



Shaping Tomorrow's Global
Built Environment Today

PUBLICATIONS COMMITTEE

Minutes

2025 ASHRAE Winter Conference
Saturday, February 8, 2025
8:00 a.m. to 12:00 p.m. EDT
Hilton Orlando, Clear Lake (Lobby Level)
Orlando, Florida

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

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

VISITORS: Sherry Abbott-Adkins, Planning Committee consultant
Seth Kunkel, shadowing Sherry Abbot-Adkins
Jeanette Hay, Communications Committee member
Cameron Labunski, former Publications Committee member
Wim Maassen, ASHRAE Member

MAJOR MOTIONS		
No.	Motion	Vote*
1	To approve the minutes of the Publications Committee conference call held on December 17, 2024.	PASSED via voice vote, CNV
2	To select the recipient of the 2024 Journal Paper Award.	PASSED in executive session
3	To recommend that the Products Subcommittee of Publications and Education Council accept the changes to the Publications Committee section of the Rules of the Board as shown in the Word document titled "PublicationsComm_ROB_2024 – revised."	PASSED via voice vote, CNV
4	To accept the title, wording, and suggested posting/linking locations for the revised Lessons Learned document as shown in the Word document titled "Lessons Learned - ASHRAE Special Publication - rev" and to accept the revised Special Publications Project Proposal Template as shown in the Word document titled "Special Publications Project Proposal Template - rev" as well as the conversion of the latter document to a fillable PDF and its posting online.	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 8:01 a.m. Eastern 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. Roll Call/Welcome/Introductions

Members and guests introduced themselves.

4. Review and Approval of the Agenda

After discussing one change, it was moved and seconded that the agenda for this meeting be adopted as amended.

5. Remarks from BOD ExO

Blake Ellis, BOD ExO, presented select Society business as noted in the ASHRAE Leadership Presentation and encouraged members to spend time reviewing the full presentation ([available on Basecamp](#)). Highlights included the change to ASHRAE's tagline, the new Strategic Plan that goes into effect on July 1, the amount of money awarded for scholarships to help get the next generation excited about ASHRAE and the HVAC&R industry, and that the deadline for nominating candidates for committee participation is February 14.

When the Center of Excellence for Building Decarbonization (CEBD) update was given, Walter Grondzik stated that there used to be a firewall to keep courses from becoming avenues for selling books and asked if the erosion of this for the CEBD books and courses was a conscious decision. Ellis, who is the Vice Chair of the CEBD, stated that yes, for the decarbonization information, there was a conscious decision to link the books and courses, since the topic is so new and important and there isn't much information currently available. He explained that essentially, the books serve as the basis for the courses.

When the list of upcoming conferences was shown, Stephen Duda advocated for more specialty conferences being joined with the Annual and Winter Conferences, explaining that it is more cost-effective for smaller engineering and consulting firms to send employees to one conference where they can learn more and participate more than to send employees to several disparate conferences. Alekhya Kaianathbhatta agreed, stating that it is more beneficial for attendees to have access to the specialized information at Annual and Winter Conferences, as well.

6. Remarks from ASHRAE Planning Committee

ASHRAE Planning Committee consultant Sherry Abbott-Adkins presented information about how Planning Committee can help committee leadership align MBOs to the new strategic plan that starts on July 1, and that Planning Committee members are available to attend committee meetings to explain the goals and objectives of the strategic plan. Megan Tosh thanked Abbot-Adkins for this information, stating that it is very enlightening, and Kurt Monteiro said such assistance would be helpful, because sometimes we interpret what we think the strategic plan is about, but this would provide accurate explanations of the intent of the goals and objectives. Abbot-Adkins noted that the Planning Committee is available to assist in this way every year. The full presentation shown during the meeting is [available on Basecamp](#).

7. Approval of Past Meeting Minutes

It was moved and seconded to approve the minutes of the December 17, 2024, Publications Committee conference call (**MOTION #1**):

Motion:

To approve the minutes of the Publications Committee conference call held on December 17, 2024.

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

8. Special Publications

8.1. Editor's Report

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

8.2. Sales Data Review

At the 2024 Annual Conference, members had discussed the need for regular review of publications sales data at Winter and Annual Conferences. At this conference in Orlando, Cindy Michaels showed the new sales data spreadsheet on the screen and stated that it is just a draft, because there are some questions about what content to include and exclude, such as CDs and DVDs and obsolete, out of print, and superseded titles. The committee discussed their needs and Michaels was tasked with making several changes to the spreadsheet, the new version of which will be presented at a future meeting.

8.3. Feedback Regarding Publications to Include in Chapter Notes

Cindy Michaels explained that staff can include information on publications in every issue of Chapter Notes but want to avoid making it seem like they are merely trying to promote or sell new publications, and she asked for the committee's feedback about what types of and how publications should be included in Chapter Notes. Alekhya Kaianathbhatta stated that it would be useful to have a list of titles per topic for the chapters to include in conjunction with Distinguished Lecturer (DL) visits. After a few suggestions, the committee members determined the best way to group the titles would be by DL topics and presidential themes. Michaels thanked Kaianathbhatta for this very insightful feedback and stated she will work with Marketing to start including this kind of publications information in Chapter Notes.

9. Magazines, Newsletters, and Podcasts

9.1. Editor's Report

ASHRAE Journal editor Drew Champlin provided an update on the *ASHRAE Journal* staff, magazine stats, and newsletters ([document available on Basecamp](#)). Champlin revealed the most-played podcasts since January 2024. He also encouraged committee members to be reviewers and to share podcast ideas. Alekhya Kaianathbhatta suggested staff coordinate with YEA to get the younger engineers involved in the podcasts, and Kurt Monteiro suggested there be podcasts on standards.

9.2. Journal Survey Results

The results of the Journal Survey voting were shared on the screen. There was some discussion about how the tally of the articles' final scores is displayed; it was requested that going forward *ASHRAE Journal* Associate Editor Tani Palefski display the final article scores by title, number of responses, and final score, in order of higher scores to lower scores.

Megan Tosh reminded committee members that one of their responsibilities is to read and score the *ASHRAE Journal* technical feature articles every month, and there was additional discussion of how to get all committee members to complete this task regularly. Kurt Monteiro suggested that in the future the link to that month's survey be included in the chat during the conference call so that members could fill out the survey during or after the call, Blake Ellis suggested the last 15 minutes of every call could be devoted to the members reading the articles and filling out the survey, and Steve Kavanaugh suggested that regular emails be sent indicating who had and hadn't filled out the survey.

9.3. Journal Paper Award Voting

Committee members reviewed the three *ASHRAE Journal* articles that received the highest scores during the calendar year's article judging then voted in executive session to select the winning paper (**MOTION #2**), the title and author(s) of which Drew Champlin will forward to the Honors and Awards Committee, with the award presented to the author(s) in June at the 2025 ASHRAE Annual Conference.

Motion:

To select the recipient of the 2024 Journal Paper Award.

MOTION #2 PASSED and the winning article was determined in executive session.

10. Subcommittees and Liaisons

10.1. Planning Subcommittee

10.1.1. Revision of ROB

Megan Tosh reminded committee members that the proposed changes to the committee's ROB ([available on Basecamp](#)) have been discussed numerous times before, and thus it was quickly moved and seconded to approve the proposed changes (**MOTION #3**):

Motion:

To recommend that the Products Subcommittee of Publications and Education Council accept the changes to the Publications Committee section of the Rules of the Board as shown in the Word document titled "PublicationsComm_ROB_2024 – revised."

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

10.1.2. Lessons Learned Document and Special Publications Project Proposal Template

Because the Lessons Learned document ([available on Basecamp](#)) and the Special Publications Project Proposal Template ([available on Basecamp](#)) had been discussed during previous meetings, it was quickly moved and seconded to approve both documents via a consent motion (**MOTION #4**):

Motion:

To accept the title, wording, and suggested posting/linking locations for the revised Lessons Learned document as shown in the Word document titled "Lessons Learned - ASHRAE Special Publication - rev" and to accept the revised Special Publications Project Proposal Template as shown in the Word document titled "Special Publications Project Proposal Template - rev" as well as the conversion of the latter document to a fillable PDF and its posting online.

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

10.1.3. Flowchart of Publication Paths

Cindy Michaels shared the revised Flowchart of Publication Paths ([available on Basecamp](#)) on screen. Committee members suggested some editorial and visual improvements and directed Michaels to share this version of the flowchart with RAC to ensure that the RAC portion of the PTAR path is accurate. Megan Tosh stated that RAC should be given a deadline to reply of March and that Publications Committee should then vote to approve the final flowchart on the committee's April conference call. Michaels agreed to take these actions.

10.2. Communications Committee Representative

Communications Committee member Jeanette Hay visited the meeting to remind committee members that Communications Committee is available to support Publications Committee in their operations, including marketing publications to more members. She also stated that Communications Committee can help with sending member surveys or including certain actions in the list of items to earn Presidential Award of Excellence (PAOE) points. Frank Mills, the Publications Committee liaison to Communications Committee, commended Communications Committee for being so savvy about communicating digitally. Kurt Monteiro stated that the committee may need assistance promoting the podcasts, especially to the younger demographic; obtaining authors for *ASHRAE Journal* articles; and requesting feedback on topics special publications should cover. Steve Kavanaugh pointed out that Cindy Michaels can also share a list of recently published titles.

10.3. MBO 1

Megan Tosh noted that work on MBO 1, “Create a process for the Publications Committee to compile information on market needs for publications and communicate that information to potential authors,” was ongoing. Kurt Monteiro summarized the discussion thus far as including the ideas of reaching out to CTTC for lists of needed topics, finding out the popular DL topics, reaching out to members to author publications on the needed topics, reviewing past conferences to see what topics are trending, compiling a list of recommended topics from TCs, and connecting with Government Affairs Committee (GAC) about topics that need to be covered. Monteiro stated that the goals for the remainder of the Society year are to plan for and act on all of these ideas. Megan Tosh reminded Monteiro that ultimately there should also be some instructions/guidance for these actions added to the Reference Manual.

10.4. MBO 2

Kurt Monteiro reported that work on MBO 2, “Integrate ASHRAE publications with other ASHRAE product offerings,” is also ongoing. He noted that other organizations seem to be much better at cross-promoting. He summarized the discussion thus far as including the ideas of liaising with Training and Education Committee, communicating with course instructors regarding the publications that are relevant to courses and the topics that need coverage, verifying whether certification reading material lists are up to date, and finding out from GAC what their hot topics are and providing lists of relevant book and *ASHRAE Journal* article titles to them that they can share with government entities. Megan Tosh noted that there is a GAC representative/liaison on PEC and suggested that the PEC report on GAC be shared with Publications Committee. Frank Mills added that ASHRAE Learning Institute (ALI) is hosting courses for governmental agencies and that the lists of associated publications for these courses are not always relevant. He suggested it would be better to make the lists of publications specific to the governmental audience or at least include titles for that specific audience. Tosh agreed, stating that the committee needs to identify the gaps in topic coverage.

10.5. Chapter Technology Transfer Committee (CTTC) liaison

The CTTC liaison, Frank Mills, reported that he had attended the CTTC meeting at this conference and sees the need for working with CTTC to determine the topics that need more coverage by ASHRAE. Megan Tosh and Kurt Monteiro reiterated the need to know which DL topics are the most popular topics to assist in this effort.

10.6. Young Engineers in ASHRAE (YEA) liaison

The YEA liaison, Alekhya Kaianathbhatta, stated that she will attend the YEA meeting scheduled during this conference and will promote the podcasts to them as well as encourage YEA members to write

articles for *ASHRAE Journal*. Megan Tosh stated that it would be great to have more YEA authors and suggested Kaianathbhatta ask them what they need from us to support them in this effort. Drew Champlin suggested Kaianathbhatta also ask what questions they have and how we can get their questions/concerns addressed in the magazine. Kaianathbhatta added that she has previously asked YEA members to author articles, and the general response was usually that they didn't know what to write about because they had just started their careers.

This latter statement reminded Tosh that there had been discussion about *ASHRAE Journal* hosting a conference session on writing for the magazine, and she asked for an update about that. Drew Champlin reported that the suggestion was made too late to include such a session in Orlando, and he was considering whether to hold it at a later conference or as an online webinar-type session.

10.7. PTAR Subcommittee

10.7.1. MBO 3

Megan Tosh reported that in an effort to complete MBO 3, "Develop a streamlined communication process with technical committees that support publication," PTAR Subcommittee Chair Jen Isenbeck had reached out to the staff liaison to RAC and to the current RAC leadership regarding how we can improve the communication between the TCs and this committee and that a conference call had been held for this purpose. On this call, it was revealed that there is a spreadsheet that lists every Handbook chapter that each TC is responsible for, and it was decided that a spreadsheet listing the Special Publications that each TC is responsible for would potentially be the best way to improve the communication between these two groups. Cindy Michaels shared the newly created spreadsheet for the TCs ([available on Basecamp](#)), and Tosh reported that she will be presenting this spreadsheet—as well as a presentation ([available on Basecamp](#)) explaining the other resources Publications Committee makes available for TCs who wish to publish with ASHRAE—at the TAC/TC Chair's Training Breakfast on Sunday morning. Publications Committee members were invited to attend this breakfast and sit with the section to which they are a liaison and introduce themselves.

Cindy Michaels reported that since the spreadsheet was posted to the TAC Sections & FG/MTG leadership Basecamp page, she had already received emails from TC leadership asking about the publications assigned to them, so the spreadsheet has already improved the communication between the two groups.

Kurt Monteiro asked if the presentation to TAC is intended to be a regular occurrence, noting that he thinks it should be; Tosh and Michaels agreed. Monteiro also suggested the spreadsheet for the TCs be changed to include a column to indicate which publications need to be reviewed immediately so that users could quickly filter the list of titles and identify whether they have a publication listed. An additional request to improve the contrast of the headers was also made.

Michaels recommended to committee members that with the creation of this spreadsheet for the TCs the committee should begin keeping all comments about publications in it and not continue updating the ASHRAE Special Pubs Review List because this would save staff time and effort and also eliminate errors in reporting and ensure that both Publications Committee and the TCs have access to the same, most current information. She stated the ASHRAE Special Pubs Review List could be maintained for ease of obtaining TC and section leadership email addresses, however. The committee members agreed to these suggested changes.

Michaels stated that she will make these changes to the spreadsheet for the TCs and the ASHRAE Special Pubs Review List.

Walter Grondzik suggested another way to encourage responses from the TCs might be to include such communication in the reward system for TCs to get points, stating that if publications are not on that list they should be.

10.8. Technical Activities Committee (TAC) Section Liaisons

Committee members reported their activity on the TAC Section Liaison duties, noting whether they had reached out or had received responses from the TCs.

10.8.1. TC/TG/MTG Chair's Breakfast Information

Michaels noted for the committee members that the TAC/TC Chair's Training Breakfast is scheduled for Sunday, February 9, from 7:00 a.m. to 9:00 a.m. in Orlando I-II, on the lower level of the hotel.

11. New 2025–2028 Strategic Plan Overview

Cindy Michaels shared a presentation regarding the 2025–2028 Strategic Plan ([available on Basecamp](#)), and Blake Ellis recommended that the committee members read the published Strategic Plan available on the ASHRAE website (<https://www.ashrae.org/about/strategic-plan>) on their own. Ellis also noted that the plan has been approved and goes into effect on July 1, and he reminded Kurt Monteiro that the incoming chair's MBOs should be aligned to these goals and objectives whenever possible.

12. New Business

The committee discussed the best day and time for future conference calls, and it was determined that the third Friday of every month around 11am was good for everyone with an exception or two Fridays, so the next conference calls were set for March 21, April 25, and May 16.

The committee discussed whether they should continue using the hybrid meeting format for Annual and Winter Conferences, and it was decided that the meetings would remain hybrid. As Walter Grondzik said, "technological difficulties should not mean we don't do the right thing."

Cindy Michaels suggested to the committee that going forward the Planning Subcommittee should be renamed the Planning and PTAR Subcommittee and that all future meetings for this subcommittee be set up so that the first hour is for Planning Subcommittee members and the second hour is for PTAR Subcommittee members, enabling Michaels to attend both sessions to share items on the screen and make notes about required document changes as necessary. The committee agreed.

13. Announcements

Cindy Michaels reminded the committee members that they can nominate others for membership on the Publications Committee, which is a Board-appointed position, at <https://www.ashrae.org/communities/committees/committee-nominations>. Blake Ellis reminded everyone that the deadline for nominations is February 14.

14. Adjournment

Megan Tosh adjourned the meeting at 11:37 a.m.

Respectfully submitted,

Cindy Michaels

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

ASHRAE Special Publications— Projects Published Since the 2024 ASHRAE Annual Conference

July 2024

- Extended Abstracts, Conference Papers, and Technical Papers in Bookstore (Indianapolis Annual Conference)
- *High-Performance Buildings Simplified*, Second Edition
- *Decarbonizing Hospital Buildings* [TFBD Book, cosponsored by ASHE]
- Seminars in Technology Portal (Indianapolis Annual Conference)

August 2024

- *ASHRAE Position Document on Filtration and Air Cleaning*
- *ASHRAE Position Document on Energy Efficiency in Buildings*, Portuguese

October 2024

- Standard 189.1-2020, Chinese
- Standard 202-2024, Korean
- Standard 90.4-2022, Spanish

November 2024

- *ASHRAE Position Document on Energy Efficiency in Buildings*

December 2024

- *ASHRAE Transactions* Vol. 130, Part 2 (Indianapolis Annual Conference)
- Standard 209-2018, Korean
- Standard 202-2024, Spanish

January 2025

- *ASHRAE Position Document on Energy Efficiency in Buildings*, Spanish
- *Lucy's Engineering Adventure* – Slovenian
- *Lucy's Engineering Adventure*, Cree
- *Lucy Goes Green*, Arabic

February 2025

- Standard 170-2021, Thai
- Sustainable Operations and Maintenance of Refrigeration and Air Conditioning Plants [online tool as well as printed guidebook, co-developed by ASHRAE and UNEP]
- *Building Decarbonization Retrofits for Commercial and Multifamily Buildings* [CEBD book]