



MINUTES

Handbook Committee

January 13, 2019

Omni, Dogwood A

Atlanta, Georgia

MEMBERS PRESENT:

Don Fenton, chair
Suzanne LeViseur, vice chair, 2019A chair
Harris Sheinman, 2019A
Bryan Holcomb, 2019A
Michael Patton, 2020S chair
Caroline Calloway, 2020S
Prakash Dhamshala, 2020S
Steven Sill, 2020S
Bass Abushakra, 2021F chair
Jason Atkisson, 2021F
Guy Frankenfield, 2021F
Kevin Gallen, 2021F
Javier Korenko, 2021F
Stephanie Mages, 2021F
Scott Fisher, 2022R chair
Nicholas Shockley, 2022R
Brian Fricke, 2022R
Fred Betz, 2022R
Katherine Hammack, Board of Directors Ex-Officio (BOD ExO)

STAFF PRESENT:

Heather Kennedy, staff liaison, Editor for ASHRAE Handbook
Hayden Speiss, ASHRAE Handbook editorial assistant

VISITORS:

Julia Keen, ASHRAE VP, PEC VCh
Kashif Nawaz, TCs 1.1 and 1.3
Jason DeGraw, NREL, TC 2.8

ADDITIONAL DISTRIBUTION: Publishing and Education Council
Chapter Technology Transfer Committee

MAJOR PASSED MOTIONS	
No.	Motion
1	To approve the minutes of the committee's June 2018 meeting in Houston
2	To approve the proposed new Fundamentals chapter on resiliency

ACTION ITEMS: None

1. Call to Order

Mr. Fenton called the meeting to order at 10:30 AM and noted that a quorum was present.

2. Introductions

Mr. Fenton welcomed all attendees. Members and visitors introduced themselves.

3. ASHRAE Code of Ethics Commitment

Mr. Fenton 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, integrity and respect for others, and we shall avoid all real or perceived conflicts of interests. (See full Code of Ethics: <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>.)

4. Approval of Minutes

It was moved and seconded

(1) to approve the minutes of the committee's June 2018 meeting in Houston.

MOTION (1) PASSED, voice vote.

5. Agenda Updates

To better accommodate attendees' schedules, reports from the CO and BOD ExO (items 7 and 8 below) were moved to precede the Chair's comments (item 6).

6. Chair's Comments

6.1 Publishing and Education Council (PEC) update

Mr. Fenton thanked the HBC for doing great work and noted that the Functional subcommittee would need to suggest and make changes to the MOP, ROB, and Reference Manual to accommodate the TC restructuring efforts described in item 7.

7. Board of Directors Ex-Officio (BOD ExO) Member Report

Ms. Hammack updated the committee on the BOD's recent efforts *[[att. A]]* and thanked HBC members for their hard work.

8. Coordinating Officer (CO) Report

Ms. Keen presented an outline for the proposed PEC restructuring *[[att. B]]*, which intends to streamline workflow, increase collaboration, and make strategic planning easier. Changes are planned to be finalized at the Kansas City meeting in June 2019. These changes will involve revisions to HBC MOP, ROB, and Reference Manual, which HBC will need to vote to approve.

Ms. Keen also asked HBC to consider new revenue streams, efficiency improvements, and ways to implement challenges of the new strategic plan.

9. Handbook Editor's Report

Ms. Kennedy provided an update of information on users accessing ASHRAE Handbook Online (AHO), which now has approximately 14,700 active subscribers, with a FY revenue of roughly \$45,400. Use of the ASHRAE Authoring Portal has been increasing, with about a third of TCs using the online revision tools for the 2019 volume.

10. Volume Subcommittee Reports

10.1 2019 HVAC Applications

Ms. LeViseur reported that all chapters were in good shape and in progress, and that the volume was on track.

10.2 2020 HVAC Systems and Equipment

Mr. Patton reported 9 TCs represented at the Volume/TCs meeting, and that most reported light revisions were planned. Liaisons were up to speed on their deadlines.

10.3 2021 Fundamentals m

Mr. Abushakra reported that progress was going well, and that he emphasized to TCs the importance of keeping in contact and staying on track. He also reported that two new Fundamentals chapters are planned to be proposed, on occupancy sensors and resilience.

10.4 2022 Refrigeration

Mr. Fisher reported respectable turnout for his meeting and urged the Review subcommittee to send their reviews of Refrigeration chapters to the responsible TCs.

11. Subcommittee Reports

11.1 Review

Mr. Fisher expressed the need to revise the review checklist and make online and ARG versions consistent.

11.2 Functional

Mr. Abushakra reported three recommendations: (1) eliminated the word "checklist" from the chapter review form; (2) add a section to the submittal/approval checklist on developing online content; and (3) add description of the ASHRAE Authoring Portal to the ARG.

11.3 Electronic Media

Mr. Patton reported that the subcommittee was gathering feedback on the ASHRAE Authoring Portal in volume meetings with the TCs. About 30% of TC volume subcommittee meetings said they used ASHRAE Handbook Online; switching from print to online may be hampered by members not knowing what to expect.

11.4 Strategic Planning

Ms. LeViseur reported the committee’s idea for additional training for incoming HBC members (in person, perhaps on Saturday at the meetings, or via conference calls) to discuss what is expected from them and from their assigned TCs, to help new committee members get up to speed more quickly.

12. Training Report

Mr. Fisher reported a full room, with attendance of approximately 50. PowerPoint presentations were given on the Authoring Portal and on the general Handbook revision process and tips.

13. Information Items

13.1 Year 2018-19 MBOs

Mr. Fenton reviewed the status of his MBOs for 2018-19 *[[att. C]]*.

14. Action Items

Mr. Fenton reviewed action items from the June 2018 meeting:

ACTION ITEMS			
No.	Responsibility	Action Item	Status
1	Kennedy	Obtain and distribute breakdown of print versus electronic Handbook selection by region.	In progress
2	Kennedy	Post AAP troubleshooting guide on Handbook Central page of ashrae.org.	In progress
3	2021F liaisons	Follow up with TCs that did not attend the TC/Volume chair meeting, to ensure they are making progress on revisions.	In progress
4	Kennedy	Request meeting space for 2018R/2022R volume subcommittees to meet at 9:00 Sunday in January Atlanta meeting.	Done

15. Old Business

(None.)

16. New Business

16.1 Proposed New Resiliency Chapter

Mr. DeGraw, chair of TC 2.10, presented the HBC with a proposal for a new Fundamentals chapter on resiliency. After discussion on the broad scope of this project and concerns about how to keep the chapter up to date with such a large stakeholder group, it was moved and seconded

(2) to approve the proposed new Fundamentals chapter on resiliency

MOTION (2) PASSED, 17 yea (CNV).

16.2 Proposed Manufacturer Directory Companion Volume to Handbook

The HBC discussed the possibility of resurrecting the manufacturer directory (which used to be included as an appendix in older Handbook volumes up until around 1980) as a separate companion volume, possibly as a download only. Concerns included preserving ASHRAE's reputation as impartial, the fact that some manufacturers' practices or products can be detrimental to the environment, and whether such a directory would be useful in the age of search engines. Overall, the consensus was cautiously favorable.

16.3 TAC Reorganization

Mr. Patton noted that TAC is being reorganized as well as PEC, and that this is likely to affect HBC and require revisions to the MOP by the summer meeting.

17. Adjournment

Mr. Fenton thanked committee members for their efforts during the year. The meeting was adjourned at 12:59 PM.

Respectfully submitted,



Heather E. Kennedy
Staff liaison
Editor, ASHRAE Handbook

[[attachment A: Ms. Hammack's presentation, sent separately]]

[[attachment B: Ms. Keen's presentation, sent separately]]

HANDBOOK COMMITTEE
MBOs for Society Year 2018-2019

Chair: Don Fenton

Date: June 23, 2018

Objective	Compl Date	Fiscal Impact	Responsible Party	Status	Comment
1. Master spreadsheet for all chapters in all volumes.	Jan-19	None	Staff, chair, and vice chair	In progress: ETA April/May 2019	This would aid liaisons and staff in tracking chapters as reviewed, revised, and submitted avoiding confusion. Consider use of the HB portal for this purpose.
2. Improve connections with countries other than US and Canada regarding input to HB chapters.	Jun-19	None	Chair, staff	In progress	Different regions of the world have unique climates and thus unique HVAC&R requirements which should be better addressed by the HB's. Perhaps best for liaisons to encourage TCs to add content?
3. Re-examine promotion of on-line version of HB's	Jun-19	None	Electronic media, staff	In progress	Review of current situation should reveal new methods of promotion.
4. Provide all HB committee members with access to all chapters.	Jan-19	None	Staff	In progress (MSO investigating)	All liaisons should have convenient access to all HB chapters in order to facilitate exchange with TC 's.
5. Continue 10% HB volume improvement goal.	Jun-19	None	HB volume chairs	Ongoing	Apply results of chapter changes, revisions, and re-writes from overall spreadsheet as measure.
6. Encourage development of HB "extras" and out of sequence updates.	Jun-19	None	Electronic media, liaisons, volume chairs, staff	Ongoing	This would improve the usefulness of the HB's.
7. Develop and implement ideas that encourage TC's to submit chapters either on time or early.	Jun-19	None	Liaisons, chair, vice chair	Ongoing	Staff can only handle a limited number chapters submitted late. HB's would improve with earlier submissions.

8. Improve HB chapter review form.	Jun-19	None	Functional	In progress	The presently used chapter "checklist" should be improved so that better information is provided guiding HB chapter changes and revision.
9. Improve peer training of incoming volume subcommittee chairs.	Jun-19	None	Functional	In progress	The knowledge and experience gained by the outgoing volume subcommittee chair is passed on to the incoming volume subcommittee chair.
10. Improve ASHRAE's recognition of contributors to the HB volumes.	Jun-19	Negligible	Chair, staff	Ongoing	ASHRAE recognition of HB chapter author contributions should occur at ASHRAE meetings. Ideas include meeting ribbons or stickers for name badge, etc.

DF: hek 23 Jan 2019