



MINUTES

Handbook Committee

January 30, 2022

Hybrid Meeting, Las Vegas

MEMBERS PRESENT:

Michael Patton, chair
Scott Fisher, 2022R chair and HB vice chair
Nick Shockley, 2022R
Brian Fricke, 2022R
Harris Sheinman, 2023A chair
G.D. Mathur, 2023A
Kashif Nawaz, 2023A
Joseph Sanders, 2023A
Eric Adams, 2023A
Brian Krafthefer, 2023A
Ahmed Medhat, 2024S
Satish Iyengar, 2024S
Chee Sheng Ow, 2024S
Nicholas Lemire, 2024S
Derek Crowe, 2024S
Stephanie Mages, 2025F chair
Marijia Todorovic, 2025F
Caroline Calloway, 2025F
Frederich Granzow, 2025F
Sonya Pouncy 2025F
Chris Gray, Board of Directors Ex-Officio (BOD ExO)

STAFF PRESENT:

Heather Kennedy, staff liaison, Handbook Editor

VISITORS:

Mark Owen, Publisher, ASHRAE
John Pruett, TC 4.7 Handbook Subcommittee Chair
Brian Rock, TCs 4.3 and 5.5
Mark Hegberg, TC 7.7 Handbook Subcommittee Chair
John Pruett, TC 4.7 Handbook Subcommittee Chair
Riad Assaf, TC 1.1 Handbook Subcommittee Chair
Prakash Dhamshala, TC 5.5
Alexandre Lupien, ASHRAE Member

ADDITIONAL DISTRIBUTION:

Publishing and Education Council
Chapter Technology Transfer Committee

MAJOR PASSED MOTIONS	
No.	Motion
1	Approved new chapter on Indoor Air Cleaners (section 15.1)

ACTION ITEMS		
No.	Responsibility	Action Item
(None.)		

1. Call to Order

Mr. Patton called the meeting to order at 10:04 AM and noted that a quorum was present.

2. Introductions

Mr. Patton welcomed all attendees, noted names of attendees, and requested that guests introduce themselves.

3. ASHRAE Code of Ethics Commitment

Mr. Patton read the following excerpt from 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>.)

4. Approval of Minutes

It was moved and seconded

(1) to approve the minutes of the committee’s June 2021 virtual meeting.

MOTION (1) PASSED, voice vote.

5. Agenda Updates

The agenda was reviewed and approved.

6. Chair’s Comments

Mr. Patton pointed out that there is a drive to integrate decarbonization information into Handbook chapters. He encouraged liaisons to reach out to TCs about moving this agenda forward, and noted that there is additional

Handbook Committee Minutes (DRAFT) • Jan 30, 2022 • Las Vegas/Virtual Meeting
information on the Task Force for Building Decarbonization (TFBD) web page
(<https://www.ashrae.org/about/ashrae-task-force-for-building-decarbonization>).

Mr. Patton asks that people send committee preferences within next week or so.

7. Board of Directors Ex-Officio (BOD ExO) Member Report

Mr. Gray thanked the committee for their work, noting that the handbook is a major reason many members join. He also gave a presentation about current ASHRAE activities (**ATT. A**). **NEED TO GET PRESENTATION FROM CHRIS GRAY**

8. Coordinating Officer (CO) Report

The CO was unable to attend.

9. Handbook Editor's Report

Mx. Kennedy apologized to committee members and the TCs for the issues with the 2021 *Fundamentals* volume, but expressed appreciation for everyone's hard work during this time. Particular thanks should go to both Michael Patton for agreeing to continue on as HBC chair for an extra year, and to Stephanie Mages, who stepped up as volume chair for the 2021/2025 *Fundamentals* volume early after the previous volume chair resigned.

They also noted that 2022 proofs would be going out to *every* TC after the meeting through mid-March; *everyone must sign off on their chapter* regardless of whether they had changes to ensure that all chapters are presented as the cognizant TCs intended.

With the change in member benefits, the Handbook PDF is still the most popular option (**ATT B**, Member Benefit Selection as of January 2022). Lastly, an internal transfer between the *ASHRAE Journal* staff and Handbook should be implemented soon, so there will soon be a second editor working on the Handbook.

10. Volume Subcommittee Reports

10.1 2022 Refrigeration

Mr. Fisher noted that approval proofs would be going out for all chapters, and encouraged liaisons to remind their TCs to review and respond.

10.2 2023 HVAC Applications

Mr. Sheinman noted that it was now crunch time for 2023 chapters. Information gathered so far is that most people seem to be on track; one TC is of concern, however, and Mr. Sheinman will check in with them.

10.3 2024 HVAC Systems and Equipment

Mr. Furman was unavailable, so Mx. Kennedy reported that all 2024 liaisons were establishing contact with their TCs.

10.4 2025 Fundamentals

Ms. Mages reported that all 2025 liaisons were establishing contact with their TCs and gaining familiarity with the chapters belonging to those TCs.

11. Subcommittee Reports

11.1 Review

Ms. Mages reported that chapters for review had been assigned to subcommittee members to familiarize themselves with the chapter content.

11.2 Functional

Mr. Furman was unable to attend.

11.3 Electronic Media

Mr. Sheinman reported the intent to create a FAQ for the Handbook landing page, working with Ms. Mages' Review/Training subcommittee to gather questions from new liaisons about the ASHRAE Authoring Portal as source material for video.

11.4 Strategic Planning

Mr. Fisher announced that the ASHRAE web team staff will hold online Basecamp Office Hours on April 14. He also mentioned that subcommittee assignments will be kept in more orderly flow in future.

12. Training Reports

Ms. Mages reported good attendance, with approximately 45 TC members attending, with an engaged audience and relevant questions. The idea of recording an Authoring Portal presentation was mooted, and a site map was being developed.

13. Information Items

13.1 Year 2019-20 MBOs

Mr. Patton reviewed the status of his MBOs for 2021-22 (**ATT. C**). Item 1 (soliciting ideas for the PEC MBOs) should be resolved. Items 2 and 3 are in progress but ongoing, and item 4 (HBC vision statement) needs to be addressed in light of Chris Gray's proposal. There is a need to address the committee's overarching vision because of rollover/roll-off of committee members. For item 5, Mr. Sheinman has made progress on this ad hoc but needs further work to address volume imbalances. For item 6, reviewing the ARG for clarity on what include in the Handbook versus user guides or manuals is in progress.

14. Action Items

(None.)

15. Old Business

15.1 New Chapter Proposal: Indoor Air Cleaners (TCs 2.3, 2.4, and 2.9, and ETF)

The committee had previously postponed a vote in June 2021 because a quorum was no longer present by the time New Business occurred in the meeting. A quorum being present now, it was moved and seconded to vote by voice.

VOTE: *Yea 19* *Nay 0* *Abstain 1* *CNV*

Mr. Krafthefer, who developed the proposal, abstained; he also noted that TC 2.4 would likely be the chapter's owner for future maintenance.

16. New Business

16.1 Splitting Fundamentals Ch. 19 (Energy Estimating and Modeling) into Two Chapters (TC 4.7)

TC 4.7 proposed a staged approach of splitting the chapter, with an eye on future focused development of each part of the chapter. The HBC members felt that there was merit in this idea but that it needs to be developed more to clearly define what is being split and to where. Mr. Patton requested that TC 4.7 bring a formal proposal to the June 2022 meeting, including outlines and page counts; the HBC would handle the request formally at that point, but noted that the initial plan sounds promising.

17. Adjournment

Committee members were thanked for their efforts during the year. The meeting was adjourned at 12:22 PM.

Respectfully submitted,



Heather E. Kennedy
Staff liaison
Editor, ASHRAE Handbook

Board Ex-O presentation (sent separately)

Handbook Committee
MBOs for Society Year 2021-2022
 Chair: Michael Patton Date: 30 Jan 2022

Objective	Completion Date	Fiscal Impact	Responsible Party	Status	Comment
1 Coordinate with Staff to review and improve Staff procedures to ensure all Volume edits are included	1-Feb-22	none to Positive	HB Excom	complete	A procedure was added to present galley proofs for sign off to TCs for ALL chapters regardless of edit/revision status.
2 Review single topic/multi TC Chapters responsibility to one TC	30-Jun-22	None	Vol Chairs/Review Sub Committee	On-going	Required to smooth rewrite/edit process
3 Encourage TCs to develop extra features (spreadsheets, sidebar discussions, video, etc.) for Handbook Online. Suggest using YEA members	30-Jun-22	None	HBC	Continuous	Continuing 2021 MBO
4 Develop a HBC Vision Statement	30-Jun-22	None	HBC	Yet to commence	Crafting a vision statemnt will provide continuity as Volume chairs rotate through the Chair position
5 Address volume imbalances through appointmnet of Ad-Hoc	30-Jun-22	Could reduce mailing costs	HBC ExCom	Ad-Hoc Assembled	Applications and Fundamental volumes are nearly twice the size of Refrigeration volume. Look at the possibility of shifting some material to a different volume.
6 Review ARG for clarity on material to be included in the HB volumes vs that set for other publications (deign Guides, Users manuals)	30-Jun-22	Could reduce page count	Functional	Assigned	Additional guidance in the ARG (Author's and Reviewer's Guide) could move content to other publicatons such as user and design guides.

MP: hek 21 Jun 2022