



Shaping Tomorrow's
Built Environment Today

PUBLICATIONS COMMITTEE

Minutes

2024 ASHRAE Winter Conference
Saturday, January 20, 2024
8:00 a.m. to 12:00 p.m. EST
Marriott Marquis Chicago, Poetry (3)

MEMBERS ATTENDING: Vinay Ananthachar, Chair
Megan Tosh, Vice Chair
Atilla Biyikoglu
Jennifer Isenbeck
Stephen (Steve) Kavanaugh
Cameron Labunski
Francis (Frank) Mills
Kurt Monteiro
George Pantelidis
Blake Ellis, BOD ExO

STAFF PRESENT: Cindy Michaels, staff liaison, Editor of Special Publications
Drew Champlin, Editor of *ASHRAE Journal*
Joslyn Ratcliff, Senior Manager of Marketing Communications

VISITORS: Art Geisler, ASHRAE Director at Large
Chandra Sekhar, ASHRAE Vice President
Stephen Duda, ASHRAE Member
Wim Maassen, REHVA



MAJOR MOTIONS		
No.	Motion	Vote*
1	To approve the minutes of the Publications Committee conference calls held on August 10, 2023; October 12, 2023; and December 14, 2023.	PASSED via voice vote, CNV
2	To select the recipient of the 2023 Journal Paper Award.	PASSED in executive session
3	To approve changes to the following documents as shown on the versions of the documents reviewed by the committee at this meeting, with minor editorial changes allowed as needed: <ul style="list-style-type: none"> • Reference Manual: Help section, Mentor/Mentee section, ASHRAE Journal section, Special Publications section, PTAR section, Special Publications staff information, and staff organizational chart • Reference Manual: Appendix B • TC Form for Reviewing Older ASHRAE Publications • Publications Committee Orientation Presentation 	PASSED via voice vote, CNV
4	To reject PTAR #0004 for publication as a standalone book.	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

Vinay Ananthachar called the meeting to order at 8:05 a.m. Central and noted that a quorum was present.

2. Roll Call/Welcome/Introductions

Members and guests introduced themselves.

3. ASHRAE Code of Ethics Commitment

Vinay Ananthachar read the following excerpt from the ASHRAE Code of Ethics:

In this and all other 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 we shall avoid all real or perceived conflicts of interests.

(Code of Ethics: <https://www.ashrae.org/about/governance/code-of-ethics>)

(Core Values: <https://www.ashrae.org/about/ashrae-s-core-values>)



4. Review and Approval of the Agenda

After discussing the need to delay voting on the Journal Paper Award until Jen Isenbeck could join the meeting, it was moved and seconded that the agenda for this meeting be adopted.

5. Explanation of New QR Code for Signing In

Cindy Michaels shared the new QR code for signing into meetings during Winter and Annual Conferences and explained how members can also sign in by going through the schedule on the ASHRAE website. Art Geisler and Stephen Duda pointed out that members can also sign in using the ASHRAE 365 app.

6. Remarks from BOD ExO

BOD ExO Blake Ellis covered the ASHRAE Leadership Presentation ([available on Basecamp](#)). He emphasized that decarbonization is the way forward and that Publications Committee has a role to play in that for the Society – for example, printing has a big carbon footprint, so how can the Society transition to digital but keep our revenue stream? “We want to be proactive, not reactive,” Ellis said.

7. Approval of Past Meeting Minutes

A consent motion was proposed and seconded to approve the minutes from several past conference calls (**MOTION #1**):

Motion:

To approve the minutes of the Publications Committee conference calls held on August 10, 2023; October 12, 2023; and December 14, 2023.

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

8. Magazines, Newsletters, and Podcasts

8.1. Editor's Report

Journal Editor Drew Champlin presented a report on the state of *ASHRAE Journal* and its staff ([available on Basecamp](#)). He noted that since joining ASHRAE staff his focus has been on getting more articles published on HVAC fundamentals as well as helping members understand how simple it is to submit an article to be reviewed for publication in *ASHRAE Journal*.

Champlin informed everyone that there will be a live podcast recording on Standard 100 at the AHR Expo and that a forthcoming podcast will be about young engineers joining and navigating ASHRAE. This led to some discussion about how to access and listen to the *ASHRAE Journal* podcasts.

Champlin also asked for assistance in identifying reviewers and authors for the magazine, noting how difficult it is to find available reviewers. Steve Kavanaugh asserted that since the largest group of ASHRAE members is consulting engineers, we need more from that group serving as article reviewers.

It was also reported that the flyer encouraging ASHRAE members to submit articles to *ASHRAE Journal* was included in the December Chapter Notes newsletter, and that there is hope that it can be repeated in this newsletter periodically.



8.2. Journal Survey Results

Cindy Michaels shared the results of the committee members' technical feature article scoring that *ASHRAE Journal* Associate Editor Tani Palefski provided. There was some discussion about how two members had wanted to score past articles on their way to the conference but could not access the surveys; it was explained that it takes staff some time to tally the scores so Palefski had sent a message that the surveys would be closed as he began tallying the scores.

8.3. Journal Paper Award Voting

Committee members reviewed the three *ASHRAE Journal* articles that received the highest scores during the Society 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 2024 ASHRAE Annual Conference.

Motion:

To select the recipient of the 2023 Journal Paper Award.

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

9. Special Publications

9.1. Editor's Report

Special Publications Editor Cindy Michaels discussed changes in staffing, noting that Matt Walker has (deservedly) been promoted to Manager of a new Standards department within Publishing and Education and that Assistant Editor Robyn Weaver has been moved to that department as well. Michaels pointed out that this now leaves only two editors in Special Publications to handle all of the books, translations, conference-related products, and other projects that get assigned. Frank Mills recommended that the department prioritize joint publications with other organizations, because ASHRAE is chosen as the lead publisher in these endeavors because of what we can do, yet if a project sits for 12 months before it gets published in their eyes it seems to be for no reason or sends the impression that their project is not valued. Michaels noted that while the department preference is "first come, first served" because the industry changes quickly and we want to get the content out before it becomes obsolete, often priority decisions are dictated by management.

Michaels also 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](#)).

10. Subcommittees and Liaisons

10.1. MBO Subcommittees

10.1.1. MBO #1

Subcommittee lead Megan Tosh noted that the subcommittee has not met yet but will soon and that they need to identify how to get the information they need to evaluate the market for a proposed publication. Frank Mills stressed that it is important to pay attention not just to what people want but what they are willing to pay for it.



10.1.2. MBO #2

Subcommittee lead Jen Isenbeck supplied a report via email prior to the meeting ([available on Basecamp](#)) which was read to the full committee in her absence. Once she joined the committee, she noted that the committee needs to know the trends (are people purchasing digitized content?) and that some feedback she's received is that people want more interactivity. Kurt Montiero recommended that ASHRAE's digitized publications also include internal links (for figure, table, section, and chapter references, for example).

10.1.3. MBO #3

There was much discussion about the current digitized offerings of the *ASHRAE Journal*, how that content is accessed, and what the committee might be able to do going forward. The committee members had some questions that Drew Champlin and Cindy Michaels said could best be answered by Greg Martin, Manager of Advertising Sales, so the committee requested that he be asked to join a future conference call. Megan Tosh also pointed out that the committee needs data on the Journal's readership: the number of people getting print copies, the number of digital clicks, etc.

After much discussion among committee members about what other organizations and publishers are doing with their journals, subcommittee lead Steve Kavanaugh stated that he will reach out to one or more of the editors of these other journals to see if they are willing to talk about what they did to digitize their publications.

10.1.4. MBO #4

Subcommittee lead Atilla Biyikoglu stated that he has sent some emails but has not yet received responses. After some discussion, Cindy Michaels said she will share the email alias list with Biyikoglu so he can reach out to even more people within ASHRAE. Frank Mills also offered to reach out to DLs to ask them what needs their regions have, and Blake Ellis offered to help Biyikoglu connect with DRCs.

There was much discussion about how to best serve international markets (include them in the writing of standards for their areas, make available all editions of standards, allow them to use just the portions of our standards that they need while adding their own content, educate them about the need for design, installation, and maintenance standards across the country, etc.).

10.2. Planning Subcommittee

A consent motion was proposed and seconded to approve numerous recent changes to several of the committee's internal documents (**MOTION #3**):

Motion:

To approve changes to the following documents as shown on the versions of the documents reviewed by the committee at this meeting, with minor editorial changes allowed as needed:

- Reference Manual: Help section, Mentor/Mentee section, ASHRAE Journal section, Special Publications section, PTAR section, Special Publications staff information, and staff organizational chart ([available on Basecamp](#))
- Reference Manual: Appendix B ([available on Basecamp](#))
- TC Form for Reviewing Older ASHRAE Publications ([available on Basecamp](#))
- Publications Committee Orientation Presentation ([available on Basecamp](#))

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



10.3. Communications Committee liaison

The Communications Committee liaison, Frank Mills, reported that he will attend their meeting in Chicago and report back.

10.4. Chapter Technology Transfer Committee (CTTC) liaison

The CTTC liaison, Frank Mills, reported that he will attend their meeting in Chicago and report back.

10.5. Young Engineers in ASHRAE (YEA) liaison

The YEA liaison, Megan Tosh, reported that YEA meets at the same time as Publications Committee, so she will not be attending their meeting. She also noted that when she was on YEA they got frequent requests to review things for other committees to provide input from the young engineer perspective, so in lieu of asking YEA to do something for this committee she has requested that Blake Ellis advocate for more young members to be members of Publications Committee in the future.

10.6. Research Administration Committee (RAC) Liaison

The RAC Liaison, Cameron Labunski, reported that he reached out to RAC and has not yet received a response.

10.7. PTAR Subcommittee

10.7.1. PTAR #0004

After some discussion about the PTAR subcommittee members' PTAR #0004 evaluations, it was moved and seconded that PTAR #0004 be rejected (**MOTION #4**):

Motion:

To reject PTAR #0004 for publication as a standalone book.

MOTION #0004 PASSED with a voice vote (no no votes, no abstentions, CNV).

10.8. Technical Activities Committee (TAC) Section Liaisons

The committee members present reported on the responses they have received from TC chairs regarding the older ASHRAE publications that need TC review. Several liaisons noted that it is difficult to receive responses. All updates received as of January 22, 2024, are summarized in the ASHRAE Special Pubs Review List ([available on Basecamp](#)).

Cindy Michaels shared with the committee a brief description of the Wiki-style Datacom site that TC 9.9 is currently working on.

11. Strategic Plan Recommendations

Vinay Ananthachar stated that he believes that if the committee works on their MBOs they will be able to provide good feedback for the upcoming strategic plan. Blake Ellis added that if anybody has something major they want to suggest right now, they can submit their suggestions online via the Submit Feedback button at www.ashrae.org/about/strategic-plan.



12. Old Business

Cindy Michaels informed committee members that the Chapters Flyer the committee created has been shared in the following ways:

- Linked from “How to Submit Content for ASHRAE Publications” under “FAQ” on www.ashrae.org/chapterresources
- Linked at the bottom of www.ashrae.org/communities/committees/standing-committees/ctc-additional-resources
- Shared with Communications Committee in their December meeting
- Posted to the Communications Committee Basecamp (with a link to it in the meeting minutes)

She also reported that, according to Region Activities staff, the flyer will be printed and included with the CRC packages once the Spring CRCs begin in April.

Michaels also shared that Tammy Catchings, Manager of Region Activities, suggested that chapters may want to post this flyer on their chapter websites, and the committee recommended that this be requested of them (with the understanding that some chapters will do it but some will not).

Michaels also shared the first draft of the flowchart version of the Guide for Publishing Books with ASHRAE ([available on Basecamp](#)), but as the meeting was nearly out of time the discussion was brief. The committee did request that the PTAR path be included on the flowchart. Cameron Labunski also stated that while this version with numerous steps could be kept for those authors who need/want it, members need a much simpler version with far fewer steps. Michaels said that these and other revisions will be made and the revised flowchart will be included on the agenda for the committee’s next conference call.

13. New Business

The committee members agreed to keep the day and time that’s been used for committee conference calls so far this Society year for scheduling the calls for the rest of the Society year.

14. Announcements

Cindy Michaels reminded committee members to nominate others for Publications Committee or to nominate themselves for other committees at www.ashrae.org/communities/committees/committee-nominations.

15. Adjournment

Blake Ellis commended the committee for the good discussions they had during this meeting, and Vinay Ananthachar adjourned the meeting at 11:55 a.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Cindy Michaels". The signature is written in a cursive, flowing style.

Cindy Michaels
Staff Liaison to Publications Committee
Editor, Special Publications

ASHRAE Special Publications— Projects Published Since the 2023 ASHRAE Annual Conference

June 2023

- Final Atlanta Conference and Technical Papers in Bookstore/Tech Portal
- ASHRAE Guideline 12-2023, *Managing the Risk of Legionellosis Associated with Building Water Systems*
- ASHRAE Standard 241-2023, *Control of Infectious Aerosols*

July 2023

- *Lucy's Engineering Adventure* – Spanish
- Ginger Scoggins presidential speech – Spanish
- Ginger Scoggins presidential speech – French
- Ginger Scoggins presidential speech – Portuguese
- TOCs of 4 most recent Handbook volumes – Traditional Chinese
- Transactions Vol. 129, Part 1 (Atlanta Winter Conf.)

Note: In July 2023, Standards became its own department within PubEd. Therefore, hereafter, English-language standards and guidelines will not be included on this list.

August 2023

- ASHRAE Position Document on Infectious Aerosols – Portuguese Translation
- *ASHRAE GreenGuide*, 5th Ed – Portuguese
- *Designing for Operational Excellence* – Portuguese

September 2023

- Standard 189.3-2021 –Spanish
- Tampa Seminars in Tech Portal

October 2023

- *Certification Study Guide: Building Energy Modeling Professional* – Korean
- *Grid-Interactive Buildings for Decarbonization: Design and Operation Resource Guide* [TFBD]
- Standard 241-2023, Spanish

December 2023

- *Lucy's Engineering Adventure* - French
- *Lucy's Engineering Adventure* - Greek
- *Lucy's Engineering Adventure* - Chinese
- *Lucy Goes Green*
- HVAC Design of Compounding Pharmacies [SSPC 170 white paper]

January 2024

- Chicago Conference and Technical Paper Preprints in the Technology Portal
- *Sustainable Operations and Maintenance of Refrigeration and Air Conditioning Plants* pilot guide [with UNEP]
- ETF PPT: Filtration & Disinfection – Turkish