



## MINUTES

### Handbook Committee

22 June 2025

Hybrid Meeting, Phoenix

### MEMBERS PRESENT

Joseph Furman, chair  
Stephanie Mages, vice chair, 2025F volume chair  
Eric Granzow, 2025F  
Robert McFarlane, 2025F  
Sonya Pouncy, 2025F  
Adrienne Thomle, 2026R volume chair  
Drake Erbe, 2026R  
Kevin Muldoon, 2026R  
Cameron Labunski, 2026R  
Krishnan Gowri, 2027A volume chair  
Jeff Gatlin, 2027A  
Rex Scare, 2027A  
Philip Naughton, 2027A  
Mark Miller, 2027A  
Paula Hernandez, 2027A  
Nicolas Lemire, 2028S volume chair  
G.D. Mathur, 2028S  
Satish Iyengar, 2028S  
Katja Auer, 2028S  
John Constantinide, BOD ExO  
Ken Fulk, BOD CO

### STAFF PRESENT

Moli Kennedy, Handbook editor, HBC staff liaison  
Jeri Alger, Handbook managing editor  
Mark Owen, director of Publications and Education

### VISITORS

Mengjia Tang, TC 2.3 Handbook chair  
S.A. Sherif, University of Florida, TC 7.4  
Andres Sepulveda, ComnTech, BOD  
Steve Gerazounis, MG Engineering, TC 9.1  
Frank Mills, TC 9.8 chair  
Geraldo Alphonso, TC 1.9 Handbook chair

## ADDITIONAL DISTRIBUTION

Publishing and Education Council  
Chapter Technology Transfer Committee

## MAJOR PASSED MOTIONS

| #                        | Description   |
|--------------------------|---|
| <a href="#"><u>2</u></a> | To change the progression of administrative subcommittees for incoming volume chairs to Functional -> Training -> Electronic Media -> Strategic Planning. This reverses the order of the first two admin subcommittees on which new volume chairs will serve, to allow greater familiarity with HBC before training others. |
| <a href="#"><u>3</u></a> | To endorse moving Handbook PDF Downloads and Handbook Online to the same site under a single login.   |

## ACTION ITEMS

| #                        | Description  | Assigned to | Due Date |
|--------------------------|--|-------------|----------|
| <a href="#"><u>1</u></a> | Create simple how-to videos for the Authoring Portal and post them on publicly accessible pages. | Kennedy     | Unspec.  |

### 1. Call to Order

Mr. Furman called the meeting to order at 11 AM.

### 2. Introductions

All attendees were welcomed and introduced themselves and their affiliations to the committee.

### 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 February 2025 Orlando meeting.**  
**Motion (1) PASSED, VV, CNV.**

#### **5. Agenda Updates**

There were no updates to the agenda.

#### **6. Chair's Comments**

Mr. Furman stated that it had been an honor and a pleasure to serve on the Handbook Committee and work with all of its members, past and present.

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

[Attachment A](#) provides a link to the BOD ExO's presentation.

#### **8. Coordinating Officer (CO) Report**

The coordinating officer was not present.

#### **9. Handbook Editor's Report**

Mx. Kennedy reported that the 2025 *Fundamentals* volume was running behind schedule but was anticipated to release 1 July. (*Editor's note: printer and developer difficulties later pushed this date back further, but the volume was released in early September.*) Challenges continue in getting some TCs to respond in a timely manner.

They also mentioned that there is a proposal under consideration to merge the Handbook PDF Download and Handbook Online under one umbrella login, especially if the proposed member benefit changes are approved after the Las Vegas 2026 winter meeting. This would simplify access for members. Part of the suggested member benefit change is to provide Handbook Online to all members as a universal member benefit, which would greatly increase exposure (and hopefully feedback, as well as funding to make improvements and advancements).

## 10. Volume Subcommittee Reports

### 10.1 2025 *Fundamentals*

Ms. Mages confirmed that the 2025 *Fundamentals* volume was complete and awaiting release. She noted that liaison support for TCs had been uneven in her experience: two liaisons were “stars,” but there were three dropouts and one replacement. Despite these challenges, the volume was a success.

Ms. Mages suggested that volume chairs might conduct check-ins roughly halfway between meetings to help keep liaisons on track. Ms. Pouncy affirmed this idea and added that it would be good to copy TC chairs on all correspondence.

### 10.2 2026 *Refrigeration*

Ms. Thomle announced that the majority of TCs with chapters in this volume had promised to hold approval votes in Phoenix, enabling them to turn chapters in to staff by the 31 July deadline. *(Editor’s note: All chapters were indeed received on time. Editor is slightly gobsmacked because this has never happened in their 25 years at ASHRAE.)*

Ms. Pouncy noted that struggles with the Sharepoint interface used by the ASHRAE Authoring Portal are common among revisers on TCs. She suggested greater support for them, including videos.

**ACTION ITEM 1 (Kennedy): Create simple how-to videos for the Authoring Portal and post them on publicly accessible pages.**

### 10.3 2027 HVAC Applications

Mr. Gowri expressed his intent to hold pre- and post-conference meetings with his volume subcommittee to plan TC visits and debrief afterward. He also mentioned that the Google Sheet tracking volume progress is being updated with the date of last contact with TCs.

### 10.4 2028 HVAC Systems and Equipment

Mr. Lemire informed the committee that we might need to replace one liaison.

The idea of moving from Basecamp to OneHub was advanced, because of the difficulty of finding documents in the Basecamp structure. No consensus was reached, but members were advised of Basecamp’s search tool, which helps find relevant documents much more quickly than sorting through folders.

## 11. Subcommittee Reports

### 11.1 Review/Training

Mr. Gowri reported good attendance. The training presentations had been updated after a subcommittee conference call to review before the conference.

### 11.2 Functional

Ms. Thomle and Mr. Lemire proposed reordering progression of administrative subcommittee chairs.

Currently, the progression is **Training -> Functional -> Electronic Media -> Strategic Planning**.

The proposed order would swap the order of **Training** and **Functional**, so that incoming volume chairs would first go to Functional. This would give them a better grounding in HBC operations before requiring them to lead training sessions, and result in less stress and better training.

**Motion (2) to change the progression of administrative subcommittees for incoming volume chairs to Functional -> Training -> Electronic Media -> Strategic Planning.**

**Motion (2) PASSED, VV, 1 abstention, CNV.**

MOP revisions are ongoing but need more time to review. Mr. Lemire was assigned to update the latest MOP draft to reflect the order of administrative subcommittee progression for volume chairs.

### 11.3 Electronic Media

Ms. Thomle stated that there was no update at this time.

### 11.4 Strategic Planning

Ms. Mages stated that the volume restructuring plan is in progress and will take effect with the 2028 *HVAC Systems and Equipment* volume.

A request for “fast facts” sheets to accompany chapters (i.e., a quick reference noting the most vital equations, definitions, and major points of a chapter, along the lines of a study sheet for students) has been received. This will need to be developed by the TCs.

Further plans were discussed under her 2025-2026 MBOs.

## 12. Information Items

Mr. Furman reviewed his 2024-2025 MBOs ([Attachment B](#)). The number of chapters per TC has been an ongoing concern but might not be solvable (e.g., location of necessary expertise in only one TC, but a topic that covers a broad range of applications, such as food-related refrigeration). Perhaps in such cases HBC can help by reaching out to sibling organizations to help identify potential new TC members. Ms. Pouncy noted that one of the research tracks for the upcoming 2026 Las Vegas winter meeting is food refrigeration, so that might be a great time to recruit new TC members and Handbook contributors.

Mr. Furman also met with TAC about TCs not meeting deadlines for Handbook chapters. TAC expressed similar concerns, including Special Publication deadlines and maintaining/updating other publications. When unresponsiveness is a concern, the recommended order of escalation is **TC chair -> Section head -> TAC leadership**. (*Editor's note: all final approval proofs*

*of Handbook chapters already cc the TC chair when they are sent to the TC HB subcommittee chair or other nominated person for final review.)*

TAC generally meets on Saturday mornings at the conference. They suggest joining them with information on responsiveness rates, so TAC can follow up with the section heads and TCs. Mr. Erbe noted that Handbook should be a default part of every section head's talk with their TCs.

### **13. Action Items**

There were no preexisting action items.

### **14. Old Business**

#### **14.1 Proposed Exergy Chapter**

Dr. Sharif of TC 7.4 reported that they had submitted an article on exergy for sustainable buildings to the *ASHRAE Journal*, as requested by HBC, to give ASHRAE membership a chance to review and respond to the concepts presented. Once feedback from the article has been received, the proposed Handbook chapter will be revisited.

### **15. New Business**

#### **15.1 Global Strategic Plan**

Mr. Kojak emphasized the need to align with the global aims of our current strategic plan. ASHRAE is often still seen as USian, but the Handbook needs to address global concerns. We should seek to increase our connections internationally.

#### **15.2 Endorsing Single Login for Both PDF Download and Handbook Online**

Ms. Mages moved to endorse the plan to aggregate both Handbook PDF Download and Handbook Online under a single login, to reduce user confusion and make it easier for members and users to access Handbook content in all electronic formats.

|  |
|--|
| <p><b>Motion (3) to endorse moving Handbook PDF Downloads and Handbook Online to the same site under a single login.</b></p> |
|--|

|   |
|---|
| <p><b>Motion (3) PASSED, VV, CNV.</b></p> |
|---|

### **16. Adjournment**

Committee members were thanked for their efforts throughout the year, a special token of appreciation was presented to Joe Furman for his service, and the meeting was adjourned at 1:08 PM.

Respectfully submitted,



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

MHEK: jf [22 Jun 2025]



## **Attachment A**

**Handbook Committee Board Ex-O Presentation**

[DATE]

Hybrid Meeting, [LOCATION]

Available in the HBC Basecamp at

<https://public.3.basecamp.com/p/CFQ6o3Lnqy6Nu1ZDqfdoJ6Px>. (Public access link.)





## Attachment B

MBOs for Society Year 2024-2025

Hybrid Meeting, Phoenix, AZ

| MBO # | Description   | Metric  | Initiative # | Goal # | Completion % /Date | Financial Assist Req'd? | MBO Comments   |
|-------|---|---|--------------|--------|--------------------|-------------------------|--|
| 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     | Target 6/24        | 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 6/22/204. |
| 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.  |
| 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                      |  |
| 4     | Review and improve ARG for clarity and conciseness (this includes the chapter submittal form).                | Updates to be made.   | 3            | 1b     | ongoing            | No                      |  |



## Attachment B

MBOs for Society Year 2024-2025

Hybrid Meeting, Phoenix, AZ

|   |  |   |   |    |             |    |  |
|---|--|---|---|----|-------------|----|--|
| 5 | Review and improve MOP for clarity and conciseness.  | Updates to be made.                         | 3 | 1b | Target 6/24 | No |  |
| 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 |  |
| 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 |
| 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 |  |
| 9 | Work with staff to update Handbook Central.  | Updates to be made.                         | 3 | 1b | Target 6/24 | No |  |



## Attachment B

MBOs for Society Year 2024-2025

Hybrid Meeting, Phoenix, AZ

|    |   |                     |   |    |             |    |  |
|----|---|---------------------|---|----|-------------|----|--|
| 10 | Update Reference Manual and post on Basecamp. | Updates to be made. | 3 | 1b | Target 6/24 | No |  |
|----|---|---------------------|---|----|-------------|----|--|



## **Attachment C**

**MBOs for Society Year 20XX-20XX**

Chair: XXX

Date: XXXX