



Shaping Tomorrow's
Built Environment Today

PUBLICATIONS COMMITTEE

Minutes

Conference Call

Thursday, December 14, 2023

11:00 a.m. to 12:00 p.m. EST

Webex

MEMBERS ATTENDING: Vinay Ananthachar, Chair
Mohamed Eltaieb Ibrahim Alagraa
Atilla Biyikoglu
Robin Bryant
Jennifer Isenbeck
Stephen (Steve) Kavanaugh
Cameron Labunski
Francis (Frank) Mills
George W (Billy) Austin, CO

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



MAJOR MOTIONS		
No.	Motion	Vote*
1	(none)	

ACTION ITEMS		
No.	Responsibility	Action Item
		(none)

1. Call to Order and Pronouncement of Quorum

Vinay Ananthachar called the meeting to order at 11:10 a.m. Eastern Time and noted that a quorum was not present. *[Editor's note: additional members did join the call later and quorum was achieved.]*

2. ASHRAE Code of Ethics Commitment

Vinay Ananthachar 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. Review and Approval of the Agenda

It was moved and seconded that the agenda for this conference call be adopted as is.

4. Planning Subcommittee

4.1. Changed Publications Committee Orientation Presentation

On the October 12, 2023, conference call, the committee discussed the need to have a committee member orientation each year, and Cindy Michaels had agreed to update the existing Orientation Presentation for this purpose.

Before this conference call, Publications Committee members had been tasked with reviewing the updated presentation ([document available on Basecamp](#)) to provide feedback on the changes. Vinay Ananthachar said the revised presentation looks great, showing how the committee works, the responsibility to read and score Journal articles, and the like. No other committee members had reviewed the revised presentation, so the vote to approve it was tabled until the committee meeting in Chicago in January. Ananthachar tasked the committee members with reviewing the revised content before that meeting.



5. PTAR Subcommittee

5.1. PTAR #0004

Before this conference call, PTAR Subcommittee members had been tasked with reviewing PTAR #0004 ([documents available on Basecamp](#)) and submitting their scores to the PTAR Subcommittee chair. Atilla Biyikoglu shared his thoughts on the proposal, but no other committee members had reviewed it, so Vinay Ananthachar tasked the subcommittee members with reviewing PTAR #0004 before the committee meeting in Chicago in January.

5.2. Changed PTAR Documentation in Reference Manual

On the October 12, 2023, conference call, the committee discussed the need to make changes to the existing content on PTARs in the Publications Committee Reference Manual due to some new information the committee received from RAC.

Before this conference call, Publications Committee members had been tasked with reviewing the updated PTAR portion of the committee Reference Manual ([document available on Basecamp](#)) to provide feedback on the changes. No committee members had reviewed the documentation, so the vote to approve the changes was tabled until the committee meeting in Chicago in January. Vinay Ananthachar tasked the committee members with reviewing the revised content before that meeting.

6. ASHRAE Journal

6.1. Discussion/Feedback Regarding Technical Article Features/Scoring

Vinay Ananthachar stressed to the committee members that part of their responsibility is to review the technical feature articles monthly so that a Journal Paper Award winner can be determined at the Winter Conference. Robin Bryant asked whether new committee members are responsible for reading the articles from the six months of the calendar year before they joined the committee, and Cindy Michaels clarified that that is not necessary, because the members who were on the committee during those months should have already read and scored the articles in those months, but stated that if new members want to read all of the articles they are welcome to.

7. Special Publications

7.1. Changed Text Regarding Evaluating Proposed Special Publications in Reference Manual

Before this conference call, Publications Committee members had been tasked with reviewing changes to the Special Publications portion of the committee's Reference Manual ([document available on Basecamp](#)). Cindy Michaels explained that while she was updating the PTAR portion of the Reference Manual she realized that some guidance on evaluating Special Publications should also be included.

No committee members had reviewed the changes prior to this call, so the vote to approve the changes was tabled until the committee meeting in Chicago in January. Vinay Ananthachar tasked the committee members with reviewing the revised content before that meeting.



8. Old Business

8.1. Translated Publications Page Updates

On the October 12, 2023, conference call, the committee had discussed staff making changes to the ASHRAE website's navigation tabs to link to the Society's translations webpage (www.ashrae.org/translations) and adding some information on that page about who interested parties should contact to translate ASHRAE content. On this call, Cindy Michaels informed the committee that she had initially missed it, but there is already a navigation link to "Translated Publications," so that is already complete. She also shared the translations webpage to show the added text to the top of that page.

8.2. Chapter Notes Content

On the October 12, 2023, conference call, the committee had discussed including information about how to publish with ASHRAE and about translating ASHRAE content in the Chapter Notes newsletter. On this call Cindy Michaels shared the newsletter in which both items were included ([email available on Basecamp](#)).

8.3. Changed TC Form for Reviewing Older ASHRAE Publications

Cindy Michaels shared with the committee that during the Publications Committee meeting at the 2021 Winter Conference, she had mentioned supplying some guidance to the Education department about what reviewers should look for when reviewing courses and had offered to incorporate some of that guidance into the existing TC Form for Reviewing Older ASHRAE Publications, and though she had been tasked with doing so she had not yet had the chance. She also stated that because of the work she was doing revising the PTAR and Special Publications submission review sections in the Reference Manual and how similar some of the content was, she has finally made the changes to the TC Form.

Before this conference call, Publications Committee members had been tasked with reviewing the changes to the TC Form for Reviewing Older ASHRAE Publications ([document available on Basecamp](#)). Jen Isenbeck stated this form would be helpful because currently committee members write the TC chairs and vice chairs about reviewing older publications, but they lack additional guidance to give the TC once their review starts.

Because no committee members had reviewed the changes in detail, the vote to approve the changes was tabled until the committee meeting in Chicago in January. Vinay Ananthachar tasked the committee members with reviewing the revised content before that meeting.

8.4. MBOs Updates

Vinay Ananthachar asked all of the MBO subcommittee chairs to report on the progress of the committee's MBOs for this Society year ([document available on Basecamp](#)).

For MBOs #1 and #4, it was reported that the subcommittees had not yet met.

For MBO #2, Jen Isenbeck referred to the comments she had emailed to the subcommittee before this conference call ([document available on Basecamp](#)), which note that the majority of ASHRAE's published content is already available in PDF format and that Cindy Michaels had already noted that cost is a factor when considering whether to scan older print documents. Isenbeck asked if staff knows about the need for the old publications in PDF format, and Michaels stated that when staff finds out about such a need (from prospective customers or when the TC reviews the old publication), that is when PubEd usually has the publication scanned.



Frank Mills stated that he advocates for more interactive digital content and/or links for ASHRAE publications but warned that if ASHRAE begins linking to external content we need to include a disclaimer that the content at the links is not ASHRAE's content and the links may break, etc. Isenbeck asked for staff input, and Michaels agreed with Mills's statement about the disclaimer but explained that there are currently no staff members available to create interactive digital content, whether they be online tools, videos, animations, etc. Michaels listed some ASHRAE digital content that has been produced by volunteers and by third-party vendors, and stated those are always options, although often there is a cost involved for this.

Isenbeck said she feels the subcommittee needs more guidance on which direction the subcommittee should go in, where the effort/emphasis should be, what the goal of this MBO is. For example, is the goal to digitize all of ASHRAE's content, or is it a more marketing aspect of going green, or is it to have more interactive features? She also asked whether an MTG should be created to take over this task, whatever it is determined to be. She noted that the MTG, if created, would also need to consider how to store and protect whatever data/content is created. Robin Bryant asked if student branches might help create the interactive content, and Ananthachar noted that that is a great idea.

Ananthachar also praised the summary in Isenbeck's report and asked the committee members to consider this and be prepared to discuss more at the committee meeting in Chicago in January.

For MBO #3, Steve Kavanaugh referred to the comments he had emailed to the committee before this conference call ([document available on Basecamp](#)). He stated that he received no feedback and noted that because the MBO currently states the need to "create an action plan for the digitization of *ASHRAE Journal*" and the *ASHRAE Journal* is already available digitally, he focused more on the wording of the Journal-related MBO from the previous Society year, which read "Support Journal Editor in reviewing and enhancing the quality of the *ASHRAE Journal*."

Kavanaugh explained that with his education and publishing experience and a review of recent *ASHRAE Journal* articles, it is his opinion that many of the articles belong in a research journal and that this magazine and its readers need more practical articles with measured data to lead them though the large amount of information available. He also stressed that working engineers are lacking cost data, even though the primary design constraint for successful HVAC systems is often cost. Kavanaugh recommended that the *ASHRAE Journal* publish more articles that will be useful to consulting engineers, contractors, and students – especially articles providing owning and operating costs. He also noted that leak info is also critical to HVAC engineers, but ASHRAE is not publishing information about leaks.

ASHRAE Journal Editor Drew Champlin stated that this is good feedback and will appreciate help reaching out to people in the members' networks. He also asked for more specific indications of which articles seem to be heavily research-based and less practical.

Mills agreed with Kavanaugh's assertion that the magazine needs to maintain a balance between technology and practical articles. Isenbeck agreed with Kavanaugh's assessment and recommendations and stated she feels the committee members should help recruit people to write articles because staff *wants* articles submitted but most members don't realize that they have the opportunity to publish in the magazine. Michaels stated that she will supply the flyer about writing for *ASHRAE Journal*, which Journal's graphic designer created, to Marketing for inclusion in the next issue of the Chapter Notes newsletter as a way to encourage chapter members to write and submit articles to the Journal. She also encouraged the TAC Section Liaisons to include this flyer when they write to the TC chairs and vice chairs.



9. New Business

9.1. Changed Reference Manual Text

Before this conference call, Publications Committee members had been tasked with reviewing additional changes to the committee's Reference Manual ([document available on Basecamp](#)). As the allotted time for the call was almost up, Vinay Ananthachar tasked the committee members with reviewing the revised content before the committee meeting in Chicago in January so that the vote to approve the changes could be held then.

10. Adjournment

Vinay Ananthachar again stressed to the committee members how critical it is that they read and review the technical feature articles in each issue of *ASHRAE Journal* and reminded them of all of the content they must review before the committee meeting in Chicago in January so that several votes could be held at that time. He adjourned the meeting at 12:04 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Cindy Michaels". The signature is written in a cursive, flowing style.

Cindy Michaels
Staff Liaison to Publications Committee
Editor, Special Publications