



Shaping Tomorrow's  
Built Environment Today

# PUBLICATIONS COMMITTEE

## Minutes

Conference Call

Thursday, September 16, 2021

10:00 a.m. Eastern Time

GoToMeeting

**MEMBERS ATTENDING:** Adeeba Mehboob, chair  
Gerardo Alfonso, vice chair  
Abdel Darwich  
Atilla Biyikoglu  
George Pantelidis  
Javier Korenko  
Karen (Kay) Thrasher  
Megan Tosh  
Vinay Ananthachar

**STAFF PRESENT:** Cindy Michaels, staff liaison, Editor of Special Publications



<b>MOTIONS</b>		
<b>No.</b>	<b>Motion</b>	<b>Vote*</b>
1	To approve the minutes of the Publications Committee meeting held virtually during the 2021 ASHRAE Annual Conference in June.	PASSED via voice vote, CNV
2	To approve the minutes of the Publications Committee conference call held on July 22, 2021.	PASSED via voice vote, CNV

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

### 1. Call to Order

Adeeba Mehboob called the meeting to order at 10:02 a.m. Eastern Time and noted that a quorum was present.

### 2. ASHRAE Code of Ethics Commitment

Adeeba Mehboob 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>)

### 3. Minutes Approval

It was moved and seconded to approve the minutes of the June 2021 Publications Committee meeting held virtually (**MOTION #1**):

**Motion:**

To approve the minutes of the Publications Committee meeting held virtually during the 2021 ASHRAE Winter Conference in June.

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

It was moved and seconded to approve the minutes of the April 28, 2020, Publications Committee conference call (**MOTION #2**):

**Motion:**

To approve the minutes of the Publications Committee conference call held on July 22, 2021.

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

### 4. Motion to Endorse MCAA Publication

Adeeba Mehboob presented a request from Tim Wentz for the Publications Committee to approve a motion that ASHRAE endorse the Mechanical Contractors Association of America (MCAA) publication *Change Orders, Productivity and Overtime: A Primer for the Construction Industry* (**Attachment A**). Mehboob noted that Wentz has agreed to share the MCAA publication and requests that Publications



Committee members review it prior to the committee's November conference call, which Wentz will attend to answer the committee's questions.

## 5. Roadmaps/Milestones of Subcommittees

Adeeba Mehboob requested updates from the subcommittee chairs regarding the committee's MBOs for this year. Some subcommittee chairs were not in attendance; those that were covered previous suggestions, provided updates, or stated that they would hold a subcommittee meeting in September or October.

## 6. New Business

### 6.1. ASHRAE Journal Update

Cindy Michaels informed the committee that *ASHRAE Journal* Editor Sarah Foster is retiring tomorrow and that Journal staff will therefore be unable to provide some of the things they might request for their MBO work due to being short staffed and still producing the magazine, the newsletters, and the podcast.

## 7. Adjournment

Adeeba Mehboob adjourned the meeting at 10:38 a.m.

Respectfully submitted,

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

Cindy Michaels  
Staff Liaison to Publications Committee  
Editor, Special Publications