



Shaping Tomorrow's
Built Environment Today

PUBLICATIONS COMMITTEE

Minutes

Conference Call

Tuesday, November 19, 2024

11:00 a.m. EDT

Webex

MEMBERS ATTENDING: Megan Tosh, Chair
Kurt Monteiro, Vice Chair
Wyatt Hahn
Walter Grondzik
Vinod Venugopal
Stephen Duda
Frank Mills
Alekhya Kaianathbhatta
Blake Ellis, BOD ExO

STAFF PRESENT: Cindy Michaels, staff liaison, Editor of Special Publications
Kelly Barraza, Managing Editor of *ASHRAE Journal*



MAJOR MOTIONS		
No.	Motion	Vote*
1	To approve the minutes of the Publications Committee conference call held on October 15, 2024.	PASSED via voice vote

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

ACTION ITEMS		
No.	Action Item	Responsibility
	(none)	

1. Call to Order and Pronouncement of Quorum

Megan Tosh called the meeting to order at 11:05 a.m. Eastern Daylight Time and noted that a quorum was present.

2. ASHRAE Value Statement

Megan Tosh read the following Value Statement:

In 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 shall avoid all real or perceived conflicts of interest. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We 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.

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

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

Diversity Statement - <https://www.ashrae.org/about/diversity-equity-and-inclusion-dei>

3. Review and Approval of the Agenda

After Megan Tosh announced that she would need to leave the call about midway through and turn it over to Kurt Monteiro, it was moved and seconded that the agenda for this conference call be adopted as is.

4. Approval of Past Meeting Minutes

It was moved and seconded to approve the minutes of the October 15, 2024, Publications Committee conference call (**MOTION #1**):

Motion:

To approve the minutes of the Publications Committee conference call held on October 15, 2024.

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



4.1. Planning Subcommittee

Kurt Monteiro shared that the Planning Subcommittee conference call scheduled for November 5 had been cancelled because he was ill; it will be rescheduled for later this week.

Staff liaison Cindy Michaels reminded the committee that during the October conference call it had been suggested that ASHRAE could develop QR codes that could be provided on flyers or otherwise be displayed at ASHRAE's topical conferences that would link attendees to ASHRAE publications and that she had been directed to reach out to staff who work on topical conferences to find out what they are already doing in this area. Michaels reported that she had contacted the staff liaison to CEC, Tony Giometti, and discovered that during the 2024 Decarbonization Conference held in April, Conferences staff provided a QR code and a discounted publication list but that they have not been doing this kind of thing regularly. Michaels shared that Giometti agreed this would be a good idea, stating staff could handle it and it is not likely a CEC matter.

Megan Tosh agreed that CEC need not be involved and stated that Publications Committee would participate should they be consulted but trusts it to be left to Michaels and other staff to provide the appropriate titles to link to.

Tosh also requested that the three documents assigned to the Planning Subcommittee be dealt with before the 2025 Winter Conference in Orlando so that the committee could then focus all its efforts on MBOs 1 and 2.

4.2. PTAR Subcommittee

PTAR Subcommittee chair Jen Isenbeck was not present for the conference call, so Megan Tosh stated she will get in touch with her after the call.

5. *ASHRAE Journal*

5.1. Discussion of This Month's ASHRAE Journal Articles

During this conference call, the committee members discussed the technical feature articles published in the November issue of *ASHRAE Journal*. Frank Mills recommended that members catch up on reading and scoring any articles they had not read/scored so that all the articles could be scored before the deadline; Mills also requested the deadline for the last chance to score the articles, and Michaels said she would send an email to remind everyone when that is.

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

Frank Mills noted that he had emailed the committee earlier this month about his idea for a joint venture between ASHRAE and CIBSE regarding ventilation of hospitals and healthcare facilities and mentioned it's possible that an article may come out of some collaboration with TC 9.6.

6. Adjournment

Kurt Monteiro adjourned the meeting at 11:33 a.m.

Respectfully submitted,

Cindy Michaels

Cindy Michaels, Staff Liaison to Publications Committee, Editor of Special Publications