



Shaping Tomorrow's
Built Environment Today

PUBLICATIONS COMMITTEE

Minutes

Conference Call

Tuesday, September 17, 2024

11:00 a.m. EDT

Webex

MEMBERS ATTENDING: Megan Tosh, Chair
Kurt Monteiro, Vice Chair
Wyatt Hahn
Steve Kavanaugh
Walter Grondzik
Stephen Duda
Frank Mills
Rodrigo Arias
Alekhya Kaianathbhatta

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 20, 2024.	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

Megan Tosh called the meeting to order at 11:02 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. Approval of Past Meeting Minutes

It was moved and seconded to approve the minutes of the August 20, 2024, Publications Committee conference call (**MOTION #1**):

Motion:

To approve the minutes of the Publications Committee conference call held on August 20, 2024.

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



4. ASHRAE Journal

4.1. Update from Editor about Writing Workshop for Members

During the ASHRAE Conference in Indianapolis, Jen Isenbeck had shared with Publications Committee leadership and staff that an ASHRAE member had proposed the idea that it would be useful for ASHRAE to offer a technical writing workshop, perhaps targeted to Student Activities and YEA, especially since *ASHRAE Journal* and other publications are often looking for new writers/material. Drew Champlin had stated he would pursue this idea, so for this meeting Megan Tosh requested an update on the progress.

Champlin reported that he had spoken with the Group Manager of Conference Programs, Tony Giometti, and been told that it is too late to schedule such a session at the 2025 Winter Conference in Orlando. Champlin and Giometti will work together to ensure the session is offered at the 2025 Annual Conference in Phoenix.

4.2. 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*.

Steve Kavanaugh requested to know the reasoning behind choosing ScholarOne to manage the *ASHRAE Journal* submissions, as ScholarOne is typically for more academic journals. Drew Champlin stated that though this decision was made prior to his becoming the *ASHRAE Journal* editor, he believes it was done this way because ASHRAE's conference paper submissions were already being handled by ScholarOne. Champlin said he would ask for confirmation and report back to the committee.

5. PTAR Subcommittee

Because the PTAR Subcommittee chair was not present at this conference call, Megan Tosh dismissed the PTAR Subcommittee members from the remainder of the call.

6. Planning Subcommittee

Because all but one of the Planning Subcommittee members were present at this conference call, Megan Tosh requested that they schedule a Planning Subcommittee meeting to discuss MBO 1, MBO 2, the flowchart of publication paths, the lessons-learned document idea, and the Special Publications project proposal template. The Planning Subcommittee meeting was scheduled for October 1 at 11am EDT.

7. Old Business

Cindy Michaels noted that she had received no feedback regarding the question posed during the August conference call about staff desiring input from chapter members about which publications would be useful to include in Chapter Notes (because staff does not want to push every publication and make it seem like Chapter Notes is being used just to drive sales).

Megan Tosh suggested Michaels include this question on the agenda for the meeting in Orlando since more members would be present and the committee would have more time to discuss this topic together. Michaels agreed, and also agreed to the suggestion to share some examples of the Chapter Notes newsletter during that meeting.

Frank Mills stated that he will be attending a CRC meeting in the United Kingdom soon and could bring up this topic and report back.



Kurt Monteiro asked if the intent was for Publications Committee members to choose the publications that should be promoted from a list of recently published titles. Michaels stated that she had originally intended to receive advice regarding what *types* of publications were useful for chapter members, who may not always be active in other Society activities, but that the decision could certainly be handled that way. She stated that staff could also stop promoting a single publication at a time and instead provide a list of all of the recently published titles that link to the bookstore so that readers could determine for themselves what is of interest.

8. Adjournment

Megan Tosh adjourned the meeting at 11:42 a.m. EDT.

Respectfully submitted,

Cindy Michaels

Cindy Michaels
Staff Liaison to Publications Committee
Editor, Special Publications