



Shaping Tomorrow's  
Built Environment Today

# PUBLICATIONS COMMITTEE

## Minutes

Conference Call

Tuesday, August 20, 2024

11:00 a.m. to 12:00 p.m. EDT

Webex

**MEMBERS ATTENDING:** Megan Tosh, Chair  
Kurt Monteiro, Vice Chair  
Jen Isenbeck  
Wyatt Hahn  
Steve Kavanaugh  
Walter Grondzik  
Vinod Venugopal  
Stephen Duda  
Frank Mills  
Alekhya Kaianathbhatta  
Blake Ellis, BOD ExO

**STAFF PRESENT:** Cindy Michaels, staff liaison, Editor of Special Publications  
Drew Champlin, Editor of *ASHRAE Journal*



<b>MAJOR MOTIONS</b>		
No.	Motion	Vote*
1	To approve the minutes of the Publications Committee meeting held during the 2024 ASHRAE Annual Conference in Indianapolis, Indiana.	PASSED via voice vote, CNV
2	To approve that ASHRAE move forward with publication of the proposed project titled <i>Applicability of Large Thermal Energy Storage for Public Communities Located in Different Climate Zones—Guidelines</i> .	PASSED via voice vote, CNV

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

<b>ACTION ITEMS</b>		
No.	Action Item	Responsibility
	(none)	

## 1. Call to Order and Pronouncement of Quorum

Megan Tosh called the meeting to order at 11:01 a.m. Eastern Daylight Time and noted that a quorum was present.

## 2. Roll Call/Welcome/Introductions

Cindy Michaels noted the attendees.

## 3. ASHRAE Value Statement

Megan Tosh read the following Value Statement:

In 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 shall avoid all real or perceived conflicts of interest. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We 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.

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

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

Diversity Statement - <https://www.ashrae.org/about/diversity-equity-and-inclusion-dei>

## 4. Review and Approval of the Agenda

After discussing one addition, it was moved and seconded that the agenda for this conference call be adopted as amended.



## 5. Subcommittee and Liaison Assignments

### 5.1. Subcommittees

Megan Tosh explained for new committee members the two main subcommittees of Publications Committee: Planning and PTAR. She shared her subcommittee assignments and asked if anyone objected; no one did, so the final Planning and PTAR subcommittee assignments were set as shown in [Appendix A](#) (which is also [available on Basecamp](#)).

### 5.2. RAC, Communications Committee, CTTC, and YEA Liaisons

Next Tosh explained that the PTAR subcommittee chair, Jen Isenbeck, also serves as the RAC liaison and asked if the former Communications Committee and CTTC liaison, Frank Mills, would agree to continue in those roles. Lastly, she asked for a YEA liaison and Alekhya Kaianathbhatta volunteered. The final extra-committee liaison assignments are shown in [Appendix A](#).

### 5.3. TAC Section Liaisons

Tosh further explained that Publications Committee members serve as liaisons to TAC sections to communicate about publications overseen by the TCs and asked returning members if they would remain liaisons to the sections they'd been liaisons to last year. When they all agreed, she asked for volunteers to fill the other liaison positions. The final TAC Section liaison assignments are shown in [Appendix A](#).

Steve Kavanaugh asked if the liaisons could give the sales numbers to the TCs when we they sent information about the older publications that need review. Staff liaison Cindy Michaels stated that she provides the sales numbers when the TC asks for them. Tosh stated that it would be a lot of effort for Michaels to provide sales numbers for every title, especially when the TCs do not often respond, but that the liaisons could ask for the sales numbers for the books they are requesting TC feedback about if they so choose.

### 5.4. MBO Assignments to Subcommittees

Tosh explained to the committee that unlike last year, this year she is not designating subcommittees for the MBOs but instead is assigning the MBOs to the Planning and PTAR subcommittees. The assignments are as follows:

MBO #1, Create a process for the Publications Committee to compile information on market needs for publications and communicate that information to potential authors, has been assigned to the Planning Subcommittee.

MBO #2, Integrate ASHRAE publications with other ASHRAE product offerings, has been assigned to the Planning Subcommittee.

MBO #3, Develop a streamlined communication process with technical committees that support publication, has been assigned to the PTAR Subcommittee.

Jen Isenbeck asked if leads for each MBO would be assigned, and Tosh stated that the subcommittee chairs can choose to serve as the leads for the MBO projects or can choose to delegate the lead positions to other subcommittee members. Kurt Monteiro added that another route might be to brainstorm as a group and then ask for a volunteer lead once there is a better understanding of the path forward so that the lead knows what they are getting themselves into.



## 6. Approval of Past Meeting Minutes

It was moved and seconded to approve the minutes of the June 2024 Publications Committee meeting (**MOTION #1**):

**Motion:**

To approve the minutes of the Publications Committee meeting held during the 2024 ASHRAE Annual Conference in Indianapolis, Indiana.

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

## 7. Special Publications

### 7.1. Proposed Special Publication

Before this meeting, Publications Committee members had been tasked with reviewing the proposal materials for *Applicability of Large Thermal Energy Storage for Public Communities Located in Different Climate Zones—Guidelines* so that meeting time could be spent not on familiarization but on discussion. The materials consisted of the following, all available on Basecamp: [author-submitted information](#), [the director's feedback](#), and [the manuscript](#).

For the benefit of the new members, Cindy Michaels explained the director's feedback form, and for the benefit of all the members she shared that the author of this proposed publication has published with ASHRAE before, but usually in a situation where another organization has paid ASHRAE a sum of money to publish the print version of the book (while they give away the PDF version for free). She further explained that in this situation, this particular publication has the support of an ASHRAE TC (TC 6.9) and would therefore include ASHRAE's logo along with all the other logos on the front cover, and as an ASHRAE publication it would be edited and laid out by staff editors.

Several members spoke in favor of the publication due to a rising need for guidance on thermal energy storage, and a few members cautioned that the manuscript is only in draft form and needs some work (some additional content) and especially needs an edit for readability. Frank Mills also encouraged additional input from TC 6.9 regarding the content that needs to be added.

Ultimately it was moved and seconded that ASHRAE move forward with publication of the proposed project, acknowledging a need for more work on the draft publication and that TC 6.9 would be responsible for giving official approval of the final manuscript before publication (**MOTION #2**):

**Motion:**

To approve that ASHRAE move forward with publication of the proposed project titled *Applicability of Large Thermal Energy Storage for Public Communities Located in Different Climate Zones—Guidelines*.

MOTION #2 PASSED with a voice vote (no no votes, 0 abstentions, CNV).

## 8. ASHRAE Journal

### 8.1. Discussion of This Month's ASHRAE Journal Articles

During this conference call, the committee members discussed the technical feature articles published in the August issue of the *ASHRAE Journal*. Megan Tosh shared that she liked that articles on the same topic were printed in the same issue. *ASHRAE Journal* editor Drew Champlin thanked Tosh for this feedback and encouraged committee members to email him with additional suggestions/comments. Champlin also shared that staff is in the process of setting up podcasts with the author(s) of one of this month's articles and may speak to the author(s) of another.



## **9. New Business**

### **9.1. Hybrid Meeting in Orlando/Going Forward?**

Cindy Michaels requested committee feedback on whether to continue offering the hybrid option for Publications Committee meetings held during the Annual and Winter Conferences, explaining that for the last few conferences there has been very little virtual participation. Megan Tosh asked the members present if they had plans to attend the upcoming conference in Orlando in person, and one member shared that they will be unable to attend due to a baby's due date, so it was decided that the Orlando Publications Committee meeting would remain hybrid and that the committee would revisit this topic at a later date.

### **9.2. Books/S&G for Chapter Members?**

Cindy Michaels informed committee members that it would be very helpful to staff editors to know what publications are useful for chapter members because staff does not want to include mentions of every publication in Chapter Notes if it will seem like shameless promotion. She asked those committee members who are very active in their chapters to provide some guidance. Megan Tosh asked members to email their feedback to Michaels and instructed Michaels to ask again at the next conference call if no responses are received.

## **10. Announcements**

Cindy Michaels informed committee members that during the October conference call they will be reviewing the CRC Roundtable results.

## **11. Adjournment**

Megan Tosh adjourned the meeting at 12:00 p.m.

Respectfully submitted,

*Cindy Michaels*

Cindy Michaels  
Staff Liaison to Publications Committee  
Editor, Special Publications

## Publications Committee Subcommittee and Liaison Assignments for the period between the 2024 Annual Conf and the 2025 Winter Conf

Research Administration Committee (RAC) liaison ..... Jen Isenbeck  
 Communications Committee liaison ..... Frank Mills  
 Chapter Technology Transfer Committee (CTTC) liaison ..... Frank Mills  
 Young Engineers in ASHRAE (YEA) liaison..... Alekhya Kaianathbhatta

### PTAR Subcommittee members:

Jen Isenbeck (Chair)  
 Wyatt Hahn  
 Steve Kavanaugh  
 Walter Grondzik  
 Vinod Venugopal  
 Stephen Duda

### Planning Subcommittee members:

Kurt Monteiro (Chair)  
 Robin Bryant  
 Frank Mills  
 Rodrigo Arias  
 Alekhya Kaianathbhatta

### Technical Activities Committee (TAC) Section liaisons:

Section 1—Fundamentals and General ..... Bryant  
 Section 2—Environmental Quality..... Monteiro  
 Section 3—Materials and Processes..... Tosh  
 Section 4—Load Calculations and Energy Requirements ..... Isenbeck  
 Section 5—Ventilation and Air Distribution..... Venugopal  
 Section 6—Heating Equipment, Heating and Cooling Systems and Applications ..... Kavanaugh  
 Section 7—Building Performance ..... Grondzik  
 Section 8—Air-Conditioning and Refrigeration System Components ..... Hahn  
 Section 9—Building Applications ..... Mills  
 Section 10—Refrigeration Systems..... Duda  
 MTGs and Special Projects..... Michaels