



Shaping Tomorrow's Global
Built Environment Today

PUBLICATIONS COMMITTEE

Minutes

Conference Call

Friday, May 16, 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

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

MAJOR MOTIONS		
No.	Motion	Vote
1	To reject the proposal regarding the manuals and request a proposal regarding the SEE Model specifically, if the author desires to submit one, which the committee would then share with the TCs of Section 7 for their guidance and support of the project.	PASSED via voice vote
2	To approve the minutes of the Publications Committee conference call held on March 21, 2025.	PASSED via voice vote
3	To approve the minutes of the Publications Committee conference call held on April 25, 2025.	PASSED via voice vote
4	To approve the changes to the Publications Committee Reference Manual as indicated in the Word file titled PublicationsComm_RefMan_2024- rev Mar 2025.	PASSED via voice vote

ACTION ITEMS		
No.	Action Item	Responsibility
	(none)	

1. Call to Order and Pronouncement of Quorum

Chair Megan Tosh called the meeting to order at 12:03 p.m. Eastern Daylight Time and noted that a quorum was present.

2. Roll Call/Welcome/Introductions

Cindy Michaels announced the attendees.

3. ASHRAE Value Statement

Vice Chair 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>

4. PTAR Subcommittee

4.1. PTAR #0008, *Updating Reference Guide for Dynamic Models of HVAC Equipment – Phase I*

Stephen Duda stated that the PTAR Subcommittee does not yet have all of the subcommittee members' responses available regarding PTAR #0008 (the [proposal](#) and [director's feedback](#) for which are available on Basecamp). Jen Isenback noted that it would be helpful for them to see the older version of this title to help evaluate whether an update to this information is useful; Duda agreed. Staff liaison Cindy Michaels checked the Special Publications electronic files and noted that the original publication is so old that there are no electronic files for it. She stated that she will attempt to locate a physical copy of the book the next time she is at ASHRAE HQ. Duda asked for a scan of the first 10 pages or so and Michaels agreed to provide that. She also stated she can bring the physical copy of the book to the 2025 ASHRAE Annual Conference in Phoenix for the committee members' review.

Duda noted that he has an unavoidable prior commitment that will prevent him from attending the committee's Planning and PTAR Subcommittee meeting scheduled for June 13, 2025, and asked if there was any flexibility in the meeting schedule. After some discussion, Megan Tosh decided that the committee will vote on this PTAR at the full committee meeting at the 2025 Annual Conference.

4.2. Update on PTAR Research Agreement

Cindy Michaels shared with the committee that the new MORTS, Steve Hammerling, was really great to work with to settle on a final version of the RTAR research agreement that incorporates some things Publications staff needs from authors of PTARs, and he has run it up through all of the proper channels, so there is now an official PTAR Research Agreement that incorporates the things Publications needs. This PTAR Research Agreement will be used for the first approved PTAR, which is currently underway.

5. Special Publications

5.1. Proposed Special Publication: *Energy Consuming Characteristics of a Chicago 26-Story Office Tower*

Cindy Michaels showed on the shared meeting screen the [proposal](#), [draft](#), [director's feedback](#), and [author's responses to the committee's questions](#) (all available on Basecamp) for the proposed Special Publication *Energy Consuming Characteristics of a Chicago 26-Story Office Tower*. At Megan Tosh's request, Michaels summarized the questions to and responses from the author, and the committee members then spent some time discussing the proposal and the deliverables as well as the pros and cons of the project.

After much back and forth, it was ultimately moved and seconded to reject the proposal

(MOTION #1):

Motion:

To reject the proposal regarding the manuals and request a proposal regarding the SEE Model specifically, if the author desires to submit one, which the committee would then share with the TCs of Section 7 for their guidance and support of the project.

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

6. Approval of Past Meeting Minutes

It was moved and seconded to approve the minutes of the March 21, 2025, Publications Committee conference call (**MOTION #2**):

Motion:

To approve the minutes of the Publications Committee conference call held on March 21, 2025.

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

It was also moved and seconded to approve the minutes of the April 25, 2025, Publications Committee conference call (**MOTION #3**):

Motion:

To approve the minutes of the Publications Committee conference call held on April 25, 2025.

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

7. Vote on Revisions to Reference Manual

During the committee's March 21, 2025, conference call, committee members were presented with proposed revisions to the committee's Reference Manual showing 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](#)). During that call, Megan Tosh had assigned an action item to all committee members to review the proposed changes so that the committee could vote on the changes at a later date. During this conference call, after hearing no objections or additional proposed changes, it was moved and seconded to approve the changes (**MOTION #4**):

Motion:

To approve the changes to the Publications Committee Reference Manual as indicated in the Word file titled PublicationsComm_RefMan_2024- rev Mar 2025.

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

8. Discussion of This Month's ASHRAE Journal Articles

Before the committee discussed the technical feature articles published in the May issue of *ASHRAE Journal*, there was a demonstration of where to find the link to the survey: on Basecamp, in the Message Board, this month's message includes a tiny URL and a full URL at the top of the message that both link to the survey (<https://3.basecamp.com/3106353/buckets/1646454/messages/8615071728>).

The committee members then discussed the technical features published in this month's *Journal* issue.

After the article discussion, Megan Tosh reminded members of their responsibility to read and score the articles and suggested they complete they surveys immediately after this conference call.

9. Adjournment

Megan Tosh adjourned the meeting at 12:53 p.m. EDT.

Respectfully submitted,

Cindy Michaels

Cindy Michaels, Staff Liaison to Publications Committee and Editor of ASHRAE Special Publications