



Shaping Tomorrow's
Built Environment Today

PUBLICATIONS COMMITTEE

Minutes

Conference Call

Tuesday, December 17, 2024

11:00 a.m. EDT

Webex

MEMBERS ATTENDING: Megan Tosh, Chair
Kurt Monteiro, Vice Chair
Jen Isenbeck
Wyatt Hahn
Steve Kavanaugh
Walter Grondzik
Stephen Duda
Frank Mills

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



MAJOR MOTIONS		
No.	Motion	Vote*
1	To approve the minutes of the Publications Committee conference call held on November 19, 2024.	PASSED via voice vote
2	To approve the changes to the MOP as noted on the Word file titled "PublicationsComm_MOP_2023 – revised."	PASSED via voice vote

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

ACTION ITEMS		
No.	Action Item	Responsibility
	(none)	

1. Call to Order and Pronouncement of Quorum

Megan Tosh called the meeting to order at 11:05 a.m. Eastern Daylight Time and noted that a quorum was present.

2. 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>

3. Review and Approval of the Agenda

It was agreed that the agenda for this conference call be adopted as is, with the allowance for reorganization as members arrived.



4. Approval of Past Meeting Minutes

It was moved and seconded to approve the minutes of the November 19, 2024, Publications Committee conference call (**MOTION #1**):

Motion:

To approve the minutes of the Publications Committee conference call held on November 19, 2024.

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

5. PTAR Subcommittee

PTAR Subcommittee chair Jen Isenbeck was unable to remain on the entire call, but it was reported that there had been a meeting with TAC and the TAC staff liaison regarding ways to improve TAC communication about the books Publications Committee asks the TCs to review (MBO #3). Cindy Michaels reported that some ideas include Publications Committee members potentially attending the TC Chairs' Breakfast during the Winter and Annual Conferences and staff supplying a list of publications and their cognizant TCs so that TAC can include Special Publications on the list of TC responsibilities, like Handbook chapters and standards and guidelines are currently supplied.

Megan Tosh reminded committee members that those who have volunteered to be TAC Section Liaisons have some tasks to complete before the 2025 Winter Conference and said that they would be alerted if changes to the process go into effect after additional communication with TAC.

Tosh also directed Michaels to send meeting invites for the TC Chairs' Breakfast in Orlando to Publications Committee TAC Section Liaisons so that they would all be aware of when the breakfast was scheduled in case they needed to attend.

6. Planning Subcommittee

Planning Subcommittee chair Kurt Monteiro shared that the subcommittee has notes about the options for addressing MBOs #1 and #2 and will be reaching out to other committees, likely in Orlando.

Monteiro also shared that the subcommittee had met this morning before this full committee meeting, and Cindy Michaels discussed the lessons learned document as well as the changes she needs to make to the flowchart showing the publication paths with ASHRAE. It was also reported that the subcommittee has been emailed and will be reviewing the Special Pubs project proposal template in more detail. All three documents will be available for the full committee to vote on at the 2025 Winter Conference.

Megan Tosh explained to the committee that someone higher up in ASHRAE leadership had directed the committee to clean up their ROB, so she and Michaels had met with some representatives from the Society Rules Committee, who provided feedback regarding the information that should be retained (a general overview) and deleted (some operational specifics). Michaels shared the revised ROB ([available on Basecamp](#)) that reflected such changes. Tosh requested that the committee review these ROB changes before the committee meeting in Orlando and directed Monteiro and Michaels to make voting on the revised ROB the first item on the agenda for the Planning Subcommittee meeting on January 28.

One of the items from the ROB was moved to the MOP, so Michaels shared the document showing the changes to the MOP ([available on Basecamp](#)), and after a brief review and quick edit it was moved and seconded to approve the changes to the MOP (**MOTION #2**):

Motion:

To approve the changes to the MOP as noted on the Word file titled "PublicationsComm_MOP_2023 – revised."

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



7. *ASHRAE Journal*

7.1. Discussion of This Month's ASHRAE Journal Articles

During this conference call, the committee members discussed the technical feature articles published in the December issue of *ASHRAE Journal*.

8. Adjournment

Megan Tosh adjourned the meeting at 11:48 a.m.

Respectfully submitted,

Cindy Michaels

Cindy Michaels
Staff Liaison to Publications Committee
Editor, Special Publications