



Shaping Tomorrow's
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PUBLICATIONS COMMITTEE

Minutes

Conference Call

Thursday, October 12, 2023

11:00 a.m. EDT

Webex

MEMBERS ATTENDING: Vinay Ananthachar, Chair
Megan Tosh, Vice Chair
Mohamed Eltaieb Ibrahim Alagraa
Atilla Biyikoglu
Robin Bryant
Jennifer Isenbeck
Francis (Frank) Mills
Kurt Monteiro
Blake Ellis, BOD ExO
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
LB 2023-1	To approve the development and publication of a new special publication titled <i>Designer's Guide for Overhead and Displacement Room Air Distribution</i> .	PASSED via letter ballot 7-2-0 CNV

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

ACTION ITEMS		
No.	Responsibility	Action Item
		(none)

1. Call to Order and Pronouncement of Quorum

Vinay Ananthachar called the meeting to order at 11:03 a.m. Eastern Daylight Time and noted that a quorum was present.

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. Update: MBOs and Conference Call with PEC Chair Billy Austin

Vinay Ananthachar informed the committee members that PEC Chair Billy Austin had made time to speak with the chair and vice chair of each Standing Committee that reports to Publications and Education Council, and invited Austin to speak to the committee. Austin stated that he understands the committee needs a way to determine successful versus marginal publications, and that to do that the committee needs sales data quarterly. He stated the committee needs to tell staff what data are needed.

Cindy Michaels informed the committee members that Austin had also taken the time to speak with each Standing Committee staff liaison and said that one of the main takeaways from their conversation was that each year some committee member orientation should take place, where the committee's existing Orientation Presentation is part of every new-member agenda (most likely the first conference call after the Annual Conference, since not all incoming members can attend the Publications Committee meeting



during the Annual Conference due to other commitments). Jen Isenbeck agreed that this is a good idea to help committee members understand their roles and responsibilities, especially when coming from other areas within ASHRAE and/or when they are on multiple committees. Michaels stated she would add a line item for this orientation presentation to the agenda template for the future.

5. PTAR Subcommittee

5.1. New Process Information from RAC

Cindy Michaels informed the committee members that when the RAC staff liaison provided PTAR #0004 for Publications Committee review, they also provided some documentation used by RAC for the PTAR submitters, so she was able to compare the process and spreadsheet they provided with what Publications Committee was using for the PTAR process and spreadsheet. For the process, Michaels pointed out some content that seems like it would be helpful in guiding the Publications Committee in evaluating the proposals. An excerpt of the documentation from RAC ([available on Basecamp](#)), showing the potentially helpful content highlighted in yellow, seems to answer some of the questions Publications Committee has had regarding how to evaluate PTAR submissions.

Similarly, Michaels noted, although RAC did not respond directly about the committee's requests for changes to the spreadsheet that committee members use to evaluate the PTARs, the new spreadsheet supplied by the RAC staff liaison shows that RAC has accepted all of Publication Committee's suggested changes except the requested third option "Accept with comments (needs revision)." Michaels noted that because Publication Committee felt that option was important, she has left it on the version of the form the Publication Committee PTAR Subcommittee will use.

5.2. Changes to Reference Manual because of the Above

Because of the above-noted new information from RAC on the PTAR process, Cindy Michaels suggested that the committee change the information on the PTAR process in the Publications Committee Reference Manual. The committee agreed, and Michaels volunteered to make the changes to the text using Track Changes to later present to the committee for review and voting.

5.3. PTAR #0004

It was decided that because only 3 PTAR subcommittee members were in attendance, PTAR #0004 will be handled over email. Cindy Michaels will send all relevant documents to the PTAR Subcommittee members this month. *[Editor's note: PTAR #0004 was emailed on 10/20/23.]*

6. ASHRAE Journal

6.1. Chapter Flyer about Writing for Journal

On the committee's August conference call, a suggestion was made to create a flyer about writing for *ASHRAE Journal* that is targeted at chapters. During this October conference call, Drew Champlin presented the generated flyer ([available on Basecamp](#)) and questioned the best way to distribute it to ASHRAE Chapters. Frank Mills offered to communicate with CTTC and CRCs regarding this matter. Robin Bryant shared that Tammy Catchings distributes all the CRC materials.

6.2. Discussion/Feedback regarding Technical Article Features/Scoring

Cindy Michaels displayed the spreadsheet of the committee members' *ASHRAE Journal* Technical Features scoring activity so far this calendar year, provided by Tani Palefski. Vinay Ananthachar



encouraged committee members to read and review all articles they had not yet scored. He also noted that members can access the most recent articles and the scoring program by going to the committee's [Basecamp Message Board](#) and using the links Palefski has provided each month.

6.3. Suggestions for Topics, Authors, and/or Reviewers

Vinay Ananthachar asked for suggestions for topics, authors, and reviewers for *ASHRAE Journal* and encouraged members to share any that they may think of later with *ASHRAE Journal* editor Drew Champlin.

7. Old Business

7.1. Results of Special Publication letter ballot

Before this meeting, Publications Committee members had been tasked with reviewing the proposal for a new special publication titled *Designer's guide for Overhead and Displacement Room Air Distribution* ([available on Basecamp](#)) as well as all the committee members' previously collected comments related to this project ([available on Basecamp](#)) and the evaluation provided by the Director of Publications and Education ([available on Basecamp](#)) and voting on the proposal via letter ballot (**MOTION # LB 2023-1**), whose motion read as follows:

Motion:

To approve the development and publication of a new special publication titled *Designer's Guide for Overhead and Displacement Room Air Distribution*.

MOTION # LB 2023-1 PASSED via letter ballot (7 yes votes, 2 no votes, 0 abstentions, CNV).

Michaels reported the results of the letter ballot and that Jen Isenbeck had suggested that all the committee members' comments be shared with the authoring team and that Frank Mills had offered to meet with the authoring team to discuss some suggestions if they want. Mills explained that he had offered to meet with the authors about this project because he feels it is very important that the content relate back to ASHRAE Standard 241.

Hearing no objections from the committee members present, Michaels agreed to share the collected comments with the authoring team in the email to inform the authors of the proposal's being approved. It was noted that Michaels should be sure to copy the chair of the TC when sending this email so it is clear to the cognizant TC that recommendations have been passed along to the authoring group. *[Editor's note: The authoring team was emailed the vote result and comments and Mills's offer to meet with them on 10/20/23.]*

7.2. Sharing Taiwan Chapter Ideas with Other Chapters

At the Publications Committee meeting held during the 2023 Annual Conference in Tampa, Cindy Michaels had shared with the committee two things that the ASHRAE Taiwan Chapter has done that she believes are important for serving the translation needs of ASHRAE members and feels could therefore be used as models for other chapters and suggested the committee encourage other chapters to do the same by posting this information in the Chapter Notes newsletter.

During this conference call, Michaels presented the proposed text for this idea ([available on Basecamp](#)) and asked for the committee members' feedback. Jen Isenbeck asked why the committee would mention only the Taiwan Chapter when there are many chapters that should receive credit for their hard work on translations and can potentially serve as resources/mentors for other interested chapters. Megan Tosh agreed. Michaels noted that originally she'd only thought to share the specific unique things the Taiwan Chapter has done (the sales drives and Handbook TOCs translations), but agreed that it would be beneficial to list all of the chapters so they all get



credit. It was decided that Michaels would revise this text to include mention of other chapters who've completed translations before sharing the text with Marketing for inclusion in Chapter Notes and for potentially posting online. Robin Bryant noted that the DRCs have monthly office hours and that they may be able to share this information with chapters or get Communications to post it.

7.3. Including Information about Papers on Technical Resources Webpage

Cindy Michaels shared with the committee that during some discussions in Tampa she was made to realize that the Authoring Tools page of the ASHRAE website (<https://www.ashrae.org/technical-resources/authoring-tools>) omits information about authoring papers for ASHRAE Conferences. Michaels reported that she therefore had an image, heading, and link added to this page that takes potential authors to the existing Papers webpage. There was a question about including a link for those interested in translating ASHRAE content on this webpage, but ultimately it was determined that this webpage is for *authoring* only.

7.4. Posting TC Chairs Handout on TC Resources Page

During the review/discussion of the TC Chairs Handout at the 2023 Annual Conference Publications Committee meeting in Tampa, Cindy Michaels asked if committee members thought it would be useful that, in addition to TAC Section Liaisons emailing the TC Chairs Handout to TC leadership, the committee should request that the document be posted on the TC Resources webpage. There was agreement among committee members that the document should be posted in a permanent place in addition to being emailed, so Michaels agreed to contact appropriate staff to have the handout posted online.

On this conference call Michaels reported that she had submitted the request to have the handout posted to www.ashrae.org/technical-resources/technical-committees to the TAC section liaison and was informed that the TC Chairs Handout has been uploaded to the TC leadership Basecamp page with the other TAC breakfast information. The liaison noted that he "added a note so they can notice the new information and review, share as appropriate."

7.5. Creating and Posting a Publications Flyer for Chapters

Also during the review/discussion of the TC Chairs Handout at the 2023 Annual Conference Publications Committee meeting in Tampa, Cindy Michaels suggested that a version of the TC Chairs Handout be made that is aimed at chapters and have it posted on the Chapters Resources webpage as well as included in Chapter Notes. The committee members likewise agreed to this suggestion, and Michaels had accepted the task of generating this content.

On this conference call Michaels shared the new Chapters flyer ([available on Basecamp](#)), which is the TC Chairs Handout merely changed to indicate it is for chapters (there are no other changes to the content). Vinay Ananthachar and Megan Tosh said it looked good. Tosh noted she prefers having a single document rather than having multiple documents to keep up to date. Hearing no objections from the committee members present, Michaels stated she would share the flyer with the appropriate staff to have it posted as noted herein.

7.6. Publication Paths Flowchart

During a discussion about the PTAR process at the 2023 Annual Conference Publications Committee meeting in Tampa, some committee members remembered the previously planned flowchart of publication paths that had been put on hold while Publications Committee was waiting on a response from RAC about the PTAR process. As the members agreed that a response from RAC did not seem forthcoming at that time, a motion was passed that states "That Special



Publications editors should use the content Publications Committee developed as 'Guide for Publishing with ASHRAE Special Pubs' to create a flowchart that will easily show members the various paths for publication with ASHRAE Special Publications.”

Cindy Michaels reported that although a draft of this flowchart had been expected for this conference call, since the 2023 Annual Conference the Special Publications department has lost an editor (to a much-needed new Standards and Guidelines department within Publications and Education) and therefore only two editors are left to manage all of the projects Special Publications is responsible for. Therefore, no flowchart is available at this time. Michaels promised to have a draft to present for review by the 2024 Winter Conference in Chicago.

8. New Business

8.1. Including info Online for How to Translate with ASHRAE

Cindy Michaels shared with the committee that during various discussions in Tampa (including one during the PEC Products Subcommittee meeting), it was pointed out to her that it is not clear on the ASHRAE website how members can translate ASHRAE content.

Michaels then shared with the committee members that the webpage www.ashrae.org/translations already exists and suggested that perhaps “Translations” could be included as one of the options in the drop-down menu of the “Technical Resources” tab in the blue bar across the top of the ASHRAE website to make this webpage more visible to website visitors. She also suggested the text at the top of the translations webpage could be changed to a new proposed paragraph ([available on Basecamp](#)) that provides information on how to contact staff about translating ASHRAE content.

Megan Tosh expressed her approval of both including a Translations link in the drop-down menu and using the proposed new text on the translations webpage. Vinay Ananthachar noted that he was not even aware there was a Translations webpage before now, so including it in the drop-down menu would be beneficial. There was general agreement among the members present that Michaels should use the proposed text and proceed with having these changes made to the ASHRAE website.

8.2. Possible Changes for TAC Section Liaisons

Cindy Michaels conveyed to committee members that some TAC Section Liaisons have expressed confusion about whether they should be emailing only those TCs with books that needed reviewing or whether they should be emailing all the TCs in the section they are responsible for. Michaels noted that the Reference Manual currently states that TAC Section Liaisons should be emailing both TCs with books to review and TCs without books to review, but there is currently only one sample email text for the liaisons to use, and it only addresses TCs with books to review. She suggested a second sample email be created that liaisons can use to write to TCs without books to review.

Jen Isenbeck advocated for contacting all TCs. She also noted that as a new committee member she found it awkward to know what to say in her first email as a TAC section liaison. Isenbeck volunteered to work on revising the text that the TAC Section Liaisons can send, and Robin Bryant volunteered to work with her. Michaels agreed to send the Reference Manual text to them so they can begin their revision work.

Michaels also asked whether the ASHRAE Special Pubs Review List needs to include the email aliases for all the TCs, not just the ones that have books that need to be reviewed, and recalled that several years ago committee members supplied some feedback that the sample text for TAC Section Liaisons was too long and therefore not likely to get read and suggested that the text therefore be cut down or put into bullet points. Michaels will include this suggestion in the email to Isenbeck and Bryant.



Michaels also noted that the sample text in the Reference Manual currently says TAC Section Liaisons should attach the TC Form for Reviewing Older ASHRAE Pubs but suggests that instead the sample text be changed to include the link to the form online. This will likewise be included in the email to Isenbeck and Bryant for their revision work.

[Editor's note: The content from the Reference Manual was emailed to Isenbeck and Bryant on 10/23/23.]

9. Adjournment

Vinay Ananthachar adjourned the meeting at 12:02 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