



MINUTES

Handbook Committee

June 9, 2021
Virtual Meeting

MEMBERS PRESENT:

Michael Patton, chair
Scott Fisher, 2022R chair and HB vice chair
Nick Shockley, 2022R
Harris Sheinman, 2023A chair
Kashif Nawaz, 2023A
Eric Adams, 2023A
G.D. Mathur, 2023A
Brian Krafthefer, 2023A
Joseph Furman, 2024S chair
Ahmed Medhat, 2024S
Satish Iyengar, 2024S
Nicholas Lemire, 2024S
Derek Crowe, 2024S
Stephanie Mages, 2025F chair
Marijia Todorovic, 2025F
Frederich Granzow, 2025F
Jason Atkisson, 2021F (rolling off)
Fred Betz, 2021F (rolling off)
Katherine Hammack, Board of Directors Ex-Officio (BOD ExO)
Bill Dean, BoD CO

STAFF PRESENT:

Heather Kennedy, staff liaison, Handbook Editor

VISITORS:

Elizabeth Goll
Tim McGinn

ADDITIONAL DISTRIBUTION:

Publishing and Education Council
Chapter Technology Transfer Committee

MAJOR PASSED MOTIONS	
No.	Motion
	(None; though see section 16.1 for nonbinding vote below quorum.)

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.](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 2021 virtual meeting.

MOTION (1) PASSED, voice vote.

5. Agenda Updates

The agenda update (to include an item asking HBC members to let the chair know which subcommittee they would like to serve on next) was reviewed and approved.

6. Chair’s Comments

Mr. Patton notified the committee that Mr. Bass Abushakra, formerly chair of the 2021F volume subcommittee, had resigned his post because of online scheduling conflicts and would not be continuing on as the 2021-2022 HBC chair.

[Editor's note: Mr. Patton has since agreed to continue as HBC chair throughout 2021-2022, with Mr. Fisher as vice chair, to prevent disruption to the orderly flow of succession.]

6.1 Publishing and Education Council (PEC) Items

Mr. Patton announced that the ASHRAE Epidemic Task Force (ETF) and Decarbonization Task Force are beginning dissemination of their collected information. Anyone with suggestions or ideas for how best to do this is urged to contact PEC. Mr. Patton also noted that the proposed new Handbook chapter on in-room air cleaners (see section 16.2) was a positive step toward disseminating this information.

6.2 Preferences for Next Subcommittee

Mr. Patton pointed out that, although incoming HBC members go to the Training/Review subcommittee, other non-chair members are free to choose their next subcommittee. They should let Mr. Patton know of any preferences. (Volume chairs proceed through the cycle of Training/Review -> Functional -> Electronic Media -> Strategic Planning.)

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 noted that

- As mentioned in section 6.1, the ETF and Decarbonization Task Force are developing a guide from their collective research. Committee members can volunteer to participate online.
- Sexual harassment training is soon to be mandatory for leadership positions within ASHRAE.
- Nominations for incoming HBC members are due in mid-September.
- ASHRAE's new headquarters building is to be NZE (net-zero energy).

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

8. Coordinating Officer (CO) Report

Mr. Dean thanked the committee for their work and expressed his willingness to be of assistance in any way. He also noted that nomination is an ongoing process and urged members to think about recruiting enthusiastic, engaged people they encounter in other ASHRAE activities.

9. Handbook Editor's Report

Mx. Kennedy reported that production of the 2021 volume was on schedule, and that mailing of Handbooks had begun. 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. [**Editorial note:** It later became apparent that some chapters had revisions that were missed and not included in the print volume. Per the Board's direction, these chapters were revised and updated PDFs were posted on the ASHRAE Technology Portal for members to access.]

10. Volume Subcommittee Reports

10.1 2021 *Fundamentals*

Ms. Mages reported that the 2021 Fundamentals volume was sent to the printer and that her subcommittee was beginning preparation work for the 2025 volume.

10.2 2022 *Refrigeration*

Mr. Fisher reported that votes should be taken on all chapters by the end of this meeting, and files submitted by the end of July.

10.3 2023 HVAC Applications

The online volume meeting faced technical difficulties, but liaisons are reaching out to individual TCs to keep everyone on track. Mr. Harris noted that some TCs were facing turnover because of the pandemic, but hoped that roster changes should be settling down now.

10.4 2024 HVAC Systems and Equipment

Mr. Furman reported that all 2024 liaisons were getting in touch with their TCs.

11. Subcommittee Reports

11.1 Review

Mr. Furman reported that chapters for review had been assigned to subcommittee members and that they would be meeting Monday following the HBC meeting.

11.2 Functional

Mr. Sheinman noted that the subcommittee was reviewing the Reference Manual.

11.3 Electronic Media

Mr. Fisher said that the Docs and Files portion of the Handbook Basecamp had been loaded, and that the Project Guidelines Document file in Basecamp would provide a good overview of what should be stored where.

11.4 Strategic Planning

Mr. Abushakra was absent.

12. Training Report

Mr. Furman 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 2020-21 (**ATT. B**). Items 1 (soliciting ideas for the PEC MBOs) and 4 (resolve Authoring Portal browser restrictions) have been completed; other items are continuous maintenance, in progress, or may be resolved by the new PDF member benefit (i.e., addressing volume imbalances).

14. Action Items

(None.)

15. Old Business

15.1 New Chapter Proposal: Airport Terminals (TC 9.8)

TC 9.8 argued that airport terminals are a complex, expensive operation that encompasses many different HVAC environments and requirements, and thus require a dedicated chapter. Though value was seen in the proposal, HBC felt that the initial idea was too broad and all-encompassing for a Handbook chapter and would be better suited for a design guide. TC 9.8 was requested to pare down the chapter proposal for Handbook and consider developing more detailed design guides that went into more depth, along the lines of the Healthcare chapters and separate design guides.

16. New Business

16.1 New Chapter Proposal: In-Room Air Cleaners (TCs 2.3, 2.4, and 2.9, and ETF)

A consortium of TCs and the Environmental Task Force proposed a new chapter on in-room air cleaners. The HBC felt that this was a valuable idea, although concerns were expressed about future maintenance in a chapter shared by four different groups (who owns it? who has the final say over revisions?). It was moved and seconded to vote to approve.

VOTE: *Yea* 10 *Nay* 1 *CNV*

Although the majority of those present voted to approve, a quorum was not present at the time the vote was taken because some attendees had to leave the conference call early. A vote will be retaken at the 2022 winter meeting.

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 2020-2021
 Chair: Michael Patton Date: 9 Jun 2021

MBO #	Description	Metric (how do we determine success?)	Initiative # (can be more than 1)	Goal # (can be more than 1)	Completion Date	Financial Assist Req'd?
1	Solicit ideas for PEC MBO 1&2	Included in HBC Report to PEC	1&2	1	Jan 1 2021	PEC to Evaluate
2	Address Volume imbalances, Fundamentals and Applications getting large and shipping costs increasing	(May be resolved by PDF mbr benefit/online)		2	June 30 2021	No
3	Develop a TC reward recognition system for HB Online content	Increase interim cycle revisions		3	June 30 2021	Yes
4	Solve Author Portal browser problem as this is hampering adoption of the tool	COMPLETE		1a	Sep-20	Complete
5	Work with TAC to promote HB activities at the TC Chairs general meeting Either Virtual or when Conferences resume	Getting on the TAC agenda		1b	Jan 1 2021	No
6	Require Vol Chairs to hold virtual Liason meetings to discuss volume progress at least 2x per yr. outside conference meetings.	Vol Chair Reports		1b	Jan 1 2021	Assistance from staff may be required
7	Work with TAC to monitor TC restructuring (if any) as it occurs. Any TC reorg greatly impacts HBC and Liaison assignments	Ongoing		3a	June 30 2021	No
8 (NEW)	Review ARG for clarity on material to be included in the HB volumes vs that set for other publications (design Guides, Users manuals)	Revisions to ARG		2	June 30 2021	No

MP: hek 9 Jun 2021