



MINUTES

Handbook Committee
5 February 2023
Hybrid Meeting, Atlanta

MEMBERS PRESENT:

Scott Fisher, Handbook Committee (HBC) chair
Harris Sheinman, 2023A chair and HBC vice chair
Joe Furman, 2024S chair
Satish Iyengar, 2024S
Derek Crowe, 2024S
Nicholas Lemire, 2024S
Stephanie Mages, 2025F chair
Caroline Calloway, 2025F
Eric Granzow, 2025F
Adrienne Thomle, 2026R chair
Kevin Muldoon, 2026R
Drake Erbe, 2026R
Cameron Labunski, 2026R
W. Vance Payne, 2026R
Zheng O'Neill, 2026R
Kevin Muldoon, 2026R

STAFF PRESENT:

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

VISITORS:

Mark Owen, ASHRAE staff, Director of Publications and Education
Krishnan Gowri, incoming HBC 2027A volume chair
Paula Hernandez, incoming 2027A liaison
Jeff Gatlin, incoming 2027A liaison
Mark Miller, incoming 2027A liaison
Ruben Abreu
Julian Alvarez
John Constantidine, incoming Board ExO

ADDITIONAL DISTRIBUTION:

Publishing and Education Council
Chapter Technology Transfer Committee

MAJOR PASSED MOTIONS	
No.	Motion

ACTION ITEMS		
No.	Responsibility	Action Item
1		

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. Fisher 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 26 Toronto meeting.

MOTION (1) PASSED, voice vote with one abstention.

5. Agenda Updates

The agenda was reviewed and item 11.5, Development of Vision Statement, was added. The revised agenda was approved.

6. Chair’s Comments

Mr. Fisher thanked everyone for their efforts on behalf of the Handbook, and reminded everyone that the HBC Basecamp is a useful tool for distributing information.

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

Mr. Grey gave a presentation on current ASHRAE activities ([Attachment A](#)).

8. Coordinating Officer (CO) Report

Mr. Macauley thanked the committee for their valuable work on behalf of ASHRAE.

9. Handbook Editor’s Report

Mx. Kennedy announced that this year’s volume was successfully wrapped and is the largest Handbook ever. Per Board directives, final approval proofs for every chapter were sent out for approval, regardless of whether the TC had made revisions, to ensure that all contributor revisions were captured. They thanked the 2023 HVAC Applications volume subcommittee and chair for their support during development of this challenging volume, but expressed concern about sustainability of workflow if volume sizes continue to grow.

10. Volume Subcommittee Reports

10.1 2026 Refrigeration

Ms. Thomle has been assigning HBC liaisons to Technical Committees with chapters in the *Refrigeration* volume. She pointed out that the recent spate of TC mergers has left several TCs in charge of 20+ chapters. This high workload may be of concern in getting the 2026 volume updated.

10.2 2023 HVAC Applications

Mr. Sheinman confirmed that the 2023 volume was published, and thanked everyone for their hard work in concluding the largest Handbook volume yet.

10.3 2024 HVAC Systems and Equipment

Mr. Furman mentioned that contacting some TCs' relevant leadership remains challenging, sometimes due to out-of-date TC websites, other times because the TCs have not responded to emails from the 2024 HBC volume subcommittee members. He was optimistic that all chapters would be received by the hard deadline of July 31, 2023, however.

10.4 2025 Fundamentals

Ms. Mages reported active participation between liaisons and TC chairs, and anticipated good progress toward timely submissions of revisions in 2024.

11. Subcommittee Reports

11.1 Review/Training

Ms. Thomle reported that combining the training session with the TC Chairs Breakfast was successful, and there was a large attendance. The prerecorded training presentations worked well, but could benefit from some fine-tuning in the next iterations.

11.2 Functional

Ms. Mages said that development of a Vision Statement for the HBC is under way (see **item 11.5**).

11.3 Electronic Media

Mr. Furman had nothing new to report.

11.4 Strategic Planning

Mr. Sheinman moved, and the committee approved, to present to PEC a proposal to split the HVAC Applications volume into two volumes ([Attachment B](#)). This would address the extreme growth of that volume and balance workloads for staff and developers. (**Editor's note:** this proposal was presented to PEC, which declined to support the plan. Instead, PEC assigned an ad-hoc subcommittee to collaborate with HBC leadership on how to resolve concerns without moving to a five-year cycle, which PEC felt would make it difficult to keep chapter content up to date.)

MOTION APPROVED (vv)

11.5 Vision Statement

Ms. Mages presented the following for the committee's consideration as a Vision Statement for HBC:

To liaison with TCs and others, assisting and monitoring their progress, while updating and producing their respective technical chapters for ASHRAE's handbooks. Handbooks are distributed in appropriate formats to meet the educational needs of those involved in the HVAC&R industry and services.

The proposed statement was moved and seconded to approve, after a few grammatical tweaks. Discussion ensued about whether this was a Vision Statement or a Mission Statement. At this point, the motion to approve was withdrawn. Ms. Mages and Ms. Pouncy agreed to draft a new Vision Statement.

12. Information Items

12.1 Year 2023-2024 MBOs

Mr. Sheinman said that all MOBs ([Attachment C](#)) were under way and ongoing. There were no changes to the Authors and Revisers Guide (ARG).

13. Action Items

There were no action items.

14. Old Business

There was no old business.

15. New Business

There was no new business.

16. Adjournment

Committee members were thanked for their efforts throughout the year. The meeting was adjourned at 12:25 PM.

Respectfully submitted,



Heather "Moli" Kennedy
Staff liaison to HBC
Editor, ASHRAE Handbook

HEK: hs 25-Jun 2023



Attachment A

Handbook Committee Board Ex-O Presentation

25 June 2023

Hybrid Meeting, Tampa

BOARD EX-O PRESENTATION

Available in the HBC Basecamp at <https://3.basecamp.com/3106353/buckets/19895770/uploads/5804568533>.

If you do not have access to HBC Basecamp, contact hkennedy@ashrae.org for a copy of this presentation.



Attachment B

Handbook Committee Proposal to HBC

25 June 2023

Hybrid Meeting, Tampa

2023-06-25.001 Motion HBC

Motion: That the Handbook Committee divide the Applications Volume into two separate handbook volumes, so increasing the Handbook to five volumes, starting with the 2027 Applications Volume.

Background: over the past 20 years, the Applications Volume has increased in size from 872 pages (2003 Volume) to 1,543 pages (2023 Volume); a 76% increase in size. The large amount of copy during the Applications Volume year is exemplary not similar to the copy in other Volume years:

- 2020 Systems+Equipment: 1024 pages
- 2021 Fundamentals: 1144 pages
- 2022 Refrigeration: 806 pages
- 2023 Applications: 1,543 pages

The incongruous size has caused large hurdles and obstacles to accurate and timely issuance of the Volume.

The incongruous size causes great wear and tear on the volunteer liaisons and Volume Chair. The number of Chapters and Technical Committees assigned to a single liaison varied between 8 Chapters / 8 TCs and 16 Chapters / 4 TCs.

Fiscal Impact: Net fiscal impact would be \$2,400/year. While we cannot predict Bookstore sales, another volume is likely to increase income to Society, offsetting this cost. Likewise, we cannot predict subcontractor processing, publishing, and distribution cost savings, but those too can offset more than this cost.

Staff Impact: levels out the workload of ASHRAE staff, so promoting accurate and efficient execution of the issuance of each volume of the Handbook.



Attachment C

MBOs for Society Year 2023-2024

Chair: Harris Sheinman Date: 25 June 2023

Handbook Committee MBOs for Society Year 2023-2024 Incoming Chair: Harris Sheinman Date: 27 Jun 2023							
Objective	Completion Date Target	Fiscal Impact	Responsible Party	Status	Comment	Impact on Staff Time	
1	Consider Handbook volumes as a whole: balance out volume sizes.	6/24	none or positive (if moving to 5 volume years): more travel reimbursement to greater number of HBC volunteers	HB Excom	new	The volumes' size imbalances cause havoc on staff workloads and the time required by subcontractors to process PDFs and Handbook Online. * Consider changing Handbook from a 4-year cycle to a 5-year cycle: split Applications between chapter bldg-specific applications and advanced engineering applications. Likely impact on TAC and BOD and RoB. * Consider relocating chapters from Applications to Systems+Equipment * Consider relocating chapters from Applications to Fundamentals * Consider relocating chapters from Systems+Equipment to Refrigeration	Positive: staff will be able to plan, timings for checking content from subcontractors will be more predictable, and less staff time will be spent answering emails/phone calls about why Handbook PDFs/Online is late.
2	Review number of Chapters that are the		none	Strategic Planning	new	Even out burden on TCs; better response from individual overwhelmed TCs	None to positive.

	responsibility of one TC						
3	Encourage TCs to develop extra features (spreadsheets, sidebar discussions, video, etc.) for Handbook Online.			HBC (all)	ongoing	Suggest to TCs that they use their YEA members	Variable but should be reasonably light impact.
4	Review and improve ARG for clarity and conciseness (this includes the Chapter submittal form)			functional	ongoing		Light initial impact, but positive savings over long term.
5	Review and improve MOP for clarity and conciseness.			functional	ongoing		Light initial impact, but positive savings over long term.
6	Author and Develop how-to videos and other job aids for HBC liaisons, TC handbook subcommittee chairs, and other stakeholders.	6/24		review/ training, functional, electronic media	new		Light to moderate initial impact, but positive savings over long term.
7	Review single topic/multi TC Chapters responsibility to one TC		none	Strategic Planning	On-going		None to slight positive impact.
8	Develop calendar-based activity prompts job aid for HBC leadership to use in managing the HBC	1/24	none	HBC CH, HBC VCH	new		Slight initial impact, but positive long term.

9	Work with staff to update Handbook Central						
10	Update Reference Manual and post on Basecamp						