

PUBLICATIONS COMMITTEE

Minutes

Conference Call

Tuesday, April 28, 2020

1:00 p.m.

MEMBERS ATTENDING: Chee Sheng Ow, chair
Hugh McMillan III, vice chair
J. Eduardo Donoso
Adeeba Mehboob
Vikram Murthy
Renison (Rennie) Tisdale, Jr.
Karen (Kay) Thrasher
Yew Wah (Raymond) Wong

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

MOTIONS		
No.	Motion	Vote*
1	To accept the method of scoring multipart <i>ASHRAE Journal</i> articles as proposed in Appendix A and incorporate it into the Survey Monkey survey for committee members' scoring of the articles every month.	PASSED via voice vote
2	To approve that that the proposed children's book <i>Lucy's Work Day Adventure</i> move forward to the Director of Publications and Education for publication.	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.	Cindy Michaels	Share Raymond Wong's comments and suggestions about YEA's ideas for a series HVAC-related books for children with the Director of Publications and Education.
2.	Cindy Michaels	Investigate with other staff members how to share information with chapter leadership so that they can promote ASHRAE publications to their members.

1. Call to Order

Chee Ow called the meeting to order at 1:01 p.m. and noted that a quorum was present.

2. ASHRAE Code of Ethics Commitment

Chee Ow noted the following excerpt from the ASHRAE Code of Ethics and encouraged members to read the full code:

In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interests. (See full Code of Ethics: <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>.)

3. Scoring of Multipart *ASHRAE Journal* Articles

At the Publications Committee meeting during the 2019 ASHRAE Annual Conference in Kansas City, Adeeba Mehboob had been assigned the action item to "determine a proposal for handling scoring and judging for multi-part *ASHRAE Journal* articles." Mehboob's proposal (**Attachment A**) was presented to the committee and discussed. The main goal of the proposed scoring, said Mehboob, is to allow each single part of a multipart article set to be judged on its own and then allow an extra criterion for judging the parts as a whole.

After Mehboob's explanation and some discussion, it was moved and seconded that the proposed method be accepted and incorporated into the Survey Monkey survey (**MOTION #1**):

Motion:

To accept the method of scoring multipart *ASHRAE Journal* articles as proposed in Appendix A and incorporate it into the Survey Monkey survey for committee members' scoring of the articles every month.

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

4. Lucy's Work Day Adventure

At the Publications Committee meeting during the 2019 ASHRAE Annual Conference in Kansas City, a motion had been passed to approve that Danielle Passaglia gather information about how much it would cost to illustrate the text for the proposed children's book *Lucy's Work Day Adventure* and share that information with Publications Committee members before they vote whether to approve proceeding with publication of the proposed book. Before this conference call, committee members had been supplied and were encouraged to review the information that Passaglia had supplied in response (**Attachment B**).

After Cindy Michaels briefly recapped the history of the discussion about this project (previous discussion is also included as part of **Attachment B**), there was some discussion about Publications Committee's role in approving projects. Vikram Murthy stated that he believes the committee doesn't ever recommend funding for the various projects, and Chee Ow agreed.

Raymond Wong stated that he believes the concept is good but that instead of just focusing on this one book Publications Committee should ask YEA to further develop their idea for an entire series of children's books (the topics, the number of books, the target age groups for the different topics, etc.). He also noted that often in a series the characters are consistent across the series and suggested that YEA should see if the illustrators will provide revised quotes for multiple books. Ow noted that discussions of series are likely up to the director, but that all of Wong's comments would be passed along to the director (**ACTION ITEM #1**).

After the discussion, it was moved and seconded to support that the project move forward (**MOTION #2**):

Motion:

To approve that that the proposed children's book *Lucy's Work Day Adventure* move forward to the Director of Publications and Education for publication.

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

5. Chapter Notes Newsletter

After Cindy Michaels supplied a brief recap of the issue raised by Kay Thrasher that Publications Committee should discuss ways to push out information to the chapters to help them obtain PAOE points for promoting ASHRAE publications (**Attachment C**), there followed some discussion about what is needed. Thrasher noted that she believes the information on publications should be made ready and easily accessible so that if a chapter wants the information they can obtain it. She also stressed that chapters need to be made aware of how to obtain the info if they want it.

Cindy Michaels noted that after Thrasher's first email making Michaels aware of this issue, an info sheet with information about chapter bulk discounts was created and posted to the ASHRAE website on the chapters and CTTC pages (see last page of **Attachment C**). Michaels also noted that when Thrasher brought up this issue Michaels found out about a monthly Chapter Notes newsletter that goes to the chapter leadership, and now Michaels provides information on new publications that is included in this newsletter each month. Adeeba Mehboob suggested that perhaps the promotional emails that Marketing sends out also be sent to chapter leadership (in addition to their target audience) as a way for the chapters to obtain the information that can be used to promote publications.

Thrasher stressed that the Society sends a lot of emails and that for some members their local chapter emails might be the messages they pay the most attention to—therefore we could reach more people if the chapters promoted new publications in their newsletters. She suggested that perhaps the chapters be made aware that

they can obtain from Chapter Notes the information on publications that can be included in their chapter-sent newsletters. Michaels was assigned an action item to address this **(ACTION ITEM #2)**.

6. Adjournment

Che Ow adjourned the meeting at 1:39 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

From: Adeeba Mehbob
To: Hugh Mcmillan; CheeSheng Ow; Michaels, Cindy; Scott, Jay
Subject: Proposal for Scoring of Multipart articles
Date: Tuesday, March 10, 2020 12:33:57 PM
Attachments: Screen_Shot_2020-03-10 at 9.13.19 PM.png

Hi Chee, Hugh, Cindy and Jay

Sorry I should've shared this earlier. Below is my proposal for multi part articles to be scored and evaluated:

1. Multi part articles should be viewed as one single article for it to be awarded.
2. Each part article will however be reviewed independantly during the monthly evaluation.
3. Keep the scoring criteria the same for each part article as is currently used for evaluation.
4. Add one criteria at the end of the last multipart article : "This article with all its parts is effective and worthwhile?"
5. The scores of each of the part articles shall be averaged to establish the scores of the criteria for the complete article, except for the last criterion "The completeness of the article (references, equations, etc.), is sufficient and appropriate for the topic covered." This score after being averaged will be averaged further by the multipart criterion in point "4" above to establish the final score.

Example:

	Weightage	Input Score 1-5			Total Weighted Score			Average			
		Single Article	MultiPart Article 1	MultiPart Article 2	MultiPart Article 3	Single Article	MultiPart Article 1		MultiPart Article 2	MultiPart Article 3	
a. The technical content of the article is at the level of the subject matter.	1	5	5	2	4	5	5	2	4	3.67	
b. The article is easy to read.	1.5	3	3	3	4	4.5	4.5	4.5	6	5	
c. The graphics, charts, and tables enhance the understanding of the article.	1.5	4	4	2	5	6	6	3	7.5	5.5	
d. The article length is appropriate for the subject matter discussed.	1	4	4	3	4	4	4	3	4	3.67	
e. The topic is of importance to a broad audience of ASHRAE members.	1	2	2	4	3	2	2	4	3	3	
f. The completeness of the article (references, equations, etc.), is sufficient and appropriate for the topic covered.	2	4	4	1	5	8	8	2	10	6.67	
g. This article with all its parts is effective and worthwhile?	2				5				10	8.33	
						29.5	29.5	18.5	34.5	27.50	29.17

The Multipart article final score is 29.17, higher than the average of the three part articles after factoring in the effectiveness of the multipart article.

We can either discuss this separately first before we raise this to the committee in todays call or I can share and explain this on todays call too.

Jay, I tried to work this out without doing too much to the survey monkey form except add a question at the end for the multipart article. We will however have to run a separate backend calculation for the score of these articles as shown above. Let me know if that works.

Thank you all

Adeeba

As discussed on the April 14 conference call, the proposal is that multipart articles are evaluated like single articles except for the last part of a multipart article there is an extra question to evaluate the set as a whole (because part 1 you might like very much but part 2 you might rate lower, but then with part 3 you might feel they tied it all together very well, so your opinion of the set of articles may be different from your opinion of the individual articles.

From: [Michaels, Cindy](#)
To: [Michaels, Cindy](#)
Subject: ASHRAE Publication Idea Submission
Date: Thursday, October 10, 2019 4:12:05 PM

Date: October 10,2019

Proposed Title: Lucy's Work Day Adventure

Authors:
Danielle Passaglia

Source Material:

ASHRAE research project? No

Expansion of existing ASHRAE material? No

Supplement to ASHRAE Handbook chapter(s)? No

Other? No if any other field feel that this could be an advantageous initiative (membership)?

Format of Document: Book

Size and Complexity: 20 pages, one or 2 sentences on each pages with pictures/images

What information or topics will this publication contain?

The committee would like to create an ASHRAE character and develop multiple books with it. The topics could include buildings, climate change, sustainability ect.. It would be a different way of introducing kids to our industry.

Why is this publication needed? Who is the potential audience?

This publication will be destined to a younger generation: K-6. It is needed since most of the students only discovers HVAC at their final years of university (post-high). Educating and exposing kids to our industry earlier will potentially have them enrolled more in our field.

What TCs or ASHRAE Committees would be interested?

Volunteer effort with no additional funding? No

By contract with author in exchange for royalty? No

Using funding from additional listed sources? No

Funding from ASHRAE Research? No
ASHRAE Research project number:

Funding from other nonprofit association? No
Other nonprofit association source of funding:

Funding from trade association? No
Trade association source of funding:

Funding from commercial source? No
Commercial source of funding:

Funding from government source? No
Government source of funding:

Funding from other? No
Other source(s) of funding: if any other field feel that this could be an advantageous initiative (membership)?

Estimated completion date: First draft is already completed (writing only)

Do you need support from ASHRAE? The support needed from ASHRAE would be for graphics, illustration/images/drawings, proofreading, advice, formatting, publishing

Who will be the primary contact?

Mai Anh Dao
1910 rue Basin unit 307

Montreal, Québec, H3J1S5

Phone: 5142248426
Email: thimaianh@gmail.com
Fax:

Lucy's Work Day Adventure

1

"Lucy! Time to wake up, today's the day!
I'm taking you to work with me, so no delay!"

Lucy woke up with a start,
She jumped out of bed, like a dart.

2

Giddy with excitement she ran down the hall,
Leaping over her cat and avoiding a fall.

Like her dad, she was going to be an engineer,
And learn all about how buildings got here.

3

They drove to the city where buildings soared high,
Lucy thinking to herself, "My, oh my."

They were big, and tall, and shiny too,
Some were gold or blue, some old, some new.

4

"How do they work, why don't they fall?
What lights them up? Do they need to be tall?"

"Those are all great questions" Lucy's dad replied.
"Imagination, some science, and teamwork apply."

5

They got to the building and put on their gear.
Dad always says, "Safety is the first rule here."

6

With eyes wide open, she glanced through the door.
Pipes and parts and pieces galore!

"What's that?" asked Lucy, "and that over there?
Where are the walls? What about chairs?"

7

"A building is made kind of like you and me.."
Lucy's dad took her aside so she could see.

8

"These beams and columns are like our bones.
They give us form and help us stand on our own."

"We need to make sure they are built true and strong,
So people stay safe, and nothing goes wrong."

9

"Think of the lights and wires as our brain..
They power the building and have a central main frame."

"Electricity allows us to power the place,
Helping to provide a safe and usable space."

10

Lucy nodded, soaking it in..
And slowly broke out into a silly grin.

"This is all pretty cool dad, but what is that?"
Hanging above her, it was long and flat.

11

"That is part of the air design,
That up there, is called a duct line."

"Like our lungs, they provide fresh air.
While very important, we're not always aware."

12

"Heating and cooling take a lot of energy,
Like riding your bike, or pushing a swing."

"To help keep our world safe and clean,
Engineers make buildings eco-friendly and green."

13

"Many people work together to help create,
This complex project that is truly great."

Lucy couldn't believe it, it couldn't be real
Wherever she looked was glass, or steal

14

She couldn't help but think out loud,
"Has my head been up in the clouds?"

Lucy thought hard, and looked to her dad,
But her playful grin had turned a bit sad.

15

She saw so much throughout the day,
Yet her dream still seemed so far away.

"Dad, this all seems so hard to do..
How do I know if I can be an engineer too?"

16

Lucy's dad was quick to reply
"Why don't you give this riddle a try.."

"When I walk in a room, it's much too cold
My breath is showing, it feels like the North Pole!"

17

"How would you fix this? What do you suggest?
What answer do you think is best?"

18

Lucy racked her brain, and racked some more
She had many answers, but what did she like more?

"What type of room? Are you outside?
"What are you wearing? What have you tried?"

19

"There's lots of answers but the first thing I'd do..
Is close any doors, and windows too."

"Grab a blanket, make a fire,
For once can we turn the thermostat higher?"

20

Lucy's dad hoot and hollered
"Oh my girl, you think just like your father."

"You already have the spirit, and the zest.
Keep asking those questions and always try your best."

21

"Curiosity is key to changing the world, dear.
That's how I know you'll make a great engineer."

22

From: Danielle Passaglia <Danielle.Passaglia@arup.com>
Sent: Thursday, February 6, 2020 5:28 PM
To: Michaels, Cindy <CMichaels@ashrae.org>
Cc: Adam Davis <ADAVIS@WESTON-ME.COM>; Mai Anh Dao <thimaianh@gmail.com>
Subject: Ashrae Children's Book Additional Information

Hi Cindy,

I'm getting back to you in regards to the proposal for Lucy's Work Day Adventure and provide you with some of the information we discussed at the Publications meeting. I've also done some research since that meeting in regards to illustrators cost and will include that as well in my notes. I would appreciate your input on what "next steps" are.

1. The idea for a children's book came during the Region 6 CRC in Milwaukee. I was attending the Student Activities Committee where we were discussing our K-12 STEM outreach and other ways we could invigorate the program. ASHRAE currently has STEM Kits that are great activities for kids between grades 4-12, but we saw a hole in the early development stage, primarily Pre-K through 2nd grade. I had brought up the idea of a children's book that would introduce kids to the building industry. This idea was well received and it was brought up that this book could be a series to introduce young kids to the more complex issues we face today such as climate change, sustainability, renewable energy, etc. With the positive feedback, I started drafting a first book and sharing it with the committee to get comments and feedback.
2. My experience with STEM outreach and ambassadorship is ongoing. But I do have experience working with kids in the K-12 arena since my time at University and volunteering in Engineering Ambassadors, TechGirlz, and Ashrae. This totals 8 years of volunteer work specific to our industry and teaching about STEM.
3. There are several reasons as to why I feel ASHRAE should back this endeavor. Half of our Student Activity group focuses on K-12 students. The STEM kits were developed because Ashrae saw a hole in what was available for classroom activities. Similarly, we see a hole in children's books that are on theme with HVAC and our building industry.
 - a. Debbie Sterling speaks how kids favorite toys are books, and how girls learn better from books than science kits:
 - i. **DS:** When I was first starting GoldieBlox, I spent countless hours talking to kids and understanding how they played. One day I asked a young girl what her favorite toy was. Her answer was a book. I knew then that I wanted to bring Goldie to life in stories. Everything from our toys to apps and now our [chapter books](#) are story-based because they help spark imagination.
 - ii. <https://amysmartgirls.com/meet-smart-girl-debbie-sterling-founder-and-ceo-of-goldieblox-103fc961ae37>
 - b. Studies have shown that girls are more likely to pursue a career in STEM subjects if they see successful examples. This also includes showing an environment where both men and women are successful in the career.

- c. Some more research on the topic: <https://www.ncsl.org/research/education/early-stem-education.aspx>, <https://money.cnn.com/2017/02/28/technology/girls-math-science-engineering/index.html>
4. Illustrations are still outstanding. After the Publications meetings, I reached out to some illustrators through the Society for Children's Book Writers and Illustrators. I currently received one quote from an illustrator and am waiting on 2 more. The first quote came to \$800. This includes 21 pages of illustrations, and 1 cover page illustration. Also included is a storyboard overview, clean sketches, and finalized colored spreads. Once I hear back from the other interested artists, I can review their portfolio's further with some feedback from Adam, Mai, and the group.
5. I have reached out to the scholastic book fair, and am waiting to hear from them as to the process of getting the book into the schools through the fair.
6. Lastly, I listened to the publications committee when they said they'd feel more comfortable having a teacher endorse the book. Now I have several contacts I could reach out to, but during the conference I met Janice Means who I thought might be a good option. Janice is a Professor at Lawrence Tech with a degree in secondary education with a sociology concentration, as well as an engineering B.S and MSE. She too is a strong advocate for STEM and even has experience writing books about physics and science for kids. If you feel she'd be a strong advocate to have endorse the book, I'd be happy to reach out to her to discuss this with more. She seemed very open to the idea. Otherwise, I can focus my search on primary educators. I'd appreciate your input on this.

Sorry for all the information, but I appreciate you all taking the time to work on this. My question for you would be what are the next steps? Would publications need to re-vote on this for us to get funding for the illustrations, if so when is the next meeting? Do I need to find the budget for illustrations within SA? Please let me know what you need from me to help push this forward. It's something I really do think would benefit not just the kids, but all of ASHRAE.

Best,

Danielle

[Danielle Passaglia](#) EIT LEED Green Associate
Mechanical Engineer

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From: Danielle Passaglia <Danielle.Passaglia@arup.com>
Sent: Wednesday, February 26, 2020 10:29 AM
To: Michaels, Cindy <CMichaels@ashrae.org>
Cc: Adam Davis <ADAVIS@WESTON-ME.COM>; Mai Anh Dao <thimaianh@gmail.com>
Subject: RE: Ashrae Children's Book Additional Information

Hi Cindy,

I spoke with Janice and forwarded the book. She said she'd be happy to offer her support and endorsement. I was also able to get 2 more quotes from illustrators. These were a bit higher, so we now have a range to go off of. These illustrators varied in experience and exposure. I have summarized their quotes and attached their websites for viewing.

1. Gabriella Vagnoli
 - a. Price: \$800.00
 - b. 25% deposit upon signed contract, 25% at cleaned sketch stage, and final 50% upon completion
 - c. Does not include editing/layout
 - d. <https://www.gabriellavagnoli.com/>
2. Susan Szecsi
 - a. Price: \$6000 for full color illustration, including cover page. Provided in tif, png, jpg.
 - i. \$1200 additional for Book layout, interior and cover (front, spine, back) design. Print ready pdf (optional)
 - ii. %50 upfront, remaining 50% once illustrations have been reviewed and approved.
 - iii. <https://www.brainmonsters.com/>
3. Amber Sung
 - a. Price: \$2300.00
 - i. Spread illustrations: \$250, single side illustration \$150, and spot illustrations \$50.00
 - ii. Price may vary based on final illustration type.
 - iii. Costs include 3 thumbnail drafts, final draft with 3 revisions, and 2 minor touchups after final illustrations.
 - b. Does not include editing/layout
 - c. <http://www.ambersung.com/>

On the April 14 Pub Comm conf call, it was discussed that this a wide range of prices. Vikram (via comments) questioned the quality if we were to approve the \$800 illustrator.

Hugh asked if the committee could vote to approve the idea but with YEA paying for the illustrator. Vikram (via comments) suggested the committee vote to support it and let the director determine who pays for the illustrator. Chee said YEA should get a sponsor to cover the illustrator costs. Adeeba questioned whether the committee decides on finances - perhaps the committee should only recommend but not ok the cost.

Kay questioned whether staff sees any issues with any of the illustrators' offerings. (Response: staff can take all 3 illustrators' art files and edit and lay out the text no problem.) Kay also questioned how ASHRAE would sell the published book. (Response: staff could post it in the ASHRAE bookstore and YEA has already taken steps to try to contact educational distributors.)

From: [Kay Thrasher](#)
To: [Michaels, Cindy](#)
Subject: RE: Chapter newsletter info
Date: Monday, February 24, 2020 2:53:29 PM
Attachments: [image001.png](#)
[image002.png](#)

Cindy,

Thanks for checking – no wonder it’s hard to get PAOE points! I don’t think I regularly get the Chapter Notes newsletter, but have seen it in the past.

Here’s the line item under Communications that I’m looking for info to run: [CC13 For chapter promotion of ASHRAE products \(APPS, ALI, webinars, Books, Meetings, etc.\) chapter website or newsletter \(using ASHRAE staff produced materials\) \(10 points per newsletter/communication\)](#)

There’s also a section under CTTC that gives points for the chapter publishing info on certifications: [CT8 For advertising of ASHRAE Certifications \(e.g. Chapter Newsletter, Chapter Website, AIA Newsletter, etc.\)](#)

Maybe we need to put this on the agenda for the next conference call to see how we can push out information to the chapters for their use?

Thanks,

[Kay Thrasher](#)
Townsend Engineering, Inc.
PO Box 23526
Chattanooga, TN 37422
p. 423.855.1184
c. 423.280.9815

From: Michaels, Cindy <CMichaels@ashrae.org>
Sent: Monday, February 24, 2020 1:29 PM
To: Kay Thrasher <kay@townsend-engineering.com>
Subject: RE: Chapter newsletter info

Hey, Kay.

I had to ask someone about this, because I wasn’t sure if I was allowed to send out information or if there was a more formal route to share information with chapters – I thought I’d heard of a newsletter, and it turns out, there is one! You may already know about it: it’s called Chapter Notes (used to be Keynotes). Are you getting this email/newsletter?

I was given August as an example (attached), but unfortunately from that email it looks like there’s not any information on publications... I don’t even see any information on certifications or courses –

but maybe those have been included in other emails? I'm not sure if the PAOE stuff requires promoting books specifically or if it also counts to promote certifications and courses, but either way that's all from the Publications and Education Department, so I was given a contact in Marketing and I'll find out if Chapter Notes ever includes things from PubEd, and if not, I'll get things moving in that direction.

Whatever is included in that email/newsletter is what can be used in individual chapter emails/newsletters, from what I've been told.

Cindy



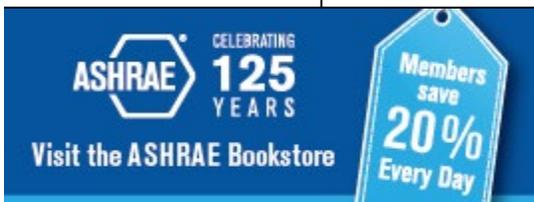
Shaping Tomorrow's
Built Environment Today

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Cindy Michaels
Editor, Special Publications

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From: Kay Thrasher <kay@townsend-engineering.com>

Sent: Monday, February 24, 2020 8:49 AM

To: Michaels, Cindy <CMichaels@ashrae.org>

Subject: Chapter newsletter info

Cindy,

I'm going through our chapter's PAOE and one of the categories is promoting ASHRAE products in chapter newsletters using ASHRAE staff produced materials. Do you have anything I could put in our next newsletter? I'm thinking a paragraph on a new publication?

Thanks!

Kay Thrasher
Townsend Engineering, Inc.
PO Box 23526
Chattanooga, TN 37422
p. 423.855.1184
c. 423.280.9815

Chapter Notes is a monthly newsletter providing volunteer-related information and relevant content to assist Chapters & Regions in promoting Society programs. By default the newsletter is sent to the following:

- Board of Directors
- DRCs
- MP RVCs
- Regional Communication Chairs
- Region Newsletter Editors and Webmasters
- Chapter Presidents
- Vice Presidents
- President-elects
- Chapter MP Chair & Co-Chairs
- Chapter Communication Chairs
- Chapter Newsletter Editors
- Webmasters

Anyone who would like to subscribe to the Chapter Notes newsletter can do so by emailing marketing@ashrae.org.

Chapter Bulk Purchase 50% Discount

- Chapters may order a minimum of 10 copies of any single ASHRAE publication for a discount of 50% off ASHRAE's list price of the publication by contacting Inventory and Subscriptions Manager Kimberly Gates at kgates@ashrae.org
- ASHRAE will email an invoice to the chapter showing the total after the discount plus shipping costs
- Chapters may resell or otherwise distribute copies they purchase at any price they determine
- Chapters can return unsold copies of the books to ASHRAE Publishing Services, attn: Tracee Dowdell, as long as they are in resaleable condition and a revised invoice will be sent to the chapter

Having copies of ASHRAE publications on hand is useful for:

- ASHRAE Distinguished Lecturer visits
- Presentations on specific topics by local experts
- Technical tours
- Panel programs or forums
- Membership Promotion events
- YEA and/or Student events
- Chapter seminars

Publications has asked Chapters to have this PDF posted under "Chapter Supplies" at

<https://www.ashrae.org/communities/chapters/chapter-resources>