



MINUTES

Handbook Committee

June 26, 2022

Hybrid Meeting, Toronto

MEMBERS PRESENT:

Michael Patton, chair
Scott Fisher, 2022R chair and HB vice chair
Frederick Betz, 2022R
Brian Fricke, 2022R
Harris Sheinman, 2023A chair
Eric Adams, 2023A
G.D. Mathur, 2023A
Kashif Nawaz, 2023A
Joseph Furman, 2024S chair
Derek Crowe, 2024S
Nicholas Lemire, 2024S
Satish Iyengar, 2024S
Stephanie Mages, 2025F
Chris Gray, Board of Directors Ex-Officio (BOD ExO)

STAFF PRESENT:

Heather Kennedy, staff liaison, Handbook editor

VISITORS:

Mark Owen, Publisher, ASHRAE
Jeri Alger, Handbook managing editor
Daniel Bourque
Adrienne Thomle, incoming 2026R chair
Alain Trahan
Sungyan Hu
Frederich Graznow
Cameron Labunski
Carlos Brigone
Schumaker

ADDITIONAL DISTRIBUTION:

Publishing and Education Council
Chapter Technology Transfer Committee

MAJOR PASSED MOTIONS	
No.	Motion
2	Approved changes to the HBC MOP to require chapter approval checklists for all chapters being published in a volume, regardless of whether changes were intended.

ACTION ITEMS		
No.	Responsibility	Action Item
1	Kennedy	Survey TC Handbook subcommittees and current/former HBC members to gather data on volunteer time required to volunteer for Handbook
2	Kennedy	Reschedule online training session
3	Kennedy	Post MOP update to HBC Basecamp
4	Fisher/HBC ExCom	Create HBC vision statement and determine where to locate on Basecamp

1. Call to Order

Mr. Patton called the meeting to order at 10:38 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 and Other Statements of Intent

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>.)

Mr. Patton also read from the Toronto Chapter's Native People's Statement:

The Toronto Chapter of ASHRAE would like to acknowledge that we operate on the Traditional territory of the Mississauga's of the Credit First Nation, as well as other Indigenous peoples who have lived here over time under treaty number 13 and dating back to the Royal Proclamation of 1763. We are grateful to share this land so that we may learn from each other and share our knowledge and experience towards furthering our mission and vision.

Finally, Mr. Patton recited the ASHRAE Diversity Commitment:

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

Mr. Mathur requested that his name be added to the list of attendees. After this was done, it was moved and seconded

(1) to approve the minutes of the committee’s January 2022 Las Vegas/virtual meeting.

MOTION (1) PASSED, voice vote.

5. Agenda Updates

The agenda was reviewed and approved.

6. Chair’s Comments

Mr. Patton encouraged HBC members to consider where they would like to volunteer in future, whether on the HBC or elsewhere. He also highlighted the fact that the ASHRAE Authoring Portal will, from the 2025 Fundamentals volume onward, provide PDFs instead of Word files as the default, and noted that workflows are now set to only allow submission through the Authoring Portal.

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

Mr. Gray thanked the committee for their work, noting that the handbook is a major reason many members join. He also gave a presentation about current ASHRAE activities **(ATT. A)**.

8. Coordinating Officer (CO) Report

Mr. Macauley expressed appreciation for the committee’s hard work, and reiterated that the Handbook is a very important member benefit.

9. Handbook Editor’s Report

Mx. Kennedy announced that the 2022 *Refrigeration* volume had been finalized and members were able to download their PDFs (and were receiving their hard copies if they opted in). Chapters for the 2023 *HVAC Applications* volume were coming in; not all had been received, but Mr. Sheinman and the liaisons for the 2023 volume subcommittee were doing a fabulous job reminding the TCs of the absolute hard deadline of July 31.

They also reiterated that, beginning with the 2025 *Fundamentals* volume, the Authoring Portal would supply PDFs as the default for TCs to revise. Word files would still be available on request, but using PDFs would increase accuracy and speed of importing revisions into the master Framemaker files, and speed getting revisable files into the hands of the TCs.

Mx. Kennedy also informed the HBC that Handbook PDFs remain the favored member benefit, representing more than the other two options combined. Although sales of the 2021 volume were down compared to previous

volumes, the amount of decline matched the drop in sales over the last several volumes (wherein each *Fundamentals* volume generated less revenue than the previous edition).

10. Volume Subcommittee Reports

10.1 2022 Refrigeration

Mr. Fisher expressed appreciation to all liaisons for getting the volume completed and shipped on time.

10.2 2023 HVAC Applications

Mr. Sheinman noted that only 16 of the 65 chapters had yet been received by staff (including deletion of the photographic materials chapter). The others were, however, well on their way to being voted on by the TCs, despite the complications presented by the ongoing health emergency. He also expressed appreciation to the volume liaisons for all their hard work.

10.3 2024 HVAC Systems and Equipment

Mr. Furman also thanked the liaisons and said they had encountered similar issues with TCs responding to deadlines.

10.4 2025 Fundamentals

Ms. Mages announced that liaison assignments had been distributed and that TCs were being updated about the switch to PDFs on the Authoring Portal.

11. Subcommittee Reports

11.1 Review/Training

Ms. Mages said that about 18 people attended the hybrid session in person, with more online; however, because of technical difficulties, the online training will be rescheduled for a later date. She also encouraged liaisons and TCs to consider developing ASHRAE Handbook Online updates.

11.2 Functional

Mr. Furman announced an update to the HBC MOP, specifying that TCs must send in a completed chapter approval checklist regardless of whether they intend to update their chapter that cycle. It was moved and seconded

(2) to approve the proposed changes to the MOP

MOTION (1) PASSED, voice vote.

Revisions to the MOP were then passed along to the PEC Products subcommittee, which approved them.

11.3 Electronic Media

Mr. Sheinman reported that the goals of creating a training video and FAQ for the Authoring Portal had stalled, but hoped that these goals would be continued by Mr. Furman when he took over the Electronic Media subcommittee.

11.4 Strategic Planning

Mr. Fisher presented his MBOs for the 2022-2023 society year (**ATT. B**). Highlights include developing a vision statement for the HBC, implementing Basecamp training, and reviewing the MOP and ROB.

12. Information Items

12.1 Year 2019-20 MBOs

Mr. Patton reviewed the status of his MBOs for 2021-22 (**ATT. C**). Item 1 (soliciting ideas for the PEC MBOs) should be resolved. Items 2 and 3 are in progress but ongoing, and item 4 (HBC vision statement) needs to be addressed in light of Chris Gray's proposal. There is a need to address the committee's overarching vision because of rollover/roll-off of committee members. For item 5, Mr. Sheinman has made progress on this ad hoc but needs further work to address volume imbalances. For item 6, reviewing the ARG for clarity on what include in the Handbook versus user guides or manuals is in progress.

Mx. Kennedy was assigned an Action Item (#1) to collect information on volunteer time requirements (both on HBC and on TCs' Handbook subcommittees).

13. Action Items

There were no old Action Items. **The following new Action Items were assigned:**

2. Reschedule online training (Kennedy)
3. Post MOP update to HBC Basecamp (Kennedy)
4. Create HBC vision statement. Need to determine where to locate the vision statement (Fisher and ExCom)

14. Old Business

14.1 Splitting Fundamentals Ch. 19 (Energy Estimating and Modeling) into Two Chapters (TC 4.7)

TC 4.7 did not attend the meeting, but when Mx. Kennedy reached out to them before the Toronto meeting they announced that they were temporarily withdrawing the proposal to split F19 into two chapters. They cited a focus on improving existing chapter content and a desire to deal with dividing the chapter in a future volume.

15. New Business

(None.)

17. Adjournment

Committee members were thanked for their efforts during the year. The meeting was adjourned at 12:19 PM.

Respectfully submitted,



Heather E. Kennedy
Staff liaison
Editor, ASHRAE Handbook



Attachment A

ASHRAE Leadership Presentation

Code of Ethics

“We will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and we shall avoid all real or perceived conflicts of interest.”

Harassment and Discrimination Policy

ASHRAE strictly prohibits and does not tolerate discrimination against members or applicants for membership because of such individual’s race, color, religion, age, sex, sexual orientation, national origin, physical or mental disability, pregnancy, genetic information, veteran status, uniformed service member status, or any other category protected under applicable law.

Commercialism

ASHRAE’s Commercialism Policy allows for Society activities that fulfill the mission of technological advancement with adherence to business plans that generate income to offset operational expenses such as AHR Exposition, ASHRAE periodicals, website, and Society conference events such as the Welcome Party, luncheons, registration kits, and receptions.
[ashrae.org/commercialism](https://www.ashrae.org/commercialism)

View ASHRAE Governing Documents at [ashrae.org/about/governance](https://www.ashrae.org/about/governance)



Nominations Needed!



Committee Nominations

- Due mid-February. Council, RAC, TAC, Standards and Handbook nominations are due mid-September.
- Speak with your committee ExO if your current appointment ends in June and you wish to be nominated for another committee.

Learn More about Technical and Society Level Committees

 ashrae.org/committee-nominations

Honors & Awards Nominations

ASHRAE's awards fall into one of six categories:

- Personal Honors
- Personal Awards for General & Specific Society Activities
- Paper Awards
- Society Awards to Groups or Chapters
- Chapter and Regional Awards

Learn More and Nominate Someone Today

ashrae.org/honorsandawards 

ASHRAE Technical Committees (TCs) and Volunteer Opportunities at ashrae.org/communities

ASHRAE Commitment to Care Statement



The health and safety of all ASHRAE conference attendees is a top priority.

Out of respect for our fellow attendees, we strongly recommend wearing masks indoors, to monitor our health, seek medical attention if symptoms develop and adhere to all ASHRAE Commitment to Care protocols.

We are committed to the well-being of one another.

View the full Commitment to Care at [ashrae.org/2022Annual](https://www.ashrae.org/2022Annual)



ASHRAE Simplified Rules of Order & Quick Reference



ASHRAE SIMPLIFIED RULES OF ORDER & MEETING FUNDAMENTALS

Updated by the Society Rules Committee: February 1, 2022
Approved by the ASHRAE BOD: February 2, 2022

NEW!

ASHRAE Simplified Rules of Order – Quick Reference

Guiding Principles

- Quorum is required before business can be conducted.
- Everyone has the right to participate in discussion if they wish before anyone may speak a second time.
- Everyone has the right to know what is going on, at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A motion is the topic under discussion (e.g., "I move that we add a coffee break to this meeting"). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things

You want to bring up a new idea before the group.
After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.
After recognition by the president of the board, move to amend by

- adding words
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reward it beyond simple word changes.
Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.
Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.
Move to postpone to a definite time or date.

You are tired of the current discussion.
Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rd vote.

You have heard enough discussion.
Move to close the debate. Also referred to as calling the question. This cuts off discussion and

- Presented by the Society Rules Committee and BOD approved at the 2022 Winter Conference.
- Intent is to streamline meetings by providing simpler meeting guidance. Rules generally follow Roberts Rules of Order but are intentionally modified for the purpose of use in ASHRAE meetings.
- Councils and Committees are **expected** to be fully operational in the new meeting guidance beginning **July 1, 2022**.

Download the rules and quick reference
[ashrae.org/communities/committees/
society-rules-committee](https://ashrae.org/communities/committees/society-rules-committee)

These are big changes for our Society, and **[we need your assistance to implement the approved changes at the Society and Chapter level.](#)**

Questions or comments regarding the new rules of order and quick reference?
Contact boardservices@ashrae.org



Monday, June 27
12:15 – 2:00 pm

Securing Our Future

2022-23 ASHRAE President
Farooq Mehboob, Fellow Life Member ASHRAE

The Coolest Day of the Year June 26, 2022



The day raises awareness of refrigeration, air conditioning and heat pumps and their role in modern society to a wider audience
#coolingmatters

Learn More at worldrefrigerationday.org



2022-23 Board of Directors

Executive Committee



Through an elaborate committee structure, including committees and councils, ASHRAE policies are established by a **Board of Directors** comprised of Society members elected by the membership. Board members serve terms of one to three years, including the President who serves a one-year term.

President



Farooq Mehboob, P.E.
Fellow ASHRAE, Life Member
Karachi, Pakistan

President-Elect



Ginger Scoggins, P.E.
Raleigh, North Carolina

Treasurer



Dennis Knight, P.E.
Fellow ASHRAE
Mt. Pleasant, South Carolina

Vice Presidents



Dunstan Macauley, P.E.,
HBDP
Arlington, Virginia



Sarah E. Maston, P.E., BCxP
Hudson, Massachusetts



Billy Austin, P.E., BCxP, BEAP,
BEAP, HBDP, HFDP, OPMP
Charlotte, North Carolina



Ashish Rakheja
Noida, Uttar Pradesh, India

2022-23 Board of Directors

Director and Regional Chairs



Region I



Steven C. Sill
Sterling, New York

Region II



Ronald Gagnon
Quebec, Canada

Region III



Mark Tome, P.E., HFDP
Harrisburg, Pennsylvania

Region IV



Bryan Holcomb
Oak Ridge, North Carolina

Region V



James Arnold, P.E.
Dublin, Ohio

Region VI



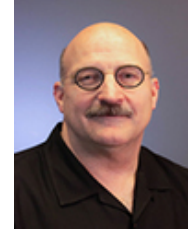
Susanna Hanson
La Crosse, Wisconsin

Region VII



Chris M. Gray, Ph.D., P.E.
Atlanta, Georgia

Region VIII



Randy C. Schrecengost, P.E., BEAP
Austin, Texas

Region IX



Tyler J. Glesne, BCxP, BEAP
Omaha, Nebraska

Region X



Devin A. Abellon, P.E.
Los Angeles, California

Region XI



Eileen Jensen, P.E.
Vancouver, Washington

Region XII



John Constantinide, P.E.,
Merritt Island, Florida

Region XIII



Cheng Wee Leong, P.E.,
Singapore

Region XIV



Andres J Sepulveda
Madrid, Spain

Region-at-Large



Richie Mittal
New Delhi, India

2022-23 Board of Directors

Directors-at-large



Wade Conlan, BCxP
Maitland, Florida



Blake Ellis, P.E.
Overland, Kansas



Dru Crawley, Ph.D., BEMP
Washington, D.C.



Kenneth Fulk
Allen, Texas



Art Giesler
Colleyville, Texas



Wei Sun, P.E.
Ann Arbor, Michigan



Kishor Khankari, Ph.D.
Ann Arbor, Michigan



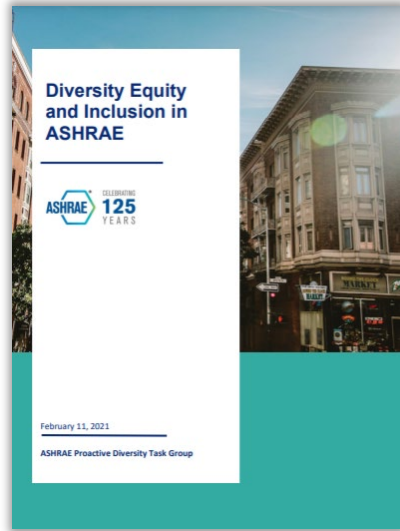
Luke Leung, P.E.
Clarendon Hills, Illinois



Adrienne Thomle
Reno, Nevada

Diversity, Equity, & Inclusion (DEI) in ASHRAE

BOD Subcommittee created by the Board in January 2021



The purpose of the BOD DEI Subcommittee is to advise and engage the Board of Directors on:

- All matters relating to diversity, equity and inclusion - with a view to improving organizational awareness and performance in these areas amongst both staff and the Society membership
- The establishment of annual budgets for DEI program and ongoing initiatives
- The prioritization of inclusivity issues which have relevance to ASHRAE, together with plans for addressing these issues
- Potential DEI training modules for Chapters and Committees

Download the Report

ashrae.org/DiversityEquityInclusion

Members of the BOD DEI Subcommittee

Adrienne Thomle (Chair); Kishor Khankari (Vice Chair); Devin Abellon; Susanna Hanson; Wei Sun; Ashish Rakheja; Tanisha Meyers-Lisle (Staff Liaison)
Dunstan Macauley; Billy Austin; Dennis Knight; Farooq Mehboob (Consultant); Steven Sill



Task Force for Building Decarbonization



Initiative of ASHRAE President and President-Elect, with the realization that our successful initiatives in building energy efficiency should be expanded to building decarbonization

- **15** members, Co-Chaired by Presidential Members Don Colliver and Tom Phoenix
- **9** working groups with over **100** international volunteers
- Positioned ASHRAE to tackle building decarbonization with the same level of importance and urgency as ASHRAE tackled energy efficiency during the energy crisis

SY2022-23 Evolution:

- TFBD ExCom to develop and implement strategic direction
- Operational Subcommittee to develop content for six guides
- Products and Services Subcommittee to oversee Web Site & Knowledge Hub, and Training & Education

Email questions or input to decarb@ashrae.org and learn more at ashrae.org/decarb



**Distinguished
Lecturer**

Submit Nominations by December 1

Do you want to be the next ASHRAE Expert in Building Decarbonization?

ASHRAE Distinguished Lecturer (DL) will share knowledge virtually and in-person with ASHRAE Chapters about topics related to building carbon footprint reduction.

Topics associated with building decarbonization include:

- Operational carbon
- Embodied carbon
- Building system electrification
- Building performance standards
- Grid-building intersection
- Appliance and equipment standards
- Site sequestration

To learn more, visit www.ashrae.org/dl

Society Updates



Approved Bylaws Change: Full Member

ASHRAE Membership voted to approve changing the title of 'Member' grade to 'Full Member' grade to differentiate between those who have provided necessary education and professional background information to the Society in order to qualify as a Full Member grade.

Request to Advance to Full Member Grade
Associate and Affiliate members may request to advance to Full Member grade by updating their membership bio in their ashrae.org profile and notifying membership@ashrae.org.



View the latest Society Snapshot at ashrae.org/society-snapshot

→ Your Benefits ashrae.org/membership

New Member Benefit Selection

Full dues paying Full and Associate Members may select from the following complimentary annual member benefits:

- ✓ ASHRAE eLearning Course
- ✓ ASHRAE Standard (PDF)
- ✓ ASHRAE Handbook (PDF)

Visit ashrae.org/chapters to quickly find the chapters nearest you!

New Benefits for Employers and Members

10% Discount - Starting July 1
Employers who sign up 5 or more Employees in a single transaction receive a 10% discount.



Free Winter or Annual Conference
New full dues paying members who join after July 1 receive one complimentary registration to a Winter or Annual Conference to be used within the first two years of their membership.

Your Community ashrae.org/communities ←




Connect-A-Colleague
Invite peers to join ASHRAE and participate in committees using a pre-written email invitation at ashrae.org/connect

Supporting ASHRAE's Mission



Research Promotion (RP)

The Research Promotion campaign supports ASHRAE Research, Education, YEA programs, Scholarships, Endowed Funds, the RP General Fund and Special Initiatives.

 **Thank You** to all the **donors and volunteers** for your support during this challenging year.

Society Year 2020-2021 total raised: **\$2,300,519**

- **\$1,769,785** in contributions for Research
- **\$332,698** for ASHRAE Foundation
- **\$134,666** for Scholarships
- **\$63,370** for General Fund, YEA, and Education

ASHRAE Foundation Grants & Scholarships

The ASHRAE Foundation is an endowed trust that provides funding for professional development and research programs, supplies qualified engineering students with much needed scholarship assistance, and provides grants to help support the Society's vital work.

SY 2021-22

46

Society Scholarships totaling \$200,000

33

Chapter-Awarded Scholarships totaling \$54,000

ASHRAE Chapters provide an additional \$196,000 in scholarship support locally

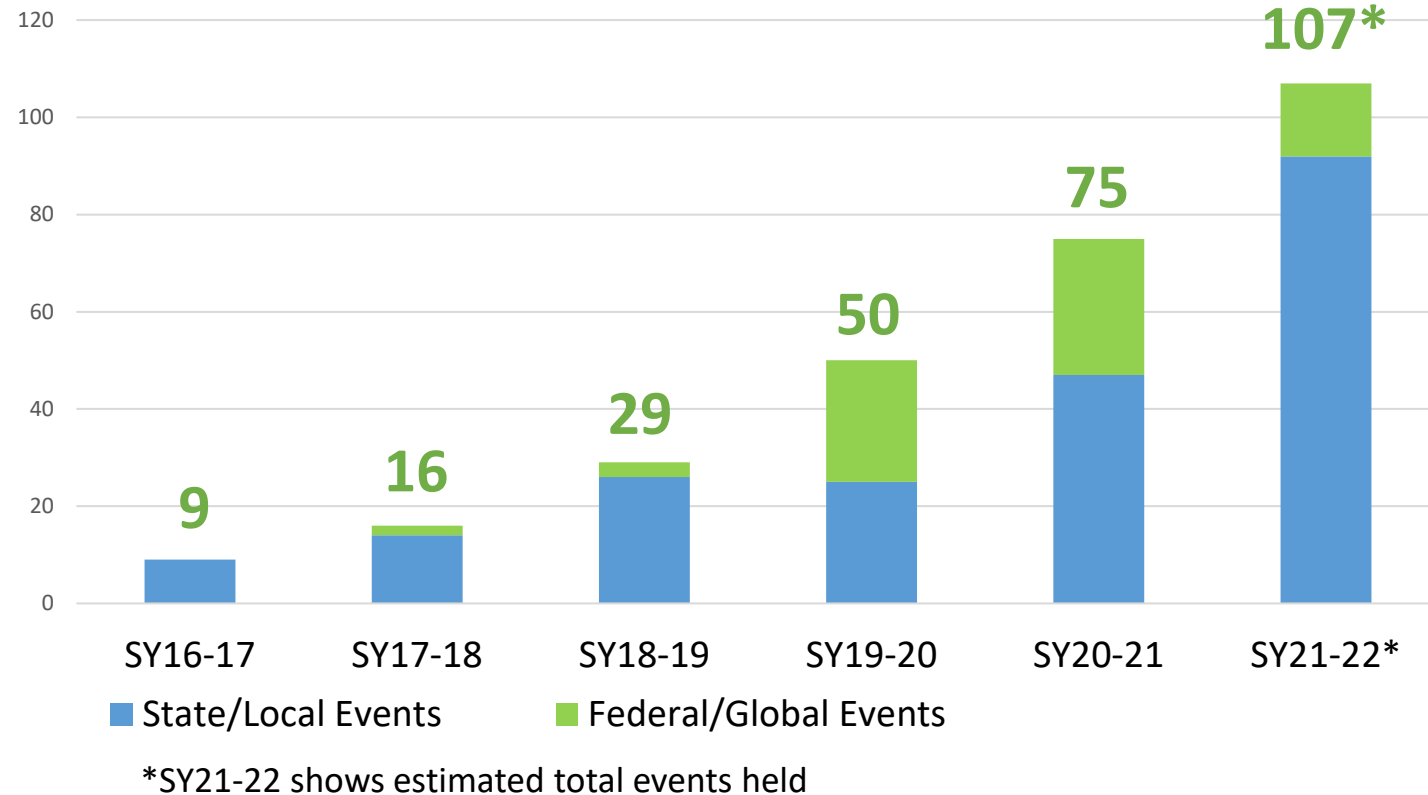
Donate, Volunteer, Apply, and Learn More at
ashrae.org/support



ASHRAE Government Affairs program works to establish ASHRAE as a leading source of trusted expertise for policy-makers in the development of legislation and regulations affecting the public and HVAC&R industry.

- The **Government Affairs Update** bi-weekly newsletter provides updates on government activities. Subscribe online or by emailing GovAffairs@ashrae.org.
- **Government Outreach Events** connect ASHRAE volunteers with policy-makers.
- Letters, briefings, testimony, and comments are sent in support of ASHRAE's **Public Policy Priorities**: 36 sent this year.

Government Outreach Events



Get Involved + Get Resources
[ashrae.org/government-affairs](https://www.ashrae.org/government-affairs)

Professional Development



eLearning

Convenient, on-demand courses for individuals or groups.

90+ online courses starting at **\$42** for members.

Group Rates Available

Updated Course Catalog:
elearningcatalog.ashrae.org



ASHRAE Learning Institute (ALI)

Instructor-led courses in a variety of formats.

See the Updated Schedule of In-Person and Virtual HVAC Design Courses!

- Level I – Essentials
- Level II – Applications

NEW Courses Added to the Instructor-led Online Series
ashrae.org/onlinecourses

Courses Available for ASHRAE Chapter, and In-Company Presentations.

Certification

Validate and promote your expertise via online examination and digital badging.

Building Design

- Energy Modeling (BEMP)
- Healthcare Facility Design (HFDP)
- High-Performance Building Design (HBDP)
- HVAC Design (CHD)

Building Performance

- Commissioning (BCxP)
- Energy Assessment (BEAP)

Building Operations

- Operations & Performance Maintenance (OPMP)

ashrae.org/professional-development



Publications

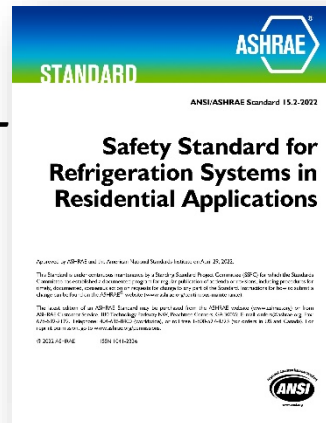
Be on the lookout for updated Standards 90.1 and 62.1 later this year.



Recently published items available at ashrae.org/bookstore



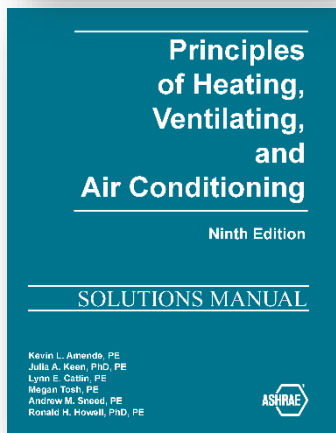
Designing for Operational Excellence—Intentional Design for Effective Operation and Maintenance



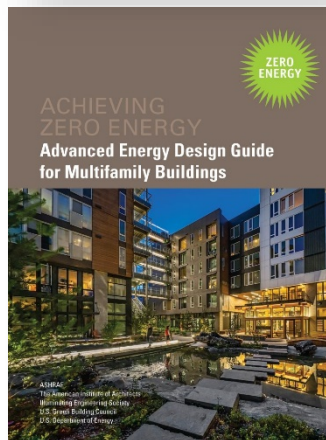
ASHRAE Standard 15.2: Safety Standard for Refrigeration Systems in Residential Applications (ANSI Approved)



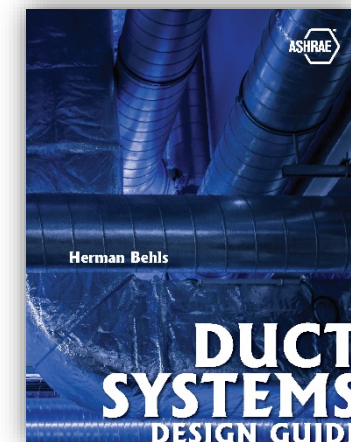
Lucy's Engineering Adventure



Principles of Heating, Ventilating, and Air Conditioning, Ninth Edition



Advanced Energy Design Guide for Multifamily Buildings – Achieving Zero Energy (AEDG)



Duct Systems Design Guide

ASHRAE Technology Portal

Provides a one-stop location for ASHRAE papers, articles, reports, Handbook PDFs, and seminar recordings.

Online Standards Database

Allows access to public review drafts for standards, guidelines, and addenda to submit comments, to do online balloting, and to submit proposals to standards and guidelines.

Zero Energy Advanced Energy Design Guides (AEDG)

Available for free download: NEW! NZE Guide for Multifamily Buildings, and AEDG for offices and K-12 schools.

Science and Technology for the Built Environment

Provides free online access to archival research publication offering comprehensive reporting of original research.

ASHRAE Technical Apps

Deliver mobile design, calculation, and analysis tools to the palm of your hand.

Free Technical Resources

Offer downloads of a variety of well-known resources to everyone.

ASHRAE 365

Updates on all things ASHRAE, for free and year-round.

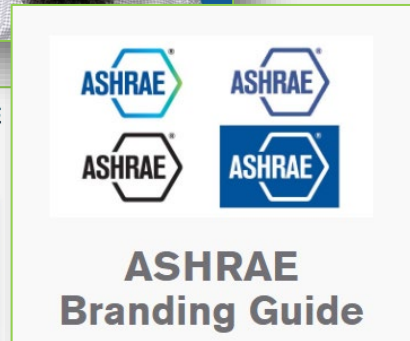
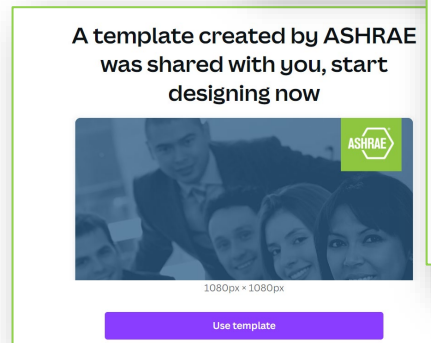
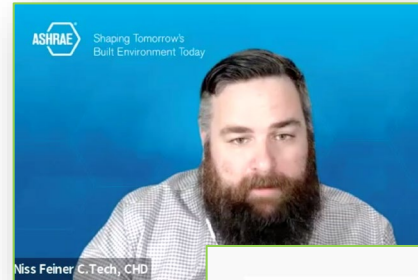
Find these resources and many more at [ashrae.org](https://www.ashrae.org)



Created for the busy volunteer, **Marketing Central** is a single page resource for Society-related marketing materials.

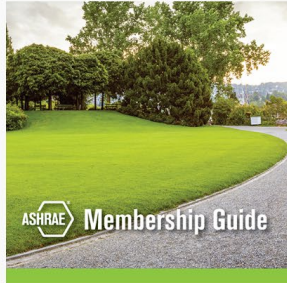


Resources organized by file type:

- Canva Templates
- Forms
- Logos
- PDFs
- PowerPoint Presentations
- Templates
- Toolkits
- Tradeshows
- Videos
- Virtual Backgrounds



- Request promotional freebies
- Shop the logo store
- Order Chapter supplies

Logo Items

 <p>ASHRAE Membership Guide</p> <p>Promotional Freebies</p> <p>SUBMIT ORDER</p>	 <p>ASHRAE Logo Merchandise</p> <p>SHOP NOW</p>	 <p>Chapter Supplies Order</p> <p>BROWSE SUPPLIES</p>
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September 20-22, 2022
Guadalajara, Jalisco

ahrexpomexico.com/en/



ASHRAE Topical Conferences



SEP
2022

2022 ASHRAE Building Performance Analysis Conference

Sep 14 – 16, 2022 | Chicago, IL

OCT
2022

International Building Decarbonization 2022 Conference

Oct 6-7, 2022 | Athens, Greece

OCT
2022

The Fifth International Conference on Efficient Building Design

Oct 20–21, 2022 | Beirut, Lebanon

DEC
2022

Buildings XV Conference

Dec 5–8, 2022 | Clearwater Beach, FL

MAR
2023

ASHRAE SCANVAC HVACC Cold Climate Conference 2023

Mar 6-8, 2023 | Anchorage, AK

Mar 9-10, 2023 | Fairbanks, AK

[ashrae.org/conferences](https://www.ashrae.org/conferences)



2023 ASHRAE Winter Conference



2023 ASHRAE Winter Conference & AHR Expo February 4-8, 2023 Atlanta, GA

Registration opens in Fall 2022
[ashrae.org/2023Winter](https://www.ashrae.org/2023Winter)



Thank you!
Questions or Comments?

Handbook Committee

MBOs for Society Year 2022-2023

Incoming Chair: Scott Fisher

Date: 26 Jun 2022

	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	1-Feb-22	none to Positive	HB Excom	complete	A procedure was added to present galley proofs for sign off to TCs for ALL chapters regardless of edit/revision status.
2	Review single topic/multi TC Chapters responsibility to one TC	30-Jun-22	None	Vol Chairs/Review Sub Committee	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	30-Jun-22	None	HBC	Continuous	Continuing 2021 MBO
4	Develop a HBC Vision Statement	30-Jun-22	None	HBC ExCom	Yet to commence	Crafting a vision statement will provide continuity as Volume chairs rotate through the Chair position
5	Address volume imbalances through appointment of Ad-Hoc	30-Jun-22	Could reduce mailing costs	HBC ExCom	Ad-Hoc Assembled	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)	30-Jun-22	Could reduce page count	Functional	Assigned	Additional guidance in the ARG (Author's and Reviewer's Guide) could move content to other publications such as user and design guides.

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 Chair: Michael Patton Date: 26 Jun 2022

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	In progress and ongoing.		2	June 30 2021	No
3	Develop a TC reward recognition system for HB Online content	In progress and ongoing.		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

Green = accomplished as of soc yr 2021 start
 Reward = discounts for attendance or other products/classes
 #5 is in MOP; Mike will make assignments for coming year
 #6 should be routine and ongoing; consider adding to the MOP?
 #7 continues: TCs realigning need to let HBC know