



Shaping Tomorrow's Global
Built Environment Today

PUBLICATIONS COMMITTEE

Minutes

Conference Call

Friday, April 25, 2025

12:00 p.m. EDT

Webex

MEMBERS ATTENDING: Megan Tosh, Chair
Kurt Monteiro, Vice Chair
Jen Isenbeck
Stephen Duda
Frank Mills
Alekhya Kaianathbhatta

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

MAJOR MOTIONS		
No.	Motion	Vote*
	(none)	

* 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 11:59 a.m. Eastern Daylight Time and noted that a quorum was not 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. PTAR #0008

Stephen Duda stated that he will email PTAR Subcommittee members about reviewing PTAR #0008, *Updating Reference Guide for Dynamic Models of HVAC Equipment – Phase I* (available on Basecamp: [Proposal](#), [Director's Feedback](#)).

4. Special Publications

Only three members present had reviewed the materials for the proposed Special Publication *Energy Consuming Characteristics of a Chicago 26-Story Office Tower* (available on Basecamp: [Proposal](#), [Director's Feedback](#), [Draft](#)), but there were some comments voiced.

Alekhy Kaianathbhatta stated that this is the first time the committee has reviewed a Special Publication proposal since she joined, so she had questions about the difference between a Special Publication proposal and a PTAR proposal and whether proposals coming through this committee go through the ANSI process. Cindy Michaels stated that both proposals are usually for book projects, and that the main difference is that Special Publication proposals are for books to be done on a volunteer basis or with an agreement for royalties on sales and that PTAR proposals are for projects requesting RAC funds for the

research and development of the book, and she clarified that only standards go through the ANSI process—there are no public reviews of book projects; this committee is doing that type of work.

After some discussion regarding a need for clarification about this proposed project, Megan Tosh stated that she will supply Michaels with a draft of questions to ask the author. The answers to these questions will provide some guidance for the committee as they discuss the proposal on their next conference call.

5. Liaison Updates

Megan Tosh asked those members who had been tasked with reaching out to other ASHRAE councils and committees to report on their findings regarding hot topics with members. She stated that she aims to have a draft of the instructions for obtaining and using this information each year ready for Phoenix.

5.1. TEC Liaison

Tosh reported that she and Jen Isenbeck had reached out to TEC and have received a list of top-attended sessions plus a course usage report. She shared some of the session names and pointed out that there is a huge range of topics covered in these most-popular sessions.

5.2. Certifications Liaison

Kurt Monteiro shared that he had spoken with the Certifications chair and has received preliminary numbers on the top certifications, but some of the certifications are new so they wanted more time to evaluate those certifications' popularity. Monteiro stated that he will email the final statistics once he receives them. He also stated that he has received the list of what is included as recommended reading for each certification.

5.3. CTTC Liaison

Frank Mills stated that he has not yet received the information on the Distinguished Lecturer programs because the chair wasn't well when he spoke to him. Megan Tosh noted that the staff liaison may have the information, so she directed Cindy Michaels to reach out to the staff liaison to ask for the most popular DL programs.

6. Discussion of This Month's ASHRAE Journal Articles

During this conference call, the committee members discussed the technical feature articles published in the April issue of *ASHRAE Journal*. Megan Tosh reminded members of their responsibility to read and score these articles each month.

ASHRAE Journal editor Drew Champlin thanked the committee members for the article feedback and informed them that Managing Editor Kelly Barraza has left ASHRAE for another opportunity, so he is currently setting up interviews for a new managing editor.

7. Adjournment

Megan Tosh adjourned the meeting at 12:42 p.m.

Respectfully submitted,

Cindy Michaels

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