



Shaping Tomorrow's  
Built Environment Today

# PUBLICATIONS COMMITTEE

## Minutes

August 9, 2022, Conference Call

Tuesday, August 9, 2022

9:00 a.m. Eastern Time

WebEx

**MEMBERS ATTENDING:** Gerardo Alfonso, chair  
Vinay Ananthachar, vice chair  
Atilla Biyikoglu  
Jennifer Isenbeck  
Steve Kavanaugh  
Kurt Monteiro  
Karen (Kay) Thrasher  
Megan Tosh  
Blake Ellis, BOD ExO

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



<b>MAJOR MOTIONS</b>		
No.	Motion	Vote*
1	To approve the minutes of the Publications Committee conference call held on May 19, 2022.	PASSED via voice vote, CNV
1	To approve the minutes of the Publications Committee meeting held during the 2022 ASHRAE Annual Conference in Toronto, Ontario, Canada.	PASSED via voice vote, CNV
3	To approve that ASHRAE move forward with publication of the proposed project titled <i>Design Guidance for Education Facilities: Prioritization for Advanced Indoor Air Quality</i> .	PASSED via voice vote, CNV
4	To approve that ASHRAE move forward with publication of the proposed project titled <i>Lucy's Sustainable Field Trip</i> .	PASSED via voice vote, CNV

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

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

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

Gerardo Alfonso called the meeting to order at 9:04 a.m. Eastern Time and noted that a quorum was present.

### 2. Roll Call//Introductions

Committee members introduced themselves.

### 3. ASHRAE Code of Ethics Commitment

Gerardo Alfonso 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 be adopted.

#### 5. Approval of Past Meeting Minutes

It was moved and seconded to approve the minutes of the May 19, 2022, Publications Committee conference call (**MOTION #1**):

**Motion:**

To approve the minutes of the Publications Committee conference call held on May 19, 2022.

MOTION #1 PASSED with a voice vote (no no votes, 2 abstentions, CNV).

It was moved and seconded to approve the minutes of the June 2022 Publications Committee meeting (**MOTION #2**):

**Motion:**

To approve the minutes of the Publications Committee meeting held during the 2022 ASHRAE Annual Conference in Toronto, Ontario, Canada.

MOTION #2 PASSED with a voice vote (no no votes, 1 abstention, CNV).

#### 6. *ASHRAE Journal*

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

Gerardo Alfonso explained for new committee members how to access the online survey and score the *ASHRAE Journal* technical articles each month. John Falcioni encouraged committee members to participate in the scoring monthly.

Alfonso also explained how the scores are tallied to determine the three highest-scoring articles for consideration as the recipient of the Journal Paper Award each year and noted that in a previous meeting it had been discussed that the wording regarding how the Journal Paper Award winner is chosen needed to be modified. He stated that he and Cindy Michaels would work together to propose revised wording before the next conference call.

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

Some members provided suggestions for topics for *ASHRAE Journal* articles: Gerardo Alfonso suggested articles on decarbonization, global climate change, and including the needs and characteristics of climate zones different from those of the United States and Europe, and Jennifer Isenbeck suggested that consideration of how elevation affects air quality and ventilation air quantity should be included as well.

Kay Thrasher reminded the committee of the Journal themes for 2023; the themes were shared on screen during the call, but Cindy Michaels will also add the themes to the Atlanta folder on Basecamp. (Editor's note: [themes now available here.](#))

Thrasher also asked John Falcioni about the timeframe for articles. Falcioni stated that Journal issues are planned and worked on months ahead of publication and noted that ideally suggestions need to be submitted to him before the Journal staff meeting in September.

Steve Kavanaugh asked how well the Journal is read by the larger ASHRAE membership and what kind of feedback staff gets from members. He stated he remembers receiving a survey about the ads in the Journal but never a survey about the content or its quality. Falcioni agreed that was a



great question, noting that he had asked the same thing when he first joined staff. He stated that the ads survey goes out twice a year but that there has not been a content survey sent to the readership in a very long time. Falcioni noted that he has requested funding to conduct such a survey and is currently searching for relevant survey questions to use.

Falcioni encouraged all committee members to call or email him about their concerns and/or feedback regarding the content of the Journal and how to engage young and/or upcoming engineers.

## 7. Special Publications

### 7.1. Proposed Special Publication: *Design Guidance for Education Facilities: Prioritization for Advanced Indoor Air Quality*

Before this meeting, Publications Committee members had been tasked with reviewing a draft of the proposed publication *Design Guidance for Education Facilities: Prioritization for Advanced Indoor Air Quality* and the director's feedback ([draft](#) and [director's feedback](#) available on Basecamp) so that meeting time could be spent not on familiarization but on discussion.

During this meeting, there was some discussion on the importance and timeliness of such a document, as well as questions about whether this information was covered in other ASHRAE publications. There were suggestions that the authors be encouraged to add first cost and maintenance cost information, as well as information on dehumidification (as humidification is already included) and how higher elevations require more outdoor air.

It was moved and seconded to approve moving forward with this proposed publication  
**(MOTION #3):**

**Motion:**

To approve that ASHRAE move forward with publication of the proposed project titled *Design Guidance for Education Facilities: Prioritization for Advanced Indoor Air Quality*.

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

### 7.2. Proposed Special Publication: *Lucy's Sustainable Field Trip*

Before this meeting, Publications Committee members had been tasked with reviewing a draft of the proposed children's book *Lucy's Sustainable Field Trip* ([available on Basecamp](#)) so that meeting time could be spent not on familiarization but on discussion.

After some discussion, it was moved and seconded that ASHRAE move forward with publication of the proposed project **(MOTION #4):**

**Motion:**

To approve that ASHRAE move forward with publication of the proposed project titled *Lucy's Sustainable Field Trip*.

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

## 8. New Business

### 8.1. Volunteers for TAC section liaisons

Because TAC section liaisons were not assigned at the committee's meeting held during the 2022 ASHRAE Annual Conference in Toronto, members volunteered for some liaison positions during this meeting. The current list of TAC section liaisons for 2022–2023 follows:



Section 1—Fundamentals and General..... Thrasher  
 Section 2—Environmental Quality ..... Alfonso  
 Section 3—Materials and Processes .....  
 Section 4—Load Calculations and Energy Requirements..... Isenbeck  
 Section 5—Ventilation and Air Distribution .....  
 Section 6—Heating Equipment, Heating and Cooling Systems and Applications ..... Biyikoglu  
 Section 7—Building Performance ..... Isenbeck  
 Section 8—Air-Conditioning and Refrigeration System Components .....  
 Section 9—Building Applications ..... Monteiro  
 Section 10—Refrigeration Systems .....  
 MTGs and Special Projects ..... Michaels

Cindy Michaels will request volunteers for Sections 3, 5, 8, and 10 via a separate email to all committee members.

**8.2. Volunteers for new liaison positions:**

At the committee’s meeting during the 2022 ASHRAE Annual Conference in Toronto, it was suggested and agreed that Publications Committee should have liaisons to additional groups within ASHRAE. Volunteers offered to serve as liaisons to the following committees as listed below:

Communications Committee liaison..... Gerardo Alfonso  
 Chapter Technology Transfer Committee (CTTC) liaison ..... Kay Thrasher  
 Young Engineers in ASHRAE (YEA) liaison ..... Megan Tosh

**8.3. Travel and Medical Assistance Card**

Cindy Michaels shared the travel and medical assistance available to ASHRAE members traveling out of the country on ASHRAE business ([document available on Basecamp](#)). This information had also been emailed to committee members on August 2, 2022.

**9. Adjournment**

Gerardo Alfonso adjourned the meeting at 10:05 a.m.

Respectfully submitted,

Cindy Michaels  
Staff Liaison to Publications Committee  
Editor, Special Publications