



Shaping Tomorrow's
Built Environment Today

PUBLICATIONS COMMITTEE

Minutes

Conference Call

Thursday, March 17, 2022

10:00 a.m. ET

GoToMeeting

MEMBERS ATTENDING: Adeeba Mehboob, chair
Gerardo Alfonso, vice chair
Atilla Biyikoglu
Cameron Labunski
George Pantelidis
Karen (Kay) Thrasher
Megan Tosh
Vinay Ananthachar

STAFF PRESENT: Cindy Michaels, staff liaison, Editor of Special Publications
Mary Kate McGowan, Managing Editor of *ASHRAE Journal*
John Falcioni, Editor of *ASHRAE Journal*



MOTIONS		
No.	Motion	Vote*
1	To approve the minutes of the Publications Committee meeting held during the 2022 ASHRAE Winter Conference in Las Vegas, Nevada.	PASSED via voice vote, CV
2	That PTAR #2 be accepted by the Publications Committee as is.	FAILED via voice vote, CNV
3	That PTAR #3 be accepted by the Publications Committee with comments.	PASSED via voice vote, CNV

* CNV = chair not voting; CV = chair voting.

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

1. Call to Order

Adeeba Mehboob called the meeting to order at 10:07 a.m. Eastern Time and noted that a quorum was present.

2. ASHRAE Code of Ethics Commitment

Adeeba Mehboob read the following excerpt from the ASHRAE Code of Ethics:

In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and we shall avoid all real or perceived conflicts of interests.

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

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

3. Reminder/Review of ASHRAE Simplified Rules of Order

Before this meeting, Publications Committee members had been emailed the new ASHRAE Simplified Rules of Order ([available on Basecamp](#)). On this call, a few members indicated that they could not tell what had changed, so Adeeba Mehboob requested that Cindy Michaels ask for this information.



4. Minutes Approval

It was moved and seconded to approve the minutes of the January 2022 Publications Committee meeting **(MOTION #1)**:

Motion:

To approve the minutes of the Publications Committee meeting held during the 2022 ASHRAE Winter Conference in Las Vegas, Nevada.

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

5. Review of Action Items

Adeeba Mehboob reviewed the action item from the Publications Committee meeting held during the 2022 ASHRAE Annual Conference. Cameron Labunski indicated there was no update yet, and Mary Kate McGowan noted that there is a meeting with *ASHRAE Journal* staff and some committee members scheduled for tomorrow. Mehboob requested that the conversation or a meeting occur in April so that this work could be completed.

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

6. PTAR Voting

6.1. PTAR #2

Cindy Michaels showed on the shared meeting screen the master spreadsheet aggregating all the votes and comments of the PTAR subcommittee members for PTAR #2 ([documents available on Basecamp](#)). Adeeba Mehboob requested additional comments expressing thoughts different from those already shared by the subcommittee members. Hearing none, it was moved and seconded that PTAR #2 be approved as is **(MOTION #2)**:

Motion:

That PTAR #2 be accepted by the Publications Committee as is.

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

Adeeba Mehboob requested that it be included in the minutes that she agrees with the assessment of the Director of Publications and Education included on the Publication Topic Acceptance Request Cover Sheet ([available on Basecamp](#)).

It was also suggested that Michaels should include Atilla Biyikoglu's additional comments regarding the reason for rejecting PTAR #2 when submitting the voting result to RAC. Mehboob asked Biyikoglu to email his comments for Kay Thrasher, as the former PTAR Subcommittee chair when this PTAR was voted on by the subcommittee, to make the final decision about doing this.



6.2. PTAR #3

Cindy Michaels showed on the shared meeting screen the master spreadsheet aggregating all the votes and comments of the PTAR subcommittee members for PTAR #3 ([documents available on Basecamp](#)). There was some discussion among members about this proposal.

Atilla Biyikoglu noted a suggestion not already included on the master spreadsheet by the PTAR subcommittee members and Adeeba Mehboob directed Michaels to include Biyikoglu's comments on PTAR #3 when submitting the voting result to RAC.

There was also discussion among members and Michaels regarding the PTAR process and what RAC expects of Publications Committee and how RAC moves on a PTAR after Publications Committee reports their vote. Adeeba Mehboob questioned whether Michaels had been able to obtain feedback from RAC regarding Publications Committees' questions regarding the final PTAR process. Michaels reminded the committee that she had reached out to RAC multiple times with no response and then was told that perhaps this was because she was the staff liaison and committee communication should be peer to peer (committee member to committee member) and that therefore it should now be the RAC Liaison who reaches out to RAC for this feedback. Mehboob requested that Cameron Labunski please contact RAC for this information/response.

After some discussion it was moved and seconded that PTAR #3 be approved with comments **(MOTION #3)**:

Motion:

That PTAR #3 be accepted by the Publications Committee with comments.

MOTION #3 PASSED with a voice vote (no no votes, no abstentions, CNV).

7. ASHRAE Journal

7.1. Discussion/Feedback Regarding Technical Article Features/Scoring

Adeeba Mehboob asked whether there was any feedback from committee members regarding the committee's *ASHRAE Journal* technical article features scoring system. There were none.

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

Adeeba Mehboob requested that Cindy Michaels show on the shared meeting screen the 2022 *ASHRAE Journal* themes ([available on Basecamp](#)) and requested that committee members reach out to those they feel would be good authors for articles on these topics. Mary Kate McGowan said that all ideas or contacts from the committee are welcome.

7.3. Introduction of New *ASHRAE Journal* Editor

The new *ASHRAE Journal* Editor, John Falcioni, was introduced to the committee members and spoke a little about his experience with The American Society of Mechanical Engineers (ASME), including his leadership as editor of ASME's *Mechanical Engineering* magazine and other projects.

Falcioni also noted that *ASHRAE Journal* Managing Editor Mary Kate McGowan is leaving ASHRAE before the end of this month. Adeeba Mehboob welcomed Falcioni and thanked McGowan for her participation and engagement with the committee for the past few calls and the Las Vegas meeting.



8. New Business

8.1. Updates on MBOs

Adeeba Mehboob asked if there were any updates from the MBO subcommittees, noting that she and Cindy Michaels intend to set a time to discuss MBO 4 and reiterating that there is an MBOs 5 and 6 meeting set for tomorrow. Gerardo Alfonso noted that for the MBOs 8 and 9 work he is unsure how to contact the international members to determine their needs. Mehboob offered to assist with that because she has reached out before and assigned this to herself as an action item (**ACTION ITEM #1**).

8.2. Toronto Meeting

Cindy Michaels informed committee members that if they intend to attend the 2022 Annual Conference in Toronto, Canada, in person, they should begin obtaining or renewing their passports now because the process may take many weeks. She also noted that Canada requires visitors from certain countries to obtain visas instead of passports, and that work should begin soon too.

After some discussion, the committee agreed that the Publications Committee meeting in Toronto should be a hybrid meeting so that those unable to visit in person can still participate virtually. Michaels noted that subcommittee meetings will not have the option to be held as hybrid meetings for Toronto, so the committee agreed that the Publications Committee Planning Subcommittee meeting should be held virtually in advance of the conference in Toronto.

8.3. 2022–2023 MBO Suggestions

Publications Committee vice chair Gerardo Alfonso noted that though he and Adeeba Mehboob have been discussing MBOs for the coming year, he requests other committee members to provide suggestions for committee work via email or by posting them to Basecamp. He shared his belief that member feedback always benefits the Society as a whole.

9. Adjournment

Adeeba Mehboob adjourned the meeting at 10:59 a.m. Eastern Time.

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