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# PUBLICATIONS COMMITTEE

## Minutes

2021 ASHRAE Winter Conference

Thursday, January 14, 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 Ananthrchar  
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:** Katherine Hammack, PEC Member



<b>MOTIONS</b>		
<b>No.</b>	<b>Motion</b>	<b>Vote*</b>
1	To approve the minutes of the Publications Committee meeting held virtually during the 2020 ASHRAE Annual Conference in June.	PASSED via voice vote, CNV
2	To approve the minutes of the Publications Committee conference call held on November 10, 2020.	PASSED via voice vote, CNV
3	To select the recipient of the 2020 Journal Paper Award.	PASSED via voice vote, CNV
4	To approve the changes as shown in the PDF of the revised Mentoring New Members Guide (Attachment D) and the forthcoming change that will indicate mentors should supply the committee's orientation PowerPoint presentation to mentees before new members' first Annual Conference.	PASSED via voice vote, CNV

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

<b>ACTION ITEMS</b>		
<b>No.</b>	<b>Responsibility</b>	<b>Action Item</b>
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.
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> .
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.
4	Cindy Michaels	Verify whether the Application Guides survey went out to all student members.
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.
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.
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.
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.
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.
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.
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.
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> .
16	All committee members	Read the 2019-2024 ASHRAE Strategic Plan at <a href="http://www.ashrae.org/about/strategic-plan">www.ashrae.org/about/strategic-plan</a> 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.

## 1. Call to Order

Hugh McMillan 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. ASHRAE Code of Ethics Commitment

Hugh McMillan read the following excerpt from the ASHRAE Code of Ethics and encouraged all committee members to read the code and the core values in their entirety, noting their importance:

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>)



#### 4. Remarks from BOD ExO and CO

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](#)).

Bill Dean, CO and chair of PEC, thanked all the committee members for their service to the Society.

#### 5. Minutes Approval

It was moved and seconded to approve the minutes of the 2020 ASHRAE Annual Conference Publications Committee virtual meeting held in June (**MOTION #1**):

**Motion:**

To approve the minutes of the Publications Committee meeting held virtually during the 2020 ASHRAE Annual Conference in June.

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

It was moved and seconded to approve the minutes of the November 10, 2020, Publications Committee conference call (**MOTION #2**):

**Motion:**

To approve the minutes of the Publications Committee conference call held on November 10, 2020.

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

#### 6. Review of Action Items

Cindy Michaels reviewed the completion dates for the following action items from the Publications Committee meeting held virtually during the 2020 ASHRAE Annual Conference and the Publications Committee conference calls held on July 14, 2020, and November 10, 2020. The committee members were commended for their work completing action items, and the item not yet completed was discussed and assigned a target completion date.

ACTION ITEMS FROM 2020 ASHRAE ANNUAL CONFERENCE (VIRTUAL)			
No.	Responsibility	Action Item	Status
1	Sarah Foster, Tani Palefski	Draft revised guidelines for the Publications Committee Reference Manual that reflect current <i>ASHRAE Journal</i> practice and submit them for the committee's review and feedback.	Completed December 2020; to be reviewed during 2021 Winter Conf
2	Hugh McMillan	Open communication with RAC regarding the outcome of the committee's vote on PTAR 1.	Completed 6/11/20
3	Cindy Michaels	Send a follow-up email to the staff liaison for RAC to request RAC's feedback on the committee's proposed changes to the PTAR documents and the proposed PTAR process for the committee.	Completed 6/11/20
4	Cindy Michaels	Follow up with staff regarding the status of the revised Publications Committee MOP.	Completed 6/10/20 (Result is: MOP was approved, finalized, and posted)



<b>ACTION ITEMS FROM JULY 14, 2020, CONFERENCE CALL</b>			
<b>No.</b>	<b>Responsibility</b>	<b>Action Item</b>	<b>Status</b>
1	Vikram Murthy	To write up the background information to accompany Motion #1 and the request to the author for more information on the proposed book Engineer and Contractor-Led HVAC Projects.	Completed 7/22/20
2	Adeeba Mehboob, Vikram Murthy, and Eduardo Donoso	To draft the survey questions to be sent to ASHRAE members regarding the need for and topics of the proposed series of Application Guides by the committee's September conference call.	Completed (Questions final in November 2020; survey sent to membership in December 2020)

<b>ACTION ITEMS FROM NOVEMBER 10, 2020, CONFERENCE CALL</b>			
<b>No.</b>	<b>Responsibility</b>	<b>Action Item</b>	<b>Status</b>
1	All committee members	Review the Application Guides Member Survey SubCommittee Report and supply suggestions/comments to Adeeba Mehboob by Friday, November 13, 2020, so she can meet the project deadlines laid out in the report.	Completed
2	PTAR subcommittee members (Kay Thrasher, Vikram Murthy, Gerardo Alfonso, Raymond Wong, and Abdel Darwich)	Begin work addressing the two 2020–2021 Publishing and Education Council MBOs that require Publications Committee input/participation.	To be completed by June 2021

## 7. Overview of Changes to PEC Structure

Cindy Michaels provided a brief overview of the changes to the Publishing and Education Council (PEC) structure that went into effect as of this conference, reminding all committee members that Publications Committee now reports to the Products Subcommittee of PEC instead of directly to PEC. Bill Dean, CO and chair of PEC, stated that PEC would be monitoring how the new structure works and may tweak it if necessary.

## 8. Magazines and Newsletters

### 8.1. Editor's Report

Sarah Foster discussed some changes that Journal staff needs to make to the committee's Reference Manual, including adding some information for authors and a new Guidelines for Reviewers section that is based off research on similar reviewer guidance that other magazines provide. She noted that the information in the manual was out of date by probably 15 years and that



adding this author and reviewer guidance is necessary so that Journal staff may inform both parties of the rules so they know what behavior is expected. She also noted that Journal has no record that the TCs have ever had any input on the reviewer form, so per an action item that had been assigned during the discussion of this topic in the Planning Subcommittee meeting (**ACTION ITEM #1**), she is in contact with Technology staff regarding how best to obtain TC input on the reviewer form.

Foster also expressed a need for more authors for *Journal* articles and requested assistance from committee members regarding ways to reach potential authors, noting that Adeeba Mehboob's suggestion from a similar discussion at the Planning Subcommittee meeting to reach out to chapter CTTC chairs was great. Vikram Murthy suggested that distinguished lecturers also be contacted as potential authors. As had been assigned during the Planning Subcommittee meeting, Foster and the committee members should continue to work together to develop strategies to encourage members at the chapter and regional levels to write for *ASHRAE Journal* (**ACTION ITEM #2**).

In response to one question during the discussion, Foster noted there is a topic calendar that lists a single major topic planned for each issue and is used to enable advertisers to place more targeted ads in these issues. Upon request, Foster agreed that this topic calendar could be added to Basecamp for committee members to see. Foster noted that some topics are harder to get authors for than others, which prompted ideas for how to get topic suggestions from readers:

- Mehboob suggested an instant feedback mechanism for reader opinions and suggestions, and Foster noted that Journal already includes a QR code and link with every article, but that staff receives few responses.
- Kelley Cramm suggested contentious topics may benefit from an article presented as a forum/discussion format between two authors instead of the traditional article by one author with one point of view. Foster agreed, noting that Journal has done roundtables before, and requested suggestions for additional such topics.
- Kay Thrasher suggested having a ghost writer or an assistant for potential authors who do not consider themselves writers but do have a lot of content knowledge.

At the end of the discussion, Foster and Hugh McMillan thanked the members for all of their input in this matter.

## 8.2. Journal Survey Results

The results of the past year's worth of Journal article scoring were discussed. Hugh McMillan asked Sarah Foster if the committee's comments on articles help staff, and Foster said yes but added that getting likes and dislikes for *every* article would be even more helpful. That prompted discussion of committee members' confusion with the "likes" and "highlight" questions on the survey (they seem very similar), and it was decided that these questions would be merged into a single question regarding likes/dislikes. Tani Palefski noted that this change would be made in time for the January 2021 Journal article survey (**ACTION ITEM #3**).

## 8.3. 2020 Journal Paper Award Voting

Committee members reviewed the three *ASHRAE Journal* articles that received the highest scores during the Society year's article judging then voted to select the winning paper (**MOTION #3**), the title and author(s) of which Sarah Foster forwarded to the Honors and Awards Committee, with the award presented to the author(s) in June at the 2021 ASHRAE Annual Conference.

### **Motion:**

To select the recipient of the 2020 Journal Paper Award.

MOTION #3 PASSED and the winning article was determined.



## 9. Special Publications

### 9.1. Editor's Report

Cindy Michaels reviewed the list of Special Publications projects published since the previous conference (**Attachment A**), the list of projects currently in hand (**Attachment B**) and the reasons those publications haven't been completed, and the full list of forthcoming Special Publications projects (available in [the folder for this meeting on Basecamp](#)).

### 9.2. Update on Application Guides project

Adeeba Mehboob provided an overview and data breakdown of the results obtained from the survey sent to members about the proposed Applications Guides as detailed in **Attachment C**. She thanked the Marketing department for their help with the survey setup and results and noted that they stated that the number of survey responses is really good. Mehboob noted that because the target audience for the guides is engineers under 40, it would have been better to have gotten more responses from students (there were only 25) and that she is concerned student members were not included in the list of members that the survey was emailed to. Cindy Michaels noted that she will verify whether the survey went out to all student members (**ACTION ITEM #4**). Hugh McMillan congratulated the subcommittee on their great work generating this survey, and Tim Wentz, committee consultant and the origin of the Application Guides idea, applauded the work because it is integral to getting "the voice of the customer" to inform products.

McMillan stated that the next step is for all committee members to review and weigh in on the way forward (see Section 5.0 of **Attachment C**) and be prepared to discuss it on the committee's March conference call (**ACTION ITEM #5**). Vikram Murthy noted that the portfolio subcommittee would need to be formed, and doing this on the March conference call became **ACTION ITEM #6**.

### 9.3. Review online Publications Request Form

Cindy Michaels presented the online Publications Request Form that prospective book authors fill out (<http://cms.ashrae.biz/forms/pubplan/index.php>) and asked committee members to review it and determine if it captures all of the information they need to evaluate submitted book proposals. She recommended making the chapter-by-chapter outline a mandatory requirement, requiring TC agreement to serve as the cognizant committee before proposal submission, and adding a question about research regarding similar books already on the market (because the committee always asks prospective authors that), and she questioned whether anything the committee has discussed/learned during the Application Guides project work should be considered for this form. She also noted that during the 2020 Annual Conference revision of this form had been put on hold pending finalization of the Special Pubs Evaluation Criteria being developed by the PEC Functional Subcommittee, which it was thought might need to be considered for inclusion on this form.

Hugh McMillan noted that committee members needed time to look over the form and make suggestions, so he set action items for Michaels to add the above suggestions to a PDF of the form and email it to all committee members (**ACTION ITEM #7**) and for committee members to review and prepare responses for the committee's May conference call (**ACTION ITEM #8**).

## 10. Subcommittees and Liaisons

### 10.1. Planning Subcommittee

Adeeba Mehboob summarized the topics discussed during the Planning Subcommittee, which had been attended by most of the committee members. Cindy Michaels noted that the action items that came out of that meeting will be included in these minutes so that they can be tracked.

***Liaison note:** The action items have been worked into the text of these minutes and noted as having originated in the Planning Subcommittee meeting.*



Michaels reiterated her feeling that the TC Chairs' Handout as it currently stands is too long and not likely to get read and suggested it be altered to either be a lot shorter or be multiple different flyers on different topics. Mehboob noted that it could also be put into slides with easy-to-read bullet points for reference by the Publications Committee chair during their presentation during the TC Chairs' Breakfast. It was decided that as the Society is not currently meeting in person due to the coronavirus pandemic, this work could be put off until some later point in time.

Michaels shared a PDF of the Mentoring New Members Guide showing the changes the committee had discussed during the Planning Subcommittee meeting (**Attachment D**); this completes an action item that had been assigned during that meeting, **ACTION ITEM #9**. Rennie Tisdale suggested also including that the orientation PowerPoint presentation be sent to mentees by mentors. Hugh McMillan said the presentation should be shared before the Annual Conference and assigned an action item for Michaels to make this change to the guide (**ACTION ITEM #10**). Then it was moved and seconded to approve the noted changes as well as the forthcoming change (**MOTION #4**):

**Motion:**

To approve the changes as shown in the PDF of the revised Mentoring New Members Guide (**Attachment D**) and the forthcoming change that will indicate mentors should supply the committee's orientation PowerPoint presentation to mentees before new members' first Annual Conference.

MOTION #4 PASSED with a voice vote (no no votes, no abstentions, CNV).

The committee also discussed revision of the Publications Committee Reference Manual. Michaels noted that there is not much in the manual concerning Special Publications and suggested that either more information on Special Publications procedures needs to be added or some *ASHRAE Journal* information needs to be deleted so that both departments' activities are equally covered. During the Planning Subcommittee meeting, Mehboob had suggested the reference manual be revised to be in simple language with bullet points and flowcharts and links to any documents referenced therein, and Foster had suggested the manual begin with a linked navigation page for ease of use. Michaels had suggested she and Foster make their suggested changes to the manual using Track Changes then share it with the committee for review and responses. This had resulted in an action item from the Planning Subcommittee meeting (**ACTION ITEM #11**). McMillan reiterated that, as had been discussed in the Planning Subcommittee meeting, the deadline for committee members to make comments regarding the changes is the committee's March conference call (**ACTION ITEM #12**).

## 10.2. PTAR Subcommittee

Cindy Michaels provided the following update on the status of PTAR #1: the full Publications Committee had voted on PTAR #1 in June 2020; Hugh McMillan had shared the results with the chair and vice chair of RAC on June 11, 2020; the RAC chair had responded that the committee's feedback is the kind of input RAC is looking for and noted that RAC would vote on PTAR #1; because we received no word, they were contacted again on November 16, 2020, and January 4, 2021, and to date we've received no further information.

Michaels also noted that the forms RAC supplied for Publications Committee to use for PTAR review had been updated with Publications Committee feedback and suggestions and shared with RAC in May 2020, that she had emailed the chair and vice chair and staff liaison to ask about them in June 2020 and received no response, that she had emailed again in August 2020 and was told that RAC was still finalizing everything, and that she had emailed again on November 16, 2020, and to date has received no further communication.

Regarding the subcommittee's work on PEC MBOs #1 and #2 (**Attachment E**) in the absence of PTAR work, Kay Thrasher reiterated what had been discussed during the Planning Subcommittee meeting: that she would collect committee members' suggestions and then schedule a conference call with the PTAR subcommittee members to discuss the ideas (**ACTION ITEM #13**).



### 10.3. RAC Liaison

Kay Thrasher stated that she has not had any communication with RAC but would try to attend the RAC meeting held during the 2021 Winter Conference.

### 10.4. 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. All updates received as of February 2, 2021, are summarized in the ASHRAE Special Pubs Review List (available in [the folder for this meeting on Basecamp](#)).

During the response reporting, there was some discussion of the problem of *HVAC Simplified*: when it was written the author was a member of TC 7.1 so that TC had agreed to be the cognizant TC, but now the TC has realized that this book does not really fit within their scope and has suggested TC 9.1 as a cognizant committee. Cindy Michaels had reached out to the chair and vice chair of TC 9.1 about this in March, April, and June of 2020, all with no response. In July the chair responded and stated that the matter would be discussed during a conference call. Michaels reached out in August 2020 to follow up, Hugh McMillan reached out in October 2020, and Michaels tried again on November 13, 2020. After receiving no responses, on November 23, 2020, McMillan shared all this information with the TAC chair and Bill Dean, among others. It was reported at this Publications Committee meeting that the TAC Section 9 chair said they discussed it but can't get a response from the TC 9.1 chair. Kelley Cramm, a member of TC 9.1, stated that after hearing about this issue during the Planning Subcommittee meeting she has included it on the TC 9.1 agenda for this conference. McMillan pointed out that if no single TC feels they can competently oversee the book's contents, perhaps the work can be done through an MTG with multiple TCs serving as cognizant committees.

It was also noted by several committee members during the response reporting that it is rare that they receive responses from the chairs they contact. Some expressed their preference for the individual sections' TC chairs' breakfast meetings over the current all-TC-chairs group breakfast with presenters. McMillan noted that he and Adeeba Mehboob had attended a meeting about streamlining recently, where he communicated the benefits of the individual breakfast meetings. Cramm stated her belief that the breakfast meetings would likely continue to alternate between individual breakfast meetings and the big group breakfast because there are two competing interests: standing chairs like being before all the TC chairs at one time, but the TC chairs prefer individual meetings because they have business they want to discuss within their sections. Bill Dean stated that the liaisons should always copy the section heads, because it's part of their job to make sure the TCs do their jobs. Hugh noted that the TAC Section Liaison Guide says to copy the Section Head, and Mehboob suggested that for ease of doing this a column be added to the ASHRAE Special Pubs Review List that includes the Section Head liaison email aliases. Michaels was assigned an action item to make this change to the spreadsheet (**ACTION ITEM #14**).

McMillan reminded the committee members that, as discussed in the Planning Subcommittee meeting, all TAC section liaisons should now also ask the chairs to encourage TC members to write for or suggest topics for *ASHRAE Journal*. Michaels noted that, as had been assigned as an action item during the Planning Subcommittee meeting (**ACTION ITEM #15**), text had been added to the "starting point" text in Appendix B of the TAC Section Liaison Guide regarding this. Michaels also stated that this text is becoming so lengthy that it's possible it's not getting read and suggested this text be cut down, put into bullet points, or put into individual flyers to attach to the emails sent.

No changes were made to the existing liaison assignments. The complete list of TAC section liaisons for 2020–2021 follows:

Section 1	Kay Thrasher
Section 2	Vikram Murthy
Section 3	Rennie Tisdale



Section 4	Gerardo Alfonso
Section 5	Luca Stefanutti
Section 6	Adeeba Mehboob
Section 7	Hugh McMillan III
Section 8	Vinay Ananthachar
Section 9	Eduardo Donoso
Section 10	Raymond Wong
MTGs and Special Projects	Cindy Michaels

## 11. Strategic Planning

Hugh McMillan read to the committee members the item in the Publications Committee Rules of the Board regarding strategic planning: “2.419.004 Strategic Plan. This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a report to the council prior to the Annual Meeting. The report includes the current status of each activity which supports the fulfillment of the committee’s assignments under the strategic plan. The committee shall report to the council all recommendations for changes to the strategic plan as provided by the committee’s constituents prior to the Annual Meeting.” He noted the importance of advancing ASHRAE’s vision by ensuring the committee’s work is done in accordance with ASHRAE’s Strategic Plan and assigned an action item to all committee members to read the 2019-2024 ASHRAE Strategic Plan at [www.ashrae.org/about/strategic-plan](http://www.ashrae.org/about/strategic-plan) and be prepared to discuss strategic planning matters on the committee’s May conference call (**ACTION ITEM #16**).

## 12. Old Business

Hugh McMillan reviewed the committee’s MBOs for the 2020-2021 Society Year (**Attachment F**), noting the completion dates for the first, second, and fifth objectives and that the fourth one can’t be completed until Publications Committee receives a response about the PTAR documents from RAC. He also noted that the third objective will be difficult to complete because the list of published Special Publications books is very, very long and applying the evaluation criteria to every title would be very time consuming for both committee members and staff. Bill Dean added that an ad hoc is looking to get some input from customers, which may feed into the evaluation criteria. McMillan said he would think about this objective more and determine if it should be withdrawn or reworded.

Cindy Michaels stated that there are some unfinished tasks from previous conferences that she will begin to report on during the Old Business portion of each meeting so that they are not lost/forgotten. During this meeting she reported on the following:

- Designing the Guide for Publishing Books with ASHRAE as a flowchart remains on hold while Publications Committee awaits word from RAC regarding the finalization of the PTAR process and forms.
- Michaels had asked that the TC Form for Reviewing Older ASHRAE Publications be put online in September 2019 and has followed up 5 times about it, and it is still not posted because the IT staff have to code the form and they are very busy.

## 13. New Business

Cindy Michaels shared with the committee that this past summer she had been asked to supply some information to the Manager of Education because some course reviewers were asking for guidance on what to look for when completing a review. Michaels had provided information via email of the top of her head, without referring to the committee’s existing TC Form for Reviewing Older ASHRAE Publications. Afterwards, she realized that some of what she sent to that manager isn’t included on the TC Form



(checking standards requirements, for example), so Michaels suggested some of that information be added to the TC Form. Hugh McMillan stated Michaels should make updates to the TC Form using Track Changes so the committee can review the additional information and decide if they want it to be added to the form (**ACTION ITEM #17**). He also noted that as a former chair of Professional Development Committee (PDC), he believes the TC Form would be good to share with PDC for their reviewers to use.

Michaels was also assigned an action item to send a poll to all committee members regarding the new meeting day and time for the committee's bimonthly conference calls (**ACTION ITEM #18**).

#### **14. Adjournment**

Hugh McMillan reminded committee members to send their TAC liaison emails if they haven't already, thanked Cindy Michaels, Sarah Foster, and Tani Palefski for their work assisting the committee, and adjourned the meeting at 1:19 p.m. Eastern Time.

Respectfully submitted,

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

Cindy Michaels  
Staff Liaison to Publications Committee  
Editor, Special Publications

## **ASHRAE Special Publications— Projects Published Since the 2020 ASHRAE Annual Conference**

### **June 2020**

- Standard 126-2020
- Standard 62.1-2019 – Spanish
- Transactions Vol 126 Part 1 (2020 Orlando Winter Conf)

### **July 2020**

- ASHRAE DOAS Design Guide – Spanish
- Standard 41.1-2020
- Standard 41.10-2020
- Standard 217-2020
- Chuck Gulledge’s presidential speech online – Spanish, French, and Portuguese

### **August 2020**

- Standard 185.1-2020
- Standard 185.2-2020
- Standard 190-2020
- Standard 221-2020
- ETF doc: Guidance for the Reopening of Schools – Portuguese

### **September 2020**

- Virtual Conference Seminars in the Technology Portal
- Standard 204-2020
- Standard 135-2020

### **October 2020**

- Standard 182-2020
- Standard 169-2020

### **Nov 2020**

- ICEB (Beirut) Virtual Conference
- ETF doc: Guidance for Polling Place HVAC Systems – Portuguese

### **December 2020**

- Standard 41.11-2020
- Standard 64-2020
- Standard 125-2020
- Standard 127-2020
- Standard 183-2007 (RA 2020)
- Standard 184-2020
- Standard 189.1-2020
- Standard 216-2020
- Standard 90.1 User’s Manual

## Special Publications—Projects in Hand as of the 2021 Winter Conference

<u>Working Title</u>	<u>Date Files Received</u>	<u>Reason Not Yet Publ.</u>
Duct Systems Design Guide	July 27 and 28, 2019	COVID-19 related projects, expansive edits and proof responses
HVAC Fast Facts (the YEA Cheat Sheet project)	Oct 27, 2019	COVID-19 related projects, previous items on list; <b>currently awaiting proof response</b>
Natural Ventilation Design Guide	Nov 8, 2019	Repetition of work due to incorrect files being submitted, conference-related projects
ASHRAE Design Guide for Combustion Turbine Inlet Air Cooling Systems, 2nd ed.	February 24, 2020	Awaiting figures and permissions
ASHRAE Guide for the Design, Installation, Maintenance, and Operation of Ventilation and Air-Conditioning Systems for Hazardous Spaces	April 27, 2020	COVID-19 related projects, previous items on list, other projects having higher priority
Nearly ZEB Hospitals Guidebook	Theoretically March 11, 2020, but ultimately May 1, 2020	Awaiting figures and permissions, or indeed any response at all
20th Century Air Conditioning	May 4, 2020	Awaiting CIBSE review, index completion, editor going on maternity leave; <b>should be published by February 2021</b>
Portuguese translation of Building Our New Energy Future (brochure)	May 8, 2020	Awaiting final files 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
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
Spanish translation of ASHRAE Position Document on IAQ	July 22, 2020; revised file December 1, 2020	COVID-19 related projects, conference-related projects, everything on the above list, one editor going on maternity leave
HVAC Design Guide for DOE Nuclear Facilities, 2nd ed.	July 31, 2020	Awaiting figures
Thermal Guidelines, 5th ed.	Word August 6, 2020; some figures August 30, 2020	Awaiting proof responses; <b>should be published in February in time for a March ASHRAE Journal article</b>
Designing for Operational Excellence Guide <i>[Darryl Boyce presidential initiative]</i>	August 7, 2020	Awaiting foreword and acknowledgments
Lucy's Engineering Adventure (kids' book)	November 13, 2020	<b>Text finalized 12/14/20</b> ; needs illustrations
Turkish translation of ASHRAE Position Document on Airborne Infectious Diseases	November 16, 2020	Conference-related projects, everything on the above list, one editor going on maternity leave

Datacom White Paper on Cold-Weather Shipping	November 16, 2020	Conference-related projects, everything on the above list; <b>should be posted in February</b>
Spanish translation of Standard 185.2-2020	November 23, 2020	Conference-related projects, everything on the above list, one editor going on maternity leave
62.2 User's Manual	November 30, 2020	Awaiting proof response and cover design; <b>should be published in February or March</b>

**Application Guides –  
Member Survey Sub Committee Report  
ASHRAE Publications Committee**

**Committee Members:**

Adeeba Mehboob : Chair  
 Vikram Murthy : Member  
 Eduardo Donoso : Member  
 Cindy Michaels : Staff

**Acknowledgement:**

ASHRAE Marketing Department

Date: Jan 14, 2021

**1.0 Background:**

Presidential Member, Tim Wentz envisaged the idea of having ASHRAE publish ‘Application guides’ on various HVAC topics that would “be written in simple, straightforward language for those entering the consulting engineering field.”

The Application Guides Subcommittee was established to establish the feasibility of publishing such guides. The Subcommittee investigated the idea initially and In its report of May 15, 2020 proposed a market survey for establishing the perceived need, the publication medium (virtual or paper), the sellable price point for such guides for ‘a market driven process’.

This Market Survey Subcommittee was thereafter tasked to formulate the survey questionnaire for establishing the market demand for such guides. The survey was sent out on the survey monkey platform on the 9<sup>th</sup> December 2020 by ASHRAE’s Marketing department and responses collected over a two week period.

**2.0 The Survey Questionnaire**

The survey questionnaire was drafted by the committee and finalized based on comments and feedback from the Publications Committee and the TC’s. **Attached as Annexure A.**

Though the intent was to reach out and follow up with the groups of people listed below, ASHRAE marketing did not have a way of sending separate sets of mails except to the entire membership.

- All ASHRAE Membership – YEA more importantly
- Employers who train their employees
- Student branch members
- University graduates and faculty
- ASHRAE Learning Institute
- AASA
- TC’s

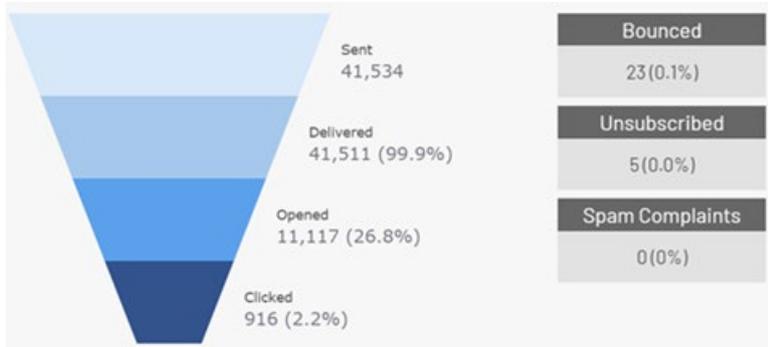
Survey Follow up through

- RVC YEAs to YEA Committees Chairs to their members
- DRC’s to their Chapter Presidents to Industry
- RVC SA to SA Chairs to student members
- Refrigeration Chair

### 3.0 Survey Data

#### a. Total Number of Respondents

- There were **628 respondents**.



#### b. Response Times

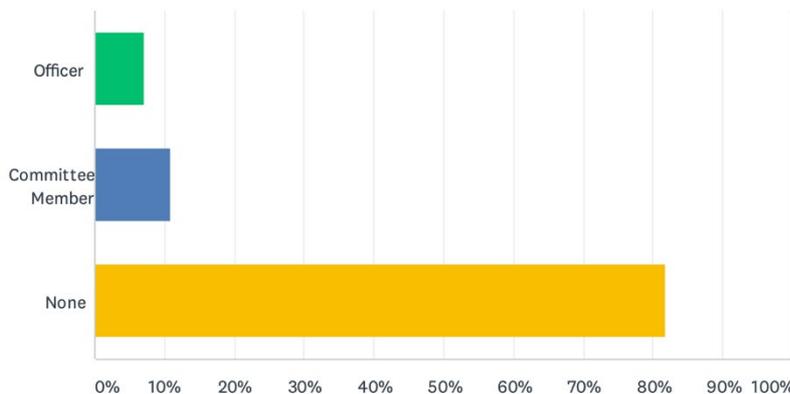
- 479 respondents in 24 hours.
- 133 over a week.
- 16 after one week.

#### c. Responses Chapter-wise

- Response received from 156 **Chapters** of 198 Total Chapters. **79%**
- Largest Response from **Non Chapter Members**, **10%** of respondents
- Chapters with Highest Responses
  - Illinois - 17
  - Atlanta - 15
  - Minnesota - 12
  - Rocky Mountain - 11
  - Houston-11
  - Sr. Louis -11
  - Toronto -11
  - Detroit - 10
- 151 Chapter members responded from **outside of USA and Canada**. **24%**.

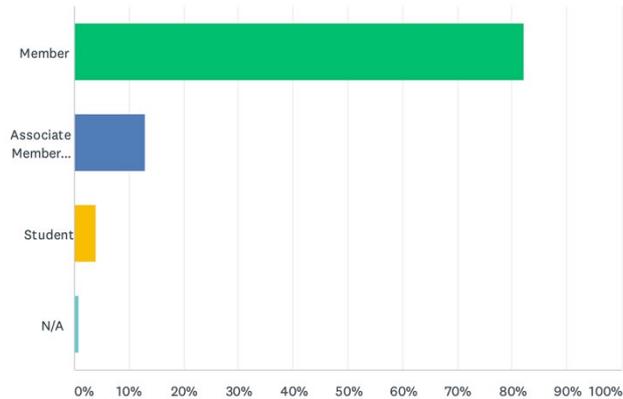
#### d. Respondents' Position In Chapter

- Majority respondents **hold no Chapter positions** currently.



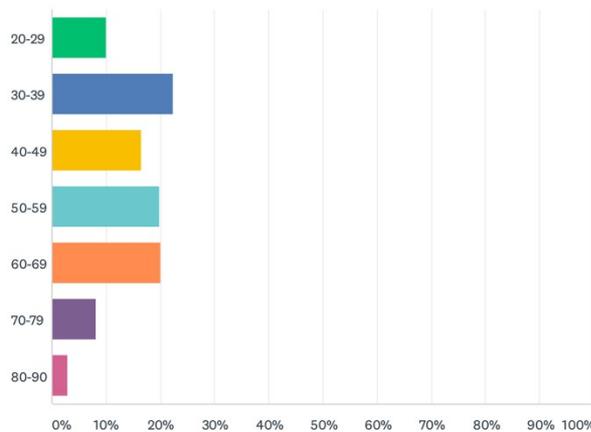
### e. Respondents' Membership Status

- Majority respondents are **Full Members**.
- Only 25 students responded. (Need to confirm if Survey was sent to students? Unlikely)



### f. Respondents' Age

- 207 Respondents under the age of 40 = 32% (YEA)
- 199 Respondents over the age of 60 = 31% (Senior)
- 232 Respondents between ages 40 to 60. = 37%



### g. Respondents' Professions

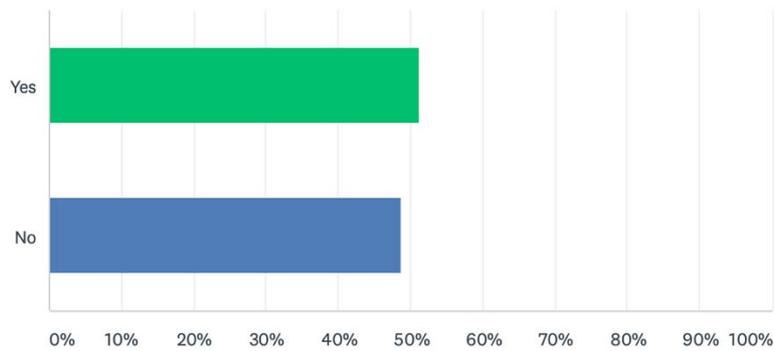
- 239 Respondents Consulting Engineers. 37%
- 60 Respondents Arch/Engineers. 9%
- 58 Respondents Manufacturers. 9%
- 56 Respondents Contractors. 9%
- 56 Respondents Gov/Health/Education. 9%

### h. Respondents' Titles

- 340 Respondents identified as Engineers. 54%
- 204 Respondents identified as Executives. 33%

**i. Have you owned or referred to HVACR Application Guides?**

- 50% Respondents answered yes.

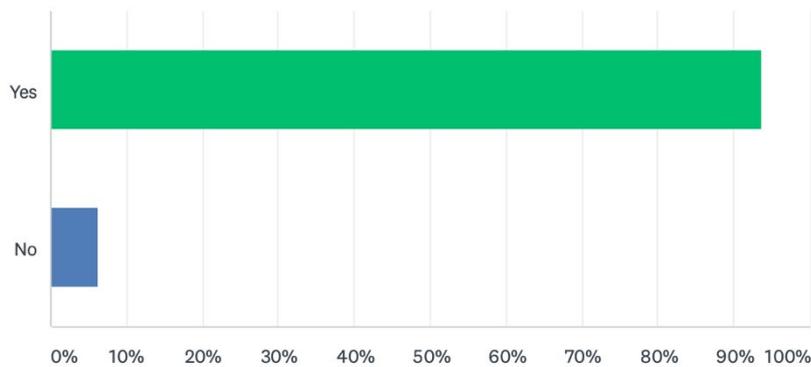


- 257 Respondents provided examples of HVACR Application Guides owned or referred to.
- 57 Respondents cited Manufacturer published Application guides like, Carrier, Trane, Price, Daikin, Mitsubishi etc.
- 20 Respondents cited guides from other organizations like CIBSE, ISHRAE, USGBC, RHEVA etc.

## 4.0 Survey Results

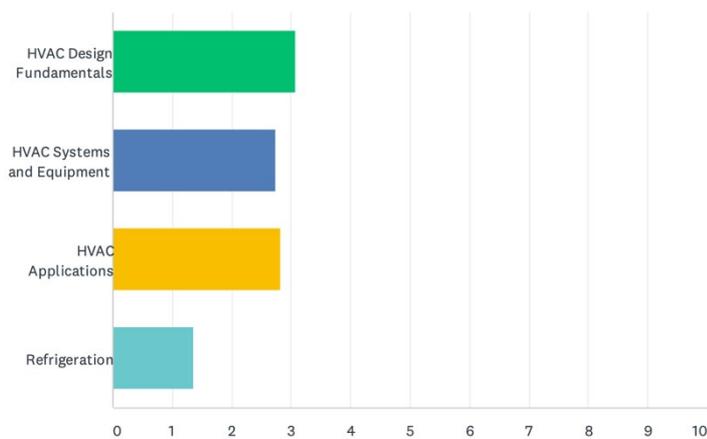
### a. Interest in ASHRAE published Application Guides

- **598 respondents** showed interest in ASHRAE published Application guides.



### b. Broad Subject Category Preference

- Equal Interest in all categories except Refrigeration. Likely because fewer people in from the Refrigeration industry responded?
- 427 Respondents.



### c. Topic Preference

#### HVAC Design Fundamentals

- Cooling and heating Load
- Introduction to Air Conditioning Systems
- Air Conditioning Psychrometrics

#### HVAC Systems and Equipment

- Thermal Storage and Energy Recovery
- Variable Air Volume Systems
- Chiller Systems

### HVAC Applications

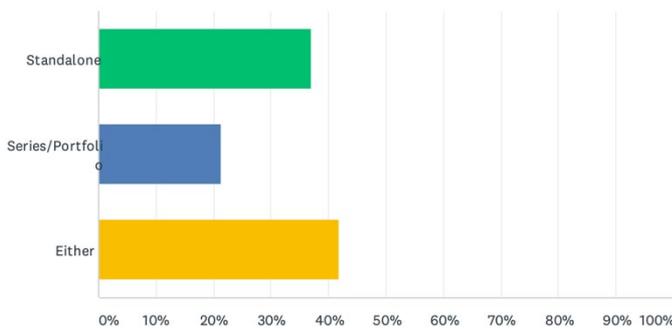
- HVAC Systems for Medical Facilities
- HVAC Systems for Data Centres
- HVAC Systems for Clean Rooms

### Refrigeration

- Introduction to Refrigeration Systems
- Applications of Refrigeration Systems
- Line sizing for Commercial HVAC/R Systems

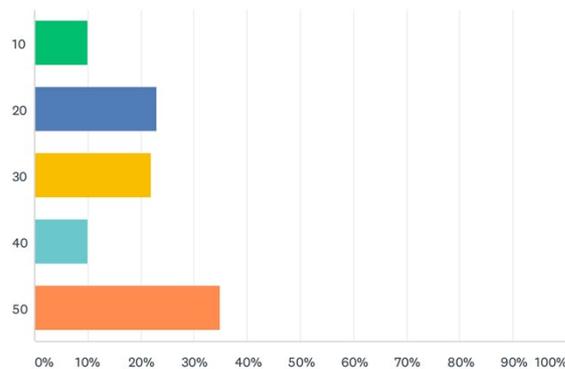
#### d. Preference for standalone or series/portfolio guides

- **No strong preference either way.**



#### e. Maximum expected pages of guide

- 149 Respondents, the majority, expect **50 pages**.
- 192 Respondents expect between **10-30 pages**.

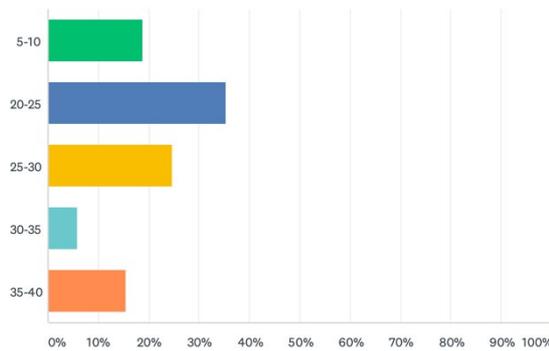


#### f. E book or Hard print

- 211 Respondents, the majority, expect **both**.
- Otherwise the preference is for an e book.

#### g. Maximum Selling Price

- 231 Respondents, the majority will pay **20 USD or lower**.
- 105 more Respondents are willing to pay upto 30 USD.



#### **h. Reference Tools and Calculators and Videos**

- The majority believe they will be a value addition.

#### **i. Sample Comments**

- Crowded Market, due to Manufacturers. Possible collaboration.
- ASHRAE will be a Neutral Party publication
- Look into Unaddressed Content.
- Dovetail with ASHRAE Handbooks
- High level, simple, not too academic
- Globalize

#### **j. Authorship Volunteers**

- 3 Volunteers for writing the guide and/or providing support.

#### **k. Criticism**

- 3 Respondents were unhappy with the proposed topics.

## 5.0 Way forward

- Are we happy with the number of respondents?
- Would we want more YEA responses?
- Are we happy with the survey?
- Initiate the Guides Portfolio Subcommittee
  - Decide on series or standalone concept
  - Decide on dovetailing handbook proposal – Contact Handbook Committee?
- Decide on the topic/s for publishing – based on survey results of selected topics or market void of proposed topics?
- Initiate the Authoring the Guides Subcommittee
  - Contact volunteers
  - Decide on reference tools and calculators and videos



## Mentoring New Members of the Publications Committee

**1. Introduction.** The purpose of this document is to highlight the roles for Mentors and Mentees of the ASHRAE Publications Committee.

1.1. The current Mentor and Mentee Assignments document can be found in the Docs & Files section of [Basecamp](#) in the folder for ~~the most recent~~ [upcoming](#) Annual Conference's ~~Publications Committee meeting~~.

### 2. Mentors

2.1. Prior to the Annual Conference

~~2.1.1. Preferably at least 30 days prior to the conference, c~~Communicate with your assigned Mentee by email and organize an introductory conference call ~~or to meet before the Planning Subcommittee meeting on Saturday morning~~.

2.1.1.1. Discuss [how](#) travel arrangements [to conferences are handled](#).

2.1.1.2. Discuss the typical Annual Conference schedule for Publications Committee members.

2.1.1.3. Discuss the interests and HVAC&R specialities of the Mentee.

2.2. At the Annual Conference

2.2.1. Arrive on Friday night ~~if you are~~ [so that you may](#) attending the ~~Publications Committee~~ Planning [Subcommittee](#) Meeting on Saturday morning [and meet your new Mentee in person of the Annual Conference](#).

~~2.2.2. Mentees will be assigned at the beginning of the Publications Committee Meeting on Sunday morning. At this meeting, you can meet your Mentee in person. A complete new member orientation needs to be conducted via conference call within the first 30 days of the new member's appointment.~~

~~2.2.2.1.~~ [2.2.1.1.](#) Explain how the committee uses [Basecamp](#) as a repository for information.

~~2.2.2.2.~~ [2.2.1.2.](#) Explain how to access and judge *ASHRE Journal* technical features every month.

~~2.2.2.2.1.~~ [2.2.1.2.1.](#) Review the *Journal* Paper Award winners of the previous years and explain why an article was chosen and how it was scored.

[2.2.1.2.2.](#) Explain the judging/scoring rubrics for *ASHRAE Journal* technical features (refer to the ~~Excel file RubricsForTechnicalArticles~~ [Journal Paper Award Guide](#) available in the Docs & Files section of [Basecamp](#) in the folder titled "Publications Committee Resources").

~~2.2.2.2.2.1.3.~~ [2.2.1.3.](#) ~~Discuss the duties expected of the new member if they are assigned to the Planning Subcommittee or the PTAR Subcommittee and if they volunteer to be a TAC Section Liaison.~~

~~2.2.3. If you are a TAC Section Liaison, refer to the TAC Section Liaison guide found in the Docs & Files section of Basecamp in the folder titled "Publications Committee Resources."~~

~~2.2.4.~~ [2.2.2.](#) Attend the Presidential Luncheon (optional).

### 3. Mentees

[3.1. Prior to the Annual Conference](#)

**Commented [MC1]:** I recommend we change the title to "Publications Committee Mentor/Mentee Guide" because otherwise the title might erroneously indicate to mentees that they do not need to read this guide.

**Commented [MC2]:** Deleted because this is not relevant to a member's duties as a mentor.

**Commented [MC3]:** Delete because it's irrelevant to the member's duties as a Mentor?

~~3.1.0.3.1.1.~~ Discuss with the Mentor your area(s) of specialisation and your questions or concerns as a new member of the Publications Committee.

~~3.2.0.3.1.2.~~ Have regular communication [with your Mentor](#) regarding your questions/concerns via email or telephone ~~with your Mentor~~.

### 3.2. At the Annual Conference

~~3.2.1.~~ Arrive on Friday night so that you may attend the Planning Subcommittee Meeting on Saturday morning and meet your new Mentee in person.

~~3.2.2.~~ Attend the Publications Committee Planning Subcommittee meeting from 10:00 am to 12:00 noon on Saturday of the Annual and Winter Conferences.

~~3.3.0.~~ Mentors will be assigned at the beginning of the Publications Committee Meeting on Sunday morning of the Annual Conference. At this meeting, you can meet your Mentor in person. A complete new member orientation will be conducted via conference call within the first 30 days of your membership appointment.

~~3.4.0.3.2.3.~~ Attend the Publications Committee meeting from 8:00 am to 12:00 noon on Sunday of the Annual and Winter Conferences.

~~3.5.0.3.2.4.~~ Understand the *ASHRAE Journal* technical feature judging/scoring (rubrics) system (refer to the [Journal Paper Award Guide Excel file RubricsForTechnicalArticles](#) available in the Docs & Files section of [Basecamp](#) in the folder titled "Publications Committee Resources").

~~3.6.0.3.2.5.~~ Volunteer to be a TAC Section Liaison. The subject matter covered by the Section(s) you choose should preferably match your specialisation/liking.

~~3.6.1.0.3.2.5.1.~~ Refer to the [TAC Section Liaison guide](#) found in the Docs & Files section of [Basecamp](#) in the folder titled "Publications Committee Resources" for guidance.

## 4. Communication between Mentors and Mentees

4.1. Regular communication via email or otherwise should be made to address any outstanding issues and/or to answer questions the Mentee may have as their tenure on the Publications Committee progresses.

## 5. Matching Process

5.1. Should any Mentee be uncomfortable with a Mentor or vice versa, please refer to the Chair for an opinion.

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# Council MBOs

PUBLISHING & EDUCATION COUNCIL MBOs 2020-2021 SY - Bill Dean, Chair															
RESPONSIBILITY															
NO.	DESCRIPTION	Committees					Subcommittees					STATUS	COMMENTS		
		Certification	Handbook	Historical	Train & Edu	Publications	Functional	Fiscal	Products	Prof Dev	Research Journal			PEC V Chair	PEC Chair
1	Create a Sales Business Plan for PEC by identifying 3 to 5 digital product strategies.		X			X	X	X	X		x	x	x		Due by June of 2021. PEC Ad Hoc AI#6
2	To develop a PEC Business Model that includes offering ASHRAE products and services to non-commercial entities.	X	X		X	X	X	X	X		x	x	x		PEC AdHoc AI#5
3	Analyze Certification Program and develop metrics for evaluating potential for new certifications aligned with Strategic Plan initiatives 1 & 2 after surveying members to establish interest and demand.	X					X		X		x	x	x		Oversight by Functional Planning Subcommittee of PEC. In-Progress.
4	Develop Career Plan path as requested by PEAC with Credential to be available in the 2021-2022 SY for President Elect Mick Schwedler	X			X	X			X		x	x	x		Needs to be ready to go by 7/1/2021

## 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. <b>Complete</b>
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. <b>Complete</b>
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. <b>Not yet complete; waiting on RAC.</b>
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. <b>Complete</b>
<b>Additional Recommendations for Strategic Planning:</b>					

\*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.