



Shaping Tomorrow's  
Built Environment Today

# PUBLICATIONS COMMITTEE

## Minutes

Conference Call

Thursday, May 19, 2022

10:00 a.m. EST

GoToMeeting

- MEMBERS ATTENDING:** Adeeba Mehboob, chair  
Gerardo Alfonso, vice chair  
Atilla Biyikoglu  
George Pantelidis  
Javier Korenko  
Karen (Kay) Thrasher  
Megan Tosh  
Vinay Ananthachar
- STAFF PRESENT:** Cindy Michaels, staff liaison, Editor of Special Publications  
John Falcioni, Editor of *ASHRAE Journal*
- VISITORS:** Jim Lee, Cimetrics Inc.



<b>MAJOR MOTIONS</b>		
No.	Motion	Vote*
1	To approve the minutes of the Publications Committee conference call held on March 17, 2022.	PASSED via voice vote

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

<b>ACTION ITEMS</b>		
No.	Responsibility	Action Item
		(none)

### 1. Call to Order and Pronouncement of Quorum

Adeeba Mehboob called the meeting to order at 10:15 a.m. ET and noted that a quorum was present.

### 2. ASHRAE Code of Ethics Commitment

Adeeba Mehboob 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. Update about ASHRAE Simplified Rules of Order

On the March conference call, some committee members stated that they had reviewed the recently supplied ASHRAE Simplified Rules of Order ([available on Basecamp](#)) and could not discern the changes from the process we had been following. Cindy Michaels was directed to request a list of changes.

On this call, Michaels reported that the staff that assists the BOD and SRC stated “Unfortunately there is no succinct list of changes available. The entire document is considered as ‘new’ even though a few items have been pulled from previous guidance; however, those items are unidentified.... SRC has asked that the document be reviewed in its entirety....”

### 4. Approval of Past Meeting Minutes

It was moved and seconded to approve the minutes of the March conference call (**MOTION #1**):

**Motion:**

To approve the minutes of the Publications Committee conference call held on March 17, 2022.

MOTION #1 PASSED with a voice vote.



## 5. Review of Action Items

Adeeba Mehboob reviewed the action items from the Publications Committee meeting held during the 2022 ASHRAE Winter Conference and the conference call held on March 17, 2022.

ACTION ITEMS FROM 2022 ASHRAE WINTER CONFERENCE			
No.	Responsibility	Action Item	Status
1	Cameron Labunski, MBOs 5 and 6 Subcommittee, possibly others	With Cameron Labunski in the lead and working with MBOs 5 and 6 Subcommittee chair Megan Tosh, develop a draft peer review process for <i>ASHRAE Journal</i> podcasts by the committee's conference call on March 17.	

ACTION ITEMS FROM MARCH 17, 2022, CONFERENCE CALL			
No.	Responsibility	Action Item	Status
1	Adeeba Mehboob	For MBOs 8 and 9 work, assist Gerardo Alfonso with contacting international ASHRAE members to determine their needs.	

Megan Tosh reported that for the Winter Conference Action Item the MBOs subcommittee and Cameron Labunski had not yet met.

Gerardo Alfonso reported that for the March 17, 2022, Conference Call action item he has lined up some meetings with various groups at the 2022 Annual Conference in Toronto. Adeeba Mehboob reported that she has lined up some regional meetings. Mehboob also stated that there are some known topics of concern for international members, including climate change, resilient buildings, decarbonization, IAQ and pollution, simple O&M guidebooks, and ASHRAE standards adaptation/endorsement.

## 6. Special Publications

### 6.1. Proposed Special Publication: *Managed BACnet: Manufacturers' Guide to BAS Cybersecurity*

Before this meeting, Publications Committee members had been tasked with reviewing the proposed Special Publication *Managed BACnet: Manufacturers' Guide to BAS Cybersecurity* ([draft](#) and [director's input](#) available on Basecamp) so that meeting time could be spent not on familiarization but on discussion.

Jim Lee attended the call to present some background and details of the proposed publication, and Adeeba Mehboob asked some questions, which Lee responded to.

Mehboob requested additional information from Mark Owen, Director of Publications and Education, regarding the possibility of legal issues and the impact on staff productivity before the committee proceeds with voting.



## 7. *ASHRAE Journal*

### 7.1. Discussion/Feedback Regarding Technical Article Features/Scoring

Adeeba Mehboob asked if committee members were comfortable and happy with the article review matrix, and no one voiced any concerns.

### 7.2. Suggestions for Topics, Authors, and/or Reviewers

Megan Tosh noted that the MBOs 5 and 6 subcommittee had a call with Mary Kate McGowan and John Falcioni of *ASHRAE Journal* and now have a list of things to work on, including a way to assist Journal staff with identifying authors and reviewers and facilitating coordination between Journal staff and CTTC. Adeeba Mehboob noted that in previous conversations she has had with CTTC about *ASHRAE Journal*, there is interest from CTTC in identifying authors. She also suggested there therefore may be a need for a flyer outlining authors' requirements for writing for *ASHRAE Journal*.

## 8. Update about PTARs

Cindy Michaels reported that she supplied the committee's votes on PTAR #2 and PTAR #3 to the staff liaison for RAC and has not heard whether RAC reviewed these PTARs at their spring meeting or will review them the 2022 Annual Conference in Toronto. Adeeba Mehboob said she would reach out to RAC Liaison Cameron Labunski to contact RAC about these PTARs.

## 9. Revise MOP per the New Template Provided by SRC

Cindy Michaels noted that the committee is required to revise their MOP per the SRC-provided [template](#) and [guidance](#) (available on Basecamp). Adeeba Mehboob directed vice chair and Planning Subcommittee chair Gerardo Alfonso and Michaels to review the existing MOP and determine if all of the requested content already exists and just needs to be reorganized. It was decided that this MOP revision will be revisited at the 2022 Annual Conference in Toronto.

## 10. New Business

Gerardo Alfonso requested an update on the publication of the Spanish translation of *Thermal Guidelines for Data Processing Environments*, 5<sup>th</sup> Edition. Cindy Michaels apologized for the delay in publication but noted that a new editor has been hired for Special Publications who will begin working on this soon.

## 11. Adjournment

Adeeba Mehboob adjourned the meeting at 11:01 a.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Cindy Michaels".

Cindy Michaels  
Staff Liaison to Publications Committee  
Editor, Special Publications