



Shaping Tomorrow's
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PUBLICATIONS COMMITTEE

Minutes

2022 ASHRAE Annual Conference

Saturday, June 25, 2022

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

Oak (M), Sheraton Centre Toronto

MEMBERS ATTENDING: Adeeba Mehboob, chair
Atilla Biyikoglu
George Pantelidis
Karen (Kay) Thrasher
Megan Tosh
Cameron Labunski
Kelley Cramm, BOD ExO

STAFF PRESENT: Cindy Michaels, staff liaison, Editor of Special Publications
John Falcioni, Editor of *ASHRAE Journal*

VISITORS: Mark Fly, Publishing and Education Council member
Blake Ellis, upcoming BOD ExO for the committee



MAJOR MOTIONS		
No.	Motion	Vote*
2022-1	Via letter ballot emailed to committee members on June 1, 2022: ASHRAE should move forward with publication of the proposed Special Publication <i>Managed BACnet: Manufacturers' Guide to BAS Cybersecurity</i> .	PASSED 8-0-2 CNV
2022-3	Via letter ballot emailed to committee members on June 25, 2022: to approve the Publications Committee MOP as revised to fit into the SRC-provided template and as shown in Attachment A .	PASSED 8-0-0 CNV

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

ACTION ITEMS		
No.	Responsibility	Action Item
	(None)	

1. Call to Order and Pronouncement of Quorum

Adeeba Mehboob called the meeting to order at 8:15 a.m. Eastern Time and noted that a quorum was not present.

2. Roll Call/Welcome/Introductions

Members and guests were introduced.

3. ASHRAE Code of Ethics Commitment

Adeeba Mehboob 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. ASHRAE Commitment to Care

Adeeba Mehboob read the following excerpt from the ASHRAE Commitment to Care:

ASHRAE is committed to the health and safety of our members and conference attendees. ASHRAE is closely monitoring guidance from the Centers for Disease Control and Prevention, the World Health Organization, and local health agencies regarding travel and entry into Canada.

(Read the full [Commitment to Care](#) online.)



5. Reminder about ASHRAE Simplified Rules of Order

Committee members were reminded that all meetings should be conducted according to the recently supplied ASHRAE Simplified Rules of Order ([available on Basecamp](#)).

6. Review and Approval of this Agenda

The agenda was adopted as is, with the understanding that the minutes from the Publications Committee Conference Call held on May 19, 2022, could not be voted on due to a lack of quorum and that Karine Leblanc of the Communications Committee might not show up when indicated on the agenda. (*Editor's note: Leblanc did not present at this meeting.*)

7. Remarks from BOD ExO

Kelley Cramm, 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 from the presentation were that the full report "Diversity, Equity, and Inclusion in ASHRAE" can be downloaded from www.ashrae.org/DiversityEquityInclusion and that the grade of "Member" has been changed to "Full Member."

8. Review of Action Items

Adeeba Mehboob reviewed the following action items from the Publications Committee meeting held during the 2022 ASHRAE Winter Conference and the Publications Committee conference call held on March 17, 2022:

ACTION ITEM FROM 2022 WINTER CONFERENCE (LAS VEGAS)			
No.	Responsibility	Action Item	Status
1	Cameron Labunski, MBOs 5 and 6 Subcommittee, possibly others	With Cameron Labunski in the lead and working with MBOs 5 and 6 Subcommittee chair Megan Tosh, develop a draft peer review process for <i>ASHRAE Journal</i> podcasts by the committee's conference call on March 17.	Closed out during meeting in Toronto

ACTION ITEM FROM MARCH 17, 2022, CONFERENCE CALL			
No	Responsibility	Action Item	Status
1	Adeeba Mehboob	For MBOs 8 and 9 work, assist Gerardo Alfonso with contacting international ASHRAE members to determine their needs.	Complete

During this meeting there was additional discussion about Action Item #1 from the 2022 Winter Conference, and it was ultimately determined that the process currently followed by *ASHRAE Journal* staff is adequate and that this action item could be closed out.

Action Item #1 from the March 17, 2022, conference call was noted as "complete"; details of this work are included in the MBO updates section of these minutes.



9. Magazines and Newsletters

9.1. Editor's Report

John Falcioni presented a report on *ASHRAE Journal* and his plans for the future of the magazine, including enhancing the content to be more reader friendly to young and just-starting engineers. He noted that diversity, equity, and inclusion (DEI) is important for the Journal in terms of writers, column authors, and reviewers, too. Falcioni's editor's report is [available on Basecamp](#).

9.2. Journal Survey Results

John Falcioni reminded committee members that they should all be reading and reviewing the technical articles every month so that a winning article can be chosen for the Journal Paper Award at the end of the year. A few members noted that it would be helpful if they could be provided a list of which articles they had/had not reviewed yet.

9.3. Suggestions for ASHRAE Journal (Topics, Authors, Reviewers)

John Falcioni noted that the committee can help Journal staff by bringing in writers and reviewers of different demographics. Kay Thrasher suggested reaching out to YEA and CTTC, perhaps even creating liaisons from this committee to those. Adeeba Mehboob noted that she has already reached out to the chair of CTTC, Mohd Tassi, and it was discussed that a flyer be prepared by Publications Committee and shared with CTTC. Mehboob agreed that a liaison to CTTC is a good idea and recommended this for consideration to Gerardo Alfonso, the upcoming chair of Publications Committee.

Mehboob also provided some feedback from her communications with members in Egypt: that they weren't aware they could submit articles to the Journal, that the content of the Journal is too American-centric, that they feel they need help with language issues if they write articles.

10. Special Publications

10.1. Editor's Report

Cindy Michaels reviewed the list of Special Publications projects published since the previous conference ([available on Basecamp](#)), the list of projects currently in hand ([available on Basecamp](#)), and the full list of forthcoming Special Publications projects ([available on Basecamp](#)). In discussing the list of forthcoming publications, Mark Fly asked if staff involved TAC in trying to follow up on projects and get projects finished faster. Michaels noted that she does not currently because she has a direct line to the authors of the publications but that she would be willing to involve TAC if member-to-member (peer-to-peer) communication would be more effective. Kay Thrasher suggested the Publications Committee TAC Section Liaisons also ask about these in-progress publications.

10.2. Proposed Special Publication: *Managed BACnet: Manufacturers' Guide to BAS Cybersecurity*

Cindy Michaels reported that the results of the letter ballot emailed to committee members on June 1, 2022, regarding the motion that ASHRAE should move forward with publication of the proposed Special Publication *Managed BACnet: Manufacturers' Guide to BAS Cybersecurity*, are that the motion passed, 8-0-2 CNV (**Motion # 2022-1**).



10.3. Proposed Special Publication: *Design Guidance for Education Facilities*

As there was not quorum for voting on this proposed publication, action on this item was reassigned to the next Publications Committee conference call.

11. Subcommittees and Liaisons

11.1. Planning Subcommittee

Committee members reviewed the TC Chairs Handout ([available on Basecamp](#)) and determined that at present no changes are needed.

During the Planning Subcommittee meeting for this conference, the subcommittee members present reviewed the MOP as revised per the template provide by the Society Rules Committee. After that meeting, via a letter ballot emailed to all the subcommittee members, the subcommittee voted 5-0-0 CV to forward the revised MOP to the full Publications Committee for discussion and voting. Because there was no quorum available during this meeting for the committee to vote in person, a letter ballot was emailed to all committee members on June 25, 2022; the motion to approve the Publications Committee MOP as revised and as shown in **Attachment A** passed, 8-0-0 CNV (**Motion # 2022-3**).

11.2. Research Administration Committee (RAC) Liaison

Cameron Labunski reported that he had emailed RAC leadership regarding an update on the PTAR process and had yet to receive a response. Adeeba Mehboob requested another email be sent to try to obtain a response.

11.3. PTAR Subcommittee

11.3.1. Update on PTAR #2 and PTAR #3 Outcomes

Cindy Michaels reported that the staff liaison to RAC indicated that both PTAR #2 and PTAR #3 had been rejected.

11.4. MBO Subcommittees

Prior to this meeting, Adeeba Mehboob had requested that all MBO Subcommittee chairs provide an update on the progress of all outstanding MBOs for reporting at this meeting. Brief updates are included herein; additional details are provided in Mehboob's final MBO status report ([available on Basecamp](#)). Mehboob thanked everyone who worked on the MBOs and regrets delays that were caused due to COVID-19 and the committee's inability to meet in person more.

11.4.1. MBO 1

Subcommittee chair Rob Hoadley was not present for this meeting, but Adeeba Mehboob reported that MBO 1 is incomplete but that the subcommittee did meet with TC 4.1 leadership, who agree that there is a need for this type of publication but that how it will look and be created is undecided; the TC was set to discuss this in Toronto. This MBO is ongoing and will continue into the 2022-2023 Society year.



11.4.2. MBOs 4+8

Subcommittee chair Adeeba Mehboob noted that MBO 4 and MBO 8 had ended up sort of merging. She shared details included in her final MBO status report ([available on Basecamp](#)) and indicated that work on this issue will continue.

11.4.3. MBOs 5+6

Subcommittee chair Megan Tosh reported that the subcommittee had held a call with *ASHRAE Journal* editor John Falcioni and had good discussions about how the committee can assist Journal staff. One of the plans to come out of these discussions is to build a database of authors and reviewers and their subject-matter expertise which Journal staff can pull from as needed. The hope is that this database will enable staff to engage more of the membership. Tosh noted that she also plans to reach out to CTTC to learn how they created and maintain their grassroots effort, the Distinguished Lecturer database. She also voiced her support for the previously proposed idea that Publications Committee have a liaison to CTTC.

11.4.4. MBO 9

Subcommittee chair Gerardo Alfonso was not present for this meeting, but Adeeba Mehboob reported that Alfonso had already had some communication with Region XII and she has already had some communication with RAL and Region XIII. She reported that the feedback from these regions regarding publications is that ASHRAE should produce more guides for extreme climates, should focus on building resilience, should provide best practices guides, that hot-year-round climates need different values, that ASHRAE standards values are not always feasible for developing countries, and that there is therefore a need for local standards adaptations.

11.5. Technical Activities Committee (TAC) Section Liaisons

There were few responses from TC chairs to report. All updates that have been received as of June 26, 2022, are summarized in the ASHRAE Special Pubs Review List ([available on Basecamp](#)).

Adeeba Mehboob suggested that when TAC Section Liaisons reach out to the TCs, perhaps they should be informed how the old publications are selling, because the knowledge of whether a publication is a really good seller or not selling well might help inform the decision to revise the book.

Due to the low meeting turnout, no new liaison assignments were made; these assignments will be completed during the next conference call.

12. Strategic Plan Recommendations

After some discussion, the following strategic planning recommendations were developed for passing along to PEC for the forthcoming update to the ASHRAE Strategic Plan:

- ASHRAE should position itself better in the residential market.
- ASHRAE should focus on having an effective international outreach and diverse membership base with respect to its products and services.



13. Old Business

Adeeba Mehboob's MBOs for the 2021-2022 Society year were discussed in the MBO Subcommittees section; ultimately, 2, 3, and 7 are complete; 4, 5, 6, 8, and 9 are complete but will continue into the next Society year; and 1 is incomplete and needs more effort and thus will also continue into the next year.

Cindy Michaels reported that turning the Guide for Publishing Books with ASHRAE into two flowcharts – one to share the paths to publication with TCs and one so that committee members understand where proposed Special Projects are coming from – will be completed by Special Publications editor Mary Bolton.

14. New Business

Adeeba Mehboob thanked everyone for their work on the committee this year, stating that she truly found some passion for publications while serving as chair. She stated that although she is rolling off of the committee, she is willing to help in any way she can as the committee moves forward. Mehboob noted a special thanks to Cindy Michaels as staff liaison and added that she is excited about the changes John Falcioni will bring to *ASHRAE Journal*. Kay Thrasher thanked Adeeba Mehboob for the “tremendous job” she did as chair of the committee.

Although incoming chair Gerardo Alfonso was not available at this meeting, Michaels reviewed his draft MBOs for the committee, noting that many of the previous year's MBOs will continue into the next year but also reading out the proposed new MBOs. Michaels told the committee that Alfonso has stated he would like their feedback on his MBOs. Mehboob reminded Michaels to share with Alfonso the suggestions for possible new Publications Committee liaisons. (*Editor's note: Alfonso has agreed with the suggestions for creating Publications Committee Liaisons to YEA, CTTC, and Communications Committee; these liaisons will be assigned at the next committee conference call.*)

15. Announcements

Cindy Michaels informed committee members that they are welcome to nominate others for Publications Committee – or themselves for other positions – at www.ashrae.org/communities/committees/committee-nominations.

16. Adjournment

Adeeba Mehboob adjourned the meeting at 11:18 a.m. Eastern Time.

Respectfully submitted,

A handwritten signature in black ink that reads "Cindy Michaels".

Cindy Michaels
Staff Liaison to Publications Committee
Editor, Special Publications



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MANUAL OF PROCEDURES

Publications Committee

Approved by: Publications Committee
Date: 26 June 2022

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FOREWORD (Not part of MOP)

This Manual of Procedures (MOP) details the operating procedures followed in carrying out the general responsibilities of the Publications Committee as prescribed in the ROB. Refer to ROB 2.419 for the current operating procedures. The committee may have additional duties and responsibilities that are not included in this document. This committee reports to the Products Committee of the Publishing and Education Council. The *ASHRAE Journal* editor and the Special Publications editor attend the meetings of this committee.

Abbreviations Used in this MOP:

BOD	Board of Directors (or <i>Board</i>)
CO	Coordinating Officer
MBO	Management by Objectives
MOP	Manual of Procedures
PTAR	Publication Topic Acceptance Request
RAC	Research Administration Committee
ROB	Rules of the Board
TAC	Technical Activities Committee
TC	Technical Committee

1. GENERAL RESPONSIBILITIES

1.1. The Publications Committee identifies the technical information needs of the HVAC&R industry not met through the ASHRAE Handbook series, ASHRAE's research journal, standards, guidelines, or user's manuals and oversees editorial policies and delivery of products to the marketplace. This includes the editorial policies of *ASHRAE Journal*, ASHRAE's electronic newsletters, *ASHRAE Transactions* and other conference proceedings, and ASHRAE Special Publications, which are technical publications in print format, such as non-series books (including books resulting from ASHRAE Research Projects, PTARs, and Special Projects), books in the Advanced Energy Design Guide series and the ASHRAE Datacom Series, charts, and tools, as well as all technical publications in machine-readable format, such as audio and visual presentations, software, databases, apps, and online resources.

2. MEMBERSHIP

2.1. Membership on this committee is specified by ROB 2.419.002.

2.2. Members should:

- 2.2.1. Provide suggestions, comments, or feedback on *ASHRAE Journal* and ASHRAE's electronic newsletters.
- 2.2.2. Generate topics suitable for ASHRAE's magazines and suggest potential authors.
- 2.2.3. Suggest qualified reviewers to assist the *ASHRAE Journal* editor in evaluating or technically editing articles.
- 2.2.4. Review Technical Features published in *ASHRAE Journal* each month and nominate a candidate for the Journal Paper Award each Society year.
- 2.2.5. Recommend to RAC publications submitted through the PTAR process that the committee feels should be awarded funding for the research and work required to produce the publication.
- 2.2.6. Recommend to the Products Committee of the Publishing and Education Council Special Publications that the committee feels should be published and their methods of publication.
- 2.2.7. Ensure that all Special Publications are current and timely.

- 2.2.8. Develop procedures for recommending updates to the Society's strategic plan on a continuous basis. As a minimum, the committee shall submit a report to the Products Committee annually that includes the current status of each activity that supports the fulfillment of the committee's assignments under the strategic plan. The committee shall report to the Products Committee all recommendations for changes to the strategic plan as provided by the committee's constituents before the Annual Conference.
- 2.2.9. Develop procedures for maintaining current and accurate descriptions of the committee's responsibilities as listed in the Publications Committee portion of the ROB, as described in this MOP, and as detailed in the committee's Reference Manual.

3. CHAIR RESPONSIBILITIES

- 3.1. Preside over meetings governed by the current edition of *Roberts Rules of Order, Newly Revised*.
- 3.2. Assign a mentor for all incoming members in accordance with ROB 2.105.002.4.
- 3.3. Appoint or reappoint ad hoc subcommittees with one-year term as needed.
- 3.4. Appoint subcommittee chairs and members for standing subcommittees identified in section 7.
- 3.5. Review and approve draft meeting minutes for final approval by committee.
- 3.6. Call additional meetings as needed.
- 3.7. Prepare MBOs for the committee.

4. VICE CHAIR RESPONSIBILITIES

- 4.1. In the absence of the Chair, preside over meetings.
- 4.2. Perform other duties as assigned by the Chair.
- 4.3. If the Chair is unable, assume all duties of the Chair until a successor is appointed.
- 4.4. At or before the Annual Conference, work with the outgoing chair to understand the status and performance of committee objectives, to plan the continuing and new programs for the following year, and to become the keeper of the committee's archives.
- 4.5. Prior to the Annual Conference, prepare MBOs for the committee for the next year and present these objectives to the committee for review at the committee meeting held during the Annual Conference.

5. STAFF LIAISON ASSIGNMENTS

- 5.1. Attend all meetings of the committee.
- 5.2. Advise the committee of plans and activities affecting publication and obtain committee input on planned programs and activities.
- 5.3. Act as secretary to the committee in the preparation and distribution of the minutes.
- 5.4. Complete other tasks as stated in the committee's Reference Manual.

6. LIAISON RESPONSIBILITIES

- 6.1. The RAC liaison should communicate with RAC about PTARs as necessary.
- 6.2. TAC liaisons should contact the TC chairs in their assigned TAC sections to communicate about upcoming Special Publications and/or the relevance of older Special Publications on the market. TAC Section liaisons should also attend the TC/TG/MTG Chair's Breakfast meetings at the Annual and Winter Conferences to communicate with TC chairs and convey information to or from the chairs and Publications Committee.

7. STANDING SUBCOMMITTEES

- 7.1. The Planning Subcommittee consists of the chair and vice chair and other committee members who have been appointed or have volunteered for this committee. The vice chair presides. The Planning Subcommittee shall meet prior to each conference for the purposes of reviewing a list of objectives that will be reported with recommendations to the full committee. This subcommittee shall also regularly review the ROB, MOP, and Reference Manual to ensure they are kept up to date.
- 7.2. The PTAR Subcommittee consists of committee members who have been appointed or have volunteered for this committee. This subcommittee shall review, discuss, and vote to accept or reject submitted PTARs before providing recommendations to RAC for the final vote regarding funding.