



## MINUTES

### Handbook Committee

9 February 2025

Orlando, Florida

#### MEMBERS PRESENT:

Joseph Furman, Handbook Committee (HBC) chair  
Stephanie Mages, HBC vice chair and 2025 Fundamentals volume chair  
Frederick Granzow, 2025F  
Robert McFarlane, 2025F  
Adrienne Thomle, 2026 Refrigeration volume chair  
Cameron Labunski, 2026R  
Kevin Muldoon, 2026R  
Krishnan Gowri, 2027 Applications volume chair  
Jeff Gatlin, 2027A  
Rex Scare, 2027A  
Mark Miller, 2027A  
Paula Hernandez, 2027A  
Philip Naughton, 2027A  
Nicolas Lemire, 2028S volume chair  
Elizabeth Goll, 2028S  
G.D. Mathur, 2028S  
Satish Iyengar, 2028S  
Katja Auer, 2028S  
John Constantidine, BOD Ex-O

#### STAFF PRESENT:

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

#### VISITORS:

Li Song, University of Oklahoma  
Alok Kumar, NIKA, TC 6.4 HB subcommittee chair  
S.A. Sherif, University of Florida  
Atilla Biyikoglu, Gazi University  
Fatih Evren, PNNL  
Rupesh Iyengar, Services Consultants  
Moncy Khanna, CEC, TAC

#### ADDITIONAL DISTRIBUTION:

Publishing and Education Council  
Chapter Technology Transfer Committee

MAJOR PASSED MOTIONS	
No.	Motion
2	To recommend to PEC to “implement the chapter reorganization plan beginning with the 2028 HVAC Systems and Equipment volume.” (See <a href="#">Attachment B.</a> )

ACTION ITEMS		
	None.	None.

## 1. Call to Order

The meeting was called to order at 10:55 AM.

## 2. Introductions

Attendees introduced themselves and their affiliations.

## 3. ASHRAE Code of Ethics and Other Statements of Intent

Mr. Furman 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>.)

Mr. Furman also read aloud the ASHRAE Diversity, Equity, and Inclusion (DEI) guidance (<https://www.ashrae.org/about/diversity-equity-and-inclusion-dei>):

ASHRAE is committed to providing a welcoming environment. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of everyone. We proactively pursue and celebrate diverse and inclusive communities understanding that doing so fuels better, more creative, and more thoughtful ideas, solutions and strategies for the Society and the communities our Society serves. We respect and welcome all people regardless of age, gender, ethnicity, physical appearance, thought styles, religion, nationality, socioeconomic status, belief systems, sexual orientation, or education.

## 4. Approval of Minutes

It was moved and seconded

**Motion (1) to approve the minutes of the committee’s June Indianapolis meeting.**

**MOTION (1) PASSED VV, 9 yea, 0 nay, 1 abstaining, CNV.**

## 5. Agenda Updates

The agenda was approved without updates.

## 6. Chair’s Comments

Mr. Furman acknowledged that the committee faced headwinds regarding TCs’ responsiveness to communication and timeliness of submitting chapter revisions, despite early starts and excellent efforts by HBC liaisons assigned to the revising TCs. He announced his intention to work with TAC leadership regarding TC accountability to maintain their commitments to updating Handbook content and responding in a timely manner. Volume chairs (Ms. Mages, Ms. Thomle, Mr. Gowri, and Mr. Lemire) concurred.

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

Mr. Constantinide gave a presentation on current ASHRAE activities ([Attachment A](#)), including an update on AI discussions and the current strategic plan.

## 8. Coordinating Officer (CO) Report

Mr. Austin gave a presentation on leadership within ASHRAE. There was discussion of a possible motion being brought by another group to the Board of Directors to combine the Handbook PDF download and Handbook Online into one product. *(Editor's note: from a user's viewpoint, combining the PDF downloads and HTML products into one would eliminate a lot of user confusion and ensure that online users can preserve an archival copy of Handbook content at the time of design, which can be important in court cases.)*

## 9. Handbook Editor's Report

Mx. Kennedy announced that final approval proofs for the 2025 *Fundamentals* volume would begin going out to TCs in the next month.

They also pointed out that plans need to be made to convey the volume reorganization plans to TCs, especially those whose chapters will change volumes and thus have different due dates.

## 10. Volume Subcommittee Reports

### 10.1 2025 *Fundamentals*

Ms. Mages reminded Fundamentals volume subcommittee members that this was *go time*. She also emphasized the importance of communication within a volume subcommittee: if a liaison does not respond to communications from their volume chair for half a Handbook cycle (two years; Mr. Lemire suggested a time limit of six months), they should be removed from HBC and replaced. *(Editor's note: FYI: because HBC membership is determined by the BoD, the Board needs to approve any removals from HBC, except for resignations.)*

### 10.2 2026 *Refrigeration*

Ms. Thomle shared that communications with TCs continue to be sluggish. Liaisons on the volume subcommittee asked for feedback from TC Handbook subcommittee chairs with chapters in the Refrigeration volume, and only one gave feedback. The lack of responsiveness is frustrating and worrying.

### 10.3 2027 HVAC Applications

Mr. Gowri said that all liaisons had contacted their TCs, a process being managed and tracked by a Google spreadsheet. Liaisons asked the TC Handbook subcommittee chairs for an idea of the scope of changes planned (none, little, moderate, major, or complete rewrite), but did not have data to share at this point.

### 10.4 2028 *HVAC Systems and Equipment*

Mr. Lemire announced that volume operations were getting organized and liaisons had been assigned. He requested that liaisons be copied on emails to TCs granting access to the ASHRAE Authoring Portal, so they know whether their TCs have begun work on their chapters.

## 11. Subcommittee Reports

### 11.1 Review/Training

Mr. Gowri reported good attendance at training, approximately 50 people. His updated Powerpoint slides were targeted for the specific audience of TC members, and he requested feedback on the slides so they can be posted to the ASHRAE Authoring Portal for users' reference.

### 11.2 Functional

Mr. Lemire noted that updating the MOP was in progress on the Handbook Committee Basecamp site, but was not yet completed. He and Ms. Thomle are collaborating to get this work done.

### 11.3 Electronic Media

No new business from Electronic Media.

### 11.4 Strategic Planning

Ms. Mages addressed the need to begin work on the volume rebalancing that was developed by an ad hoc committee led by John Constantinide, with able assistance from former HBC chair Scott Fisher, and approved by PEC. She made the following motion:

**Motion (2) It was moved and seconded to recommend to PEC to “implement the chapter reorganization plan beginning with the 2028 HVAC Systems and Equipment volume.” (See [Attachment B.](#))**

**MOTION (2) PASSED unanimously, VV, CNV.**

## 12. Information Items

There were no informational items.

## 13. Action Items

There were no action items.

## 14. Old Business

### 14.1 Proposed Exergy Chapter for Fundamentals

Drs. Kilgis and Sharif from TC 7.4, Exergy Analysis for Sustainable Buildings, attended to present the TC's case for an increased focus on the second law of thermodynamics in building design, especially in a carbon-neutral economy. Addressing exergy for sustainability in buildings is different from just exergy as a concept, and though the concepts are being used elsewhere, penetration of the U.S. design world has been minimal.

The committee questioned whether the proposed chapter could be a practical and usable reference guide for readers, especially because the concepts are a new approach for most U.S. engineers and the proposed draft chapters seen have been highly technical. This concern was acknowledged by the TC, which assured the committee that they would focus on application and less on theory. Ms. Thomle mentioned that the proposed chapter might be useful for EU members, given ASHRAE's worldwide presence.

An informal, nonbinding vote found that the Handbook Committee was evenly split on whether to approve the chapter with the current proposed amount of information (5 yea, 5 nay, no abstentions).

Because of time constraints, discussion was tabled for a future conference call, with the recommendation that TC 7.4 investigate publishing an application article in the *ASHRAE Journal* to gauge members' opinions and feedback. *(Editor's note: The TC is in touch with the editor of ASHRAE Journal and developing an article proposal. At the conference call, the HBC confirmed that they wish to reserve approval or rejection of the proposed chapter until after seeing reader/member response to the Journal article.)*

## 15. New Business

There was no new business, though Ms. Mages did note that in Phoenix she planned to bring forward a motion to combine ASHRAE Handbook Online and the PDF download into one product, or at least one site with a single login.

## 16. Adjournment

Committee members were thanked for their efforts throughout the year. The meeting was adjourned at 12:56 PM.

Respectfully submitted,



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

HEK: jf 09-Feb 2025



## **Attachment A**

### **Handbook Committee Board Ex-O Presentation**

09 February 2025

Hybrid Meeting, Orlando

### **BOARD EX-O PRESENTATION**

Available in the HBC Basecamp at <https://3.basecamp.com/3106353/buckets/19895770/uploads/8307866494>.

If you do not have access to HBC Basecamp, contact [hkennedy@ashrae.org](mailto:hkennedy@ashrae.org) for a copy of this presentation.



## **Attachment B**

**PEC Ad Hoc Subcommittee for Rebalancing ASHRAE Handbook Volumes**

09 February 2025

Hybrid Meeting, Orlando

Available in the HBC Basecamp at <https://3.basecamp.com/3106353/buckets/19895770/vaults/8248646259>.

If you do not have access to HBC Basecamp, contact [hkennedy@ashrae.org](mailto:hkennedy@ashrae.org) for a copy of this presentation.



## Attachment C

### MBOs for Society Year 2024-2025

Chair: Joseph Furman Date: 09 February 2025

#### MBO Submission to Planning

Council: PEC

Committee: Handbook Committee

DATE 2/9/2025

Chair: Joe Furman

Vice-chair: Stephanie Mages

MBO #	Description	Metric	Initiative #	Goal #	Completion %/Date	Financial Assist Req'd?	MBO Comments
		(how do we determine success?)					
1	Consider Handbook volumes as a whole: balance out volume sizes.	All four volumes are of roughly equal size and workload. Currently, the Refrigeration volume is about 800 pages and lightly updated; the Applications volume is over 1500 pages and is heavily updated.	3	1b	Completed	No	Assigned task to a PEC ad-hoc subcommittee, which will be stood up by 1/24/2024. Recommendation from the ad-hoc subcommittee will be made to PEC NLT 6/22/2024. Completed by ad hoc committee's recommendations to PEC
2	Review number of Chapters that are the responsibility of one TC	No TC is overloaded with more chapters than its membership can maintain.	3	1b	ongoing	No	Will even out burden on TCs; better response from individual overwhelmed TCs. Ongoing



3	Encourage TCs to develop extra features (spreadsheets, sidebar discussions, video, etc.) for Handbook Online.	Increase in number of Handbook Online extra features.	3, 4	1b, 2c	ongoing	No	Suggest to TCs that they use their YEA members. Vance Payne might know people at NIST who did something similar
4	Review and improve ARG for clarity and conciseness (this includes the chapter submittal form).	Updates to be made.	3	1b	ongoing	No	Ongoing
5	Review and improve MOP for clarity and conciseness.	Updates to be made.	3	1b	Target 6/24	No	Functional has an action item to update MOP to new template and move stuff that doesn't fit into Reference Manual (target for approval is January 2025)
6	Author and develop how-to videos and other job aids for HBC liaisons, TC handbook subcommittee chairs, and other stakeholders.	Author and post videos	3	1b	Target 6/24	No	Beta videos tested at June 2023 meeting; revisions in progress based on that trial.  Ongoing improvement planned.
7	Review single topic/multi TC Chapters responsibility to one TC.		3	1b	Target 6/24	No	Will help to avoid potential conflicting revisions from multiple TCs, and simplify chapter submittal process. May require guidance issued in reference manual for HBC use when conflicts arise

							Chapter needs one cognizant authority (target December 2024)
8	Develop calendar-based activity prompts job aid for HBC leadership to use in managing the HBC.	Author and issue internal guidance document	3	1b	Target 6/24	No	Ongoing; HS will pass on progress from Scott F.
9	Work with staff to update Handbook Central.	Updates to be made.	3	1b	Target 6/24	No	Streamlining the public web page and making the chapter approval checklist available to TCs without having to sign into the Authoring Portal (e.g., for those with no planned changes for a cycle). Ongoing
10	Update Reference Manual and post on Basecamp.	Updates to be made.	3	1b	Target 6/24	No	A vintage reference manual (ca. 2016) was found and is in the process of being updated for modern use. Ongoing (target 1/25)
11	Work with TC Leadership to engage TC's when HC Liaisons cannot contact respective TC Liaisons	Author and issue internal guidance document	JLF		Target 12/24	No	Responsibility of TC Volume Chapter revisions seems to lie with the HBC in the current structure. TAC should be accountable for the content and updates/revisions Ongoing