



Shaping Tomorrow's
Built Environment Today

PUBLICATIONS COMMITTEE

Minutes

Tuesday, December 13, 2022

9:00 a.m. to 10:00 a.m. EST

Webex

MEMBERS ATTENDING: Gerardo Alfonso, chair
Atilla Biyikoglu
Jennifer Isenbeck
Steve Kavanaugh
Cameron Labunski
Kurt Monteiro
Karen (Kay) Thrasher

STAFF PRESENT: Cindy Michaels, staff liaison, Editor of Special Publications
John Falcioni, Editor of *ASHRAE Journal*



MAJOR MOTIONS		
No.	Motion	Vote*
1	To approve the minutes of the Publications Committee conference call held on October 11, 2022.	PASSED via voice vote, CV
2	To approve the following changes to the wording about choosing the Journal Paper Award winner in the committee's Reference Manual: "At the end of the calendar year, total votes from every feature article published in <i>ASHRAE Journal</i> that calendar year are compared by the Publications Committee chair and <i>ASHRAE Journal</i> staff. A select small number of the articles that received the highest total scores <u>The three highest-scoring articles are presented to shared with the full Publications Committee at its meeting during the Winter Conference in the second week of January as final candidates for the Journal Paper Award. The committee members reread these three articles, then they vote on the winning article at the Publications Committee meeting held during the Winter Conference...."</u>	PASSED via voice vote, CV

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

ACTION ITEMS		
No.	Responsibility	Action Item
1	John Falcioni	John Falcioni will discuss with Publishing and Education Director Mark Owen the suggestion of surveying <i>ASHRAE Journal</i> readers and provide an update at the committee's meeting at the 2023 Winter Conference in Atlanta.

1. Call to Order and Pronouncement of Quorum

Gerardo Alfonso called the meeting to order at 9:05 a.m. Eastern Time and noted that a quorum was not present. However, another committee member joined the call a bit late, so then a quorum was present and the committee was able to vote on two motions, as noted herein.

2. Roll Call

Cindy Michaels called the names of the members present for the call.

3. ASHRAE Code of Ethics Commitment

Gerardo Alfonso 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, 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 interests.

(Code of Ethics: <https://www.ashrae.org/about/governance/code-of-ethics>)

(Core Values: <https://www.ashrae.org/about/ashrae-s-core-values>)



4. Review and Approval of the Agenda

The agenda was adopted as is.

5. Approval of Past Meeting Minutes

It was moved and seconded to approve the minutes of the October 11, 2022, Publications Committee conference call (**MOTION #1**):

Motion:

To approve the minutes of the Publications Committee conference call held on October 11, 2022.

MOTION #1 PASSED with a voice vote (no no votes, no abstentions, CV).

6. PTARs

6.1.1. Update on Response from RAC

Cameron Labunski reported that there was no response from RAC regarding Publication Committee's questions about the PTAR process.

7. *ASHRAE Journal*

7.1. Discussion/Feedback Regarding Technical Article Features/Scoring and Upcoming Journal Paper Award Vote

Gerardo Alfonso proposed changing the wording of the Reference Manual instructions regarding how the Journal Paper Award winner is chosen. Cindy Michaels read the following text of the current instructions:

At the end of the calendar year, total votes from every feature article published in *ASHRAE Journal* that calendar year are compared by the Publications Committee chair and *ASHRAE Journal* staff. A select small number of the articles that received the highest total scores are presented to the full Publications Committee at its meeting during the Winter Conference in January as final candidates for the Journal Paper Award....

Alfonso then discussed his proposed altered wording, which would clarify that the three highest-scoring articles are shared with all of the committee members the second week of January for a reread and a vote on the award-winning article from those three.

Steve Kavanaugh, Jennifer Isenbeck, and John Falcioni all voiced support for this change. Then it was moved and seconded that these revisions be accepted (**MOTION #2**):

Motion:

To approve the following changes to the wording about choosing the Journal Paper Award winner in the committee's Reference Manual: "At the end of the calendar year, total votes from every feature article published in *ASHRAE Journal* that calendar year are compared by the Publications Committee chair and *ASHRAE Journal* staff. ~~A select small number of the articles that received the highest total scores~~ The three highest-scoring articles are presented to shared with the full Publications Committee at its meeting during the Winter Conference in the second week of January as final candidates for the Journal Paper Award. The committee members reread these three articles, then they vote on the winning article at the Publications Committee meeting held during the Winter Conference...."

MOTION #2 PASSED with a voice vote (no no votes, no abstentions, CV).



Falcioni also noted that Journal staff has received insufficient voting results every month. Members were reminded that the articles and survey link are posted to Basecamp monthly. Alfonso noted that each member has a different point of view, so it is very important to get each members' score on every article. Alfonso also instructed Michaels to email the committee membership to encourage everyone to vote. Michaels will include in that email the results of who has and has not voted for the year.

7.2. Suggestions for Topics, Authors, and/or Reviewers

Gerardo Alfonso read an email Steve Kavanaugh had sent to the members of MBOs 5 and 6 subcommittees wherein Kavanaugh suggested that surveys be sent to the *ASHRAE Journal* readership to gather input from those who may not be active in ASHRAE but likely provide the bulk of system designs, stating "If we don't know where we are, how are we going to improve?"

Alfonso and Falcioni agreed with this suggestion. Falcioni stated that he will follow up on this topic with Mark Owen, and Alfonso requested that an update on this idea be provided at the committee's meeting at the upcoming Winter Conference in Atlanta (**Action Item #1**). Falcioni added that while the *ASHRAE Journal* will continue to provide the high-quality technical articles readers are used to, he has started a new content type wherein topics that may be more interesting to general ASHRAE members will be discussed. These articles will still be peer reviewed, but he hopes to cover topics that bring in new readers and that are written by a more diverse group of authors.

Falcioni also reiterated that it is very helpful when committee members supply suggestions for article topics and connections to authors and thanked those who have already done so.

8. MBOs Updates

Jennifer Isenbeck reported that MBOs 2 and 3 subcommittees met recently and discussed the possibility of local chapters and students translating the content and also discovered that there are communications rules restricting what chapters can put on the ASHRAE YouTube channel. Isenbeck intends to meet with Marketing about this and also have bullet points to share with the full committee during the Winter Conference.

Steve Kavanaugh reported that he sent his previously referenced email to the members of MBOs 5 and 6 subcommittees but received no responses.

There were no other MBO subcommittee updates.

9. Old Business

9.1. TAC Section Liaison Reminder

Gerardo Alfonso pointed out the publications up for review on the ASHRAE Special Pubs Review List, reminding TAC Section Liaisons to communicate with the chairs in their sections.

10. New Business

10.1. Atlanta Conference

Gerardo Alfonso encouraged all members to attend the Winter Conference in Atlanta, noting that the Planning Subcommittee meets on Friday from 10am to noon and the full committee meets on Saturday from 8am to noon.



Some members voiced concerns about the full meeting being on Saturday instead of Sunday; Michaels agreed to share those concerns with those making such decisions.

11. Adjournment

Gerardo Alfonso adjourned the meeting at 9:55 a.m.

Respectfully submitted,

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

Cindy Michaels
Staff Liaison to Publications Committee
Editor, Special Publications