
| 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 | Comp | At 2018 Winter Conference. Cert Comm completet Jun 2017. Slate of HVAC Designer Exam Subcomm members appointed & job task analysis in progress. |
| 6. Evaluate the certification & recertification application fee schedule in Dec 2017. | 1B 2C 4B | 12/17 | Currently budgeted | Chair, Staff | In progress | COMPLETED. 1st fee increase in the history of the program. In the Jan 2018 meeting, decision made to maintain the current fee schedule 1 additional yr thru Jun 2019 & evaluate the application fee schedule for any possible updates in Jan 2019 meeting. |

Recommendations for Strategic Planning:

Certification Committee Draft MBOs Society Year: 2018-2019
Chair: Mike Fullerton **Date: June 23, 2018**

| Objective | SP | Comp Date | Fiscal Impact | Respon | Status | Comment |
|---|----------------------------|------------------|------------------------|--|---------------|--|
| 1. Attain 80% recertification rate for the 2018 renewal class, exceeding the industry average of 76%. | 1B 3D 4B | Mar 2019 | In curtain budget | Chair, Cert Comm, Staff | In progress | 2018 2 nd yr CPMPs must renew as BCxPs, which requires an exam. New & improved application under development. 2018 1 st yr BEAPs much renew under updated BBWG requirements. |
| 2. Grow the number of certification applications by 10% over 2015-16 total of 500, a record high. | 1B 2C 3C 4A 4B | Jun 2019 | None, Staff Time | Chair, Cert Comm, HVAC Designer Exam Subcom, Staff | In progress | With application for the 1st HVAC Designer certification exam administration Jun 2019 Annual Conference to open in Feb this goal seems realistic. |
| 3. Enhance relevancy of ASHRAE certification to ASHRAE members & the industry in general. | 1B 4A | Jun 2019 | Volunteer & Staff Time | Chair, Cert Comm, HVAC Designer Exam Subcom, Staff | In progress | Launch new HVAC Designer certification. 2016 Industry. Survey results indicate both need & demand by both employers & practitioners. |
| 4.1 Manage certification programs against the ANSI/ISO/IEC 17024 accreditation standard. | 2C 4B | Jun 2019 | In curtain budget. | Chair, Cert Comm, Staff | In progress | Yr 4 Annual Surveillance application due Mar 2019. |
| 4.2. Launch new HBDP & HFDP exam forms updated per revised exam Detailed Content Outlines. | 1B 4A | Jan 2019 | In current budget | Chair, Cert Comm, HVAC Designer Exam Subcom, Staff | In progress | HBDP & HFDP exam Detailed Content Outlines updated. New exam items written & to be pre-tested in the summer & fall of 2018. |

| | | | | | | |
|---|----------------------|-------------|--|---|----------------|---|
| 4.3. Recruit 2019-22 class of Exam Subcommittee members. | 1B 2C 4A | Jun 2019 | | Chair, Cert Comm.,, Nominati ons Task Force, Staff | | “Call for Nominations” to be sent to certificants in Apr 2019. Task Force to slate nominees in May/Jun. |
| 5. Launch new HVAC Designer certification. | 1B 2C 4A 4B | Jun 2019 | In current budget | Chair, Cert Comm, HVAC Designer Exam Subcom, Staff | In progress | Slate of HVAC Designer Exam Subcommittee members appointed & job task analysis in progress. |
| 6. Develop a procedure to monitor the effectiveness of current certification programs. | 1B 4A | Jan 2019 | None. | Chair, Cert Comm, Staff | | Task Force identified & to meet in 2018. |
| 7. Evaluate the benefit of instituting an “-INT” option for certification candidates “in training,” & develop possible framework for instituting. | 1B 4A | Sep 2019 | TBD | Chair, Cert Comm, Staff | | Task Force identified & to meet in 2018. |
| 8. Evaluate the certification & recertification application fee schedule for any possible updates in the Jan 2019 meeting. | 1B 2C 4B | Jan 2019 | None. Possible 2019-20 revenue increase. | Chair, Cert Comm, Staff | In progress | Last fee schedule evaluated Dec 2015 resulting 1st increase in the program history |
| Recommendations for Strategic Planning: | | | | | | |

Electronic Communications Committee

MBOs for Society Year 2017–18

Chair: Heather Schopplein **Date:** 30 June 2017

Updated 06/23/2018

| 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 | Ongoing; working well. |
| Research and create white paper for ASHRAE membership on LaTeX software, licensing, etc. | 6/30/18 | none | ECT | Determined this is no longer needed. |
| Support ASHRAE staff to promote their social media goals for the 2017-2018 year. | 6/30/18 | none | SM | Ongoing; worked well for 2017-2018. |
| Create a Basecamp for each ASHRAE region, chapter, and standing committees. (Start TC incorporation). | 6/30/18 | No additional cost | ECT | Next step to create a training presentation for Regions on how to use the (newly improved) Clientside for communication with Chapter officers. |
| Create content for ASHRAE membership: Best practices for Region Websites. | 6/30/18 | None | Web | Complete; moving forward will send information to RECCs twice annually. |
| Improve committee communication with RECC’s and increase RECC participation. | 6/15/18 | None | ST | Ongoing; worked well for 2017-2018. |
| Develop a formal presentation for CRC training of chapter ECC chairs. | 12/30/18 | None | All | Complete. Sent to RECCs and posted what was sent to ECC page of ashrae.org. |
| Improve committee communication with Chapter ECC’s by providing (2) ECC updates annually. | 6/30/18 | None | ST | Letter sent 3/15/2018, next letter to be sent after annual conference. |

WS / Web = Website Subcommittee, **ECT** = Electronic Collaboration Tools Subcommittee,
SMS = Social Media Subcommittee, **ST** = Strategic Planning Subcommittee

Electronic Communications Committee

MBOs for Society Year 2018–19

Chair: Megan Tosh **Date:** 23 June 2018

| Objective | Compl. by | Fiscal Impact | Resp. Party | Comment/Status |
|---|-----------|---------------|-------------|----------------|
| Support ASHRAE staff to promote their social media goals for the 2018-2019 year. | 6/30/19 | None | SM | |
| Put together a training presentation on how to use the (new) Clientside of Basecamp for regions, chapters, standing committees, and TCs | 12/31/18 | None | ECT | |
| Improve committee communication with RECC's and increase RECC participation. | 6/15/19 | None | ST | |
| Improve committee communication with Chapter ECC's by providing ECC updates annually. | 6/30/19 | None | ST | |
| Evaluate how social media platforms can be used by members to serve the membership | 6/30/19 | None | SM | |
| Establish recognition for volunteers doing great ECC work at the Chapter & Regional levels | 6/30/19 | None | Web, SM | |
| Evaluate the RECC and Chapter ECC role at CRC | 6/30/19 | None | ST | |

WS / Web = Website Subcommittee, **ECT** = Electronic Collaboration Tools Subcommittee,
SMS = Social Media Subcommittee, **ST** = Strategic Planning Subcommittee

Handbook Committee
 MBOs for Society Year 2017-2018
 Chair: David Yuill Date: 26 Jun 2018

| Objective | Compl. Date | Fiscal Impact | Responsible Party | Status | Comment |
|---|--------------------|----------------------|-----------------------------|---------------|--|
| 1. Solicit ideas from volume subcommittee chairs for process improvements. | 6/18 | None | HBC liaisons | COMPLETE | Volume chairs discussed several ideas that can be implemented in the future. |
| 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 | 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 | COMPLETE | RAC Chair Khankari and HBC Chair Yuill developed a document with two ideas for implementation by the incoming RAC and HB chairs. |
| 5. Improve peer-to-peer training of incoming volume subcommittee chairs. | 6/18 | None | Vice Chair | COMPLETE | MOP will direct that the incoming volume chair will meet one-on-one with the vice chair (outgoing volume chair) before July 1. |
| 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 | COMPLETE | Some edits were made to the existing checklist form. |

DY: mso 26 Jun 2018

| ASHRAE Quasiquicentennial Project Timeline ¹¹ Dec 17 (proposed revision by B Nagengast 06 Jan 18) | | | | | | | | | Updates from 2018-May-17 Conference Call | |
|--|--|---|---|---|--|---|--|---|---|--|
| Project | Description | Responsibility | Jan. 2018 | Jun. 2018 | Jan. 2019 | Jun. 2019 | Jan. 2020 | Comments | Tasks/Updates/May2018 | Notes from May 17th Conference Call |
| HVAC&R Giants | Softcover Publication/ eBook | Volunteer/ Steve Comstock | Process/ publishing guidelines established. Pioneers selected. | Sample drafts | | | Final manuscript completed & art collected | Available in ASHRAE bookstore This softcover / Ebook will Build on Hall of Fame. Pioneers of Industry, Leadership Recall, Heat and Cold & CIBSE publication (what is the name of teh CIBSE Publication?). This heavily-illustrated color book will tell 2-6 page stories of 20 to 25 indiv | Mr. Nagengast has provided a sample narrative to share style, format. | Mr. Nagengast has collected documentation for all other Giants & will continue the writing process. He has requested feedback for the sample recently provided. |
| BUDGET Exp | | | 0 | 0 | 0 | 0 | 0 | | | |
| BUDGET Rev | | | 0 | 0 | 0 | 0 | 0 | | | |
| Proclaiming the Truth, 2nd edition | Update Society 100th Anniversary publication with recreation of graphics | Staff: Steve Comstock /Emily Sigman | Locate art and print files; Begin to replace art as needed. | Funding in meetings/ register action budget. | Draft of MSS | Complete draft and assembly of all artwork. Addition of back matter | Distribution to attendees at Winter Meeting. | Revision of Proclaiming the Truth, a history of ASHRAE's first 100 years published in 1995 for the 100 year anniversary. Book to be expanded to 125 years of ASHRAE history - additional material covering 1996-2020 to be added. | Mr. Comstock has had a conversation with Mrs. Seymour regarding funding for the book being included in registration fees for the 2020 Winter Meeting. It is not currently included in the proposed registration costs at this time, but a proposal will be made to Conferences and Expositions Committee (CEC) Fees will be set during the Winter Conference in Atlanta 2019. | Mr. Comstock has obtained a Word file of the book and has begun his review. Additional elements he plans to add: sections or chapters on Student Branches; Headquarter Renovations; the Washington Office; Updates re Standard 90.1; Women in ASHRAE |
| BUDGET Exp | | | 0 | 0 | 0 | 0 | 0 | | | |
| BUDGET Rev | | | 0 | 0 | 0 | 0 | 0 | | | |
| 125 Papers from the Archives | Update to the list of 100 papers published in Proclaiming the Truth | Volunteer / Steve Comstock | Steve will identify the current process of selecting best papers. | process? Are we going to go to the TCs? | Selection process underway | Papers selected | Include list in Proclaiming the Truth. | Historical Committee will name a subcommittee/group of committee members/others to review ASHRAE papers that won best awards for last 25 years, using the lists of awards available in Basecamp. The selected papers will be the most novel / most interesting among the selections. | Mr. Anderson has reviewed a list of ASHRAE Fellows and highlighted names for a potential list of paper reviewers. The list is in Basecamp. | Mr. Anderson has begun to further narrow the possible list of paper reviewers with input from other committee members |
| BUDGET Exp | | | 0 | 0 | 0 | 0 | 0 | | | |
| BUDGET Rev | | | 0 | 0 | 0 | 0 | 0 | | | |
| ASHRAE Journal Historical Articles | 6 articles on historical significance of technology topics with broad interest | Volunteer / Jay Scott | Solicitation of articles | Articles selected & firm commitments | First three articles mss final | Begin Publication July 2019; Second three articles mss final | Continue Publication through June 2020 | Six to twelve articles of a historical nature that have been submitted and selected will be published in ASHRAE Journal beginning perhaps in July 2019 and ending with visionary or future trend type articles in June 2020. | Mr. Scott has been in touch with TC 1.5 as of 5/16/18 in regards to visionary articles, and future trends for June 2020 ASHRAE Journal, and plans to have suggestions in hand in time to meet the June deadline for selection of articles. | Mr. Scott reported that the selection of papers should be complete by the end of June, and that he will have more than enough for AJ needs. He has also received interest from Don Beatty and Roger Schmidt as possible paper authors for visionary/future trends. Dr. Haberl requested that any extra papers be considered as possible technical sessions. They could also be published as an online book. |
| BUDGET Exp | | | 0 | 0 | 0 | 0 | 0 | | | |
| BUDGET Rev | | | 0 | 0 | 0 | 0 | 0 | | | |
| ASHRAE Journal Advertising | Invited histories industry firms Dec 2019 | Staff: Steve Comstock, Greg Martin | | Advertising sales plan in place | Advertising solicited; editorial finalized | Editorial content drafted | Published in December | Advertising has invited histories of firms for a December 2019 issue. Will also feature extracts from previously published historical articles in Journal and Transactions. Greg Martin heading. There should be a tie-in with ASHRAE Journal articles. | | Mr. Comstock stated that he would have more information on this project after the Advertising Meeting in August. |
| BUDGET Exp | | | 0 | 0 | 0 | 0 | 0 | | | |
| BUDGET Rev | | | 0 | 0 | 0 | 0 | 0 | | | |
| Pictorial Calendar | 2019-20 to be a commemorative featuring advertising | Volunteer: Pam Immekus / Staff: Steve Comstock, Greg Martin | | Advertising sales plan in place, promotion to sales staff begins. | Assembly of art; continuing sales | Publish June 2019 | Distribute throughout year | Pictorial calendar. Images will be provided by the advertisers. | | There are concerns about the viability of a physical calendar & how difficult it would be to sell. After a long discussion w/ the advertising staff, the project may be changed to focus on the manufacturer's rep market. A minimum order of 150 calendars. The calendar would include artwork from different industry events, front cover would be branded w/ ASHRAE logo & include a few of the lines represented. Back cover would have an ad. Purchase price to rep would be the cost of printing. Also possible to include a pictorial in Journal each month: An event from that month w/ ad on facing page, plus an additional "matching space" to get third page "free". Could be a tear-out insert. Suggestion was made to reach out to chapter historians to engage their local manufacturers' reps so chapters could benefit. |
| BUDGET Exp | | | 0 | 0 | 0 | 0 | 0 | | | |
| BUDGET Rev | | | 0 | 0 | 0 | 0 | 0 | | | |
| Technical Session | Dedicated session with historically oriented papers | Volunteer: Jeff Haberl / Staff: Steve Comstock | Announcement of session to solicit papers | Solicitation of Papers and Topics | Topics and papers agreed upon | Papers Identified and Program Package ready for submission | Scheduled for Winter Meeting | One or more technical papers/sessions with an historical theme to be presented in Orlando 2020. Suggested topics include the following: How did ASHRAE get to where it is?; History of Standard 90; Comfort research work. | Four abstracts have been submitted to meetings. Presidential member Barney Burroughs has expressed interest in presenting a technical/conference paper and possibly a paper for ASHRAE Journal on filtration technology and ASHRAE's contribution to that area. | Four abstracts have been submitted to meetings. Presidential member Barney Burroughs has expressed interest in presenting a technical/conference paper and possibly a paper for ASHRAE Journal on filtration technology and ASHRAE's contribution to that area. |
| BUDGET Exp | | | 0 | 0 | 0 | 0 | 0 | | | |
| BUDGET Rev | | | 0 | 0 | 0 | 0 | 0 | | | |

| ASHRAE Quasiquicentennial Project Timeline ¹¹ Dec. 17 (proposed revision by B Nagengast 06 Jan 18) | | | | | | | | Updates from 2018-May-17 Conference Call | | |
|---|--|--|--|--|--|---|---|--|---|---|
| Project | Description | Responsibility | Jan. 2018 | Jun. 2018 | Jan. 2019 | Jun. 2019 | Jan. 2020 | Comments | Tasks/Updates/May2018 | Notes from May 17th Conference Call |
| Development of AC Systems 1920 to 2020 | Article or small soft bound book | Volunteer: David Arnold | Scope content outline. Arms around subject | Manuscript first draft | Manuscript Comp | Production begins | Published | Scan of TOC of 1922 ASHVE Guidebook sent to Dr. Arnold in January 2018. Book will be a joint CIBSE/ASHRAE publication. Needs a peppier title, but that will come after book is written. Needs market appeal. David has sent an outline. Copy added to Basecamp. | Dr. Arnold has provided a ten-page outline/synopsis of his book, which is posted in Basecamp. He will have an update at our meeting in June. | Dr. Arnold has provided a ten-page outline/synopsis of his book, which is posted in Basecamp. He will have an update at our meeting in June. |
| BUDGET Exp | | | 0 | 0 | | 0 | | | | |
| BUDGET Rev | | | 0 | 0 | | 0 | | | | |
| Evolution of Components & Design Build Practices after 1900 | Article or small soft bound book | Volunteer: Bruce Flaniken | Scope content outline. Arms around subject | Manuscript first draft | Manuscript Comp | Production begins | Published | An article or small book covering Evolution from invention to manufacturer. | Mr. Flaniken has provided a two-page outline/synopsis of his proposed manuscript which is posted in Basecamp | Mr. Anderson reported that Mr. Flaniken will be unable to work on this project until September at the earliest due to other responsibilities |
| BUDGET Exp | | | 0 | 0 | | 0 | | | | |
| BUDGET Rev | | | 0 | 0 | | 0 | | | | |
| ASHRAE Historical Markers | Historical Sites that hold meaning to ASHRAE members | Volunteer | Review with Larry Markel at Meeting | Possible? budget impact? after Jan conference. | | Program Announced | First 3 sites identified | Model to be IEEE program with plaques: description on website: and opportunities for members to take selfies at sites for posting. Link is to a copy of an article from IEEE regarding the program. | Michael N. Geselowitz, Ph.D., Senior Director, IEEE History Center at Stevens Institute of Technology will be presenting at Houston. Mrs. Sigman will coordinate with Dr. Geselowitz so that he has all the details necessary to attend our meeting in Houston. | Mr. Anderson has spoken with Dr. Geselowitz about the way that IEEE handles their marker/plaque project. He has also made contact with ASME and ASCE regarding similar projects. He is putting together a table of similar programs |
| BUDGET Exp | | | | | | | | | | |
| BUDGET Rev | | | | | | | | | | |
| How HVAC&R Improves the Quality of Life | Brochure | Staff from submitted materials Marketing: Vanita Gupta and her staff | | | | Outline prepared/ manuscript and art assembled | Brochure completed and ready for distribution. Distribution and posting | Focus of the brochure is to celebrate how ASHRAE has changed the way we live for the better. We will begin to work on copy in June 2019. The brochure will be based on a paper Ron Vallort wrote and will include full-color illustrations and text. The brochure will be published at the time of the 125th Anniversary, but will be written in such a way that it can be used for several years after to appeal to diverse groups of people (Brag Book for members, non-members, trade shows, donors, other association executives) Brochure will have: Broad appeal; Booklet style, Lots of images; Full color. Format booklet - like an 8 1/2 x 11 folded over. Production will start after the June 2019 Annual Conference, including gathering text, artwork, and finalizing content to be ready for January 2020 distribution. | Emily has tried to reach Ms. Marsha Ackerman, author of America's Romance with Air-Conditioning, via phone and follow up on 5/14 - University confirmed that Ms. Ackermann is retired and they had no contact information to reach her. NEXT STEPS: for the brochure to be ready Jan 1, 2020. Content, artwork, distribution channels to be developed beginning June 2019, following Kansas City, in order to provide the most up-to-date content possible. | Manuscript and images for the brochure will be assembled and ready to put into production in June 2019. Brochure will be 11X17, full color, folded size 8 1/2 X 11, designed for broad appeal and multi-year shelf life. |
| BUDGET Exp | | | 0 | 0 | | 0 | | | | |
| BUDGET Rev | | | 0 | 0 | | 0 | | | | |
| HVAC&R Museum | Display at 2020 Winter Conference | Staff Marketing: Vanita Gupta and her staff | Theme of display to be ASHRAE 125 | Process underway to identify items, photograph items | Collection of items for display under way | Design of display completed. Space will be reserved in Bookstore/Registration. working w/ Freeman for displays. | Display created | Sponsorships to be secured for funding. Theme to be ASHRAE 125. Locate Museum in Registration / Bookstore area. One or two touch screens with screen saver loop to include images, clips from various videos. Touching will activate screen to reveal navigation buttons to various separate elements such as clips from Leadership Recall; an interactive timeline: oral history clips; images of artifacts. Physical displays of images, covers of papers and books, artifacts. Photo booth with props to represent various decades: photo provided in commemorative sleeve: anyone visiting photo booth will receive commemorative pin with ASHRAE 125 logo. Seating area for visitors. Marketing will invite members to bring small items, artifacts for ASHRAE to photograph or to photograph themselves using instructions we provide. | 5/2 Letter requesting artifacts sent to 35 individuals: Region VIII chapter presidents, historians and newsletter editors. So far neither Emily nor Bruce have received any inquiries / interest or responses. NEXT STEPS 1) Send to all Region VIII members registered for Houston conference. 2)Use a Social Media / Facebook post targeted to Region VIII. 3) Use IP-targeting on ashrae.org - visible only to users in Region VIII. 4) Draft letter of instruction for individuals bringing items. Include: set open times/ time required for Krys to photograph, get credits, year, description. Meetings is aware of space needs for Museum, but won't be scheduling space until ~6 months out from Jan 2020. Marketing has the blueprints from the 100 year anniversary and will use them as appropriate as they design the display space. | Mrs. Sigman is working with the Marketing Team to reach out to Region VIII members re getting photos or artifacts. In addition, she will begin to inventory artifacts, photographs, rare books, and other items in the ASHRAE library and archives for possible inclusion in the Museum. The blueprints from the 100 year anniversary museum have been scanned and placed in Basecamp. The inventory process is expected to start on June 1 and will conclude on July 13. |
| BUDGET Exp | | | 0 | 0 | | 0 | | | | |
| BUDGET Rev | | | 0 | 0 | | 0 | | | | |
| ASHRAE Oral History: For the Record | ASHRAE Stories/Oral Histories | Staff/Marketing: Vanita Gupta. Video: Krys Gilstrap | Develop Plan Marketing to share by March | Organize recording booth to capture interviews | Organize recording booth to capture interviews | Record interviews & start cataloging them | Display at Winter Conference and continue to capture for future | The videos can be used on ASHRAE Website and as basis of presentation at 2020 Winter Conference. Reflections of ASHRAE with a broad based intent. | Krys to present concept with details to committee in Houston giving committee opportunity for first look at concept - concept has been reviewed and well-received by staff. | Krys will present a comprehensive plan in Houston for the oral history project. |
| BUDGET Exp | | | 0 | 0 | | 0 | | | | |
| BUDGET Rev | | | 0 | 0 | | 0 | | | | |

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. A chart of 1, 2-5 and 6+ year ME training needs went to YEA for input. Next steps are to seek advice from YEA and review the consulting engineers training agenda. |
| 2. Develop outlines for three (3) additional practical applications courses to 'fill the gaps' in our current offerings. | 3D | Jan 2018 | None | Planning Subcommittee | Complete. |
| 3. Develop a standard guideline on the method to develop, translate and produce courses to an international market | 4 | Jan 2018 | None | Full Committee | Complete. Translations to be considered on an as needed, case by case basis with strong international chapter support. |
| 4. Develop training for use in university curriculum. bEQ Task Force Prototype Develop second course | 1C | Jan 2018 | TBD | TBD | On hold until further review of existing Building EQ course usage. |

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

Professional Development Committee
 DRAFT MBOs for Society Year 2018-19
 Chair: Charlie Henck Date: June 26, 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 | June 2019 | None | Planning Subcommittee | Planning adhoc |
| 2. Develop topics and RFPs for an additional (3) practical applications courses to 'fill the gaps' in our current offerings. | 3D | Jan 2019 | None | Planning Subcommittee | |
| 3. Develop a standard guideline on the method to develop, translate and produce courses to an international market | 4? | Jan 2019 | None | Full Committee | Need an ASHRAE standard to guide our efforts. Coordinate with Standards. |
| 4. Review all existing courses and sunset those that have not been used in 5 years | | Jan 2019 | None | Operations Subcommittee | |
| 5. Establish guidelines for liaison | | Jan 2019 | None | Operations Subcommittee | |
| 6. Every course reviewed by PDC Liaison prior to presentation– Quality check | | Jan 2019 | None | Operations Subcommittee | |
| 7. Improve marketing of courses/branding. Work with ASHRAE marketing for improvement | | Jan 2019 | TBD | Planning Subcommittee | |
| Additional Recommendations for Strategic Planning: None at this time | | | | | |

ASHRAE Strategic Plan 2014 Initiatives addressed by Objective

PUBLISHED PROJECTS June 2017 to date

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

- ASHRAE Design Guide for Cleanrooms
- ASHRAE Design Guide for Air Terminal Units
- ASHRAE GreenGuide, 5th Ed.
- Chicago Papers online
- IT Equipment Power Trends, 3rd edition (Datacom Series)
- K-12 Zero Energy AEDG
- Pocket Guide, 9th Ed. (I-P)
- Pocket Guide, 9th Ed. (SI)
- Standard 90.1-2016 User's Manual (print)
- Standard 90.1-2016 User's Manual (online portal)
- Standard 140-2017
- Standard 161-2018
- Standard 194-2017

March 2018

- Chicago Seminars Online
- Standard 100-2015 (Spanish)

April 2018

- Classification of Laboratory Ventilation Design Levels (PDF only)
- Guideline 1.3-2018
- Guideline 209-2018
- Standard 100-2018

May 2018

- Guideline 16-2018

June 2018

- ASHRAE Guide for Sustainable Refrigerated Facilities and Refrigeration Systems
- Houston Papers online
- HVAC Design Manual for Hospitals and Clinics, 2nd Ed., Spanish
- Residential IAQ Guide
- Guideline 36-2018
- Standard 22-2018
- Standard 41.2-2018
- Standard 41.7-2018
- Standard 62.1-2016, Arabic
- Standard 90.1-2016 (SI), Spanish
- Standard 128-2018
- Standard 181-2018
- Standard 203-2018
- Standard 211-2018 ACCA
- Standard 215-2018
- Standard 180-2018

Attachment Q
 PEC Report to BOD 8.13.2018
SPECIAL PUBLICATIONS PROJECTS : June 24, 2018

| 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.) | Indoor Environmental Quality—Global Alliance (IEQ-GA) | Summer 2017 TBD | Planning | Fall 2017 TBD | 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] | Hold | Jan 2018 Mar 2018 | BCA to co-sponsor or hold joint copyright. Pending scope and review clarification. |
| Design Considerations for Datacom Equipment Centers, 3rd ed. (Datacom Book 3) | Larry Ollice | Apr 2018? May 2018? | Finishing up | Jul 2018 | |
| 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 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 Aug 2018 | Writing | Jun 2018 Jan 2019 | Authors: Phetteplace, Tredinnick. Draft for review Jun 2018. Per SC, goal is to have it at event in Dubai in December. |

Attachment Q

PEC Report to BOD 8.13.2018

SPECIAL PUBLICATIONS PROJECTS : June 24, 2018

| Title | Responsible Entity | Date Exp to Receive [Recd] | Current Status | Expected Publish Date | Comments |
|--|--|-----------------------------------|------------------|---------------------------------|---|
| Engineering Management Guide | TC 1.7; Howie McKew | Sep 1, 2018 | Writing | Dec 2018 | Intends to be wrapping it up around Jun 2018 (for TC approval?) Due Sep 1 per Howie, 6/13/18 |
| District Cooling Owner's Guide Operations Manual | TC 6.2; SP-97; RP-1267; funding from Empower | Sep 2018 | Writing | Jun 2018 Jan 2019 | (same as DC Guide above) |
| ASHRAE Design Guide for Multifamily Residential Buildings | RP-1821 | End Nov 2018 | Writing | Mar 2019 | Contact: LPratt |
| High-Performance Buildings Simplified (w/supplemental files online) | Tom Lawrence, Julia Keen | May 2018 Early 2019 | Writing | August 2018 TBD | (GreenGuide-based textbook) Per Tom, 2/5/18: He plans to have a draft version ready summer 2018 that he will test with students during Fall 2018. |
| HVAC&R Pioneers Giants | Staff; Bern Nagengast | Jun 2019 | Planning | Jan 2020 | 8/25/2016 per SComstock; part of ASHRAE 125 th Anniversary; updated 5/17/2018 |
| Proclaiming the Truth, 2 nd ed. | SComstock | Jun 2019 | Planning | Jan 2020 | 8/25/2016 per SComstock; part of ASHRAE 125 th Anniversary; updated 5/17/2018 |
| 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. | TC 8.3; Jürgen Scharfe | 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 |

Attachment Q

PEC Report to BOD 8.13.2018

SPECIAL PUBLICATIONS PROJECTS : June 24, 2018

| Title | Responsible Entity | Date Exp to Receive [Recd] | Current Status | Expected Publish Date | Comments |
|--|-----------------------|--|----------------|---|--|
| 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-Climate Buildings | MTG.HCDG | TBD | Planning | TBD | MTG Ch Frank Mills |
| ASHRAE Design Guide for Cold-Climate Buildings Design Guide, 2 nd ed. | Erich Binder | Aug/Sep 2017 TBD | Planning | Chicago 2018 TBD | |
| A Comprehensive HVAC Design Guide for Justice Facilities | TC 9.4 | TBD | Writing | TBD | |
| Commissioning Definitions and Terminology for the Building Industry | ASHRAE, CIBSE, AiCARR | Feb 2018 TBD | | Feb 2018 TBD | Per Steve: AiCARR will send final files; Walter G will review; we will put into pages and provide to each org to enable free access to memberships (but be sold to nonmembers) |
| 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 | |
| Heat Load Estimating Guide for Electrical Equipment (a Design Guide) | RP-1395; RP-1104 | TBD | TC review | TBD | |

Attachment Q
 PEC Report to BOD 8.13.2018
SPECIAL PUBLICATIONS PROJECTS : June 24, 2018

| Title | Responsible Entity | Date Exp to Receive [Recd] | Current Status | Expected Publish Date | Comments |
|--|------------------------|--|------------------|---|--|
| Integrated Building Design Applications Manual | TC 7.1 | Jan 2009 Jun 2010 TBD | Writing | Jan 2008 Jun 2008 Sep 2010 Jan 2015 TBD | MOwen queried CGulledge 6/2/16 email |
| 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) |
| 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 but not in 2016 per DBeaty 6/26/16 |
| Standards and Guidelines and User's Manuals | | | | | |
| Standards/addenda drafts going for approval at Annual Conference | Varies | Mid-Apr 2018 | | Jun 1, 2018 | Every 6 mos; publish = ready for review at conf |
| 18-month Addenda Supplements to Code-Intended Standards | Varies | Spring 2018 | | Sep/Oct 2018 | Every three years (2015, 2018, 2021) |
| Revision of Standard 62.1 | SSPC 62 | Spring 2019 | | Summer 2019 | Every three years (2016, 2019, 2022) |

Attachment Q
 PEC Report to BOD 8.13.2018
SPECIAL PUBLICATIONS PROJECTS : June 24, 2018

| Title | Responsible Entity | Date Exp to Receive [Recd] | Current Status | Expected Publish Date | Comments |
|---|-------------------------|----------------------------|----------------|--------------------------|---|
| Revision of Standard 62.2 | SSPC 62 | Spring 2019 | | Summer 2019 | Every three years (2016, 2019, 2022) |
| Standards/addenda to be published after approval at Annual Conference | Varies | Jul/Aug 2018 | | Aug/Sep 2018 | Every 6 mos. |
| Standards/addenda drafts going for approval at Winter Conference | Varies | mid Oct 2018 | | Nov 30, 2018 | Every 6 mos; publish = ready for review at conf |
| Standards/addenda to be published after approval at Winter Conference | Varies | Feb/Mar 2019 | | Mar/Apr 2019 | Every 6 mos. |
| Revision of Standards 15 and 34 | SSPCs 15, 34 | Jul 2019 | | Oct 2019 | Every three years (2019, 2022, 2025) |
| 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) |
| Revision of Standard 90.2 | SSPC 90.2 | Winter 2019 | | Mar | Every three years (2016, 2019, 2022) |
| Revision of Standard 140 | SSPC 140 | Winter 2019 | | Mar | Every three years (2016, 2019, 2022) |
| Revision of Standard 189.1 | SSPC 189 | Sep 2020 | | Oct 2020 | Every three years (2020, 2023, 2026) |
| 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) |

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SPECIAL PUBLICATIONS PROJECTS : June 24, 2018

| Title | Responsible Entity | Date Exp to Receive [Recd] | Current Status | Expected Publish Date | Comments |
|--|--------------------|--|----------------|---|--|
| 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 Jun 2018 | In TC Review | TBD | |
| PD on Refrigerants and Their Responsible Use | Steve Hammerling | Jan 2018 Jun 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 Jun 2018 | In progress | TBD | |
| PD on Airborne Infectious Diseases | Steve Hammerling | Jun 2018 | In progress | TBD | |

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 PEC Report to BOD 8.13.2018
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| Title | Responsible Entity | Date Exp to Receive [Recd] | Current Status | Expected Publish Date | Comments |
|--|-------------------------------|---|---------------------------------|---|----------|
| 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 | | | | | |
| Standard 62.1-2016 (Arabic) | | Jan 2018 TBD | | Apr 2018 | |
| 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 | |
| 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 55-2013 (Arabic) | Falcon Chapter | TBD | Contracted | TBD | |
| Standard 62.1-2016 (Arabic) | Falcon Chapter | TBD | Contracted | TBD | |

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 PEC Report to BOD 8.13.2018
SPECIAL PUBLICATIONS PROJECTS : June 24, 2018

| Title | Responsible Entity | Date Exp to Receive [Recd] | Current Status | Expected Publish Date | Comments |
|--|------------------------------|--|-------------------|----------------------------|---|
| 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 (Arabic) | Falcon Chapter | TBD | Contracted | TBD | Supplied Word files 5/31/18 |
| 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 | |
| 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 |

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| Title | Responsible Entity | Date Exp to Receive [Recd] | Current Status | Expected Publish Date | Comments |
|---|--------------------|----------------------------|----------------|------------------------------------|------------------------------|
| Recurring Conference-Related Projects | | | | | |
| 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 | |
| Annual Conference Seminar Recordings Online | Tony Giometti | Submit art Nov | | Proof Jul 5–9; approve by Jul 12 | Needed in inventory by Sep 1 |
| 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 | |

MSO 24 June 2018

Publications Committee

MBOs for Society Year 2017-18

Chair: Francis Lacharité Date: 26 Jun 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. COMPLETE. |
| 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 26 Jun 2018