



MINUTES

Handbook Committee

June 3, 2020

Virtual Meeting

Note: These DRAFT minutes have not been approved and are not the official record until approved by this committee.

MEMBERS PRESENT:

Suzanne LeViseur, chair
Steven Sill, 2020S
Carolyn Calloway, 2020S
Prakash Dhamshala, 2020S
Nicholas Lemire, 2020S
Bass Abushakra, 2021F chair
Guy Frankenfield, 2021F
Jason Atkisson, 2021F
Kevin Gallen, 2021F
Stephanie Mages, 2021F
Javier Korenko, 2021F
Scott Fisher, 2022R chair
Brian Fricke, 2022R
Carlos Brignone, 2022R
Fred Betz, 2022R
Harris Sheinman, 2023A chair
Kashif Nawaz, 2023A
Joseph Sanders, 2023A
Brian Krafthefer, 2023A
Eric Adams, 2023A
G.D. Mathur, 2023A
Katherine Hammack, Board of Directors Ex-Officio (BOD ExO)

STAFF PRESENT:

Heather Kennedy, staff liaison, Handbook Editor

ADDITIONAL DISTRIBUTION:

Publishing and Education Council
Chapter Technology Transfer Committee

MAJOR PASSED MOTIONS	
No.	Motion
1	To approve the proposed changes to the HBC MOP (<i>passed 14/0/0, CNV</i>).
2	To approve the proposed changes to the HBC ARG (<i>passed 14/0/0, CNV</i>)

ACTION ITEMS		
No.	Responsibility	Action Item
(None.)		

1. Call to Order

Ms. LeViseur called the meeting to order at 3:05 PM and noted that a quorum was present.

2. Introductions

Ms. LeViseur welcomed all attendees. Members and visitors introduced themselves.

3. ASHRAE Code of Ethics Commitment

Ms. LeViseur 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 January 2020 meeting in Orlando.

MOTION (1) PASSED, voice vote.

5. Agenda Updates

There were no additions to the agenda.

6. Chair’s Comments

6.1 TAC and Reorganization of TCS

Ms. LeViseur reported that the ongoing reorganization of TCs is likely to result in 5 to 6 TCs merging, but details are not final yet.

Ms. Hammack reported that the Products Subcommittee was not finalized yet, but that the Chair and Vice Chair of the Handbook Committee would likely be members.

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

Ms. Hammack thanked the committee for their work, noting that the handbook is a major reason many members join. She also underlined the importance of ethical and respectful behavior, which is required by the ASHRAE ethics policy.

Ms. Hammack also gave a presentation about current ASHRAE activities (**ATT. A**).

8. Coordinating Officer (CO) Report

Mr. Mehboob was not available to speak.

9. Handbook Editor's Report

Ms. Kennedy reported that editing and production of the 2021 volume was on schedule, and that staff anticipated that all final proofs would be distributed by the end of February. Handbook Online subscriptions were down slightly compared to last year, likely because of economic cutbacks during COVID-19, but were still on track for approximating a revenue of \$8000 per month.

10. Volume Subcommittee Reports

10.1 2020 HVAC Systems and Equipment

Mr. Patton was unable to attend the meeting, but Mx. Kennedy confirmed that the *2020 HVAC Systems and Equipment* volume had been printed and was beginning to be distributed to members.

10.2 2021 Fundamentals

Mr. Abushakra presented a summary of where the 2021 *Fundamentals* chapters stand. Not all TC chairs with chapters in the Fundamentals volume attended the volume meeting, but the ones who did were engaged with the conversations.

Of primary concern is the Odors chapter, which TC 2.1 does not believe they own any more. However, they can produce no documentation to support this claim. The TC needs to vote to delete the chapter if they feel that is the best approach, or possibly ask TC 4.3 (Air Ventilation Requirements) to take over the chapter.

10.3 2022 Refrigeration

Mr. Fisher reported that chapter updating was ongoing, although not all liaisons had reported back yet.

10.4 2023 HVAC Applications

Mr. Sheinman reported that all 2023 liaisons attended the volume subcommittee meeting with TCs, but that no TC members did. He intended to email the TCs to inquire about their plans.

11. Subcommittee Reports

11.1 Review

Mr. Sheinman reported that chapters for review had been assigned to subcommittee members, and that reviews were in progress.

11.2 Functional

Mr. Fisher said that the subcommittee reviewed revisions needed for the MOP and ARG (**Att. C**). No real changes were required for the ROB.

Motion 1: Mr. Lemire moved, and Mr. Sheinman seconded, to approve the proposed changes to the HBC MOP.

Vote 14/0/0, CNV; motion approved

Motion 2: Mr. Fisher moved, and Mr. Sheinman seconded, to approve the proposed changes to the ARG.

Vote 14/0/0, CNV; motion approved

11.3 Electronic Media

Mr. Abushakra reported that the subcommittee had not met, but that work was ongoing. Particular importance was placed on cultivating ideas from YEA and for opening up the ASHRAE Authoring Portal to additional browsers beyond Internet Explorer.

11.4 Strategic Planning

Mr. Patton was absent.

12. Training Report

Mr. Sheinman reported good attendance, with an engaged audience. The training session was recorded and, after editing and cleanup, should be posted on Handbook Central.

13. Information Items

13.1 Year 2019-20 MBOs

Ms. LeViseur reviewed the status of her MBOs for 2019-20 (**ATT. C**).

14. Action Items

(None.)

15. Old Business

(None.)

16. New Business

(None.)

17. Adjournment

Ms. LeViseur thanked committee members for their efforts during the year. The meeting was adjourned at 5:15 PM.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Heather E. Kennedy". The signature is fluid and cursive, with a long, sweeping tail on the final letter.

Heather E. Kennedy
Staff liaison
Editor, ASHRAE Handbook

Board Ex-O presentation (sent separately)

Handbook Committee
MBOs for Society Year 2019-2020
Chair: Suzanne LeViseur Date: 2 Feb 2020

Objective	Completion Date	Fiscal Impact	Responsible Party	Status	Comment
1 Solicit ideas from volume subcommittee chairs for process improvements.	6/20	None	HBC	Continuous	
2 Improve peer-to-peer training of incoming volume subcommittee chairs.	6/20	None	Vice Chair	Continuous; 1st orientation held 2/1/20	Mentoring of new members
3 Review the relevance, scope, and objectives of subcommittees.	6/20	None	HBC ExCom	Continuous	Reshape HBC to best function under the new TC structure (when implemented) in a way that serves both HBC's and TCs' needs. Please be sure to attend your subcommittee meetings!
4 Encourage TCs to develop extra features (spreadsheets, sidebar discussions, video, etc.) for Handbook Online. Suggest using YEA members	6/20	None	HBC	In progress	
5 Address volume imbalances	6/20	Could reduce mailing costs	HBC ExCom	In progress	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	Improve international representation/input in the handbook process	6/20	None	HBC ExCom	Ongoing	Continue with the effort started by Don Fenton
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SL: hek 3 Jun 2020

Marija S. Todorović. TAC Special Activities

With the reference to the ASHRAE Anniversary, for two ideas, in Atlanta, under New Business just mentioned, here follow relevant information (ASHRAE History given in Annex I and the Example of Nikola Tesla Registration document preparation in Annex II).

1. PROPOSAL ASHRAE Handbooks to be recognized as SCIENTIFIC – TECHNOLOGICAL HERITAGE

Some relevant historical details about the ASHRAE Handbooks

The lineage of the Handbook begins in 1922, (do 2018 je 96) when the American Society of Heating and Ventilating Engineers (ASH&VE) published its *Heating and Ventilating Guide*. ASH&VE (later became the American Society of Heating and Air-Conditioning Engineers - ASHAE), published *The Guide* until 1961, when merged with the American Society of Refrigerating Engineers' (ASRE) *Refrigerating Data Book*, published since 1932, following the merger of the two societies in 1959 (60 god 2018 – 1959) The combined publication was called the *ASHRAE Guide and Data Book*. Separate volumes were issued for *Fundamentals* and *Equipment*, and *Applications*. In 1967, the information in the *Guide and Data Book* was regrouped into a *Handbook of Fundamentals*, with separate *Systems*, *Applications*, and *Equipment* volumes. In 1973 (45 god 2018 – 1973), the *Guide and Data Book* was renamed the *ASHRAE Handbook* and in 1986, a separate Refrigeration volume was established. Although volume groupings have shifted over the years, the name and the essential method by which the *ASHRAE Handbook* is compiled has continued to the

Philosophy

The ASHRAE Handbook is the recognized repository of current comprehensive engineering knowledge, procedures and practices in the fields of heating, ventilation, air-conditioning, and refrigeration (HVAC&R). The Society publishes the Handbook primarily to provide practical technical information and data for the design engineer. The information is directed at those who understand engineering principles and use the information as a checklist of procedures, for design data, and to review recent industry practices. Typical users include consulting engineers, equipment and system designers, plant engineers, contractors, government officials, technicians, academia people, university teachers, researchers, engineering and other students,...

Although ASHRAE Handbooks state that they do not list all possible calculation methods, all possible equipment choices, or all possible design solutions, in many chapters current research and development topics are also more and more covered. Specific designs must always result from the experience and expertise of the engineer after considering economics, owner preferences, local practice, climatic conditions, maintenance and operating costs, and other applicable factors. Even in that sense material contained in the Handbook, not too seldom goes beyond simple, but serve as superb high-level most knowledgeable consultancy source.

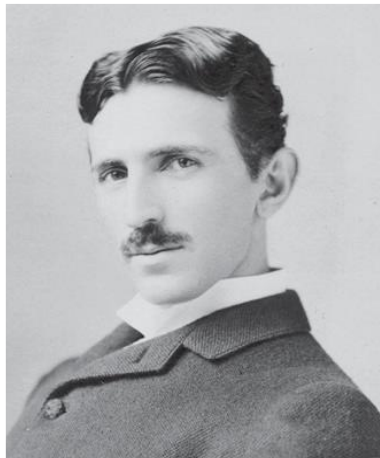
For many University programs and students of many different profiles worldwide ASHRAE Handbooks present unique Bible level - knowledge source (example Sorbonne Belgrade for the Preventive Conservation Master – *Museums* and several other chapters covered all their needs). With the reference related to the ASHRAE Anniversary including Handbooks publications – could be attractive to be organized special UNESCO-ASHRAE Curricula Program as E-Learning. relevance and potential role and recognition within UNESCO as kind of a heritage of Knowledge – plus ASHRAE Curricula and alive also.

To conclude proposal is ASHRAE Handbooks to be recognized as SCIENTIFIC – TECHNOLOGICAL HERITAGE of US and of the World.

2. ASHRAE TO ENTER the UNESCO Memory of the World (MOW)

Heating, refrigerating and air-conditioning are necessary for life and their importance will continue to expand worldwide, as interwoven climate change, weather extremes and global warming appear as global climate chaos, will continue to rise. Consequently importance of ASHRAE and whole multi interdisciplinary activities, research and results opening new frontiers will continue to rise also. Beside enormous volumes of publications there are huge amounts of non published documentation deserving protection – ASHRAE needs to enter UNESCO MOW.

Starting at first with Willis Carrier and his invention of the first air conditioner (*Time Magazine Listed him as of 100 Most Influential People of the 20th Century*). An opportunity arose for him in 1902, when Buffalo Forge hand him an unusual project in lithographic printing company to figure out a system that could reduce the humidity in their printing rooms.



The system that Carrier delivered was the first air conditioner and Carrier introduced the term air conditioning.

For crucial jump from mechanical device used to get air streaming to modern air-conditioning was necessary appearance of Nikola Tesla electricity.

Whole history behind and beyond are with and in ASHRAE home.

The system that Carrier delivered was the first air conditioner and Carrier introduced the term air conditioning. For crucial jump from mechanical device used to get air streaming to modern air-conditioning was necessary appearance of Nikola Tesla electricity. Whole history behind and beyond are with and in ASHRAE home. ASHRAE, as global society is advancing human well-being through sustainable technology for the built environment. The Society and its members focus on building systems, energy efficiency, indoor air quality and sustainability within the industry. Through research, standards writing, publishing and continuing education, ASHRAE shapes tomorrow's built environment today conducting its Mission of Sustainability.

HVAC EXTREME GROW OF WORLD & HUMANITY SUSTAINABILITY – Question TEWI (Total Equivalent Warming Impact)

Memory of the World (MOW) Program - Highlights

At the link <https://en.unesco.org/programme/mow> can be found details about the highlights on the Memory of the World UNESCO Program.

UNESCO established the *Memory of the World* Programme in 1992. Impetus came originally from a growing awareness of the parlous state of preservation of, and access to, documentary heritage in various parts of the world. War and social upheaval, as well as severe lack of resources, have worsened problems which have existed for centuries. Significant collections worldwide have suffered a variety of fates. Looting and dispersal, illegal trading, destruction, inadequate housing and funding have all played a part. Much as vanished forever; much is endangered. Happily, missing documentary heritage is sometimes rediscovered.

Among MOW Program themes are: Education, Natural Sciences, Social & human Sciences, Building Knowledge Societies, One Planet, One Ocean, Science for a Sustainable Future,..(an example - in MOW is Nikola Tesla's Archive).

Background

An International Advisory Committee (IAC) first met in Pultusk, Poland, in 1993. It produced an action plan which affirmed UNESCO's role as coordinator and catalyst to sensitize governments, international organizations and foundations, and foster partnerships for the implementation of projects. Technical and Marketing Sub-Committees were established. The preparation of General Guidelines for the Programme was

initiated through a contract with IFLA (International Federation of Library Associations), together with the compilation, by IFLA and ICA (International Council on Archives), of lists of irreparably damaged library collections and archive holdings. Through its National Commissions, UNESCO prepared a list of endangered library and archive holdings and a world list of national cinematic heritage.

Meanwhile, a range of pilot projects employing contemporary technology to reproduce original documentary heritage on other media was commenced. (These included, for example, a CD-ROM of the 13th Century Radzivil Chronicle, tracing the origins of the peoples of Europe, and Memoria de Iberoamerica, a joint newspaper microfilming project involving seven Latin American countries). These projects enhanced access to this documentary heritage and contributed to its preservation.

IAC meetings have since been held every two years. Several National Memory of the World National Committees have been established around the world.

The Memory of the World Register - in some ways the most publicly visible aspect of the Programme - was founded on the 1995 General Guidelines and has grown through accessions approved by successive IAC meetings.

Programme Objectives

The vision of the Memory of the World Programme is that the world's documentary heritage belongs to all, should be fully preserved and protected for all and, with due recognition of cultural mores and practicalities, should be permanently accessible to all without hindrance.

The mission of the Memory of the World Programme is:

To facilitate preservation, by the most appropriate techniques, of the world's documentary heritage.

This may be done by direct practical assistance, by the dissemination of advice and information and the encouragement of training, or by linking sponsors with timely and appropriate projects.

To assist universal access to documentary heritage.

This will include encouragement to make digitized copies and catalogues available on the Internet, as well as the publication and distribution of books, CDs, DVDs, and other products, as widely and equitably as possible. Where access has implication for custodians, these are respected. Legislative and other limitations on the accessibility of archives are recognised. Cultural sensitivities, including indigenous communities' custodianship of their materials, and their guardianship of access will be honoured. Private property rights are guaranteed in law.

To increase awareness worldwide of the existence and significance of documentary heritage.

Means include, but are not limited to, developing the Memory of the World registers, the media, and promotional and information publications. Preservation and access, of themselves, not only complement each other - but also raise awareness, as access demand stimulates preservation work. The making of access copies, to relieve pressure on the use of preservation materials, is encouraged.

Annex I

ASHRAE History

ASHRAE was formed as the American Society of Heating, Refrigerating and Air-Conditioning Engineers by the merger in 1959 of American Society of Heating and Air-Conditioning Engineers (ASHAE) founded in 1894 and The American Society of Refrigerating Engineers (ASRE) founded in 1904. The lineage of the Handbook begins in 1922, when the American Society of Heating and Ventilating Engineers (ASH&VE) published its *Heating and Ventilating Guide*. Its purpose was stated as follows in its preface:

'The purpose of this new addition to the Society's publications is to provide the engineer, the architect and contractor alike, with a useful and reliable reference data book relating to the art of heating and ventilating.

A wide range of data within the scope of the field is presented and every effort has been made to present the material in a practical and useful manner.'

Society Technical Committees, Task Groups, and individuals obtained data and prepared chapters using information from any authoritative source. Society-sponsored research provided much information.

ASH&VE, which later became the American Society of Heating and Air-Conditioning Engineers (ASHAE), published *The Guide* until 1961, when it was merged with the American Society of Refrigerating Engineers' (ASRE) *Refrigerating Data Book*, published since 1932, following the merger of the two societies in 1959. The combined publication was called the *ASHRAE Guide and Data Book*. Separate volumes were issued for *Fundamentals* and *Equipment*, and *Applications*.

In 1967, the information in the *Guide and Data Book* was regrouped into a *Handbook of Fundamentals*, with separate *Systems*, *Applications*, and *Equipment* volumes. In 1973, the *Guide and Data Book* was renamed the *ASHRAE Handbook*. In 1985, separate I-P and SI unit volumes were issued, and in 1986, a separate Refrigeration volume was established. Although volume groupings have shifted over the years, the name and the essential method by which the *ASHRAE Handbook* is compiled has continued to the present.

Sources:

Flink, Carl H. 1969. History of ASHRAE Guide and Data Book. ASHRAE Journal (Dec. 1969).

Cansdale, James H., and MacPhee, Carl W. 1972. Technology Pacesetter: 1922---ASHRAE Guide and Data Book---1972. ASHRAE Journal (May).

Annex II

Search **nikola tesla in unesco memory of the world**

You will get as follows

Nikola Tesla's Archive | United Nations Educational ... – Unesco

www.unesco.org/.../memory-of-the-world/.../nikola-teslas-arch...



Memory of the World

Nikola Tesla's Archive

Documentary heritage submitted by Serbia and recommended for inclusion in the Memory of the World Register in 2003.

Nikola Tesla's Archive consists of a unique collection of manuscripts, photographs, scientific and patent documentation which is indispensable in studying the history of electrification of the whole Globe.

Nikola Tesla, (1856 - 1943) Serbian-born, American inventor and scientist, a pioneer in electrification, significantly influenced the technological development of our civilization by his polyphase system inventions. This system is the cornerstone of modern electro-energetic system of production, long distance transmission and usage of electrical currents, electricity and communication.

Since the beginning of its exploitation towards the end of last century up to now, the polyphase system, together with the asynchronous motor, has been perfected and improved to a remarkable and hitherto unconceivable dimensions.

He is credited as being a very imaginative scientist whose ideas were paths to many important discoveries without which our civilization would lack many of its technological comforts (radio, radar, television, motors of all kinds, high frequency fields, coils, computers). Some of his ideas are still to be realized.

Way ahead of his time, he was one of the first to become aware of the emerging energy problem (1900) as a

conclusion of his famous experiments in Colorado Springs (1899-1900).

In his honour, the magnetic induction unit (tesla) of the SI system is named after him.

Simply speaking, the collection documents the most important era of the history of development of the modern world, which, thanks to the Tesla system, made easy energy production and distribution possible.

- Year of submission: 2003
- Year of inscription: [2003](#)
- Country: [Serbia](#)

Please find attached

1. MOW Nomination Form
2. Nikola Tesla Archive Filled Nomination Form
3. Offices for UNESCO US Old & New
4. Whole mail – Proposal document

UNESCO-ASHRAE E/Learning