



Shaping Tomorrow's  
Built Environment Today

# PUBLICATIONS COMMITTEE

## Minutes

Conference Call

Tuesday, July 14, 2020

12:00 p.m. Eastern Time

**MEMBERS ATTENDING:** Hugh McMillan III, chair  
Adeeba Mehboob, vice chair  
Gerardo Alfonso  
Vinay Ananthrathar  
Abdel Darwich  
J. Eduardo Donoso  
Vikram Murthy  
Luca Stefanutti  
Karen (Kay) Thrasher  
Renison (Rennie) Tisdale, Jr.  
Yew Wah (Raymond) Wong  
Kelley Cramm, BOD ExO  
Tim Wentz, consultant

**STAFF PRESENT:** Cindy Michaels, staff liaison, Editor of Special Publications  
Sarah Foster, Editor of *ASHRAE Journal*



<b>MOTION</b>		
No.	Motion	Vote*
1	The proposed book [Engineer and Contractor-Led HVAC Projects] requires further information before it can be approved.	PASSED 8-2-0, CNV

\* Votes for these motions are recorded as yes-no-abstain; CNV = chair not voting.

<b>ACTION ITEMS</b>		
No.	Responsibility	Action Item
1	Vikram Murthy	To write up the background information to accompany Motion #1 and the request to the author for more information on the proposed book Engineer and Contractor-Led HVAC Projects.
2	Adeeba Mehboob, Vikram Murthy, and Eduardo Donoso	To draft the survey questions to be sent to ASHRAE members regarding the need for and topics of the proposed series of Application Guides by the committee's September conference call.

### 1. Call to Order

Hugh McMillan III called the meeting to order at 12:03 p.m. and noted that a quorum was present.

### 2. Article Scoring Spreadsheet

Hugh McMillan III reviewed the *ASHRAE Journal* article scoring spreadsheet [available on Basecamp](#) and encouraged members to catch up on reading and scoring any articles they haven't gotten to yet.

### 3. Engineering and Contractor-Led HVAC Projects Proposal

Committee members reviewed the Publications Request Form that had been discussed at the 2020 Winter Conference in Orlando as well as the additional information requested of the proposed author and additional text he supplied (**Attachment A**). Hugh McMillan III shared that he had emailed the chairs of TCs 7.1 and 7.2 twice and got no response from TC 7.1 and was told TC 7.2 did not have information about this proposal, suggesting perhaps it had been discussed with a member but not officially discussed during a committee meeting.

Committee members discussed who the target audience would be for the publication and the proposed contents. Vikram Murthy suggested that because integrated projects are often driven by a project team, a more useful product would be a tool on how to use BIM to go through IPD. Kelley Cramm suggested that the author be requested to write an article on IPD for *ASHRAE Journal* to see how the topic goes over. Eduardo Donoso and Gerardo Alfonso stated that such a book would be useful for contractors in their countries.

After the discussion a motion was proposed and modified; the final motion as proposed and seconded follows (**MOTION #1**):

**Motion:**

The proposed book requires further information before it can be approved.

MOTION #1 PASSED with a roll call vote (8 yea votes, 2 no votes, no abstentions, CNV).

Editor's note, 2/8/22: Attachment A has been removed from publicly available minutes file due to potentially sensitive information and is now only available to committee members via Basecamp.



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After the vote, Murthy volunteered to write up the background information to accompany the motion and the request to the author for more information (**ACTION ITEM #1**). The request will include clarification on the target audience and the main point of the book (will it be narrow, for HVAC infrastructure and engineers only, or broad, for the entire integrated project team?), summaries of the outlined contents sections, clear delineation of contents (in some areas it seems broad and in others it seems very detailed), written support for the book and agreement to oversee its creation from TCs 7.1 and 7.2, and a recommendation that the proposed author contact Sarah Foster to discuss the possibility of his writing an article on IPD for potential publication in *ASHRAE Journal*.

#### 4. Application Guides

Presidential member Tim Wentz, who first proposed the idea of a series of Application Guides and who currently serves as a consultant to Publications Committee, stated that the debate between providing research-based theory and practical application-based education has occurred in many settings. He reiterated that the idea for the books is that they be thin guides providing the basics: what a practitioner needs to know, the resources they need on hand, and how to do it.

Committee members discussed how to reach out to ASHRAE members to conduct a survey of whether the guides would be valuable/desired and, if so, what topics would need to be covered. Hugh McMillan questioned whether reaching out via eSociety and other e-newsletters would get a good response, and Sarah Foster stated that *ASHRAE Journal Newsletter* would be the best place to try. Adeeba Mehboob shared her belief that the committee should reach out to chapters and YEA, especially if the guides will be targeting young or new engineers; she stated that DRCs could feed the surveys to their chapter presidents. Mehboob also suggested that the survey should not be open ended but instead provide suggested topics for the guides to gauge interest. She also noted that developing economies might have different needs, which means ASHRAE may want to consider offering certain topics for certain regions.

McMillan requested that draft survey questions be ready by the committee's September call (**ACTION ITEM #2**), where the committee will finalize the questions and determine the audience. Mehboob agreed to lead the subcommittee, which includes Vikram Murthy and Eduardo Donoso, in drafting the survey questions.

Wentz stated that the committee's process is correct: success of the guides will be market driven, and the committee is reaching out to the market. Raymond Wong recommended that the application guides be patterned off the successful, succinct ASHRAE Datacom Series books.

#### 5. Adjournment

Hugh McMillan III adjourned the meeting at 12:47 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Cindy Michaels".

Cindy Michaels  
Staff Liaison to Publications Committee  
Editor, Special Publications