

# PUBLICATIONS COMMITTEE

## Minutes

2025 ASHRAE Annual Conference

Saturday, June 21, 2025

8:00 a.m. to 12:00 p.m. MST

Sheraton Phoenix Downtown, Camelback B (Level 2)

**MEMBERS ATTENDING:** Megan Tosh, Chair  
Kurt Monteiro, Vice Chair  
Wyatt Hahn  
Steve Kavanaugh  
Walter Grondzik  
Stephen Duda  
Frank Mills  
Rodrigo Arias  
Alekhya Kaianathbhatta  
Blake Ellis, BOD ExO  
Chandra Sekhar, CO

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

**VISITORS:** Dalip Singh, incoming Publications Committee member  
Ghina Annan, incoming Publications Committee member  
Daniel Nall, incoming Publications Committee ExO  
Fath Evren, ASHRAE Member

MAJOR MOTIONS		
No.	Motion	Vote*
1	To approve the minutes of the Publications Committee conference call held on May 16, 2025.	PASSED via voice vote, CNV
2	That the response text as approved during the Publications Committee meeting held during the 2025 Annual Conference regarding PTAR #0008 be submitted to RAC.	PASSED via voice vote, CNV
3	That the response text as approved during the Publications Committee meeting held during the 2025 Annual Conference regarding the proposal for the SEE Model to become an ASHRAE product be submitted to the creator of the model.	PASSED via voice vote, CNV

\* 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

Megan Tosh called the meeting to order at 8:04 a.m. Mountain Standard Time and noted that a quorum was present.

## 2. Roll Call/Welcome/Introductions

Members and guests introduced themselves. Megan Tosh reminded attendees to sign into the meeting on the app or using the QR code showing on the shared screen.

## 3. 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>

## 4. Review and Approval of the Agenda

After a brief discussion of adding some items and removing some items (including the review of action items, because the committee's only action item, from the March 21, 2025, conference call, was completed May 16, 2025), the revised agenda was accepted for this meeting.

## 5. Remarks from CO and BOD ExO

The committee's CO, Chandra Sekhar, thanked the committee members for their hard work, noting that publications are very important for ASHRAE members. He encouraged committee members to share suggestions related to the new strategic plan, including suggestions that might require funding.

Blake Ellis, BOD ExO, presented the ASHRAE Leadership Presentation ([available on Basecamp](#)). He encouraged members to make a donation to ASHRAE Research before June 30, when the Society year ends. He also covered the proposed changes to the ASHRAE membership model, noting that because changing this means a change to the Society's bylaws, ASHRAE members must vote to approve the changes in the form of an amendment to the bylaws. Therefore, the proposed model will be read at the Meeting of the Members (the Saturday Plenary Session) in Las Vegas in January 2026, the amendment will be added to the 2026 Spring Ballot for membership vote in June 2026, and if the amendment is approved, the new model will go into effect on July 1, 2027. Ellis also answered a number of committee members' questions about impacts some of the changes might have.

## 6. Approval of Past Meeting Minutes

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

### Motion:

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

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

## 7. Magazines, Newsletters, and Podcasts

### 7.1. Editor's Report

*ASHRAE Journal* editor Drew Champlin presented a report to the committee ([available on Basecamp](#)), highlighting that one of his goals as Editor has been to increase the number of articles staff has available to publish each month (instead of running lean), and he has improved that number. He also noted that though staff has produced a new podcast every month since the series started, that might not always be the case, and right now he needs more suggestions for podcast episodes than articles, so he encouraged members to share ideas and presenters with him. He also reminded committee members to read and review the technical articles published in *ASHRAE Journal*. He stated that staff can always use more content for *Insights* and encouraged members to send in information for that newsletter, noting that they are always interested in members who might be featured in Faces of ASHRAE.

Alekhyia Kaianathbhatta stated that she has been in communication with YEA members and will share some suggestions from them for podcast topics.

## 8. Special Publications

### 8.1. Editor's Report

Cindy Michaels reviewed the list of Special Publications projects published since the previous conference ([Attachment A](#)), the list of projects currently in hand ([available on Basecamp](#)), and the full list of forthcoming Special Publications projects ([available on Basecamp](#)).

Frank Mills shared with committee members that Special Publications staff has begun setting up workspaces on Onehub for authoring groups and that the capabilities of Onehub seem very well suited to collaborative work for book projects.

### 8.2. Action Item from PEC regarding Psychrometric Analysis

Megan Tosh shared with the committee that at the Publishing and Education Council meeting during the 2025 Winter Conference in Orlando, there had been a short discussion about whether the Psychrometric Analysis CD should be made available for free and/or whether ASHRAE should form partnerships with schools to use Psychrometric Analysis or the ASHRAE psychrometric charts as a way of spreading awareness the ASHRAE brand and making ASHRAE known early as a resource and therefore a trusted source for life. At the time, Tosh had stated that the task sounded appropriate for Publications Committee and agreed that the committee would take on the action item of evaluating these ideas.

At this Publications Committee meeting, Cindy Michaels shared the information she had gathered regarding the Psychrometric Analysis CD and the ASHRAE psychrometric charts ([available on Basecamp](#)), noting in particular that Psychrometric Analysis as a CD product is shortly being replaced by two separate Psychrometric Analysis products: a download and an online tool. Michaels explained that the committee had not seen a proposal for these products because the committee is charged with overseeing the approval of new product proposals, but staff is responsible for distributing existing products, and Psychrometric Analysis is an existing product and so is under the purview of staff.

Michaels also shared the sales numbers for the psychrometric charts, which prompted a discussion about how important it is to have sales data to inform the committee's decisions, because many members assumed that ASHRAE was not selling very many copies of the psychrometric charts since so many manufacturers offer versions of the charts online for free, whereas the data shows the charts have in fact sold in large numbers despite the availability of free charts on the internet.

There was much discussion about the various online tools available for completing the tasks that the Psychrometric Analysis product completes, the fact that engineers can make their own spreadsheet to calculate this kind of thing, and the wide availability of psychrometric charts online. There was also much discussion of the benefits of offering the psychrometric charts for free for branding purposes. Those on the committee who have taught students agreed that while they want their students to use psychrometric charts in their classes, they do not want to, are not able to, or are told by their employers not to purchase charts for such use and instead use freely available charts (such as those given away by manufacturers) but that it would in fact be preferable to have charts branded with the ASHRAE logo. Stephen Duda noted that any tool or chart used in classes would have more credibility if it was branded by ASHRAE.

Some ideas proposed by the committee include making the tool or charts free for members through Handbook Online the way that the Weather Data Viewer is available, making the tool available for free to students, making them free to all student branches or student branch advisors or student members or students in general, and continuing to sell print copies of the charts but also offering PDFs of the charts to students for free. Frank Mills shared that of CIBSE's two available psychrometric charts, they sell the standard chart but make the high-temperature chart available for

free; he reminded everyone that some years ago CIBSE also chose to make all of their publications available for free to CIBSE members.

Ultimately it was determined that more research (on the sales trends of the psychrometric charts over the last five years) needs to be done before the committee submits a final recommendation to Publishing and Education Council. Michaels stated she will gather the sales data for this purpose.

### **8.3. Review of Changes to Sales Data Spreadsheet**

Cindy Michaels showed on the shared screen the revised Sales Data spreadsheet, noting that she had implemented all of the identification and filtering updates that the committee had requested at their meeting during the 2025 Winter Conference in Orlando. Michaels also noted, however, that the actual sales numbers were not updated yet, because making the identification changes to the as-provided sales report every year would be very time consuming, and the way of autopopulating the data from the sales report into the Sales Data spreadsheet only works if the titles on the sales report are in the same order every time (which they will not always be). The engineers in the room all informed the editor that there is definitely a way to set up autopopulate by product code, so everyone was pleased there would be no problems using the updated Sales Data spreadsheet after all.

Megan Tosh stated that she had been given early access to this completed spreadsheet and had used it to analyze the data for a report that the committee will discuss later, but she wanted to share something interesting that she had discovered, which is that when she graphed the life-to-date sales numbers for print and PDF sales collectively by year, there is a distinct difference in the peak sales numbers before the year 2012 and the peak sales numbers after 2012. There was much discussion about the possible reasons for this difference; Kurt Monteiro posited his theory that organizations tend to publish books on the basics first, and those always sell, but over time they publish titles on more niche topics, which will never sell as much as publications on the fundamentals.

Tosh brought up that it seems people these days want to consume pages, not books (they want content in concise chunks, not in book-length tomes), citing that both the Epidemic Task Force and the Center of Excellence for Building Decarbonization include in their lists of resources online mostly papers and articles and very few books. The professors in the room noted that their universities have been telling them to find free online resources for students to use, not have students buy books, and Alekhya Kaianathbhatta stated that people seem to be learning more in courses and via vendor training and less from books. Steve Kavanaugh cautioned that though free content is preferred by many, a lot of free information is biased and/or a sales tool, so you have to be careful with it.

The committee concluded that ASHRAE should start thinking about how to provide content differently. Kaianathbhatta suggested the committee look at how YEA members are actually consuming content and start providing content for the generation that will be using it going forward.

## **9. Subcommittees and Liaisons**

### **9.1. Planning Subcommittee**

Megan Tosh noted that the committee's ROB, MOP, and Reference Manual have recently been updated, so there is no need to review them at this time, and informed Kurt Monteiro that he should review the committee's orientation presentation before the orientation meeting next month. Cindy Michaels shared that a former committee member created and presented a presentation on the committee some time after he rolled off the committee, and he shared that presentation with staff so that the committee could use its content if desired. Michaels suggested that the committee needs only one presentation, so she encouraged Monteiro to review the former committee member's presentation to see if there is any content from that presentation that should be included in the orientation presentation.

## 9.2. Chapter Technology Transfer Committee (CTTC) Liaison

The CTTC liaison, Frank Mills, reported that he has attended the CTTC meetings and had been informed that Hong Kong and some countries in the Middle East want to adapt some existing ASHRAE publications for their areas. Blake Ellis noted that CEBD was asked in the Executive Committee meeting how CEBD books would be changed for use in other countries and shared that the CEBD is aware that you cannot just translate an existing book, you have to update the content for the conditions of the area it will be used in.

## 9.3. Young Engineers in ASHRAE (YEA) Liaison

The YEA liaison, Alekhya Kaianathbhatta, reported that YEA members have shared ideas for podcast topics, including soft skills development (such as networking and giving presentations) and a 101 series of podcasts on fundamental concepts (like controls). She said she will share contact information with Drew Champlin so that he can get in touch with the next chair of YEA to discuss these ideas in more detail.

## 9.4. PTAR Subcommittee

### 9.4.1. PTAR #0008

Cindy Michaels showed on the shared meeting screen the proposal for PTAR #0008, "Updating Reference Guide for Dynamic Models of HVAC Equipment – Phase I" ([available on Basecamp](#)), as well as Publications and Education Director Mark Owen's feedback on this proposal ([available on Basecamp](#)), and passed around the hard copy of the first edition of *Reference Guide for Dynamic Models of HVAC Equipment* since there had been no PDF to share with committee members during previous discussions. Megan Tosh summarized the discussion that had been held during the Planning and PTAR Subcommittee meeting earlier in the month and read aloud Jen Isenbeck's draft text for the committee's response to RAC. After some discussion and revisions to the response text, it was moved and seconded to accept the response text about PTAR #0008 and submit it to RAC (**MOTION #2**):

#### **Motion:**

That the response text as approved during the Publications Committee meeting held during the 2025 Annual Conference regarding PTAR #0008 be submitted to RAC.

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

## 9.5. Technical Activities Committee (TAC) Section Liaisons

Committee members reported on the emails they have and have not sent to the TAC section heads and the TC chairs and vice chairs and on the responses they have and have not received from the various TCs.

## 9.6. Reminder about TC/TG/MTG Chair's Breakfast

Cindy Michaels reminded committee members that TAC Section Liaisons are welcome to but not required to attend the TC/TG/MTG Chair's Breakfast on Sunday from 7:00-9:00 a.m. if they feel they need to reach out to any TC chairs in person.

## 10. Strategic Plan Recommendations

Megan Tosh asked whether any committee members had suggestions for or questions about the new ASHRAE Strategic Plan and, hearing none, reminded members that they are free to share comments about the plan at any time.

## 11. Old Business

### 11.1. Revised Proposal for SEE Model

Megan Tosh reminded committee members that their response to the proposed Special Publication *Energy Consuming Characteristics of a Chicago 26-Story Office Tower* during the committee conference call held on May 16, 2025, had been to reject the proposal regarding the manuals and request instead a proposal regarding the SEE Model specifically, if the author desired to submit one. Tosh noted that the author had in fact submitted a proposal for the SEE Model, and Cindy Michaels showed the proposal on the shared meeting screen ([available on Basecamp](#)).

The committee discussed this new proposal, as well as other commercially available options for energy modeling, and then drafted some response text to send to the author. It was then moved and seconded to send this approved response text to the author (**MOTION #3**):

**Motion:**

That the response text as approved during the Publications Committee meeting held during the 2025 Annual Conference regarding the proposal for the SEE Model to become an ASHRAE product be submitted to the creator of the model.

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

### 11.2. MBOs for the 2024–2025 Society Year

Megan Tosh reviewed the status of the Publications Committee MBOs for the 2024–2025 Society Year, noting that MBO #3 had been completed by the 2025 Winter Conference. Regarding MBOs #1 and #2, she noted that they are 95% complete, only lacking the addition to the Reference Manual regarding how and how often to incorporate what the committee needs to do into their yearly activities. Tosh then presented to the committee the ASHRAE Publications Opportunities report ([available on Basecamp](#)), stressing that it is only a draft and needs a bit more clarification before it can be refined, finalized, and become the basis for a recurring activity for Publications Committee.

In her summary of the report, Tosh first noted the background of the work to complete these MBOs, which is that Publications Committee undertook a two-year effort to identify how the committee could strategically evaluate where ASHRAE has gaps in product offerings. This task included identifying where information to inform the analysis could be sourced, ensuring the work could continue in future Society years, and establishing a pathway for filling product gaps, once identified.

Tosh continued that the results of this effort identified the following sources within ASHRAE from which the following information could be collected:

- Chapter Technology Transfer Committee
  - Information on the ten most requested distinguished lecturers for the 2024–2025 Society year, along with their most common topics.
- Training and Education Committee
  - Feedback on ASHRAE Learning Institute course attendance and the top-attended courses from Winter 2024 to Winter 2025.



- Government Affairs Committee
  - A summary of ASHRAE's Public Policy Priorities the 2024–2025 Society year and the topics of letters sent to government officials
- Conferences and Expositions Committee (which was not actually contacted this time but is intended to be contacted in the future)
  - Information on past and upcoming conference tracks
- ASHRAE Public Relations (staff)
  - Information about the most well-attended in-person and the most popular live-streamed sessions from the 2025 Winter Conference in Orlando
- CRC Roundtable Reports
  - The ASHRAE Roundtable Review and Findings report, the executive summary of which identifies six themes emerging from the roundtable discussions; there are also suggestions for the consideration of Publishing and Education Council
- ASHRAE Special Publications staff
  - Sales data on ASHRAE's existing books and online tools, which can be sorted and filtered to provide information such as those publications with lifetime sales exceeding \$100,000 and publication topic categories

Tosh concluded that from all this gathered information, common topical themes can emerge, and this Society year's information reveals that the three topic areas of most interest are systems and equipment, energy, and indoor environmental quality. Examining the guidance available from ASHRAE on these topics, Tosh noted the following takeaways about the publications that already exist and where there are gaps:

- Several publications exist on systems and equipment and work is needed to streamline redundant publications. Additionally, some topics that appeared popular in this research are not represented in these publications or do not have current publications.
- The Center of Excellence for Building Decarbonization is quickly producing publications that meet industry needs on energy efficiency. Publications Committee will continue to support their efforts and strengthen our liaison relationship. Additionally, Publications Committee will consider how discussion of energy efficiency integrates into the systems and equipment publications.
- Few ASHRAE publications exist to support the topic of indoor environmental quality. Likewise, there is considerable opportunity to supplement *ASHRAE Journal* articles, Conference Papers, and Standards and Guidelines with special publications on indoor air quality, infection control, and wildfire smoke mitigation.

At the completion of this presentation the committee's BOD ExO, Blake Ellis, lauded Tosh's report as "phenomenal," and the entire committee applauded her efforts in synthesizing so much disparate information into such a cohesive roadmap that the committee can use as a template for recurring content examination going forward.

Tosh stated that the ultimate questions, now that this report can serve as a template for how the committee can gather and use this information in future Society years, are: so now what do we do with this information (where does it go?), and how often should this work be done? Kurt Monteiro suggested a list of contacts be compiled to reach out to for gathering information every year. Several committee members expressed that the final report should be shared with other standing and technical committees within ASHRAE so they too can see where the gaps and opportunities are. There was some discussion about how best to share this information with those committees to encourage collaboration and results; Ellis suggested it would be best to share the information with the other committees and ask for their review and feedback. Walter Grondzik questioned whether participation with Special Publications could become part of the TAC reward structure, where TCs can get points for certain activities, suggesting that this could increase the likelihood of action and



results. Ellis suggested the final report could also be published online, freely available to all, thinking it would be helpful for potential authors to see what topics the Society needs to provide guidance on.

Incoming BOD ExO Dan Nall asked if information on the access/download rates of ASHRAE's free-download publications could be included in the report, stating that that information would be useful, topic-wise, alongside the for-sale publications. Tosh and the committee largely agreed, so Cindy Michaels stated she would ask for that information so it can be included in the final report.

There was additional discussion about how the committee needs to consider whether the products resulting from this information and any future committee collaboration should result in books or if the content should be provided in other formats, as well as reminders that the committee needs to examine how the next generation wants to receive content. Ellis noted that the results of the annual Member Survey indicate that the largest response to the question about how people want to consume content is that they want content in 15-minute videos.

Tosh directed committee members to read the draft of the ASHRAE Publications Opportunities report and provide comments so that the report can be finalized and shared. Monteiro suggested that after reading the report each committee member should provide three ideas of what actions the committee could take next; the committee can then choose the top three from all the suggestions and act on those in the next Society year.

## **12. New Business**

### **12.1. CRC Roundtable Results**

Megan Tosh informed the committee that the ASHRAE Roundtable Review and Findings report, mentioned previously, also provides information on opportunities for action by this committee and noted that the committee will receive information on CRC roundtable results annually for future Publications Committee opportunities.

### **12.2. Turnover of Committee to New Chair**

Megan Tosh recognized the members rolling off the committee with certificates, thanking them all for their participation in the work of the committee. She specially thanked Blake Ellis for all of his guidance, stating "Blake is the most amazing ExO I've ever had!"

Tosh then handed over the chairpersonship to Kurt Monteiro, who thanked Tosh for her leadership, stating that she "led us admirably," and congratulated her on her great service to the committee.

### **12.3. MBOs for the 2025–2026 Society Year**

Kurt Monteiro stated that the focus of his year as chair will be how people consume content and that his MBOs will follow on Megan Tosh's ASHRAE Publications Opportunities report and the steps that the committee should take next.

### **12.4. Upcoming Committee Conference Call Days/Times**

Incoming chair Kurt Monteiro noted that he would be continuing the monthly conference calls to discuss the *ASHRAE Journal* articles. Cindy Michaels suggested that because several new members are joining the committee, the day and time for the conference calls can be determined not at this conference but on the committee's July orientation conference call, and the committee members agreed. The orientation conference call was set for July 17 at 10:00 a.m. Eastern Time; Michaels stated she will send out the meeting invitation for that call to all members.

### **13. Announcements**

Cindy Michaels informed the committee that standing committee members can request thank-you letters for their employers using the online form at [https://www.ashrae.org/membership/my-ashrae/my-participation-until August 4](https://www.ashrae.org/membership/my-ashrae/my-participation-until-August-4).

Several members encouraged the others to take advantage of this as a way of showing appreciation to their companies for enabling their participation in the Society's work and the furthering of ASHRAE's work for the industry.

### **14. Adjournment**

Megan Tosh adjourned the meeting at 11:48 a.m.

Respectfully submitted,

*Cindy Michaels*

Cindy Michaels  
Staff Liaison to Publications Committee  
Editor, Special Publications

## ASHRAE Special Publications— Projects Published Since the 2025 ASHRAE Winter Conference

### **February 2025**

- Papers and Proceedings of the Sixth International Conference on Efficient Building Design—Materials and HVAC Equipment Technology (Beirut ICEBD Topical Conference)
- Weather Data Viewer (2025 release) [online tool]
- Orlando Winter Conference Seminars in the Technology Portal

### **March 2025**

- *Application Guide for Large Thermal Energy Storage* [a USACE book]
- *ASHRAE Position Document on Indoor Air Quality* – Spanish
- *ASHRAE Position Document on Infectious Aerosols* – Spanish
- *Handbook of Smoke Control Engineering*, Second Edition

### **April 2025**

- Extended Abstracts, Conference, and Technical Papers in the Tech Portal (Orlando Winter Conference)
- *Lucy's Engineering Adventure* – Malay

### **May 2025**

- *ASHRAE Position Document on Indoor Carbon Dioxide* – Spanish
- Papers and Proceedings of Third International Conference on Energy and Indoor Environment for Hot Climates—Doha, Qatar

### **June 2025**

- *Guide to Strategic Decarbonization Planning* [a CEBD book; with USGBC]
- *Whole-Life Carbon Guide for Building Systems* [a CEBD book]