



## MINUTES

**Handbook Committee**  
21 January 2024  
Hybrid Meeting, Chicago

**MEMBERS PRESENT:**

Harris Sheinman, Handbook Committee (HBC) chair  
Joseph Furman, HBC vice chair and 2024 Systems volume chair  
Nicolas Lemire, 2024S  
Satish Iyengar, 2024S  
Chee Sheng Ow, 2024S  
Stephanie Mages, 2025 Fundamentals volume chair  
Sonya Pouncy, 2025F  
Frederick Granzow, 2025F  
Marija Todorovic, 2025F  
Adrienne Thomle, 2026 Refrigeration volume chair  
Drake Erbe, 2026R  
Kevin Muldoon, 2026R  
Cameron Labunski, 2026R  
Krishnan Gowri, 2027 Applications volume chair  
Jeff Gatlin, 2027A  
Rex Scare, 2027A  
Mark Miller, 2027A  
Paula Hernandez, 2027A  
Philip Naughton, 2027A  
John Constantinide, BOD Ex-O

**STAFF PRESENT:**

Heather Kennedy, staff liaison to HBC; editor, ASHRAE Handbook  
Jeri Alger, managing editor, ASHRAE Handbook

**VISITORS:**

Billy Austin, PEC  
Alexandre Kontoyanis  
Akshay Bhargava  
Kartik Patel  
Megan Cruz  
Hua Ge  
Madison Schultz  
Jati Widiputra

**ADDITIONAL DISTRIBUTION:**

Publishing and Education Council  
Chapter Technology Transfer Committee

MAJOR PASSED MOTIONS	
No.	Motion
<a href="#">2</a>	Adding new section 6.8 to the HBC Authors and Revisers Guide (ARG) to expressly disallow the use of generative artificial intelligence (AI) to edit, revise, create, or modify content in the ASHRAE Handbook volume chapters.
<a href="#">3</a>	Modifying item 1 on the chapter approval checklist to a two-part question, with part 1a recording the vote to approve and part 1b indicating whether the TC had revisions this cycle

ACTION ITEMS		
No.	Responsibility	Action Item
<a href="#">1</a>	Functional Subcommittee	Evaluate necessary changes in guidance to incoming liaisons (see <a href="#">section 15.2</a> )

## 1. Call to Order

The meeting was called to order at 10:30 AM.

## 2. Introductions

Attendees introduced themselves and their affiliations.

## 3. ASHRAE Code of Ethics and Other Statements of Intent

Mr. Sheinman 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>.)

Mr. Sheinman also read aloud the ASHRAE Diversity, Equity, and Inclusion (DEI) guidance (<https://www.ashrae.org/about/diversity-equity-and-inclusion-dei>):

ASHRAE is committed to providing a welcoming environment. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of everyone. We proactively pursue and 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 people regardless of age, gender, ethnicity, physical appearance, thought styles, religion, nationality, socioeconomic status, belief systems, sexual orientation, or education.

## 4. Approval of Minutes

It was moved and seconded

**Motion (1) to approve the minutes of the committee’s June 25 Tampa meeting.**

**MOTION (1) PASSED, 9 yea, 0 nay, 1 abstaining, CNV.**

## 5. Agenda Updates

The agenda was reviewed and approved.

## 6. Chair’s Comments

Mr. Sheinman updated the committee on HBC’s motions 1 to 3 to PEC during the June 2023 (Tampa) meeting:

1. Adding the following vision statement to the MOP: “We envision a world in which all ASHRAE Handbook-holders have the most current information on state-of-the-art and emerging technologies, methods, theories, and best practices in the design, construction, commissioning, operation, and maintenance of HVAC&R systems.” **(Approved)**
2. Minor updates and changes to the HBC MOP. **(Approved)**
3. Dividing the current HVAC Applications volume into two separate Handbook volumes, thereby increasing the Handbook to five volumes, starting with the 2027 HVAC Applications edition. **(Rejected)**

PEC members felt that moving to five volumes was not acceptable because it would mean each Handbook volume would be updated only once every 5 years. Keeping content up to date is vital for members.

In discussion with PEC, PEC set up an ad hoc committee to evaluate the issue, led by John Constantinide, and study where to redirect existing chapters. Due date for report is the annual meeting 2024. Subcommittee members will be nominated in the coming week, and will include volume subcommittee members, YEA, and other members to get perspectives from both production and users.

TC responses to deadlines have been tardy. Measures are in process to increase communication by looping in TAC leadership at earlier stages.

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

Mr. Constantinide gave a presentation on current ASHRAE activities ([Attachment A](#)). Additional discussion occurred on how best to publicize the multiple member benefits available, because a fair proportion of membership is not aware of the changes and expansions in benefits.

## 8. Coordinating Officer (CO) Report

Mr. Austin was not in attendance; Mr. Constantinide thanked the committee for everything they do.

## 9. Handbook Editor’s Report

Mx. Kennedy announced that final approval proofs for all chapters shortly for the 2024 *HVAC Systems and Equipment* volume would begin going out shortly. Per Board directives, every chapter would be sent out for approval, regardless of whether the TC had made revisions, to ensure that all contributor revisions are captured. Appreciation was expressed to Mr. Furman and the 2024 volume liaisons for pursuing noncommunicative TCs for as long as was required to obtain verification of their intentions for chapters.

Liaisons are requested to remind TCs early and often of their deadlines, both soft (varies by chapter) and hard (always July 31 of the year before publication). Also make it very clear that they must vote to approve chapters and submit a chapter approval checklist **even if they do not have revisions this cycle**. They will also receive a final approval proof, which they must sign off on. This is all done to ensure that every TC’s revisions are reflected in the print, PDF, and Handbook Online editions of the Handbook, and that nothing is missed.

Handbook Online has generated approximately \$20,000 in revenue so far this fiscal year, with over 7600 users currently. Mx. Kennedy hopes these numbers will increase as members select Handbook Online as their member benefit of choice in future.

## 10. Volume Subcommittee Reports

### 10.1 2024 HVAC Systems and Equipment

Mr. Furman reiterated that TAC needs to be involved earlier when TCs are uncommunicative, so they can provide assistance earlier. The 2024 volume had a high number of unresponsive TCs that required multiple follow-ups into the month of December 2023.

## **10.2 2025 Fundamentals**

Ms. Mages pointed out that Fundamentals development is in the home stretch and that communications are good. A high rate of updates is expected. At least three chapters are supposedly done, but there are no checklists and the chapters do not appear in the Authoring Portal yet. Getting submissions wrapped up successfully is the big challenge.

## **10.3 2026 Refrigeration**

Ms. Thomle has developed a spreadsheet to track Handbook subcommittee chairs' contact information, and is implementing a campaign to remind Refrigeration revisers that information needs to be kept up to date.

## **10.4 2027 HVAC Applications**

Mr. Gowri announced that the 2027 volume team has met for coordination and liaisons are in the process of selecting TCs for which they will be responsible. Their first external task is to identify the individual responsible on the TC so they can be contacted before the 2024 annual meeting.

# **11.Subcommittee Reports**

## **11.1 Review/Training**

Mr. Gowri reported good attendance at training, both in person and online. Feedback after training suggested separating information for TC chairs/Handbook subcommittee chairs and for Handbook Committee structure. This feedback is appreciated and will be taken on board for future presentations.

## **11.2 Functional**

Ms. Thomle made a motion to add section 6.8 of the Authors and Revisers Guide (ARG) to include President Scoggins' directive that generative AI *not* be used to create ASHRAE content.

**Motion (2) It was moved and seconded to approve adding the following text to the ARG as section 6.8, Use of Artificial Intelligence: "ASHRAE's current position is not to use generative Artificial Intelligence (AI) when editing, revising, creating, or modifying the ASHRAE Handbook volume chapters."**

**MOTION (2) PASSED, 13 yea, 0 nay, 0 abstaining, CNV.**

Ms. Thomle also mentioned that work is in progress standardizing the HBC MOP with the official guidelines for MOPs.

Lastly, Ms. Thomle expressed thanks to Cameron for covering the Functional meeting in her absence, but was disappointed in the low attendance this time.

## **11.3 Electronic Media**

Ms. Mages reported no new business from Electronic Media.

Mr. Gowri asked whether there was protection of ASHRAE content against use as AI training source material. The committee's consensus was that we cannot prevent it 100%, but we can prevent AI-sourced information from appearing in ASHRAE's intellectual property.

Mr. Gowri also suggested that Handbook Online be more interactive, allowing users to ask questions and get answers. Contextual search with filters, semantic search, would be a massive improvement. Proprietary ASHRAE AI (owned by ASHRAE and limited to use of ASHRAE's own intellectual property [IP] as training material) might be of assistance here.

#### **11.4 Strategic Planning**

Mr. Sheinman discussed the number of chapters held by some TCs, with two TCs (10.5 and 10.1) holding a large percentage of the Refrigeration volume for example. Ms. Thomle will be reaching out to ensure those TCs can handle the workload in keeping those chapters updated.

He also suggested that the Space TC proposal for a new chapter was perhaps premature, and recommended the question be revisited when the TC has been established for longer.

Mr. Sheinman reviewed process of the current MBOs (**Attachment B**). Most are continuing efforts, or are progressing. However, item 7, "review single-topic/multi-TC chapter responsibilities and assign to one TC," has been assigned to Mr. Furman for continued work in the 2024-2025 society year.

### **12. Information Items**

There were no informational items.

### **13. Action Items**

There were no action items.

### **14. Old Business**

There was no old business.

### **15. New Business**

**15.1** Ms. Thomle and Ms. Mages proposed adding a "Changes? Y/N" option to chapter approval checklist, and rearranging the checklist for better usability. This involves making current item 1 into 1a (vote to approve) and a new item 1b "Changes to the chapter, yes or no?" It was moved and seconded

**Motion (3) to approve modifying item 1 on the chapter approval checklist to a two-part question, with part 1a recording the vote to approve and part 1b indicating whether the TC had revisions this cycle.**

**MOTION (3) PASSED, 11 yea, 0 nay, 0 abstaining, CNV.**

**15.2** Mr. Sheinman proposed revisions to the guidance for incoming liaisons (item 2) to reflect the fact that the TC is the cognizant authority, not the HBC: instructions to liaisons would be simplified to "Evaluate the chapter from a general readability and information flow and organization perspective. Take care not to evaluate technical issues. Pass comments as appropriate to the TC's Handbook subcommittee chair and revisers." The motion was withdrawn, with an **Action Item (#1, assigned to Functional Subcommittee)** added: to continue to develop the concept for evaluation at the June 2024 meeting.

**15.3** Ms. Mages recommended that subcommittee meetings be moved to begin before 9 AM, or be held earlier online before the meetings. Proposal: all subcommittee meetings be held online ahead of conference, no other HB meetings held at the same time as the training, and that all HB meetings are in the same room.

Resolved: Training will be separated into HBC liaisons training and TC chairs training. After discussion, informal agreement was reached on the following schedule for the June 2024 meeting:

- a. Saturday:
  - i. 12:00 – 13:00 ExCom
  - ii. 13:00 – 14:00 Strategic Planning
  - iii. 14:00 – 15:00 HBC liaison training (inward facing)
- b. Sunday:
  - i. 09:00 – 10:00 TC handbook subcommittee chair training (outward facing)
  - ii. 10:00 – 10:30 buffer
  - iii. 10:30 – 11:00 HBC Volume Chairs/liaison 'office hour' with TC handbook subcommittee chairs
  - iv. 11:00 – 13:30 main HBC meeting

## 16. Adjournment

Committee members were thanked for their efforts throughout the year. The meeting was adjourned at 12:56 PM.

Respectfully submitted,



Heather E. Kennedy (Moli)  
Staff liaison to HBC  
Editor, ASHRAE Handbook

HEK: hs 21-Jan 2024



## **Attachment A**

### **Handbook Committee Board Ex-O Presentation**

21 January 2024

Hybrid Meeting, Chicago

### **BOARD EX-O PRESENTATION**

Available in the HBC Basecamp at <https://3.basecamp.com/3106353/buckets/19895770/uploads/6955811618>.

If you do not have access to HBC Basecamp, contact [hkennedy@ashrae.org](mailto:hkennedy@ashrae.org) for a copy of this presentation.



## Attachment B

### MBOs for Society Year 2022-2023

Chair: Harris Sheinman Date: 21 January 2024

	Objective	Completion Date	Fiscal Impact	Responsible Party	Status	Comment
1	Coordinate with Staff to review and improve Staff procedures to ensure all Volume edits are included	5 Feb 23	none to Positive	HB Excom	Complete	A procedure was added to present galley proof to all TC for verification
2	Review single topic/multi TC Chapters responsibility to one TC	15-Jun-23	None	Volume Chairs/Review Subcommittee	On-going	Required to smooth rewrite/edit process
3	Encourage TCs to develop extra features (spreadsheets, sidebar discussions, video, etc.) for Handbook Online.  Suggest using YEA members	15-Jun-24	None	HBC	On-going	Continuing 2024 MBO
4	Develop a HBC Vision Statement	15-Jun-23	None	Excom/ Functional	On-going	Crafting a vision statement will provide continuity as Volume chairs rotate through the Chair position
5	Address volume imbalances through appointment of Ad-Hoc	15-Jun-24	None	Strategic/ Planning	On-going	Applications and Fundamental volumes are nearly twice the size of Refrigeration volume. Look at the possibility of shifting some material to a different volume.



6	Review ARG for clarity on material to be included in the HB volumes vs that set for other publications (Design Guides, Users manuals)	5-Feb-24	Could reduce page count	Functional	On-going	Additional guidance in the ARG (Author's and Reviewer's Guide) could move content to other publications such as user and design guides.
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