



Shaping Tomorrow's
Built Environment Today

PUBLICATIONS COMMITTEE

Minutes

2021 ASHRAE Annual Conference

Thursday, June 10, 2021

10:00 a.m. to 2:00 p.m. EST

GoToMeeting

- MEMBERS ATTENDING:** Hugh McMillan III, chair
Adeeba Mehboob, vice chair
Gerardo Alfonso
Vinay Ananthrathar
Abdel Darwich
J. Eduardo Donoso
Vikram Murthy
Karen (Kay) Thrasher
Renison (Rennie) Tisdale, Jr.
Tim Wentz, consultant
Kelley Cramm, BOD ExO
K. William (Bill) Dean, CO
- STAFF PRESENT:** Cindy Michaels, staff liaison, Editor of Special Publications
Sarah Foster, Editor of *ASHRAE Journal*
Tani Palefski, Associate Editor of *ASHRAE Journal*
- VISITORS:** Atilla Biyikoglu, incoming member
Don Brandt, incoming CO
Rob Hoadley, incoming member
Cameron, Labunski, incoming member
Georgios Pantelidis, incoming member
Keith Reihl
Megan Tosh, incoming member
Larry Smith, incoming TAC chair



MOTIONS		
No.	Motion	Vote*
1	To approve the minutes of the Publications Committee conference call held on May 13, 2021.	PASSED via voice vote, one abstention, CNV

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

ACTION ITEMS		
No.	Responsibility	Action Item
1	Sarah Foster	Compile list of ASHRAE Journal topic suggestions and post to Basecamp.

1. Call to Order

Hugh McMillan III called the meeting to order at 10:01 a.m. Eastern Time and noted that a quorum was present.

2. Introductions

Members and guests introduced themselves.

3. Moment of Remembrance for Norm Maxwell

4. 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>)

5. Remarks from CO, BOD ExO

Bill Dean, CO, thanked everyone for their work on the Publications Committee. Kelley Cramm, BOD ExO, presented select Society business as noted in the ASHRAE Leadership presentation and encouraged members to spend time reviewing the full presentation (available in [the folder for this meeting on Basecamp](#)).



6. Minutes Approval

It was moved and seconded to approve the minutes of the May 13, 2021, Publications Committee conference call (**MOTION #1**):

Motion:

To approve the minutes of the Publications Committee conference call held on May 13, 2021.

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

7. Review of Action Items

Cindy Michaels reviewed the completion dates for action items (**Attachments A, B, and C**). Committee members were commended for their good job completing action items, and all items not yet completed were discussed and assigned target completion dates.

8. Magazines and Newsletters

8.1. Editor's Report

Sarah Foster announced the new monthly *ASHRAE Journal* podcast and said that COVID-19 articles are still a trend. She presented themes for 2022 (**Attachment D**) and explained how content is acquired to fill those themes (submitted works, soliciting SMEs to write an article or to create other types of content such as a roundtable). Adeeba Mehboob brought up the need for the committee to help suggest topics and authors for *ASHRAE Journal*. Sarah Foster is assigned **ACTION ITEM 1** to create a master list of the topics from the committee so far, as well as the theme topics.

8.2. Journal Survey

Hugh McMillan III explained how the survey worked for the incoming members and Tani Palefski explained the software used for the survey, which was changed to Microsoft Forms for 2021.

9. Special Publications

9.1. Editor's Report

Cindy Michaels reviewed the list of Special Publications projects published since the previous conference (**Attachment E**), the list of projects currently in hand (**Attachment F**), and the full list of forthcoming Special Publications projects (available in [the folder for this meeting on Basecamp](#)). Michaels said she has received positive feedback about David Arnold's 125th anniversary book, *20th Century Air Conditioning*. She also said that her group will be working on the new edition of *Principles of Heating, Ventilating and Air Conditioning* so that it will be ready for the fall term.

10. Subcommittees and Liaisons

10.1. Planning Subcommittee

Adeeba Mehboob discussed making changes to the TC Chairs Handout after incoming members have had a chance to give their feedback on it.



10.2. PEC Fiscal Subcommittee Request for Metrics

Adeeba Mehboob said she is forming an ad hoc subcommittee to come up with the best metrics that will help the committee understand the performance of publications. Three ideas put forth have been quantities of publications sold by publication, list of unprofitable publications and Journal expenses.

10.3 Request from PEC About Decarbonization, ETF Publications

PEC has asked the Publications Committee to discuss how to capitalize on publishing materials generated by the Epidemic and Decarbonization Task Forces. Don Brandt suggested attending Seminar 13 to learn more about decarbonization.

10.3. Reference Manual

Cindy Michaels presented the revised Publications Committee Reference Manual. Michaels went through the changes and asked several questions for clarification. Hugh McMillan III asked for the changes to be made so that the committee could vote to accept the revised Reference Manual at a future committee meeting. Don Brandt thanked the committee for keeping its documents clean.

10.4. Suggestions for Products and Promotion (PEC MBOs 1 and 2)

Kay Thrasher said ideas from Planning Subcommittee for PEC MBO 1 include virtual reality, better packaging of publications with courses, and apps and software.

She said ideas for PEC MBO 2 include working with Government Affairs Committee and Epidemic Task Force to promote our publications to non-commercial entities. Universities and non-governmental organizations are also prime opportunities for additional promotion of publications.

Don Brandt said that Alice Yates has been able to successfully promote publications and training to groups such as General Services Administration (GSA) and NYSERDA.

Rob Hoadley said that governments are making goals for decarbonization, which is an opportunity for publications and other products from ASHRAE.

Adeeba Mehboob said a lot of developing countries are looking for information to improve their codes. She said getting the chapters energized to engage with local governments is a huge opportunity for ASHRAE publications.

Hugh McMillan III said that it's important to guide people who download Advanced Energy Design Guides to other publications that can help them make their goals.

10.5. PTAR Subcommittee

Cindy Michaels wrote RAC again to get feedback on the PTAR process. She suggested that it might be more effective for Kay Thrasher, RAC Liaison, to contact RAC since she is having trouble getting a response. Michaels said that RAC said that PTAR 1, Application of Manufacturer's Sound Data, will be considered at its next meeting.

Michaels read the following response from Mark Owen regarding an incoming member's question, "should a design guide pay for itself or is the intent to be subsidized by the society?":

For RAC, I think they must ascertain the need in industry/society and then determine if the effort matches the proposed cost. For Pub/Ed, our production costs for editing and printing will, in most cases, be covered by a given pub's sales, especially if volunteers write it. As far as we're concerned, RAC's money is their business—that cost doesn't show in our expenses.



However, if the sales are likely to be low, does that mean there's little need? Maybe it doesn't call for a design guide but instead a Handbook chapter? Or, for example, if the pub is needed for a small but very consequential set of designers (e.g., for a nuclear power plant), is it better to subsidize research to inform good design for something important to society than to decline because the book will only sell 25 copies?

Vikram Murthy said the statement provides a lot of clarity.

Adeeba Mehboob asked that, given that statement, if cost should be on the PTAR evaluation form. Cindy Michaels said that she thought it would be helpful to include cost.

Michaels said that the PTAR process started because RAC was receiving a number of RTARs whose deliverables were to be books. For this purpose, RAC has set aside a certain percentage of RAC funds for publications. The money from RAC goes to the researchers and authors. It does not cover staff labor or production. Kay Thrasher suggested adding information about the PTAR process and costs to the Reference Manual.

Thrasher just received the evaluation forms for PTAR 2, Guidelines for Secondary Water Treatment Systems for Buildings, and 3, Design Guide for Radiant Heating and Cooling Systems. She suggested that PTAR 2 be sent back because it hasn't been voted on by the TC. She suggested the vote for PTAR 3 be done at the next committee conference call.

Bill Dean said that the PTAR process is very much in line with what the streamlining ad hoc is trying to accomplish. He encouraged to push forward on the PTARs to help optimize the process. Tim Wentz asked that the committee carefully document the refinement of the process to help the streamlining ad hoc committee to learn from a practical example of eliminating silos within ASHRAE.

10.6. TAC Section Liaisons

Committee members reported on the responses they have received from TC chairs regarding the older ASHRAE publications that need TC review and determination of the books' current accuracy and usefulness to the market. Several liaisons noted that it is difficult to receive responses.

Larry Smith, incoming TAC chair, said he is trying to improve communications. He suggested that when liaisons are having trouble getting responses to send an email to askTAC@ashrae.org.

All updates received are summarized in the ASHRAE Special Pubs Review List (available in [the folder for this meeting on Basecamp](#)).

11. Strategic Planning

Hugh McMillan III read the pertinent section of the Rules of the Board that describes the Standing Committee's role in strategic planning. He suggests that every member to go to <https://www.ashrae.org/about/strategic-plan> and review the current plan and think about what the committee can do to support the plan.

12. Old Business

Hugh McMillan III reviewed the MBOs for 2020-21 (**Attachment G**). He said that reviewing existing publications did not turn out to be a realistic goal, partly due to the lukewarm response from TCs and the amount of staff time required.

Regarding the Application Guides project, Don Brandt said it is apparent that there is a lot of materials on fundamentals, but not as much on applications. He said he'd like to see a process to develop multiple products (a publication, face-to-face training, and virtual training) under one development cost.



Bill Dean said that discussions are going on about how the Handbook should evolve, and that there are opportunities to develop that content in different ways.

13. New Business

13.1. MBOs for 2021-2022 Society Year

Adeeba Mehboob presented her draft MBOs for 2021-22. She proposed assignments for the committee members and asked if they would give her feedback about their assignments. Hugh McMillan III said he thought the MBOs looked well thought out.

13.2. Nominations to Committees

Kelley Cramm highly encouraged the committee members to nominate others to committees.

13.3. Assignments

Adeeba Mehboob presented her proposed assignments for TAC section liaisons, the PTAR subcommittee, and mentor/mentee relationships and requested that members contact her if they wish to change their assignments.

14. Adjournment

Hugh McMillan III adjourned the meeting at 1:03 p.m.

Respectfully submitted,
Staff Liaison to Publications Committee

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.	Completed 5/13/21
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.	Was delayed to May call and then to the 2021 Annual Conf via a new action item.
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.	Discussed during 2021 Annual Conf committee meetings
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.	Completed 5/13/21
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.	INCOMPLETE
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.	Completed

No	Responsibility	Publications Committee Action Items from the May 13, 2021, Conference Call	Status
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.	Completed
2	Publication Committee Members	Ask or follow up with TCs about suggestions for ASHRAE Journal topics.	Completed/ongoing

2022 ASHRAE Journal Themes (First Draft, April 30)

January

The world's largest HVAC&R Engineering Show returns to Las Vegas. The Journal will feature products at the Show and hundreds of advertisements from Exhibitors.

February

Lessons Learned from the COVID-19 Pandemic: A tremendous amount of research has been carried out since the beginning of the pandemic. How do designers apply this knowledge?

March

Pathways to Decarbonization: On-site and off-site renewable energy generation and electric and thermal energy storage are just a few of the ways to meet decarbonization goals.

April

Variable Refrigerant Flow (VRF) Systems: VRF systems can work well with automated demand response to help with load management.

May

Data Centers: Differential air temperature is becoming a metric of increasing importance in data centers.

June

Chilled Water Plants: Improving chilled water plant systems can save energy and operating costs.

July

Building Automation Systems: What are the best practices for creating a building automation system that works well for occupants and facility managers?

August

Energy Modeling: What goes into creating a model that is accurate enough for a building to perform as modeled?

September

Low Flammability Refrigerants: Transitioning to low flammability refrigerants requires great care to do so safely. How can the most recent research help with this?

October

Filters: From operating rooms to lobbies, what are the best practices for choosing filters when designing for hospitals?

November

Controls Sequence Delivery: Workflows that are efficient and smooth are critical to ensuring controls sequences are delivered on time and perform well.

December

Heat Pumps for Cold Climates: Heat pumps have high efficiency in moderate climates, but how well do they work in cold climates?

ASHRAE Special Publications— Projects Published Since the 2021 ASHRAE Winter Conference

January 2021

- ETF doc: Guidance for Reopening Buildings – Portuguese
- ETF doc: Guidance for Residential Buildings – Portuguese
- *Standard 62.2 User's Manual*

February 2021

- Standard 55-2020
- ASHRAE Position Document on Indoor Air Quality – Spanish
- *20th Century Air Conditioning* [125th Anniversary Publication]
- Datacom White Paper: Cold Weather Shipping Acclimation and Best Practices
- ETF doc: Guidance for Reopening Schools – Portuguese

March 2021

- Standard 185.2-2020 – Spanish
- Standard 207-2021
- Standard 219-2021
- Standard 170-2021
- *Thermal Guidelines for Data Processing Environments*, 5th edition

April 2021

- Guideline 33-2021
- Standard 41.7-2021
- Standard 41.9-2021
- Standard 70-2006 (RA 2021)
- Standard 138-2021
- Standard 140-2020

May 2021

- HVAC Fast Facts I-P [laminated reference sheet]

June 2021

- *Duct Systems Design Guide*
- *Guide for Resilient Thermal Energy Systems Design in Cold and Arctic Climates* [ERDC]
- Datacom White Paper: Emergence and Expansion of Liquid Cooling in Mainstream Data Centers
- *Standard 62.1 User's Manual*
- *ASHRAE Guide for HVAC in Hazardous Spaces*
- *ASHRAE Transactions*, Volume 127, Part 1
- *ASHRAE Design Guide for Natural Ventilation*

Special Publications—Projects in Hand as of the 2021 Annual Conference

<u>Working Title</u>	<u>Date Files Received</u>	<u>Reason Not Yet Publ.</u>
ASHRAE Design Guide for Combustion Turbine Inlet Air Cooling Systems, 2nd ed.	February 24, 2020	Awaiting figures and permissions
Nearly ZEB Hospitals Guidebook [with REHVA]	Theoretically March 11, 2020, but ultimately May 1, 2020	Awaiting figures and permissions
Portuguese translation of Building Our New Energy Future (brochure)	May 8, 2020	Awaiting proof response from translators
Cold-Climate Buildings Design Guide, 2nd ed.	February 3, 2020 and May 13, 2020	COVID-19 related projects, conference-related projects, everything on the above list, one editor going on maternity leave; currently awaiting proof response
ASHRAE Position Document on IAQ (revised)	July 3, 2020	Low priority, as revised PD has already been posted, though they do want an edit
ASHRAE Position Document on ETS (revised)	July 3, 2020	Low priority, as revised PD has already been posted, though they do want an edit
HVAC Design Guide for DOE Nuclear Facilities, 2nd ed.	July 31, 2020	Awaiting figures
Designing for Operational Excellence Guide [Darryl Boyce presidential initiative]	August 7, 2020	Awaiting proof response from author
Lucy's Engineering Adventure (kids' book)	November 13, 2020	Text finalized 12/14/20; illustrator is currently working on art
Principles of HVAC, 9 th ed.	Files have started to trickle in as of April 24	Staff is finishing up current projects to get to a point of focusing all efforts on this book

Publications Committee

MBOs for Society Year 2020-2021

Chair: Hugh D. McMillan III Date: 10 June 2020

Objective	SP 2019-2024*	Compl. by	Fiscal Impact	Resp. Party	Comment/Status
Reduce conference calls to bimonthly	3-3	July 2020	None	McMillan	Streamline committee operation by optimizing quantity of meetings. Discuss ASHRAE Journal Articles by exception only, meaning only if there is something exceptional to discuss about a particular article. Complete
Reorganize Planning Subcommittee	3-2, 3-3	January 2021	None	Mehboob	Planning Subcommittee to meet for 1 hour on Saturday of Winter and Annual meetings. May need to conduct some business between face-to-face meetings. Remainder of time Saturday will be dedicated to PTAR Subcommittee. Complete
Apply Evaluation Rating Sheet rubric to all existing special publications	3-1	June 2021	None	TAC Section Liaisons/Staff	Each TAC Section Liaison should apply the recently approved Special Publications Evaluation Rating Sheet for the TCs to which they are the liaison. This will require input from staff on some items of the rubric.
Institutionalize PTAR Subcommittee operations	3-2, 3-3	June 2021	None	Thrasher	Review and edit as necessary the PTAR Process and Forms and insert any required description in the MOP. Not yet complete; waiting on RAC.
Mentors reach out to new members	3-2, 3-3	September 1, 2020	None	Tisdale, Murthy	Ask if any questions; review new member orientation PowerPoint if desired by new member. Complete
Additional Recommendations for Strategic Planning:					

*SP 2019-2024 = 2019-2024 Strategic Plan Initiative

Strategic Plan Notes:

Initiative 3: Organizational Streamlining

- Desired Outcome 1 (3-1 above): Evaluate the staff/volunteer support structure to optimize volunteer engagement, efficiency and effectiveness of the Society (e.g. volunteer efficiency). Present and implement findings to support the delivery of key products and services (e.g. Guidelines, Standards, Research, Publications, and Programs) with less cost, reduced time to market and an advancement in market responsiveness.
- Desired Outcome 2 (3-2 above): Redesign leadership/governance structure to support increased operational efficiency and effectiveness of the organization.