



MINUTES

Handbook Committee

June 24, 2018

Hilton Americas–Houston

Houston, Texas

MEMBERS PRESENT:

David Yuill, chair
Don Fenton, vice chair, 2018R chair
Scott Fisher, 2022R chair
Fred Betz, 2022R
Carlos Brignone, 2022R
Brian Fricke, 2022R
Bass Abushakra, 2021F chair
Stephanie Mages, 2021F
Kevin Gallen, 2021F
Guy Frankenfield, 2021F
Javier Korenko, 2021F
Jason Atkisson, 2021F
Michael Patton, 2020S chair
Nicolas Lemire, 2020S
F. Roson Rodriguez, 2020S
Caroline Calloway, 2020S
Prakash Dhamshala, 2020S
Suzanne LeViseur, 2019A chair
Harris Sheinman, 2019A
Bryan Holcomb, 2019A
Narayanan Chandrasekar, 2019A
Bryan Becker, 2019A
Keith Yelton, Board of Directors Ex-Officio (BOD ExO)
Katherine Hammack, PubEd Council

STAFF PRESENT:

Heather Kennedy, Managing Editor, Handbook (Editor/liaison as of July 1, 2018)
Mark Owen, staff liaison, Editor/Group Mgr., Handbook and Special Publications
(Director of Publications and Education as of July 1, 2018)

VISITORS:

Bill Murphy, TC 10.6 Handbook Subcommittee Chair
Kashif Nawaz, TC 8.4 Handbook Subcommittee Chair
Julia Keen, Publishing and Education Council

ADDITIONAL DISTRIBUTION:

Publishing and Education Council
Chapter Technology Transfer Committee

MAJOR PASSED MOTIONS	
No.	Motion
1	Approve minutes for winter 2018 Chicago meeting
2	Approve a new chapter for the 2023A volume, on fire and EMT stations

ACTION ITEMS		
No.	Responsibility	Action Item
1	Kennedy	Obtain and distribute breakdown of print versus electronic Handbook selection by region.
2	Kennedy	Post AAP troubleshooting guide on Handbook Central page of ashrae.org.
3	2021F liaisons	Follow up with TCs that did not attend the TC/Volume chair meeting, to ensure they are making progress on revisions.
4	Kennedy	Request meeting space for 2018R/2022R volume subcommittees to meet at 9:00 Sunday in January Atlanta meeting.

1. Call to Order

Mr. Yuill called the meeting to order at 10:33 AM and noted that a quorum was present.

2. Introductions

Mr. Yuill welcomed all attendees. Members and visitors introduced themselves.

3. ASHRAE Code of Ethics Commitment

Mr. Yuill 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 2018 meeting in Chicago.

MOTION (1) PASSED, voice vote (3 abstentions).

5. Agenda Updates

There were no additions to the agenda.

6. Chair's Comments

6.1 Publishing and Education Council (PEC) update

Mr. Yuill noted that a PEC ad hoc is exploring restructuring the committees that report to PEC, for more effective council work. This would potentially result in 2 fewer PEC members. Ms. Keen offered to answer any questions the committee had, although no questions arose.

Mr. Yuill also noted that, if life demands look like they will interfere with HB concerns, please consider resigning earlier rather than later, so that timely arrangements can be made for replacements.

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

Mr. Yelton thanked the committee and asked that anything needing communication to the BOD be given to him. He also encouraged HBC members who are rolling off to consider what volunteer opportunity they would like to pursue next, to retain their expertise for ASHRAE. He also encouraged attending the President's Lunch, when possible.

Mr. Yelton also discussed two additional Board ad hocs: an ethics enforcement procedures task group to deal with any possible future allegations, and one investigating making staff available to regions to help engage members in ASHRAE. There is also ongoing work to increase ASHRAE's global presence.

8. Coordinating Officer (CO) Report

Mr. Tsui was absent; CO report omitted.

9. Handbook Editor's Report

Mr. Owen provided statistics of publication sales by product. After 8.5 years, ASHRAE Handbook Online (AHO) is on track to break \$100,000 in revenue for the first time; most of the revenue comes from nonmembers, but most subscribers are members. He noted the continuing need to encourage TCs to develop new features for AHO.

Questions from HBC members included whether

- It was possible to display growth trends in I-P versus SI (*answer*: most ASHRAE growth is outside the United States, so SI use is growing more quickly; however, selection still tends to be about 3-to-1 in I-P's favor)
- Dual-unit publishing would be feasible (*answer*: yes, but increased bulk of print volume with attendant shipping cost increase, and decreased convenience for users might make that less appealing)
- Breakdown of numbers of print versus electronic product selection by region was available (*answer*: not currently available, but will be investigated by staff) (**ACTION ITEM #1**)

10. Volume Subcommittee Reports

10.1 2018 Refrigeration

Mr. Fenton reported that the 2018 volume was complete and published, with an improved revision rate for the Refrigeration volume since the 2002 edition. He thanked the liaisons for their efforts in keeping the TCs on track and engaged.

10.2 2019 HVAC Applications

Ms. LeViseur reported that many chapters are already turned in, with others being voted on during the Houston meeting.

10.2.1 Proposed new chapter: Fire and Emergency Medical Technician (EMT) Stations (TC 9.8)

Mr. Langevin described the proposal (*Attachment A*). This material is not covered elsewhere in the Handbook or in standards, and there is an experienced team (including Ms. LeViseur) ready to develop the chapter.

Ms. LeViseur presented the following motion from the subcommittee:

(2) to approve the proposal for a new chapter on fire and EMT stations for the 2023 HVAC Applications volume and to assign it to TC 9.8 (Large Building Air-Conditioning Applications).

MOTION (2) PASSED, 20-0-0, chair not voting.

10.3 2020 HVAC Systems and Equipment

Mr. Patton reported 4 TCs represented at the Volume/TCs meeting. Feedback included

- Request to post the ASHRAE Authoring Portal (AAP) troubleshooting guide on the Handbook Central page of ashrae.org (**ACTION ITEM #2**)
- Concerns about AAP include limitation to Microsoft Internet Explorer, and access limitations by employer policies (e.g., government employers)

10.3.1 Reader comment requesting information on temporary HVAC installations

Temporary HVAC installations are not currently discussed in the Handbook. Because there is no one TC likely to cover this material, it is suggested that all TCs be encouraged to consider adding information on temporary installations to their chapters, if applicable. Additionally, the forthcoming Guideline 29 may help to fill in some gaps.

10.4 2021 Fundamentals

Mr. Abushakra reported light attendance for the Volume/TCs meeting (5 out of 27 TCs). Liaisons should follow up with the other 22 TCs, to ensure that Handbook subcommittees are being set up, evaluation is in progress, and revisions being planned (**ACTION ITEM #3**). TCs that attended were getting organized to start revisions, and Mr. Abushakra helped familiarize them with the available tools.

11. Subcommittee Reports

11.1 Review

Ms. Mages reported that they were reviewing the chapter review form to suggest revisions, especially making review distribution more automatic and easily tracked, and invites comments from others. She anticipates a final PDF being available for posting by January.

11.2 Functional

Mr. Patton's suggestions include

- Eliminating the word "checklist" from the review form file name, to prevent TC confusion about which document to submit with their chapter revisions
- Adding a section to the chapter approval checklist to encourage TCs to develop online content and out-of-sequence updates
- Restoring volume subcommittee meeting (without TC attendance) for most recently published volume at annual meetings; this would allow incoming liaisons to have more specialized training since official 8:00 training is now focused on portal and TCs. Ms. Kennedy will request that space be allocated for the 2018R/2022R subcommittee for incoming and outgoing liaisons to meet at the January 2019 Atlanta meeting (**ACTION ITEM #4**).
- Add mentoring by outgoing volume chair for incoming volume chair to Reference Manual in January 2019
- Authors and Revisers Guide (ARG) needs to mention AAP and provide details; Section 7 of ARG can have temporary/emergency services added as potential consideration for TCs to address during revision when applicable, as well as international readers' needs; these amendments can be made in January 2019

11.3 Electronic Media

Ms. LeViseur reported the goal of gathering feedback from users of the ASHRAE Authoring Portal (AAP); this could be collected via a question on the chapter approval checklist, or via an email questionnaire sent to users.

11.4 Strategic Planning

Mr. Fenton reported his MBOs for 2018-2019 (*Attachment A*).

- Add folder to AAP with HBC access, to upload status spreadsheets for each volume
- Improve connections with different climate regions around the world, with focus on improving coverage in HB
- Reexamine promotion of HB Online, specifically to students
- Providing access to all chapters on AAP for entire HBC
- Continuing goal of 10% target improvement of updates for each volume over last edition
- Encouraging development of extra features and OOS updates
- Framework to encourage TCs to submit chapters on time or early? Scott--submitting early can conflict with codes update cycles.
- Improving chapter review form (in progress)
- Improving training for incoming volume chairs (in progress)
- Improving recognition of contributors to HB: certificates? Badge ribbons? Stickers for badges?

12. Training Report

Mr. Abushakra reported a full room, with attendance of approximately 50. PowerPoint presentations were given on the Authoring Portal and on the general Handbook revision process and tips.

13. Information Items

13.1 Year 2017-18 MBOs

Mr. Yuill reviewed the status of his MBOs for 2017-18 (*Attachment B*).

14. Action Items

Mr. Yuill reviewed action items from the January 2018 meeting:

ACTION ITEMS			
No.	Responsibility	Action Item	Status
1	Owen	Distribute the spreadsheet of AHO chapter access totals to the committee.	Completed.
2	LeViseur	Facilitate connecting MTG.OBB with their liaison, Mr. Sheinman.	In progress.
3	All liaisons	Make contact with their TCs to ensure the TCs know who their liaisons are.	Ongoing.
4	Owen	Investigate and report on complimentary subscription access to ASHRAE Handbook Online for HBC members for the purpose of familiarization to facilitate encouraging the TCs to identify or develop added features for AHO.	Complicated because HB is a free member benefit; however, as incoming Director of Publishing and Education, Mr. Owen anticipates being able to resolve this.
5	Review Subcommittee	Evaluate the Chapter Review Form and revise it as necessary.	In progress.
6	Staff	Consult with the vendor and report on how the Authoring Portal can be enhanced to make tracking of progress and activity easier and more transparent.	Ongoing.
7	Staff	Consult with IT/web staff and vendor(s) and report in June on ways to ensure that the Handbook stays relevant and/or discoverable in a Google/Alexa world (e.g., a license agreement with Google).	Ongoing.
8	2020S Subcommittee	Bring a recommendation in June regarding Handbook content on temporary HVAC systems.	Completed. Recommendation: further investigation.

15. Old Business

Mr. Yuill thanked the full Handbook Committee for their service, and stated that it had been an honor and privilege to work with them.

16. New Business

New ways to recognize Handbook contributors were discussed.

17. Adjournment

Mr. Yuill thanked committee members for their efforts during the year.

The meeting was adjourned at 12:58 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Heather E. Kennedy". The signature is written in black ink and has a long, sweeping underline that extends to the right.

Heather E. Kennedy
Staff liaison
Editor, ASHRAE Handbook

Handbook Committee
MBOs for Society Year 2018-2019
Chair: Don Fenton Date: 23 June 2018

Objective	Compl. Date	Fiscal Impact	Responsible Party	Status	Comment
1. Add folder to AAP* with HBC access, to upload status spreadsheets for each volume.		None	Staff	In progress	
2. Improve connections with different climate regions around the world, with focus on improving coverage in HB.		None	HBC, Chair, Vice Chair	In progress	
3. Provide access for entire HBC to all chapters on AAP.*		None	Staff	In progress	
4. Continuing goal of 10% target improvement of updates for each volume over last edition.		None	HBC liaisons, volume chairs, TCs	In progress	
5. Encourage development of extra features and OOS** updates.		None?	HBC liaisons, volume chairs, TCs	In progress	No fiscal impact unless RPs required to develop features.
6. Framework to encourage TCs to submit chapters on time or early.			HBC liaisons, volume chairs	In progress	Note that submitting early can conflict with codes update cycles.
7. Improving chapter review form.			Functional Subcom	In progress	
8. Implement improved peer-to-peer training of incoming volume subcommittee chairs.			Vice Chair	In progress	
10. Improve recognition of contributors to HB.			Staff, HBC	In progress	Certificates? Badge ribbons? Stickers for badges?

*AAP: ASHRAE Authoring Portal.

**OOS: out-of-sequence (i.e., not during the year that chapter's volume is usually published).

Handbook Committee
 MBOs for Society Year 2017-2018
 Chair: David Yuill Date: 23 June 2018

Objective	Compl. Date	Fiscal Impact	Responsible Party	Status	Comment
1. Solicit ideas from volume subcommittee chairs for process improvements.	6/18	None	HBC liaisons	COMPLETE	Volume chairs discussed several ideas that can be implemented in the future.
2. Develop a review form for incoming volume subcommittees.	6/18	None	Functional, Review Subcoms	In progress	This form will be filled out by the liaisons for the recently published chapter from each TC they're assigned to.
3. Update College of Fellows chapter review form.	6/18	None	Functional Subcom	In progress	The new form will be combined with a renewed request for Fellows' reviews.
4. Dialog with RAC to consider ideas for increasing incorporation of research results into Handbooks.	6/18	None	Chair and Vice Chair	COMPLETE	RAC Chair Khankari and HBC Chair Yuill developed a document with two ideas for implementation by the incoming RAC and HB chairs.
5. Improve peer-to-peer training of incoming volume subcommittee chairs.	6/18	None	Vice Chair	COMPLETE	MOP will direct that the incoming volume chair will meet one-on-one with the vice chair (outgoing volume chair) before July 1.
6. Review the relevance, scope, and objectives of subcommittees.	6/18	None	HB ExCom	COMPLETE	Reform, rename, repurpose, or remove committees, if appropriate. Training subcommittee dissolved; individual assigned instead.
7. Update Chapter Checklist form.	6/18	None	Functional Subcom and staff	COMPLETE	Some edits were made to the existing checklist form.

DF: hek 24 June 2018