



Shaping Tomorrow's Global
Built Environment Today

PUBLICATIONS COMMITTEE

Minutes

Conference Call

Tuesday, August 21, 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
Vinod Venugopal

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 meeting held during the 2025 ASHRAE Annual Conference in Phoenix, Arizona.	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 11:01 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 June 2025 Publications Committee meeting (**MOTION #1**):

Motion:

To approve the minutes of the Publications Committee meeting held during the 2025 ASHRAE Annual Conference in Phoenix, Arizona.

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

4. Subcommittee and Liaison Assignments

Cindy Michaels provided an overview for new committee members of the two main subcommittees of Publications Committee, Planning and PTAR, as well as the various liaison positions. Kurt Monteiro asked for confirmation that returning committee members wished to keep their current assignments; those present confirmed they did. Monteiro then asked for volunteers for the open positions. The final subcommittee and liaison assignments are shown in **Attachment A** (which is also [available on Basecamp](#)).

4.1. MBO Assignments

Kurt Monteiro provided an overview of the committee's MBOs for this Society year and proposed his assignments for the work on those MBOs; there were no objections. Alekhya Kaianathbhatta volunteered to assist Monteiro and Michaels with MBO #1, and Monteiro noted that the subcommittee chairs assigned the various MBOs would be responsible for leading the work on these MBOs and setting up meetings for these subcommittees. The MBO assignments are also shown in **Attachment A** (also [available on Basecamp](#)).

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 July and August issues of *ASHRAE Journal*. Kurt Monteiro reminded members of their responsibility to read and score these articles each month so that the scores can be used to determine the three articles in the running for the Journal Paper Award at the committee's meeting during the 2026 ASHRAE Winter Conference. He encouraged them to complete the article surveys monthly and not to wait until December to try to complete them all.

ASHRAE Journal Editor Drew Champlin told the committee members that some shorter, one-off columns do not get processed through Scholar One and therefore need reviewers and he welcomed committee members to contact him if they would ever like to be a reviewer for some of these shorter pieces. Monteiro and Stephen Duda both volunteered to assist with such reviews.

6. Adjournment

Kurt Monteiro adjourned the meeting at 11:58 a.m.

Respectfully submitted,

Cindy Michaels

Cindy Michaels
Staff Liaison to Publications Committee
Editor, Special Publications

Publications Committee Subcommittee and Liaison Assignments for the 2025–2026 Society Year

Chapter Technology Transfer Committee (CTTC) liaison Frank Mills
 Communications Committee liaison Frank Mills
 Research Administration Committee (RAC) liaison Dalip Singh
 Young Engineers in ASHRAE (YEA) liaison..... Alekhya Kaianathbhatta

Planning Subcommittee members:

Stephen Duda (Chair)
 Robin Bryant
 Frank Mills
 Rodrigo Arias
 Alekhya Kaianathbhatta

PTAR Subcommittee members:

Dalip Singh (Chair)
 Wyatt Hahn
 Ghina Annan
 Walter Grondzik
 Vinod Venugopal
 Tom Lawrence

Technical Activities Committee (TAC) Section liaisons:

Section 1—Fundamentals and General Hahn
 Section 2—Environmental Quality..... Monteiro
 Section 3—Materials and Processes..... Lawrence
 Section 4—Load Calculations and Energy Requirements Annan
 Section 5—Ventilation and Air Distribution..... Venugopal
 Section 6—Heating Equipment, Heating and Cooling Systems and Applications Kaianathbhatta
 Section 7—Building Performance Grondzik
 Section 8—Air-Conditioning and Refrigeration System Components Hahn
 Section 9—Building Applications Mills
 Section 10—Refrigeration Systems..... Duda
 MTGs and Special Projects..... Michaels

***TAC Section liaison guidance can be found in the [Publications Committee Reference Manual](#).*

MBO responsibilities:

MBO #1 Monteiro, Kaianathbhatta, Michaels
 MBO #2 Planning Subcommittee (Duda)
 MBO #3 Planning Subcommittee (Duda)
 MBO #4 PTAR Subcommittee (Singh)