



Shaping Tomorrow's
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PUBLICATIONS COMMITTEE

Minutes

Conference Call

Thursday, May 13, 2021

10:00 a.m. to 11:00 a.m. EST

GoToMeeting

MEMBERS ATTENDING: Hugh McMillan III, chair
Gerardo Alfonso
Vinay Ananthrathar
J. Eduardo Donoso
Vikram Murthy
Karen (Kay) Thrasher
Tim Wentz, consultant

STAFF PRESENT: Cindy Michaels, staff liaison, Editor of Special Publications
Sarah Foster, Editor of *ASHRAE Journal*



MOTIONS		
No.	Motion	Vote*
1	To approve the minutes of the Publications Committee conference call on March 11, 2021.	PASSED via voice vote
2	To approve the revisions to the Publications Request Form made by Cindy Michaels.	PASSED via voice vote

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

ACTION ITEMS		
No.	Responsibility	Action Item
1	Publications Committee Members	Read over the revised Reference Manual, especially the requests for guidance from Staff, and be prepared to discuss at the 2021 Virtual Annual Conference Meeting.
2	Publication Committee Members	Ask or follow up with TCs about suggestions for ASHRAE Journal topics.

1. Call to Order

Hugh McMillan III called the meeting to order at 10:00 a.m. Eastern Time and noted that a quorum was present.

2. ASHRAE Code of Ethics Commitment

Hugh McMillan III 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 March 11, 2021 Publications Committee conference call. **(MOTION #1):**

Motion:

To approve the minutes of the Publications Committee conference call on March 11, 2021.

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



4. Review of Action Items

Cindy Michaels reviewed the completion dates for the following action items from the Publications Committee meeting held virtually during the 2021 ASHRAE Winter Conference and the conference call held on March 11, 2021.

No	Responsibility	Publications Committee Action Items from the 2021 Winter Conference (Virtual)	Status
1	Sarah Foster	Obtain feedback from TCs on the ASHRAE Journal Peer Review Manuscript Screening Form; communicate with Stephanie Reiniche on the best way to obtain the feedback.	Completed March 2021
2	Sarah Foster	Work with committee members to develop strategies to encourage members at the chapter and regional levels to write for <i>ASHRAE Journal</i> .	Ongoing
3	Tani Palefski	Merge the “likes” and “highlight” questions on the <i>ASHRAE Journal</i> article survey into a single question in time for the January 2021 survey.	Completed January 2021
4	Cindy Michaels	Verify whether the Application Guides survey went out to all student members.	Completed 2/16/21
5	All committee members	Review the Application Guides subcommittee report dated January 14, 2021 (Attachment C) and be prepared to discuss it and weigh in on the way forward (see Section 5.0 of the report) on the committee's March conference call.	Completed 3/11/21
6	All committee members	Form the portfolio subcommittee (see Section 5.0 of the Application Guides subcommittee report dated January 14, 2021; Attachment C) on the committee's March conference call.	Completed 3/11/21
7	Cindy Michaels	Add Michaels's discussed suggestions to a PDF of the Publications Request Form and email it to all committee members for review.	Completed 4/30/21
8	All committee members	Review and prepare responses regarding revising the Publications Request Form for discussion on the committee's May conference call.	
9	Cindy Michaels	Make changes to the committee's Mentoring New Members guide per Rennie Tisdale's 6/22/20 email using Track Changes and share revised document with the committee.	Completed January 2021
10	Cindy Michaels	Add to the Mentoring New Members Guide that the orientation PowerPoint presentation be shared with mentees by mentors before the new members' first Annual Conference.	Completed January 2021
11	Sarah Foster, Cindy Michaels	Make edits to Journal and Special Publications sections of the Reference Manual in a single tracked-changes document and supply for committee review.	Completed April 2021
12	All committee members	Review supplied marked-up Reference Manual document and provide comments, questions, or suggested edits before the committee's March conference call.	



13	Kay Thrasher	Communicate with committee members to ask for ideas regarding PEC MBOs #1 and #2 and schedule a call with the PTAR subcommittee members to discuss these ideas.	
14	Cindy Michaels	Add a column to the ASHRAE Special Pubs Review List that includes the Section Head liaison email aliases.	Completed 4/26/21
15	Sarah Foster	Provide text for the TAC Section Liaison Guide on encouraging TC members to write articles or suggest topics for <i>ASHRAE Journal</i> .	Completed January 2021
16	All committee members	Read the 2019-2024 ASHRAE Strategic Plan at www.ashrae.org/about/strategic-plan and be prepared to discuss strategic planning issues on the committee's May conference call.	
17	Cindy Michaels	Per an email exchange with the Manager of Education wherein additional reviewer work was shared, update the TC Form for Reviewing Older ASHRAE Publications using Track Changes so the committee can review it and decide if they want the additional information to be added.	
18	Cindy Michaels	Poll committee members regarding the new meeting day and time for the committee's bimonthly conference calls.	Completed February 2021

No	Responsibility	Publications Committee Action Items from the March 11, 2021, Conference Call	Status
1	Cindy Michaels	Investigate whether the Application Guides survey can be promoted via Society social media channels.	Completed March and April 2021
2	Hugh McMillan III	Reach out to the chairs of the Handbook Committee and the Training and Education Committee regarding setting up meetings about the Application Guides project.	Completed 3/17/21
3	TAC Section Liaisons	Reach out to TAC sections and request that they suggest topics, authors, and reviewers for ASHRAE Journal by Monday, April 19, 2021.	

5. Revisions to the Reference Manual

Cindy Michaels and Sarah Foster presented revisions to the Reference Manual. They recommended that further revisions need to be made and it might be easier to do it in a document without track changes.

Hugh McMillan III asked the committee if they had questions for Cindy Michaels and Sarah Foster. At this time, they did not so Hugh requested that the committee review the revisions so that they can discuss them at the Virtual Annual Conference meeting (**Action Item #1**).



6. Revisions to Publications Request Form

Cindy Michaels presented her suggested revisions to the Publications Request Form. She asked the committee for feedback or discussion.

Hugh McMillan III said that he thought the changes were good. No other comments were forthcoming. Therefore, was moved and seconded to approve the revisions to the Publications Request Form.

(MOTION #2):

Motion:

To approve the revisions to the Publications Request Form made by Cindy Michaels.

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

7. Suggestions for ASHRAE Journal Topics

Hugh McMillan III said that some of the members have sent requests to the TCs to request ideas. He asked the committee members to follow up with the TCs before the Virtual Annual Conference. **(Action Item #2)**. Geraldo Alfonso said he has received some feedback and will follow up.

8. Strategic Planning

Hugh McMillan III said he reviewed the four initiative areas of the Strategic Plan to ensure that the MBO items were categorized according to those initiative areas. Most of the MBO items fell under number 3, which is organizational streamlining.

Hugh McMillan III said that the Strategic Plan is a living document and the committee needs to be mindful that they always need to be working toward those initiative areas.

9. Old Business

Cindy Michaels said that RAC is adding PTAR #1 to its spring meeting. She plans to ask about the outcome of that meeting.

10. New Business

10.1 PTAR #2 Cindy Michaels said PTAR #2 is "Investigation into Sensible Temperatures for Potable Hot Water Temperatures to Maximize Public Safety, Water and Energy Conservation". TC 3.6 needs to vote on it and submit to RAC by May 15. Cindy Michaels plans to follow up after that date.

Hugh McMillan III said that PTAR #2 will be under the new PTAR subcommittee chair.

Cindy Michaels thanked the chair for the new organization for handling PTARs.

10.2 Application Guides Regarding the Application Guides, Hugh McMillan III told the committee that leadership of Publishing Education Council has said that the topics need to be related to particular HVAC systems. They suggested that the first topic should be fan-powered boxes. The initial work is to be done by the Training and Education committee. However, a publication may emerge from that work.

Moving forward Hugh McMillan said that the Application Guides subcommittee should archive their work because it may likely be needed again.



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Timothy Wentz said that he thinks that the new approach to the Application Guides is the right way forward and encouraged the committee to stay involved as decisions are made about how to create the guides.

Cindy asked the chair if the committee should share its work with the Training and Education committee. Hugh McMillan III agreed that sharing with that committee and Mark Owen could be helpful.

The chair thanked everyone on the committee who has worked on the guides

Geraldo Alphonso said in Colombia that he had meetings with his customers one or two times a year to share information about ASHRAE. He said that everyone in ASHRAE has something to share and encouraged everyone to share what they know. He suggested that that information could be shared with others through social media. He has been sharing information in his own country in Spanish, which he thinks is helpful.

Hugh McMillan III said that perhaps an electronic document could be developed along those lines.

Kay Thrasher asked if the change in strategy for the Application Guides was due to financial reasons.

Hugh Millan III said that he didn't hear anything about the change in strategy being attributed to financial reasons. He suggested that this concern could be brought up to PEC with a reminder about the original intent of the project.

11. Adjournment

Hugh McMillan III adjourned the meeting at 10:34 a.m. EST.

Respectfully submitted,
Staff Liaison to Publications Committee