



Shaping Tomorrow's
Built Environment Today

PUBLICATIONS COMMITTEE

Minutes

Conference Call

Tuesday, October 15, 2024

11:00 a.m. EDT

Webex

MEMBERS ATTENDING: Megan Tosh, Chair
Kurt Monteiro, Vice Chair
Jen Isenbeck
Wyatt Hahn
Walter Grondzik
Vinod Venugopal
Stephen Duda
Frank Mills
Rodrigo Arias

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 September 17, 2024.	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 11:02 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. Discussion of This Month's ASHRAE Journal Articles

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

4. Approval of Past Meeting Minutes

It was moved and seconded to approve the minutes of the September 17, 2024, Publications Committee conference call (**MOTION #1**):

Motion:

To approve the minutes of the Publications Committee conference call held on September 17, 2024.

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



5. Update on CRC Roundtable Results

Megan Tosh informed committee members that although she'd stated months ago that the committee would review and discuss the CRC Roundtable results during this conference call, she's since been informed that there will be more (and more recent) CRC Roundtable results provided during the 2025 Winter Conference in Orlando. Therefore, discussion of CRC Roundtable results has been moved to the February or March conference call.

6. PTAR Subcommittee

PTAR subcommittee chair Jen Isenbeck shared with the committee that in an effort to complete MBO #3, she intends to have the subcommittee members meet with TAC member leadership and staff liaisons before the Orlando conference to discuss ways to improve communication between the Publications Committee and the TCs. Megan Tosh praised this approach, stressing that though many committees have voiced concerns about communication, this planned discussion seems to be one of the only efforts to remedy the situation by communicating *with TAC* instead of writing motions to compel TAC to act.

Isenbeck also suggested that Publications Committee include a few slides in the presentation given at the TC Chairs' Breakfast at the conferences and also consider producing a QR code that will enable TC members to take a poll or survey in the moment about improving communication among committees.

Before this conference call, Isenbeck had emailed Megan Tosh some suggestions related to MBO #2, as well. One suggestion was to have a podcast about the digital tools and apps that fall under the purview of Publications Committee. Tosh asked Cindy Michaels for some information regarding the committee's oversight of ASHRAE's digital offerings, and Michaels shared that while the digital tools likely would fall under Publications Committee, thus far they have not always because sometimes a tool is merely a new online presentation of existing content, and since the Publications Committee had approved the content's publication, they did not see a new proposal to approve this new delivery of that same content (for example, the books in the Datacom Series, which had previously been approved by Publications Committee and have been used to form the technical content of ASHRAE's latest online tool, ASHRAE TC 9.9 Datacom Encyclopedia). Tosh and Michaels both supported Isenbeck's podcast suggestion, with Michaels adding that an explanation of what the Technology Portal offers could be included and that though staff could supply the list of products to discuss, the podcast would need to include members who use the products or the product developers to convey the products' usefulness to those in the HVAC industry. Drew Champlin stated that the majority of the *ASHRAE Journal* podcasts are technical but that it is good to have a "how to" podcast every so often. Tosh stated the planning and timing of such a podcast is now in Champlin's hands, but that he could enlist Publications Committee help at any time.

In her email, Isenbeck had also suggested that ASHRAE could develop QR codes that could be provided on flyers or otherwise be displayed at ASHRAE's topical conferences that would link attendees to ASHRAE publications related to the conference's topic. Tosh suggested Publications Committee provide the information about the relevant titles but that the conference organizers (CEC or staff) decide how to best share this information with the conference attendees. Tosh directed Michaels to first ask staff members who work on topical conferences about what they are already doing in this area.

7. Planning Subcommittee

Megan Tosh asked how the Planning Subcommittee meeting went and if a follow-up meeting had been scheduled. Frank Mills stated that the meeting went well and that there had been good discussion about MBOs #1 and #2, and Michaels stated that a follow-up meeting has been scheduled for November 5. Planning subcommittee chair Kurt Monteiro shared that the subcommittee members had discussed communicating with CTTC, TEC, and certification about providing lists of important topics as well as communicating with CEC regarding trending topics, and they also suggested that the Publications Committee might review ASHRAE's existing publications to identify gaps in topics, then reach out to the



TCs regarding the need for publications on those topics. Monteiro stated that there is more work for the subcommittee to do and that they will continue their discussion in November.

Tosh shared that she liaises for PEC with GAC, and she's aware that GAC is interested in knowing what publications ASHRAE has that they could recommend to government agencies. Monteiro shared that he has participated in some of the Day on the Hill events, and he's found that it's easier to talk to officials about standards than books. Tosh stated she will communicate more with GAC about their efforts/needs, acknowledging that the GAC needs might be larger than what Publications Committee can contribute.

8. Adjournment

Megan Tosh adjourned the meeting at 11:59 a.m.

Respectfully submitted,

Cindy Michaels

Cindy Michaels
Staff Liaison to Publications Committee
Editor, Special Publications