

# PUBLICATIONS COMMITTEE

## Minutes

2026 ASHRAE Winter Conference

Saturday, January 31, 2026

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

Caesars Palace, Palermo (P)

- MEMBERS ATTENDING:** Kurt Monteiro, Chair  
Stephen Duda, Vice Chair  
Wyatt Hahn  
Frank Mills  
Rodrigo Arias  
Alekhya Kaianathbhatta  
Dalip Singh  
Ghina Annan  
Walter Grondzik  
Vinod Venugopal  
Tom Lawrence  
Daniel Nall, BOD ExO
- STAFF PRESENT:** Cindy Michaels, staff liaison, Editor of Special Publications  
Drew Champlin, Editor of *ASHRAE Journal*
- VISITORS:** Chee Ow, former Publications Committee Chair  
Eduardo Garcia  
Wim Maassen  
Luis Alvarado, Peru Chapter  
Matthew Price  
Fabio Clavijo, Columbia Chapter  
Ana Pérez-Bustamante, Communications Committee  
Franco D'Atri, Communications Committee

<b>MAJOR MOTIONS</b>		
<b>No.</b>	<b>Motion</b>	<b>Vote*</b>
1	To approve the minutes of the Publications Committee conference call held on November 20, 2025.	PASSED via voice vote, CNV
2	To select the recipient of the 2025 Journal Paper Award.	PASSED in executive session

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

<b>ACTION ITEMS</b>		
<b>No.</b>	<b>Action Item</b>	<b>Responsibility</b>
	(none)	

## 1. Call to Order and Pronouncement of Quorum

Vice Chair Stephen Duda called the meeting to order at 11:14 a.m. Pacific Standard Time and noted that a quorum was present.

## 2. Roll Call/Welcome/Introductions

Cindy Michaels called the names of the committee members to assess attendance, then the members and guests introduced themselves.

## 3. ASHRAE Value Statement

Stephen Duda 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 review, it was moved and seconded that the agenda for this meeting be adopted as is. Cindy Michaels noted that the Journal Paper Award voting may need to be moved to the very end of the meeting since it has to happen in Executive Session, and the committee concurred.

#### 5. Remarks from Committee BOD ExO

Daniel Nall, BOD ExO, presented Society business as noted in the ASHRAE Leadership Presentation, which was shared via projector during the meeting. Of special note were the announcement of the \$5 membership dues increase, the simplified membership model, and that proposed changes to the format of the Annual Conference will be presented at the 2026 Annual Conference in Austin, TX.

#### 6. Approval of Past Meeting Minutes

It was moved and seconded to approve the minutes of the November 20, 2025, Publications Committee conference call (**MOTION #1**):

**Motion:**

To approve the minutes of the Publications Committee conference call held on November 20, 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 shared information about Journal staff and the articles in the pipeline for the magazine as noted in his Editor's Report ([available on Basecamp](#)). He also noted that one of his goals is to improve the member highlights included in *Insights* ([available online](#)) and encouraged committee members to share chapter and personal activities with him for this purpose.

##### 7.2. Suggestions for Topics, Authors, and/or Reviewers/Presenters for *ASHRAE Journal* and ASHRAE's Podcasts

Champlin noted that *ASHRAE Journal* staff is always taking suggestions for topics, authors, and reviewers and asked if the committee members had any to share during the meeting. There was much discussion about possible topics for future articles as well as possible topics for future podcast episodes.

#### 8. Special Publications

##### 8.1. Editor's Report

Special Publications 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](#)).

## 8.2. Sales Data Review

Alekhya Kaianathbhatta reported that she has completed some coding for the Sales Data spreadsheet and had obtained the raw sales data from Cindy Michaels to test whether her coding was pulling in the information correctly; she reported that the automation seems to be working well. She also noted that she felt it was helpful to add a column for past sales so that comparison could be made over time and trends could be noted.

Michaels noted that she had received the data on downloads of ASHRAE's free publications and that Joslyn Ratcliff, the staff member who provided the data, had also included a column for previously reported downloads. Michaels stated she will send this additional data to Kaianathbhatta so the coding can be done to pull in that information automatically as well. Michaels noted that once the spreadsheet is complete the only data she will have to include manually will be the data on the downloads of the free PDFs of the Advanced Energy Design Guides.

Kaianathbhatta did note that she will have some questions for Michaels as she completes this work. She estimates that she should have a final, working spreadsheet by the 2026 Annual Conference in Austin, TX. Kurt Monteiro reiterated the reasons this work is important—namely that it is important that the raw data is adjusted for committee use and that the automation of the spreadsheet will save Michaels a great deal of time doing the large amount of adjustment that is necessary for the committee members to easily parse the information on ASHRAE's many publications. He also reiterated that the committee members need to review this data regularly in order to recognize the trends in ASHRAE's sales and then discuss and act accordingly.

## 9. Subcommittees and Liaisons

### 9.1. MBO Subcommittees

The 2025–2026 Publications Committee MBOs are included as **Attachment B** and [available on Basecamp](#).

#### 9.1.1. MBO #1

The update on this MBO was provided in the previous discussion on the sales data review. Alekhya Kaianathbhatta stated that she believes this MBO is 50% complete at this time.

#### 9.1.2. MBO #2

Subcommittee lead Stephen Duda reported that the subcommittee has discussed this MBO and various options, including possibly a subscription to all ASHRAE content. He also noted that the work on this objective this year should be considered part 1, and he will continue part 2 to complete this objective during his term as chair in the next Society year. Kurt Monteiro noted that this objective is very important because ASHRAE may lose future generations altogether if it does not keep up with the programs they are used to using.

#### 9.1.3. MBO #3

Subcommittee lead Stephen Duda reported that he has reached out to CEC for conference session attendance data per track. Cindy Michaels reminded the subcommittee members that she recently emailed the download data on the free publications and the Advanced Energy Design Guides, and she noted that the download data that they had requested on *ASHRAE Journal* articles has been included on Basecamp by Drew Champlin.

#### **9.1.4. MBO #4**

Subcommittee lead Wyatt Hahn reported that the subcommittee has met and brainstormed ideas, including the idea to look at recently published and popular *ASHRAE Journal* articles and discuss whether any would be useful at a larger scale. Cindy Michaels reminded the committee that she had supplied the Publishing Opportunities document from the previous Society year via email in October but that she has also posted it on Basecamp ([document available here](#)). Michaels also noted that she reached out to the staff liaison for the Global Technical Interaction Committee and has obtained a copy of the results from the survey they had conducted. Subcommittee members agreed that this information would be useful for their work and Michaels promised to email it to them and post it to Basecamp ([document available here](#)).

### **9.2. Planning Subcommittee**

Planning Subcommittee chair Stephen Duda shared that at the Planning Subcommittee meeting it had been discussed that though review of the committee's ROB, MOP, and Reference Manual was included as an agenda item, there did not seem to be a need to do that, and thus no work had been completed on this item. Cindy Michaels noted that as staff liaison she was told such a review needed to be included on agendas so that the committee would be more likely to keep the information up to date and suggested the committee choose a specific monthly conference call to regularly review and update these documents. Kurt Monteiro agreed and suggested the review be included as a task on the agenda for the second-to-last meeting before each Annual Conference so that the full committee could vote on the changes at each Annual Conference, reasoning that the review should be completed toward the end of each Society year because changes might have been caused by the work completed by the committee each year, necessitating changes to these documents; Duda agreed. Michaels stated she will be sure to make this change to the agendas going forward.

### **9.3. Communications Committee Liaison**

The Communications Committee liaison, Frank Mills, reported that he will be attending the Communications Committee meeting later this day.

### **9.4. Chapter Technology Transfer Committee (CTTC) Liaison**

The CTTC liaison, Frank Mills, stated that he will reach out to CTTC.

### **9.5. Young Engineers in ASHRAE (YEA) Liaison**

The YEA liaison, Alekhya Kaianathbhatta, reported that she has spoken with YEA members on and off throughout the year.

### **9.6. Research Administration Committee (RAC) Liaison**

The RAC Liaison, Wyatt Hahn, reported that he has had no communication with RAC because there has been no need to reach out so far this year.

### **9.7. PTAR Subcommittee**

Cindy Michaels explained the seemingly sudden appearance of a new item on the agenda for this subcommittee: a possible Conflict of Interest statement. She noted that this item had come up for

Publications Committee years ago but kept getting bumped off the meeting agendas for other priorities.

As background information on the history of this item, Michaels reported that the question regarding whether Publications should have such a statement for book projects was brought up via a member and presented to the then-chair of Publications Committee, who had supplied examples of conflict-of-interest statements from other publishers. In the past, Michaels had communicated with other departments to learn about their conflict-of-interest-statement practices and wording ([details available on Basecamp](#)), and then she had combined and edited all this information to create a possible statement for use for ASHRAE books ([document available on Basecamp](#)).

Michaels noted that the questions before the current committee members are whether they want to recommend that such a statement be used for books, if so whether they would recommend that the statement be optional or mandatory, whether the draft is too long, and the like. Frank Mills questioned at what point in the process of developing a book the participants should fill out such a form and whether currently in-progress projects would need the form filled out. He also questioned whether concerns of conflict of interest had ever come up about any ASRHAE publications; Michaels stated that she is aware of two instances off the top of her head.

Several committee members indicated they felt that the form would be a good idea, or at least worth considering, and Kurt Monteiro recommended they all review the drafted statement and discuss it in more detail on the next conference call.

## **9.8. Technical Activities Committee (TAC) Section Liaisons**

Committee members reported on the responses (and the lack of responses) that they have received from the TC chairs after having reached out to them. Tom Lawrence asked where the list of publications the TCs are responsible for was located on Basecamp, which made Cindy Michaels realize that when the process changed from the old list that was shared with Publications Committee members to the new list that gets posted on the TAC Sections & FG/MTG leadership Basecamp page (the Special Pubs' Cognizant TCs List), it was not indicated that this new list should also be shared with Publications Committee members, with the thinking possibly that the responsibility for looking at the list had changed from Publications Committee members to the TCs themselves. Michaels acknowledged that it would be useful for Publications Committee members to be aware of the list that they are referencing when they write the TC leadership and promised to ensure that from now on the list will also be posted on Basecamp (it has been uploaded [here](#)).

Michaels reminded committee members that if they have been unable to get ahold of any TC chairs, they are welcome to attend, but attendance is optional at, the TC/TG/MTG Chair's Breakfast, held during this conference on Sunday from 7:00–9:00 a.m. in Caesars Palace in rooms Palace II and III.

## **10. Remarks from Communications Committee**

Communications Committee members Ana Pérez-Bustamante and Franco D'Atri visited the meeting to answer any questions Publications Committee might have for Communications Committee. They shared that they are working to train chapter communications chairs. Kurt Monteiro suggested that they encourage those chairs to share the information on new publications that is included in Chapter Notes with the chapter members, as that's a great way to get the word out about ASHRAE publications.

## **11. Strategic Plan Recommendations**

Kurt Monteiro asked whether any committee members had suggestions for or questions about the ASHRAE Strategic Plan. He himself noted that there has been much discussion of using AI during this

meeting and offered to write something to submit as a recommendation, with the goal of presenting it to the full committee for review and discussion on a future conference call.

Stephen Duda informed the committee members that recently the committee responsible for the Strategic Plan determined that three years is too short a time period to develop, implement, and evaluate efforts towards the stated goals and therefore voted to extend the current Strategic Plan to 2030 and return to a five-year timespan for the Society's Strategic Plans.

## **12. Old Business**

### **12.1. Attachments from Report to PEC from 2023 Winter Conference**

Cindy Michaels noted that this item had been added to the agenda for this meeting (and is [available on Basecamp](#)) so that she could share with the committee the suggestions that had been provided to PEC by the Publications Committee in the past but did not advance, noting that she feels this information may be useful for the work the current committee members are doing on the MBOs for this Society year. Stephen Duda noted that he might also be able to use this information to develop his MBOs for the next Society year. Michaels stated she would share the document via email with the chair and subcommittee chairs for their use.

### **12.2. PEC MBOs assigned to Publications Committee**

Cindy Michaels presented to the committee the PEC MBOs for the 2025–2026 Society year ([available on Basecamp](#)), pointing out that Publications Committee is expected to participate in all of them. She noted that this is the first time the committee members are seeing these MBOs because they have never yet made it onto an agenda for any conference call.

The committee reviewed each MBO. Kurt Monteiro noted that several of the Publications Committee MBOs are related to these PEC MBOs, and other committee members agreed. It was determined that Pub Comm MBO #2 relates to PEC MBOs #1 and #2 and that Pub Comm MBO #4 relates to PEC MBOs #4 and #5. Cindy Michaels noted that there is a group of Publications and Technology staff members that is working on an AI tool, which would relate to PEC MBOs #1 and #2; she stated that she will request a status update from that group and provide it to Publications Committee for them to share with PEC in order to eliminate the duplication of efforts already ongoing elsewhere. For PEC MBO #3, Michaels noted that she already has information on AI use in translations from an earlier situation in which a translator asked about using AI for a translation; she stated that she will gather that information for Publications Committee to share with PEC. Frank Mills volunteered to take on communicating with Members Council for PEC MBO #6.

## **13. New Business**

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

There was some discussion about the day and time for scheduling future committee conference calls, but due to the time remaining for this meeting it was decided that a poll would be sent to all committee members to determine the best day and time to meet.

## 14. Journal Paper Award

### 14.1. Survey Results

Guests were thanked for their participation in the meeting but asked to leave the room so that the committee could enter into an executive session. *ASHRAE Journal* Editor Drew Champlin then shared the results of the committee's monthly technical article scoring. Cindy Michaels shared that *ASHRAE Journal* Associate Editor Tani Palefski, who compiles the scores, wants the committee members to remember that these scores are merely a discussion aid—the highest-scoring article does not necessarily have to be the winning article (because of the number of committee members who scored each article); the committee still has some leeway and should therefore discuss all of the articles as possible winners. There was therefore some discussion about the scoring results, as well as a potential need to show the standard deviation of the results.

### 14.2. Voting

Committee members 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 2026 ASHRAE Annual Conference.

**Motion:**

To select the recipient of the 2025 Journal Paper Award.

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

## 15. Announcements

Members were reminded that they can nominate other ASHRAE members for participation on the Publications Committee and that they can encourage interested parties to self-nominate as well: <https://www.ashrae.org/communities/committees/committee-nominations>

Stephen Duda noted that 5 of the committee's 12 members are rolling off this summer, so he encouraged recommendations from members for replacements for those 5 positions. The question was also broached whether a current member could self-nominate for a second term; Michaels stated that she would find an answer for the committee. The names of several interested members were mentioned, and Stephen Duda and the committee's BOD ExO, Daniel Nall, took notes, with the intent of both reaching out to these people and recommending the names of the interested individuals for appointment to the committee.

## 16. Adjournment

Kurt Monteiro adjourned the meeting at 3:05 p.m. PST.

Respectfully submitted,

*Cindy Michaels*

Cindy Michaels  
Staff Liaison to Publications Committee  
Editor, Special Publications

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

### July 2025

- *Assessing RAC Plant Sustainability* [with UNEP]

### August 2025

- *ASHRAE Position Document on Human Health and Wellness in the Built Environment*
- *Lucy's Engineering Adventure* – Vietnamese

### September 2025

- Standard 62.1-2022 – Chinese
- *Psychrometric Analysis*, Version 9.0 (software download)
- *Lucy's Engineering Adventure* – Irish

### October 2025

- *Air-Source Heat Pump Application for Public Buildings* [ERDC]

### November 2025

- *Lucy Goes Green* – Chinese
- IEQ 2025 Topical Conference Papers and Proceedings

### December 2025

- Standard 90.4-2022 – Korean
- Guideline 1.1-2025 – Spanish
- Standard 127-2020 – Spanish

### January 2026

- Standard 211-2018 (RA 2023) – Chinese
- Thermal Performance of the Exterior Envelopes of Whole Buildings XVI Conference Papers and Proceedings

# Receipt

Mr Kurt Monteiro, P.Eng. LEED AP

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## Publications Committee

MBO #	Description	Measurable Metric	Completion Date	Completion %	Financial Assist?	Staff Assist?	MBO Comments	Strategic Plan Tally														
								Initiative #			Goal 1			Goal 2			Goal 3					
								1	2	3	a	b	c	a	b	c	a	b	c			
1	The current ASHRAE publications sales spreadsheet has hundreds of rows that requires constant sorting to understand trends. Create a Dashboard of key metrics to assist the Publications committee in determining sales trends of various publications, to support the committees mandate to keep resources relevant to its membership.	Create a Dashboard in excel that automatically updates based unconditioned ASHRAE publications sales data imported by staff, without the current data conditioning that is required to analyze the data.	2026 Annual Meeting	0			This is building on last years MBO. AI will be used to assist in developing the Dashboard.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	The number of publications being sold is trending downwards, based on the latest sales data. A review to the carried out of the best available methods to deliver content to the membership that would increase engagement and generate revenue, with a focus on the understanding YEA and student members preferred methods of consuming content.	Compile a list of potential content publishing strategies and identify how they can generate revenue to replace the diminishing traditional publications sales revenue.	2026 Annual Meeting	0				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Determine the most popular topics to identify market gaps annually in publications, by creating a tool that categorizes ASHRAE conference topics and their actual attendance, and reviewing the number of downloads of PDFs of ASHRAE Journal Articles and free publications.	Setup an excel spreadsheet where ASHRAE publications committee support staff can import unconditioned ASHRAE conference topic data, ASHRAE Journal articles download statistics, free ASHRAE publications download statistics, that outputs trending topics in a dashboard.	2026 Annual Meeting	0		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	The recently completed review of current ASHRAE publications by the Publications committee identified market gaps. The committee is to determine which 3 or more publications are needed to fill knowledge gaps of our membership and connect with the appropriate TCs to generate the required publications.	Create the list of publications, their potential TCs and try to obtain a commitment from the TCs to support the recommended publications.	2026 Annual Meeting	0.		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
								4	4	4	3	0	1	4	4	1	2	0	4	2	1	1

Thank you!