



MINUTES

Handbook Committee
5 February 2023
Hybrid Meeting, Atlanta

MEMBERS PRESENT:

Scott Fisher, Handbook Committee (HBC) chair
Harris Sheinman, 2023A chair and HBC vice chair
Brian Krafthefer, 2023A
G.D. Mathur, 2023A
Joe Furman, 2024S chair
Satish Iyengar, 2024S
Stephanie Mages, 2025F chair
Caroline Calloway, 2025F
Sonya Pouncy, 2025F
Eric Granzow, 2025F
Marija Todorovic, 2025F
Adrienne Thomle, 2026R chair
Kevin Muldoon, 2026R
Drake Erbe, 2026R
Cameron Labunski, 2026R
W. Vance Payne, 2026R

STAFF PRESENT:

Heather Kennedy, staff liaison to HBC; editor, ASHRAE Handbook
Jeri Alger, managing editor, ASHRAE Handbook

VISITORS:

Chris Gray, BOD Ex-O
Dunstan Macauley, ASHRAE VP, CO
Daniel Bourque, Communications Committee
Randy Palm, TC 6.3 Handbook Subcommittee chair
Kristie Tiller, ASHRAE Dallas Chapter
Samantha Peterson, ASHRAE Dallas Chapter
Christine Smith, ASHRAE Las Vegas Chapter
Lionel Davis II, Region VII, ASHRAE Memphis Chapter
Mariel Meegan, Region VII Leadership, ASHRAE Memphis Chapter

ADDITIONAL DISTRIBUTION:

Publishing and Education Council
Chapter Technology Transfer Committee

MAJOR PASSED MOTIONS	
No.	Motion

ACTION ITEMS		
No.	Responsibility	Action Item
1	Mages	Review HBC MOP to ensure it reflects current procedures (e.g., that every chapter must be signed off on twice, regardless of whether revisions are intended: first with a chapter approval checklist, and then with a final approval proof before publication.

1. Call to Order

The meeting was called to order at 10:30 AM.

2. Introductions

Attendees introduced themselves and their affiliations.

3. ASHRAE Code of Ethics and Other Statements of Intent

Mr. Fisher 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 26 Toronto meeting.

MOTION (1) PASSED, voice vote with one abstention.

5. Agenda Updates

The agenda was reviewed and item 11.5, Development of Vision Statement, was added. The revised agenda was approved.

6. Chair’s Comments

Mr. Fisher thanked everyone for their efforts on behalf of the Handbook, and reminded everyone that the HBC Basecamp is a useful tool for distributing information.

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

Mr. Grey gave a presentation on current ASHRAE activities ([Attachment A](#)).

8. Coordinating Officer (CO) Report

Mr. Macauley thanked the committee for their valuable work on behalf of ASHRAE.

9. Handbook Editor’s Report

Mx. Kennedy announced that final approval proofs for all chapters shortly for the 2023 *HVAC Applications* volume would begin going out shortly. This year’s volume was anticipated to be the largest Handbook ever. Per Board directives, every chapter would be sent out for approval, regardless of whether the TC had made revisions, to

ensure that all contributor revisions are captured. Ms. Mages said she would review the HBC Manual of Procedures (MOP) to ensure it is updated to reflect these newer procedures (**Action Item 1**).

After member feedback, files for revision on the ASHRAE Authoring Portal will be available in both annotatable PDF and Word.

Handbook Online subscriptions are now \$49/year for members who do not choose that as their member benefit.

10. Volume Subcommittee Reports

10.1 2026 Refrigeration

Ms. Thomle has been assigning HBC liaisons to Technical Committees with chapters in the *Refrigeration* volume. She pointed out that the recent spate of TC mergers has left several TCs in charge of 20+ chapters. This high workload may be of concern in getting the 2026 volume updated.

10.2 2023 HVAC Applications

Mr. Sheinman reiterated that final approval proofs will be going out soon. One of the challenges this year was that some TCs did not meet the hard deadlines for receipt of content by staff.

10.3 2024 HVAC Systems and Equipment

Mr. Furman mentioned that contacting some TCs' relevant leadership has been challenging, sometimes due to out-of-date TC websites, other times because the TCs have not responded to emails from the 2024 HBC volume subcommittee members. In-person meetings would be used to check the status for these TCs. He pointed out that 2024 chapters need to be finalized in the next six months to be on time (hard deadline is July 31, 2023).

10.4 2025 Fundamentals

Ms. Mages reported active participation between liaisons and TC chairs, and anticipated good progress toward timely submissions of revisions in 2024.

11. Subcommittee Reports

11.1 Review/Training

Ms. Thomle said that over 20 people attended the training session. She announced plans to make videos of the Powerpoint presentations and post them online for future reference, and for those unable to attend the live/hybrid sessions.

11.2 Functional

Ms. Mages said that development of a Vision Statement for the HBC is under way (see **item 11.5**).

11.3 Electronic Media

Mr. Furman had nothing new to report.

11.4 Strategic Planning

Mr. Sheinman declared that both positive reinforcements and consequences were needed for TCs to encourage timely responses; reinforcements include personalized print Handbook for contributors but there is a lack of consequences when it comes to enforcing deadlines. This, coupled with volume imbalances (e.g., the explosive

growth of the *HVAC Applications* volume), presents a challenge for staff as well as contractors/developers responsible for PDF and Handbook Online development.

11.5 Vision Statement

Ms. Mages presented the following for the committee's consideration as a Vision Statement for HBC:

To liaison with TCs and others, assisting and monitoring their progress, while updating and producing their respective technical chapters for ASHRAE's handbooks. Handbooks are distributed in appropriate formats to meet the educational needs of those involved in the HVAC&R industry and services.

The proposed statement was moved and seconded to approve, after a few grammatical tweaks. Discussion ensued about whether this was a Vision Statement or a Mission Statement. At this point, the motion to approve was withdrawn. Ms. Mages and Ms. Pouncy agreed to draft a new Vision Statement.

12.Information Items

12.1 Year 2022-2023 MBOs

Mr. Fisher said that all MOBs ([Attachment B](#)) were under way and ongoing. There were no changes to the Authors and Revisers Guide (ARG).

13.Action Items

From the June 2022 Toronto meeting, action item 1 (collect data on volunteer time required for Handbook activities) is ongoing; items 2 (reschedule online training) and 3 (post MOP update to Basecamp) were completed; and item 4 (create HBC vision statement) is in process.

14.Old Business

There was no old business.

15.New Business

There was no new business.

16.Adjournment

Committee members were thanked for their efforts throughout the year. The meeting was adjourned at 12:25 PM.

Respectfully submitted,



Heather E. Kennedy (Moli)
Staff liaison to HBC
Editor, ASHRAE Handbook



Attachment A

Handbook Committee Board Ex-O Presentation

5 February 2023

Hybrid Meeting, Atlanta

BOARD EX-O PRESENTATION

Available in the HBC Basecamp at <https://3.basecamp.com/3106353/buckets/19895770/uploads/5804568533>.

If you do not have access to HBC Basecamp, contact hkennedy@ashrae.org for a copy of this presentation.



Attachment B

MBOs for Society Year 2022-2023

Chair: Scott Fisher Date: 5 February 2023

	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	5 Feb 23	none to Positive	HB Excom	Complete	A procedure was added to present galley proof to all TC for verification
2	Review single topic/multi TC Chapters responsibility to one TC	15-Jun-23	None	Volume Chairs/Review Subcommittee	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	15-Jun-24	None	HBC	On-going	Continuing 2024 MBO
4	Develop a HBC Vision Statement	15-Jun-23	None	Excom/ Functional	On-going	Crafting a vision statement will provide continuity as Volume chairs rotate through the Chair position
5	Address volume imbalances through appointment of Ad-Hoc	15-Jun-24	None	Strategic/ Planning	On-going	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 (Design Guides, Users manuals)	5-Feb-24	Could reduce page count	Functional	On-going	Additional guidance in the ARG (Author's and Reviewer's Guide) could move content to other publications such as user and design guides.
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