

# PUBLICATIONS COMMITTEE

## Minutes

Conference Call

Thursday, February 19, 2026

Webex

**MEMBERS ATTENDING:** Kurt Monteiro, Chair  
Stephen Duda, Vice Chair  
Frank Mills  
Dalip Singh  
Ghina Annan  
Vinod Venugopal  
Tom Lawrence

**STAFF PRESENT:** Cindy Michaels, staff liaison, Editor of Special Publications  
Drew Champlin, Editor of *ASHRAE Journal*

<b>MAJOR MOTIONS</b>		
No.	Motion	Vote*
1	To approve the minutes of the Publications Committee meeting held during the 2026 ASHRAE Winter Conference in Las Vegas, Nevada.	PASSED via voice vote
2	To approve the revisions to the committee's job description as shown in the Word file titled "Pub Comm Job Descr approved by comm" (available on Basecamp).	PASSED via voice vote

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

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

Kurt Monteiro called the meeting to order at 10:04 a.m. Eastern Standard Time and noted that a quorum was present.

### 2. ASHRAE Value Statement

Kurt Monteiro read the following Value Statement:

In 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 shall avoid all real or perceived conflicts of interest. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We celebrate diverse and inclusive communities, understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and the communities our Society serves. We respect and welcome all.

Code of Ethics - <https://www.ashrae.org/about/governance/code-of-ethics>

Core Values - <https://www.ashrae.org/about/ashrae-s-core-values>

Diversity Statement - <https://www.ashrae.org/about/diversity-equity-and-inclusion-dei>

### 3. Approval of Past Meeting Minutes

It was moved and seconded to approve the minutes of the January 2026 Publications Committee meeting **(MOTION #1)**:

**Motion:**

To approve the minutes of the Publications Committee meeting held during the 2026 ASHRAE Winter Conference in Las Vegas, Nevada.

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

#### 4. Revisions to Job Description

Staff liaison Cindy Michaels shared that staff liaisons had been given a new template for committee job descriptions and that it was requested that revised job descriptions be provided by March 5, 2026, so they could be posted before the committee appointment letters for the 2026-2027 Society year are sent.

Michaels shared a copy of the job description revised per the new template and including information on the PEC meetings for the chair and vice chair ([available on Basecamp](#)). The committee members discussed the revisions and made a few additional changes, and then it was moved and seconded to approve the revised document (**MOTION #2**):

**Motion:**

To approve the revisions to the committee's job description as shown in the Word file titled "Pub Comm Job Descr approved by comm" ([available on Basecamp](#)).

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

#### 5. Action Item from PEC regarding Psychrometric Analysis

Cindy Michaels reminded the committee that at the 2025 Winter Conference in Orlando, the Publications Committee chair had accepted an action item for the committee to evaluate whether Psychrometric Analysis program should be made available for free and/or whether ASHRAE should form partnerships with schools to use Psychrometric Analysis or the ASHRAE psychrometric charts as a way of spreading awareness the ASHRAE brand and making ASHRAE known early as a resource and therefore a trusted source for life. At the 2025 Annual Conference in Phoenix, Michaels had shared some data on these products ([available on Basecamp](#)) and the committee had discussed this, as reported in the minutes of that conference ([available on Basecamp](#)).

The committee had requested more sales data on the psychrometric charts so that they could see whether the sales were trending down over time, so on this conference call Michaels shared that information ([available on Basecamp](#)).

The committee again brainstormed options for how to provide this information to members and students, including a new suggestion from Ghina Annan that if ASHRAE were to give the psychrometric charts away for free for student use, in order not to cause the charts to lose value by virtue of their being free, ASHRAE could stipulate that whenever a professor/university obtains copies of the ASHRAE-branded psychrometric charts they also agree to have an ASHRAE member speak at the university to provide information on the benefits of ASHRAE and of joining ASHRAE.

Kurt Monteiro also suggested that if ASHRAE chooses to give Psychrometric Analysis or the psychrometric charts away for free to students, ASHRAE could stipulate that students can only obtain the content for free by getting a special discount code from their local ASHRAE student branch or chapter.

Monteiro reminded the committee that the discussion should center on the best way to get the ASHRAE brand out there, as was included in the original action item from PEC.

There was some concern regarding the costs to print and mail free physical copies of psychrometric charts to universities (as that is currently how professors get free printed psychrometric charts from manufacturers), so it was suggested that instead a PDF of the 11x17 chart be made available digitally so that professors could print copies themselves. This led to the suggestion that the charts be made freely available as PDFs to all members, and then to the suggestion that the charts be made freely available as PDFs to anyone, as part of the point of this is to spread awareness of the ASHRAE brand.

Frank Mills noted that the psychrometric charts currently only have the ASHRAE logo on them and not other information such as the Society's website or address, like the manufacturers' charts have, so he recommended that that information be added to the charts if ASHRAE chooses to provide them for free.

Monteiro volunteered to draft potential responses from Publications Committee to PEC regarding this action item – one regarding suggestions for Psychrometric Analysis and one regarding suggestions for the psychrometric charts. Publications Committee will therefore discuss this topic at least once more before agreeing on the final wording of the responses to submit to PEC.

## **6. Discussion of *ASHRAE Journal* Articles**

As this item on the agenda had indicated the committee would be discussing the February *ASHRAE Journal* articles, there was some discussion about not all members having received the February issue yet. Journal editor Drew Champlin suggested that the committee always discuss the previous month's articles, which the committee readily agreed to.

Therefore, during this conference call the committee members discussed the technical feature article published in the January issue of *ASHRAE Journal*.

## **7. Adjournment**

Kurt Monteiro adjourned the meeting at 10:59 a.m.

Respectfully submitted,

*Cindy Michaels*

Cindy Michaels  
Staff Liaison to Publications Committee  
Editor, Special Publications