



Shaping Tomorrow's
Built Environment Today

PUBLICATIONS COMMITTEE

Minutes

Conference Call

Thursday, August 10, 2023

11:00 a.m. to 12:00 p.m. Eastern Time

Webex

MEMBERS ATTENDING: Vinay Ananthachar, chair
Megan Tosh, vice chair
Atilla Biyikoglu
Jennifer Isenbeck
Steve Kavanaugh
Frank Mills
Kurt Monteiro
Blake Ellis, BOD ExO

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



MAJOR MOTIONS		
No.	Motion	Vote
1	To approve the minutes of the Publications Committee meeting held during the 2023 ASHRAE Annual Conference in Tampa, Florida.	PASSED via voice vote

ACTION ITEMS		
No.	Responsibility	Action Item
		(none)

1. Call to Order and Pronouncement of Quorum

Vinay Ananthachar called the meeting to order at 11:04 a.m. Eastern Time and noted that a quorum was present.

2. Roll Call/Welcome/Introductions

Members and guests introduced themselves.

3. ASHRAE Code of Ethics Commitment

Vinay Ananthachar read the following excerpt from the ASHRAE Code of Ethics:

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

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

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

4. Review and Approval of the Agenda

It was moved and seconded that the agenda for this conference call be adopted as is.

5. Approval of Past Meeting Minutes

It was moved and seconded to approve the minutes of the July 2023 meeting (**MOTION #1**):

Motion:

To approve the minutes of the Publications Committee meeting held during the 2023 ASHRAE Annual Conference in Tampa, Florida.

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



6. **ASHRAE Journal**

6.1. **Discussion/Feedback Regarding Technical Article Features/Scoring**

Vinay Ananthachar reminded the committee members present that they can access the *ASHRAE Journal* articles every month using the link that Journal editor Tani Palefski provides via Basecamp. He also encouraged them to be sure to take the time to read and score the articles every month. Ananthachar asked Cindy Michaels to ask Palefski to provide the scoring record to share for the next committee conference call in October.

6.2. **Suggestions for Topics, Authors, and/or Reviewers**

Vinay Ananthachar reminded all members that they should pass along any suggestions for topics, authors, and reviewers that they have for *ASHRAE Journal*. Atilla Biyikoglu stated that he would email some suggestions after the call.

Steve Kavanaugh stated that he feels, and that some of his former students agree, that some of the recent *ASHRAE Journal* articles are more technical than the articles he would normally like to read. He said he feels some of the articles seem more suitable for ASHRAE's research journal. *ASHRAE Journal* editor Drew Champlin said that he appreciates the feedback and that he would like to hold 30-minute calls with any committee members who want to provide more direct feedback about the magazine and encouraged members to contact him to schedule such meetings.

7. **Special Publications**

7.1. **Proposed Special Publication: *Designer's Guide for Overhead and Displacement Room Air Distribution***

Before this meeting Publications Committee members had been tasked with reviewing a proposal for a book titled *Designer's Guide for Overhead and Displacement Room Air Distribution* ([available on Basecamp](#)) that would update and combine two older ASHRAE publications, *Designer's Guide to Ceiling-Based Air Diffusion* (2002) and *System Performance Evaluation and Design Guidelines for Displacement Ventilation* (2003).

During this meeting, there was some discussion about this proposal, with several members speaking in favor of it and several members listing areas of concern. It was decided that a vote on this proposal would be delayed and handled via letter ballot, after all members (including those present who shared their comments as well as the many members not present) provide their comments and concerns to Cindy Michaels for compilation so that everyone's comments can be included as part of the background information of the letter ballot that will be sent for the committee's official vote later in the month.

8. **Old Business**

8.1. **Update on Publication Paths Flowchart**

Cindy Michaels informed the committee that Special Publications editor Mary Bolton is working on the flowchart of publishing paths and that they can expect to see a draft of it on the October conference call.



8.2. Suggestions for TC Chairs' Handout Changes

Cindy Michaels noted that after her discussions with Mary Bolton regarding the above-mentioned flowchart, the editors suggest that even though this committee doesn't oversee all of the possible ways to publish with ASHRAE, perhaps since the TC Chairs Handout provides publishing contacts it can also provide info on other publishing within ASHRAE by linking to <https://www.ashrae.org/technical-resources/authoring-tools>.

Michaels also noted that some suggestions that had been put forth before the pandemic but were set aside since the Society was not meeting in person should perhaps be reconsidered. For example, at the Winter 2021 meeting it was suggested that the TC Chairs Handout was too long and therefore not likely to get read and that it should instead either 1) get broken into different flyers on different topics so only the relevant ones could be opened/shared or 2) that all of the content could be put into a PPT presentation with easy-to-read bullet points. There had also been a suggestion that the text available for TAC section liaisons to send to TC chairs was too long and should be cut down, put into bullet points, or replaced by the above-suggested individual topical flyers.

Additionally, there was an idea to create a separate flyer encouraging TC members to write for, suggest topics for, or suggest authors for *ASHRAE Journal* that could be emailed to the TC chairs but also included in the presentation for the TC chairs' breakfast. Michaels noted that if this flyer gets created the committee could also develop a separate version of it aimed at chapter members, since the committee gets a lot of feedback that chapter members often don't know that they can or don't know how to submit ideas for Journal articles.

Several committee members spoke in favor of keeping the TC Chairs Handout as the single-page resource that it is. Jennifer Isenbeck also spoke in favor of creating a single-page flyer about writing for *ASHRAE Journal* targeted at chapters and suggested it be shared with Director and Region Chairs (DRCs). Blake Ellis suggested that the DRCs should decide the best way to provide this kind of information to chapters (through Chapter Notes? at regional meetings? etc.) and let Publications Committee know.

9. New Business

9.1. MBOs for the 2023-2024 Society Year

Vinay Ananthachar shared his MBOs for the 2023-2024 Society year. These MBOs, with MBO subcommittee members indicated, are [available on Basecamp](#).

9.2. Assignment of TAC and other Liaison Duties

Vinay Ananthachar and Cindy Michaels presented the unfilled committee liaison positions and requested volunteers. The final list of subcommittee and liaison assignments is [available on Basecamp](#).

10. Adjournment

Vinay Ananthachar adjourned the meeting at 12:02 p.m.

Respectfully submitted,

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

, Staff Liaison to Publications Committee, Editor of Special Publications