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# PUBLICATIONS COMMITTEE

## Minutes

Conference Call

Friday, March 21, 2025

12:00 p.m. EDT

Webex

**MEMBERS ATTENDING:** Megan Tosh, Chair  
Kurt Monteiro, Vice Chair  
Jen Isenbeck  
Wyatt Hahn  
Walter Grondzik  
Vinod Venugopal  
Stephen Duda  
Frank Mills  
Rodrigo Arias  
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 2025 ASHRAE Winter Conference in Orlando, Florida.	PASSED via voice vote, CNV
2	To approve acceptance and posting of the Flowchart of Book Publication Paths as shown in the file "Flowchart of Book Publication Paths - with RAC changes.pdf," with the addition of a color legend in the bottom left corner.	PASSED via voice vote, CNV

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

ACTION ITEM		
No.	Action Item	Responsibility
1	Review the proposed changes to the committee's Reference Manual as shown in the document "PublicationsComm_RefMan_2024- rev Mar 2025.docx" ( <a href="#">available on Basecamp</a> ) before the April conference call.	All committee members

## 1. Call to Order and Pronouncement of Quorum

Megan Tosh called the meeting to order at 12:00 p.m. Eastern Daylight Time and noted that a quorum was present.

## 2. ASHRAE Value Statement

Megan Tosh 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. Review and Approval of the Agenda

After a brief review, the agenda for this conference call was adopted as is.

#### 4. Approval of Past Meeting Minutes

It was moved and seconded to approve the minutes of the February 2025 Publications Committee meeting (**MOTION #1**):

**Motion:**

To approve the minutes of the Publications Committee meeting held during the 2025 ASHRAE Winter Conference in Orlando, Florida.

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

#### 5. *ASHRAE Journal*

##### 5.1. Discussion of This Month's ASHRAE Journal Articles

During this conference call, the committee members discussed the technical feature articles published in the March issue of *ASHRAE Journal*.

#### 6. Planning Subcommittee

##### 6.1. Flowchart of Book Publication Paths

During this meeting, Cindy Michaels shared the version of the Flowchart of Book Publication Paths ([document available on Basecamp](#)) that reflects the changes made in response to committee feedback in Orlando as well as after communication with the RAC staff liaison, Manager of Research and Technical Services (MORTS) Steve Hammerling. The committee approved of the added color, and after some discussion regarding the need for a color legend it was moved to approve the flowchart with one change (**MOTION #2**):

**Motion:**

To approve acceptance and posting of the Flowchart of Book Publication Paths as shown in the file "Flowchart of Book Publication Paths - with RAC changes.pdf," with the addition of a color legend in the bottom left corner.

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

##### 6.2. Revision of Reference Manual

During this meeting, Cindy Michaels shared a version of the committee's Reference Manual showing proposed changes to reflect the replacement of the ASHRAE Special Pubs Review List with the new, TC-accessible Special Pubs' Cognizant TCs List as well as changes to the duties listed for and the resources available for TAC Section Liaisons ([document available on Basecamp](#)). Megan Tosh assigned an action item to all committee members to review the proposed changes before the April conference call so that the committee could vote on the changes on that call (**ACTION ITEM #1**).

##### 6.3. MBO 1

Megan Tosh noted that the committee's Planning Subcommittee has gathered the contacts for getting the information that could help determine the gaps in the knowledge offerings available, so what's still needed is the process for this work laid out in the Reference Manual. She requested that the subcommittee prepare a draft of the process that can be discussed on the coming conference calls so that the final content for the Reference Manual can be finalized and voted on in Phoenix.

## 6.4. MBO 2

Megan Tosh shared that Alekhya Kaianathbhatta reported via email that she had spoken to YEA and they like the idea of working with publications, so they are talking internally about who will be the contact with Publications Committee to get this collaboration started.

Tosh stated that the short-term need for MBO #2 is liaising with Certification and TEC and asked for volunteers to do this; Kurt Monteiro volunteered to reach out to Certification and Jen Isenbeck volunteered to reach out to TEC.

Tosh stated that the long-term need for MBO #2 is providing a report regarding the gaps in the coordinated offerings. Ideally this report could be prepared each year and provided to PEC (and would then go up to the Board), GAC, the TCs, etc., she said. She feels it would be very important and useful to share this report so that all of ASHRAE could see what the committee discovers and then potentially act on it. Tosh volunteered to write the draft outline for this MBO's first report and asked for members willing to assist her in reviewing, discussing, and finalizing it; Frank Mills and Walter Grondzik volunteered. Mills reminded the committee that it needs to consider international differences (different cultural needs) when reporting on the needs for the industry.

## 7. PTAR Subcommittee

### 7.1. Information Learned in Orlando

Cindy Michaels reported that she attended various RAC meetings in Orlando that she does not usually attend and learned some things about PTARs that she wanted to share with the committee. They are:

- All projects submitted as PTARs must go out for bid. This means that anyone wishing to receive funds to write an ASHRAE publication cannot expect to be able to write it themselves if they submit it as a PTAR. It is possible that a single author can both submit the PTAR and be the winning bidder, but there might be a bit of additional scrutiny and some additional checks to go through when filling out the paperwork.
- The Work Statement for a PTAR is called "Work Statement for Publication (WSP)"; this change is reflected on the flowchart discussed previously.
- RAC is beta testing a digital system for submission and tracking of RTARs, PTARS, Ws, and WSPs. This system will hopefully make everything easier for both submitters and staff.

## 8. Old Business

Megan Tosh shared that after the Publications Committee meeting in Orlando, on that Sunday morning she presented the new Special Pubs' Cognizant TCs List to TAC; Cindy Michaels confirmed the presentation went well.

Michaels shared the updated version of that spreadsheet with the committee and noted that the changes they recommended in Orlando have been made. She also shared that the MORTS agreed to update the file on the TAC Basecamp page every time the file is updated; Michaels stated she intends to update it before each Annual and Winter Conference the way she updated the Special Pubs Review List. Michaels shared that the MORTS also stated, "The response from the TCs to these lists on Basecamp has been great, they appreciate having it at their fingertips and keeping current will help things stay that way."

Michaels thanked Jen Isenbeck for setting up the meeting with TAC where this new spreadsheet was decided on, noting that already it seems to be working, as several books that didn't have cognizant TCs

now have TCs that have agreed to be responsible for them and several books that have not been reviewed for years are currently being reviewed by the TCs.

## **9. New Business**

Stephen Duda requested that people refrain from using Basecamp for one-on-one conversations, because every time one of the participants replies to the message, everyone on the committee gets a Basecamp announcement and it seems like tons of notifications come through, but he does not want to mute all the Basecamp announcements lest he miss something important.

Megan Tosh noted that anyone new to or having trouble with Basecamp can bring their questions to her or Cindy Michaels, both who will be happy to help.

## **10. Adjournment**

Megan Tosh adjourned the meeting at 12:46 p.m.

Respectfully submitted,

*Cindy Michaels*

Cindy Michaels  
Staff Liaison to Publications Committee  
Editor, Special Publications