



Shaping Tomorrow's Global
Built Environment Today

PUBLICATIONS COMMITTEE

Minutes

Conference Call

Thursday, October 16, 2025

11:00 a.m. EDT

Webex

MEMBERS ATTENDING: Kurt Monteiro, Chair
Stephen Duda, Vice Chair
Wyatt Hahn
Frank Mills
Alekhya Kaianathbhatta
Dalip Singh
Ghina Annan
Walter Grondzik
Tom Lawrence
Daniel Nall, BOD ExO
Kenneth Fulk, CO

STAFF PRESENT: Cindy Michaels, staff liaison, Editor of Special Publications
Drew Champlin, Editor of *ASHRAE Journal*

MAJOR MOTIONS		
No.	Motion	Vote*
1	To approve the minutes of the Publications Committee conference call held on August 21, 2025.	PASSED via voice vote, CNV

* 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

Kurt Monteiro called the meeting to order at 11:02 a.m. Eastern Daylight Time and noted that a quorum was present.

2. ASHRAE Value Statement

Kurt Monteiro 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. Approval of Past Meeting Minutes

It was moved and seconded to approve the minutes of the August 21, 2025, Publications Committee conference call (**MOTION #1**):

Motion:

To approve the minutes of the Publications Committee conference call held on August 21, 2025.

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

4. Change to PTAR Subcommittee Chair/RAC Liaison

Kurt Monteiro noted that current PTAR Subcommittee chair and RAC liaison Dalip Singh had emailed to state that due to his busy work and travel schedule he feels he will be unable to complete his duties as subcommittee chair and RAC liaison. Monteiro asked for volunteers to fill the role. Frank Mills volunteered, but after some discussion it was decided that Mills is currently assigned to the Planning Subcommittee and it would be best that someone already on the PTAR Subcommittee assume the leadership role for that subcommittee; Wyatt Hahn then volunteered to take over the responsibilities of this position.

5. MBO Subcommittees

5.1. MBO #1

Alekhya Kaianathbhatta asked how the committee wants the information to break down, and Kurt Monteiro stated that this MBO has two parts: part 1 is adjusting the spreadsheet so that the data populates from the monthly spreadsheets and saves Cindy Michaels formatting time, and part 2 is a dashboard that provides the drilled-down information that the committee wants to see, such as most popular titles, etc. He stated that the first task is to complete part 1, and then in Vegas the committee can view this final spreadsheet and discuss what they want to see on the dashboard of part 2.

Michaels noted that there is a separate spreadsheet that shows all of the publications, regardless of age or recent sales, that she would like to be used for the first iteration of part 1, and Kaianathbhatta asked for that raw data so she could format the Sales Data spreadsheet to autopopulate that information; Michaels stated she will supply that spreadsheet.

5.2. MBOs #2 and #3

Planning Subcommittee chair Stephen Duda stated that no meetings have been held yet but he will email the committee members to schedule one. Kurt Monteiro suggested the subcommittee members present choose a tentative date and time on the call, so October 24 at 8:00 a.m. Eastern time was chosen. Duda suggested Cindy Michaels attend the call and she agreed.

5.3. MBO #4

It was reported that no meetings have been held yet, but the new PTAR Subcommittee chair, Wyatt Hahn, stated he will contact the subcommittee members to schedule one. Kurt Monteiro requested that Cindy Michaels share with the entire PTAR Subcommittee the revised Publication Opportunities report from the previous Society year; she stated she will do that.

6. ASHRAE Journal

6.1. Discussion of This Month's ASHRAE Journal Articles

During this conference call, the committee members discussed the technical feature articles published in the September issue of *ASHRAE Journal*. A number of members stated that they had only recently received their October issues in the mail.

ASHRAE Journal editor Drew Champlin reminded members that whenever there are mail delays for print copies they can always access the digital Journal. He stated another place to access the articles is in Basecamp; the Assistant Editor posts links to them along with the survey. He then

stated that even if the links to the articles are not yet posted to Basecamp the articles themselves will always be available in the ASHRAE Technology Portal.

6.2. Suggestions for Topics, Authors, and/or Reviewers/Presenters for ASHRAE Journal and ASHRAE's Podcasts

Cindy Michaels reminded committee members they can always share suggestions for topics, authors, and reviewers with the Journal editor, Drew Champlin. Kurt Monteiro suggested large-scale GSHP and air scrubbers as topics, and Frank Mills noted that a very important topic in numerous countries right now is hospital ventilation.

7. Adjournment

Kurt Monteiro adjourned the meeting at 12:01 p.m.

Respectfully submitted,

Cindy Michaels

Cindy Michaels
Staff Liaison to Publications Committee
Editor, Special Publications