

PUBLICATIONS COMMITTEE

Minutes

Conference Call

Thursday, November 20, 2025

11:00 a.m. EDT

Webex

MEMBERS ATTENDING: Kurt Monteiro, Chair
Stephen Duda, Vice Chair
Wyatt Hahn
Frank Mills
Ghina Annan
Walter Grondzik
Vinod Venugopal
Tom Lawrence
Daniel Nall, BOD ExO
Kenneth Fulk, CO

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 conference call held on October 16, 2025. | PASSED via voice vote |

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

| ACTION ITEMS | | |
|---------------------|-------------|----------------|
| No. | Action Item | Responsibility |
| | (none) | |

1. Call to Order and Pronouncement of Quorum

Vice Chair Stephen Duda called the meeting to order at 11:06 a.m. Eastern Time and noted that a quorum was present.

2. ASHRAE Value Statement

Kurt Monteiro 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. Approval of Past Meeting Minutes

It was moved and seconded to approve the minutes of the October 16, 2025, Publications Committee conference call (**MOTION #1**):

Motion:

To approve the minutes of the Publications Committee conference call held on October 16, 2025.

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

4. MBO Reporting

4.1. MBO #1

The members responsible for this MBO had not yet joined the call, so Cindy Michaels reported that via email Alekhya Kaianathbhatta had stated that she has started automating the Sales Data spreadsheet and should be able to complete it before the December conference call.

4.2. MBOs #2 and #3 Planning Subcommittee Meeting Minutes/Report

Planning Subcommittee chair Stephen Duda reported that the subcommittee met on October 24, 2025, and shared the minutes of that meeting ([available on Basecamp](#)).

Regarding MBO #2, Duda read all of the action items and noted the task all committee members are being asked to complete: contact the YEA Subcommittees of any TCs they sit on and ask about younger members' preferred methods of consuming content.

Duda also noted that one idea was to produce free podcasts sponsored by equipment suppliers/vendors and asked Cindy Michaels and Drew Champlin if that idea was feasible in light of ASHRAE's Commercialism Policy. Michaels pulled up the policy to show on the shared screen during the conference call, and Champlin noted that he would have to review the idea against the policy and that Greg Martin should probably be involved in this decision.

Regarding MBO #3, Duda noted the action items the Planning Subcommittee members were assigned and asked Michaels and Champlin if data on downloaded *ASHRAE Journal* articles and ASHRAE's free publications could be obtained, and both answered in the affirmative. Duda noted that any tool developed for this MBO would not be foolproof, but it would be a start. He stated that the subcommittee will meet again in December to discuss the subcommittee members' progress on their action items.

4.3. MBO #4

PTAR Subcommittee chair Wyatt Hahn reported that the subcommittee had been unable to find a time to meet before this conference call but that he is in the process of scheduling one for early December and that he expects to have a report from that meeting to present at the December conference call for the full committee.

5. Information from the ASHRAE Planning Committee

Publications Committee Coordinating Officer Ken Fulk shared that the Planning Committee liaison to Publishing and Education Council had met with the council members to discuss their expectations regarding tracking committees' MBOs. He stated that no later than the Friday before the 2026 Winter Conference, Planning Committee needs the following:

- Updates on the progress of the MBOs for this Society year, including:
 - Which MBOs are tied to the Strategic Plan
 - Financial information (how much money has been spent on each MBO so far)
- Drafts of the MBOs for the 2026–2027 Society year with the financial impacts indicated

Kurt Monteiro asked if MBOs are still supposed to tie in with the presidential theme as well, noting that that information might not be widely available yet. Fulk stated that is still the case and noted that he will find information on President-Elect Sarah Maston's presidential theme and share it with the committee. Stephen Duda requested clarification on the date that constitutes "the Friday before the conference" and Fulk stated he will get a definitive answer on that as well.

6. ASHRAE Journal

6.1. Discussion of ASHRAE Journal Articles

During this conference call, the committee members discussed the technical feature articles published in the October and November issues of *ASHRAE Journal*. Kurt Monteiro encouraged all the committee members to read all of the articles, and Drew Champlin reminded members of their responsibility to score these articles each month so that the scores can be used to help determine the Journal Paper Award at the committee's meeting during the 2026 ASHRAE Winter Conference. Champlin also stated that new members to the committee can request access to articles from earlier in 2025 and score those as well, if they are so inclined; anyone interested in this can leave a message on the Basecamp message board posts that include the links to the articles and survey.

7. Adjournment

Chair Kurt Monteiro adjourned the meeting at 11:54 a.m.

Respectfully submitted,

Cindy Michaels

Cindy Michaels
Staff Liaison to Publications Committee
Editor, Special Publications