



MINUTES

Handbook Committee

23 June 2024

Hybrid Meeting, Indianapolis

MEMBERS PRESENT:

Harris Sheinman, Handbook Committee (HBC) chair
Joseph Furman, HBC vice chair and 2024 Systems volume chair
Nicolas Lemire, 2024S
Satish Iyengar, 2024S
Stephanie Mages, 2025 Fundamentals volume chair
Frederick Granzow, 2025F
Robert McFarlane, 2025F
Adrienne Thomle, 2026 Refrigeration volume chair
Cameron Labunski, 2026R
Vance Payne, 2026R
Krishnan Gowri, 2027 Applications volume chair
Jeff Gatlin, 2027A
Rex Scare, 2027A
Mark Miller, 2027A
Philip Naughton, 2027A
John Constantinide, BOD Ex-O

STAFF PRESENT:

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

VISITORS:

Alok Kumar, NIKA
Katja Auer, Wellness Consultants LLC (incoming 2028 volume member)

ADDITIONAL DISTRIBUTION:

Publishing and Education Council
Chapter Technology Transfer Committee

MAJOR PASSED MOTIONS	
No.	Motion
<u>2</u>	Adding new section 6.8 to the HBC Authors and Revisers Guide (ARG) to expressly disallow the use of generative artificial intelligence (AI) to edit, revise, create, or modify content in the ASHRAE Handbook volume chapters.
<u>3</u>	Requesting that TAC let HBC know when TCs merge, and to ensure that merged TCs are aware of any Handbook chapters the preexisting separate TCs had handled.
<u>4</u>	Recommending to PEC to “keep ASHRAE Handbook Online a member benefit option; do not convert it to a universal member benefit” to maintain apparent value to membership and the revenue stream, especially given the global trend toward subscription models and the potential revenue losses.

ACTION ITEMS	
	None.

1. Call to Order

The meeting was called to order at 11:10 AM.

2. Introductions

Attendees introduced themselves and their affiliations.

3. ASHRAE Code of Ethics and Other Statements of Intent

Mr. Sheinman 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. Sheinman 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 January Chicago meeting.

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

5. Agenda Updates

The agenda was updated to include new motions from the Functional subcommittee and to revise review of the vision statement in the MOP to be a review of the MOP in general. The revised agenda was approved.

6. Chair's Comments

Mr. Sheinman thanked the committee for their amazing work and for exemplifying the volunteer spirit of ASHRAE. He assured them that people notice and appreciate their efforts on such a vital member benefit.

He also updated the committee on PEC's ad-hoc subcommittee on redistributing Handbook chapters to rebalance volumes. The five-volume proposal was not approved, but the ad-hoc group developed an alternative plan to rearrange chapters. This plan will be discussed and evaluated in Indianapolis.

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

Mr. Constantinide gave a presentation on current ASHRAE activities ([Attachment A](#)). Additional discussion occurred on how best to publicize the multiple member benefits available, because a fair proportion of membership is not aware of the changes and expansions in benefits.

8. Coordinating Officer (CO) Report

Mr. Austin was not in attendance; Mr. Constantinide thanked the committee for everything they do on Mr. Austin's behalf, and answered additional questions about the ad-hoc group's recommendations for chapter rearrangement ([Attachment B](#)).

9. Handbook Editor's Report

Mx. Kennedy announced that the 2024 *HVAC Systems and Equipment* volume had been published and should be mailing soon; PDFs and Handbook Online versions should be updated in July.

They also alerted the committee that there was a Board-level proposal under consideration to make Handbook Online a universal member benefit, along the lines of *ASHRAE Journal*. This would result in some loss of revenue, since the heavily discounted member price for subscribing (outside of member benefits) brings in a few thousand dollars per month, but would also make Handbook Online a more visible reference source for members and could lead to ideas and funding for improvements.

10. Volume Subcommittee Reports

10.1 2024 HVAC Systems and Equipment

Mr. Furman mentioned that COVID shutdowns disrupted TC processes, and it showed in their response rate and organization. The volume subcommittee liaisons did a great job, but responses from TCs were lackluster. In some cases it was a struggle to get the responsible TCs to respond.

10.2 2025 Fundamentals

Ms. Mages told the committee that all chapters were being tracked and at the moment around 10 chapters had been submitted. She especially thanked Mr. McFarlane for joining the subcommittee midstream, and Mr. Granzow, about half of whose TCs were almost ready to submit chapters.

10.3 2026 Refrigeration

Ms. Thomle stated that liaisons were in contact with TCs whenever possible, but that changes in TC membership and merges between TCs were not being communicated or published on the ASHRAE website, creating confusion and wasted effort.

10.4 2027 HVAC Applications

Mr. Gowri said that first contacts with TCs had been accomplished and that a tracking spreadsheet for all subcommittee liaisons was posted on Google Docs.

11. Subcommittee Reports

11.1 Review/Training

Mr. Gowri reported good attendance at training, both in person and online. He pared down the Powerpoint slides to target the specific audience of TC members, and reported that the Gantt chart showing where TCs should be in the revision process was very popular. He suggested modifying the slides further to use more bullet points instead of sentences, and requested that he continue a second year as chair of Training to better use the lessons he has learned the past year.

11.2 Functional

Ms. Thomle made a motion to add section 6.8 of the Authors and Revisers Guide (ARG) to include President Scoggins' directive that generative AI *not* be used to create ASHRAE content.

Motion (2) It was moved and seconded to approve adding the following text to the ARG as section 6.8, Use of Artificial Intelligence: "ASHRAE's current position is not to use generative Artificial Intelligence (AI) when editing, revising, creating, or modifying the ASHRAE Handbook volume chapters."

MOTION (2) PASSED unanimously, 13 yea, 0 nay, 0 abstaining, CNV.

Ms. Thomle also made another motion:

Motion (3) It was moved and seconded to request that TAC let HBC know when TCs merge, and to ensure that merged TCs are aware of any Handbook chapters the preexisting separate TCs had handled.

MOTION (3) PASSED unanimously, VV, CNV.

[Editor's note: Communication difficulties with TCs have been brought up by multiple groups, including Publications Committee members. These concerns have been shared with TAC staff liaisons, who are developing procedures to ensure merges are posted promptly and create a clear pathway for liaisons having difficulty getting responses to loop in TAC members for support.]

Ms. Thomle requested to remain on Functional subcommittee for another year, citing the experience and expertise she had gained and an eagerness to continue. Along with Mr. Lemire, the subcommittee assigned the following tasks to themselves:

- Implementing the new MOP template
- Updating the 2016 Reference Manual and moving appropriate information from the MOP to the RM
- Adding the AI policy statement to the MOP
- Submitting HBC MOP changes to PEC in Orlando (winter 2025 meeting) for approval

11.3 Electronic Media

Ms. Mages reported no new business from Electronic Media.

11.4 Strategic Planning

Mr. Furman stated that he would be carrying over most of the MBOs from Mr. Sheinman's term, emphasizing accountability for TCs and TAC when it comes to Handbook material. He also wanted to emphasize a global focus

and include broader applicability of Handbook content, while making it more welcoming to new and younger members.

Mr. Sheinman reviewed process of the current MBOs ([Attachment C](#)). Most are continuing efforts, or are progressing. However, item 7, “review single-topic/multi-TC chapter responsibilities and assign to one TC,” has been assigned to Mr. Furman for continued work in the 2024-2025 society year.

12.Information Items

There were no informational items.

13.Action Items

There were no action items.

14.Old Business

There was no old business.

15.New Business

15.1 Subcommittee assignments. Both Mr. Gowri’s and Ms. Thomle’s requests to stay on their current subcommittees (Training and Functional, respectively) were approved, with Mr. Lemire remaining on Functional. An ad hoc subcommittee to be led by Ms. Mages was discussed to evaluate whether there should be a permanent change to subcommittee structure, perhaps dividing functions into Oversight and Functioning categories. This would allow members to stay on committees for more than one year, which would let them better implement expertise gained and pursue longer-term projects.

15.2 Discussion of Handbook Online as a universal member benefit. The general opinion of the committee was against the idea, especially given that Handbook Online uses a subscription model. Concerns included a perceived devaluation of Handbook Online content. The consensus was to “leave well enough alone,” and the following motion was made:

Motion (4) It was moved and seconded to recommend to PEC to “keep ASHRAE Handbook Online a member benefit option; do not convert it to a universal member benefit” to maintain apparent value to membership and the revenue stream, especially given the global trend toward subscription models and the potential revenue losses.
MOTION (4) PASSED unanimously, VV, CNV.

16.Adjournment

Committee members were thanked for their efforts throughout the year, and special thanks were extended to Mr. Harris for his long service as a member and chair of HBC. The meeting was adjourned at 1:23 PM.

Respectfully submitted,



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

HEK: hs 21-Jan 2024



Attachment A

Handbook Committee Board Ex-O Presentation

23 January 2024

Hybrid Meeting, Indianapolis

BOARD EX-O PRESENTATION

Available in the HBC Basecamp at <https://3.basecamp.com/3106353/buckets/19895770/uploads/7535131107>.

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



Attachment B

PEC Ad Hoc Subcommittee for Rebalancing ASHRAE Handbook Volumes

23 June 2024

Hybrid Meeting, Indianapolis

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 for a copy of this presentation.



Attachment C

MBOs for Society Year 2023-2024

Chair: Harris Sheinman Date: 23 June 2024

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.
---	---	----------	-------------------------	------------	----------	---