



Shaping Tomorrow's  
Built Environment Today

# PUBLICATIONS COMMITTEE

## Minutes

Conference Call

Tuesday, October 11, 2022

9:00 a.m. to 10:00 a.m. EDT

WebEx

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

**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 August 9, 2022.	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 9:07 a.m. EDT and noted that a quorum was present.

## 2. 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>)

## 3. Review and Approval of this Agenda

It was moved and seconded that the agenda be adopted as amended.

## 4. Approval of Past Meeting Minutes

It was moved and seconded to approve the minutes of the August 9, 2022, Publications Committee conference call (**MOTION #1**):

**Motion:**

To approve the minutes of the Publications Committee conference call held on August 9, 2022.

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

## 5. PTAR Updates

Cindy Michaels reported that RAC approved PTAR #1, "Update of ASHRAE Publication: Application of Manufacturers' Sound Data, © 1998," for further development.



## 6. ASHRAE Journal

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

Gerardo Alfonso reviewed the article survey and award voting procedures for the committee members. He also informed the committee that a suggestion had previously been brought up to change the rules for the voting such that the highest-scoring article is not the automatic winner but that the three highest-scoring articles are shared with the committee prior to the Winter Conference so that all committee members can reread them and vote on the award-winning article during the Winter Conference. It was decided that Alfonso and Michaels will develop the proposed revised rules wording and present it to the committee during the December conference call.

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

Gerardo Alfonso expressed the need for additional reviewers and authors to maintain high quality of *ASHRAE Journal* articles. John Falcioni covered the 2023 Journal Themes (**Attachment A**) and noted that Journal staff will accept articles on other topics throughout the year as well. He encouraged committee members to send all potential authors to him so that article ideas/writing/publication could move forward.

Steve Kavanaugh pointed out that decarbonization is a scheduled topic, noting its importance. Kurt Monteiro stated that Canada has a cold and humid climate during the winter and that decarbonization strategies therefore rely heavily on ASHP and GSHP installations and that these systems have specific challenges that engineers need to be educated about. He stated that he will therefore reach out to some experts to write articles on this topic. Alfonso noted that decarbonization strategies in hot and humid climates have their own challenges. Jennifer Isenbeck suggested that a collection of 3-4 articles on decarbonization strategies/challenges for different climates would make for a good *Journal* issue. Falcioni agreed, saying he welcomes these suggestions and looks forward to hearing from potential authors about this.

## 7. MBOs

Cindy Michaels shared the list of committee MBOs for the 2022-2023 Society year (**Attachment B**) and Gerardo Alfonso reviewed the list and asked for updates. There was some discussion on and questions regarding a few of the MBOs; Alfonso requested all groups to provide updates on their progress at the next meeting.

Some changes were made to the memberships of various MBO groups, and Kay Thrasher suggested that a lead be indicated for each group so that one person would be sure to be responsible for action on these items. Alfonso agreed that leads need to be established; it was decided that after Alfonso assigns leads for the MBOs Michaels will share the revised MBO document with the full committee.

It was also decided that Michaels will contact Honors and Awards Committee (and copy Alfonso and vice chair Vinay Ananthachar) regarding establishing two new awards as indicated by MBOs 10 and 11.

## 8. Old Business

### 8.1. Liaison Assignments

Gerardo Alfonso noted that three TAC sections were not yet covered and requested volunteers; the now complete 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 ..... Ananthachar  
 Section 4—Load Calculations and Energy Requirements..... Isenbeck  
 Section 5—Ventilation and Air Distribution ..... Pantelidis  
 Section 6—Heating Equipment, Heating and Cooling Systems and Applications ..... Kavanaugh  
 Section 7—Building Performance ..... Isenbeck  
 Section 8—Air-Conditioning and Refrigeration System Components ..... Biyikoglu  
 Section 9—Building Applications ..... Monteiro  
 Section 10—Refrigeration Systems ..... Labunski  
 MTGs and Special Projects ..... Michaels

## 8.2. PEC and Mark Owen Feedback Regarding Strategic Planning Recommendations

Cindy Michaels noted that at the 2022 Annual Conference in Toronto, the Publications Committee had developed the following strategic planning recommendations that were shared with PEC via a report to the Products Subcommittee:

- ASHRAE should position itself better in the residential market.
- ASHRAE should focus on having an effective international outreach and diverse membership base with respect to its products and services.

Michaels shared with the committee that feedback from Mark Owen and Dunstan Macauley of PEC was that because the next Strategic Plan will not be published for another three years, Publications Committee should find out now what values and publications these segments of the membership want and then get with TAC so that they can communicate these needs/wants to the TCs so that they can produce them. It was also recommended by Macauley that Publications Committee get in touch with the Residential Building Committee.

## 9. New Business

### 9.1. PEC Dashboard

Cindy Michaels shared the most recent PEC Dashboard, which shows the end June 2022 financial statements ([document available on Basecamp](#)) and Gerardo Alfonso reviewed the different areas covered. Michaels stated that Mark Owen would best be able to explain the sections, and Alfonso noted that Owen should be in attendance at the committee's forthcoming meeting in Atlanta.

### 9.2. Nominations

Gerardo Alfonso reminded committee members that nominations for board-appointed leadership positions within ASHRAE are being accepted until February 2023 via <https://www.ashrae.org/communities/committees/committee-nominations> and encouraged members to nominate qualified candidates – be they peers or themselves.

### 9.3. Review of TAC Section Liaison Duties

It was determined that there was not enough time left in the meeting to cover this material during the call, so Cindy Michaels stated that she will send an email to all committee members covering this information.



## 10. Announcements

Gerardo Alfonso reminded committee members that registration for the 2023 Winter Conference in Atlanta is open and that Cindy Michaels has the travel authorization code if members need it to book their travel through ASHRAE. Alfonso stated he looks forward to seeing everyone in person at the conference.

## 11. Adjournment

Gerardo Alfonso adjourned the meeting at 9:58 a.m.

Respectfully submitted,

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

Cindy Michaels  
Staff Liaison to Publications Committee  
Editor, Special Publications

**ASHRAE Journal 2023 Editorial Themes**

In the early part of each year, *ASHRAE Journal* staff, with advisement from SMEs, generates a list of themes for the following year. These are used, primarily, by the sales team to solicit renewals to existing advertising/sponsorship programs and new ones.

**January**

AHR Expo: The world's largest HVAC&R Engineering Show returns to Atlanta. The Journal will feature products at the show and hundreds of advertisements from exhibitors.

**February**

Data Centers: How can data centers run as energy efficiently as possible amid the unprecedented demand for data processing?

**March**

Industry 4.0: Engineers are increasingly using cutting-edge technologies, such as Digital Twins, augmented reality, and artificial intelligence to design, operate and maintain buildings.

**April**

Cybersecurity: As more HVAC equipment is exposed to the internet and building automation systems, how can engineers protect their systems?

**May**

Flammable Refrigerants: Transitioning to flammable refrigerants requires great care to do so safely. How can the most recent research help?

**June**

Pathways to Decarbonization: On-site and off-site renewable energy generation and electric and thermal energy storage are just a few of the ways to meet decarbonization goals.

**July**

Indoor Air Quality: The importance and demand of IAQ technologies have grown during the COVID-19 pandemic. Experts weigh in with guidance on how to best use these technologies.

**August**

Building Automation Systems: What are the best practices for creating a building automation system that works well for occupants and facility managers?

**September**

Occupant-centric design: Buildings are designed for humans. What are some innovative ways to design better buildings with occupants front of mind?

**October**

Energy Modeling: What goes into creating a model that is accurate enough for a building to perform as modeled?

**November**

Dehumidification: Creating comfortable environments for humans requires measuring and designing for reasonable humidity levels.

**December**

Filters: From operating rooms to lobbies, what are the best practices for choosing filters when designing for building?

**MBO Submission to Products**

Year 22-23

Council: Publishing and Education

Committee: Publications

Chair: Gerardo Alfonso

Vice Chair: Vinay Ananthachar

Note: Blue MBOs are MBOs carried over from the previous Society year.

MBO #	Description	Metric (how do we determine success?)	Initiative # (can be more than 1)	Goal # (can be more than 1)	Completion Date	Financial Assist Req'd?	Proposed Members MBO
example	Explore frequent use of digital live trainings for Grassroots, which will provide quick feedback and help from Grassroots.	Max 3-5 best practices	3 & 4	1b, 2a,b,c 3a,b	30-Jun-23	No	
1	Identify and initiate a pilot Applications guide	Based on member survey results have Meetings with Handbook Committee, TEC, TCs. Contact and Identify Potential Authors. Initiate pilot guide.	3 & 4	1a, 1b, 3a	30-Jun-23	Maybe	Megan, Blake, Atila, Robert, Kurt, Vinay
2	Develop a guideline to produce video content to promote international videos i.e. different languages (transcripts), virtual technical tours, training videos – sponsored)	Guideline published	4	1a, 2c, 3a	30-Jun-23	No	Javier, Dustan, Karen, Jennifer, Atila, Robert
3	Develop a policy to publish video content from seminars and conferences originated in chapters and regions.	Policy published	4	1a, 2c, 3a	30-Jun-23	No	Cameron, Stephen, Karen, Jennifer
4	Develop and apply Publications Performance Metrics for the Publications Committee	PubC Dashboard, Information database	3	1b, 3b	Done	No	
5	Support Journal Editor in reviewing and enhancing the quality of the ASHRAE Journal	Provide Feedback and Recommendations for topics for Technical Feature Articles, review editorial calendar. Solicit journal articles from international authors, coordinate with CTTC	4	1a, 1b, 2a, 2c, 3c	22-Jan	No	Megan, Vinay, Gerardo
6	Support Editor in reviewing and enhancing the quality of the ASHRAE newsletter	Provide Feedback and Recommendations for Newsletter content and editorial quality	4	1a, 1b, 2a, 2b, 2c, 3c	22-Jan	No	Vinay, Megan, George
7	Develop a guideline to promote videos and free training for international Governments (GAC) oriented to policy makers, code officials and ASHRAE members. Focus on codes, standards for developing countries and HVAC for public sectors. (i.e. health, IAQ, Energy efficiency and Decarbonization)	Document send to GAC	2	2b, 3b	30-Jun-23	No	Karen, Jennifer, Vinay, Cameron, Stephen
8	Identify all unprofitable/unused publications and formulate an action plan. Continue	database and Identification of publications, proposed action plan. Report to Products Subcommittee. Propose stage-wise review, targeting books first likely instead of standards or transactions.	3	3a,	30-Jun-23	No	Atila, Javier, Gerardo, George, Cameron, Kurt
9	Increase International Outreach of ASHRAE Publications. Apply an action	Identify potential ASHRAE Publications of interest to International markets, engage regions and local chapters in awareness and marketing.	4	1a, 1b, 2a, 2b, 3a, 3b, 3c	30-Jun-23	No	Javier, George, Atila, Robert, Gerardo, Dustan
10	Develop a metric for Video Award of the year	First series of videos measured	3&4	1a, 2c, 3a	30-Jun-23	No	Megan, Blake, Karen, Jennifer
11	Develop a metric for App Award of the year	First series of APPs measured	3&4	1a, 2c, 3a	30-Jun-23	No	Cameron, Stephen, Blake, George
12	Stablish a permanent alliance with Communications Committee to develop a joint plan in digital media.	First meeting with Communications Committee	3	3b	30-Jun-23	No	Javier, Dustan, Gerardo, Kurt