



Shaping Tomorrow's
Built Environment Today

PUBLICATIONS COMMITTEE

Minutes

Conference Call

Thursday, May 9, 2024

11:00 a.m. EDT

Webex

MEMBERS ATTENDING: Vinay Ananthachar, Chair
Megan Tosh, Vice Chair
Atilla Biyikoglu
Stephen (Steve) Kavanaugh
Cameron Labunski
Francis (Frank) Mills
Kurt Monteiro
George Pantelidis
Blake Ellis, BOD ExO

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 March 14, 2024.	PASSED via voice vote
2	If PTAR 0007 is a legitimate resubmission of PTAR 0004, Publications Committee requests responses to our 0004 rejection comments.	PASSED via voice vote
3	To accept the recommendation that the deadline for all <i>ASHRAE Journal</i> article scoring to be completed be set as the Wednesday before the ASHRAE Winter Conference.	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

Vinay Ananthachar called the meeting to order at 11:04 a.m. Eastern Daylight Time and noted that a quorum was present.

2. Roll Call/Welcome/Introductions

Cindy Michaels announced the attendees.

3. ASHRAE Value Statement

Vinay Ananthachar 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 Cindy Michaels noted that the items listed on the agenda under Old Business would not be available and should be struck from this agenda, it was moved and seconded that the agenda for this conference call be adopted with these deletions.

5. Approval of Past Meeting Minutes

It was moved and seconded to approve the minutes of the March 14, 2024, Publications Committee conference call (**MOTION #1**):

Motion:

To approve the minutes of the Publications Committee conference call held on March 14, 2024.

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

6. MBO Subcommittees

Vinay Ananthachar asked that each subcommittee lead provide a one-page report that he can incorporate into the committee's report to PEC in Indianapolis.

6.1. MBO #1

Subcommittee lead Megan Tosh reported that the subcommittee had attempted to have a conference call but couldn't schedule it before this call and that they will meet before the Indianapolis meeting. Vinay Ananthachar noted that there is no need to change any of the committee's internal documentation for this MBO, the committee will just review the information quarterly.

6.2. MBO #2

Subcommittee lead Jen Isenbeck was unable to attend this conference call due to another scheduled meeting, so this MBO was not discussed on this call.

6.3. MBO #3

Subcommittee lead Steve Kavanaugh stated that he had reached out to people regarding what happened when they stopped publishing *Energy Systems* in print form, but he got no response. He also stated that he feels Greg Martin answered a lot of questions the committee had at the last conference call (see the survey results indicating what members say they want [on Basecamp](#)) and encouraged committee members to continue to identify article topics for Drew Champlin and staff. Blake Ellis said the committee should consider how often members should be surveyed and how often the committee should review this MBO concept, recommending they review it perhaps every three years. Kavanaugh suggested that the surveys that are sent to members ask the segment of the industry and the age of the respondents. Ellis agreed that was a good idea so that that data could be compared to the demographics of ASHRAE membership as a whole.

Vinay Ananthachar noted that the only gap in the digital offerings of the *ASHRAE Journal* seems to be that there is no mobile version of the Journal. Blake Ellis stated the committee should consider whether a survey should be sent specifically about a mobile version of the Journal. Kurt Monteiro noted that there are already e-readers such as Kindle and Libby and that perhaps ASHRAE could work with those existing providers to offer a mobile-friendly version of the Journal.



Editor's note: After the conference call, ASHRAE Journal Editor Drew Champlin sent information to the staff liaison and the committee chair regarding the Digital Journal. Committee members should be aware of the following:

- *All members get the Digital Journal emailed to them each month. It is also linked from www.ashrae.org/ashraejournal.*
- *For offline access to the Digital Journal, you can choose the "Save to your desktop" download icon in the top right corner of the Digital Journal.*
- *The archives available in the Digital Journal include several years' worth of issues. You can access the archived issues by going to the menu icon in the top left corner of the Digital Journal and choosing ARCHIVES.*
- *Archived ASHRAE Journal technical articles are available in the ASHRAE Technology Portal (www.ashrae.org/techportal) from as far back as 1997. Access to these archives is free for ASHRAE members and available as a subscription to nonmembers.*

6.4. MBO #4

Subcommittee lead Atilla Biyikoglu reported that the subcommittee met last week and he had shared his presentation from last year. He also stated that he will be determining the foreign members at an upcoming CRC so they can be contacted about this. Vinay Ananthachar asked for an action plan and recommendations for the Indianapolis meeting.

Frank Mills stated that he feels even more could be done for this MBO. He supplied a file with some comments from the subcommittee meeting (see document [on Basecamp](#)). His main comment is that he thinks the committee should consider other cultures because the needs will vary from one country to another. Mills also noted that all CIBSE publications have been made free to members, although he admits that he's not sure if that's been a good or bad decision. Kurt Monteiro questioned whether the majority of ASHRAE's sales are in North America, and Cindy Michaels confirmed that that is the case, but it's unclear whether that would change if we offered more global content. Mills pointed out that ASHRAE has a global membership, so they can help write the content that's needed. He suggested that chapters write the content. Monteiro asked whether those local areas could get their governments to fund the publications, because it needs to make financial sense for ASHRAE to publish it. Michaels stated that something similar has happened in the past, with a Dubai power company providing some funding for publication of the *District Cooling Guide*. Mills added that ASHRAE has received funds from UNEP to publish global content, as well. He also pointed out that ASHRAE has the advantage of having staff that can publish the content once it's complete – he noted that not all organizations have that and it is something that ASHRAE members seem to take for granted. Mills brought up the example of Hong Kong, whose chapter members wish to write a publication for their local needs and have ASHRAE publish it. Michaels noted that it's not just Hong Kong – in the past, Kuwait has also worked with ASHRAE to generate content local to their area to publish a standard.

Michaels noted that it's possible that Government Affairs is already working on getting locally appropriate content written in cooperation with those who need it and suggested that Publications Committee reach out to them to find out. George Pantelidis confirmed that Government Affairs is working on trying to identify global needs and where specifics would be referenced in ASHRAE publications. He said the group is called the Global Technical Direction Committee.

7. PTAR Subcommittee

Prior to this conference call, Cindy Michaels had supplied the PTAR subcommittee members with PTAR 0007, Guidelines for Computational Fluid Dynamics Simulation of Fluid Flow Around Buildings. During this call, PTAR Subcommittee Chair Cameron Labunski noted that this PTAR is the same as PTAR 004.



He asked if it was that way on purpose and if the committee members could see the submitter's responses to the committee's feedback supplied when they rejected PTAR 0004. The membership agreed with this and it was moved and seconded as a motion (**MOTION #2**):

Motion:

If PTAR 0007 is a legitimate resubmission of PTAR 0004, Publications Committee requests responses to our 0004 rejection comments.

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

Michaels stated that she would check with MORTS and find out for the committee before Indianapolis.

Editor's Note: on May 28, 2024, Technology staff confirmed that PTAR-0004 was exactly the same as PTAR-0007 and should be thrown out.

8. **ASHRAE Journal**

8.1. **Discussion/Feedback Regarding Technical Article Features/Scoring**

Vinay Ananthachar reminded committee members that the Journal articles are available for all the months in 2024 so far and that they should be sure to read and score all of the technical articles before Indianapolis.

8.2. **Journal Article Scoring Deadline**

Cindy Michaels reminded committee members about the situation during the Chicago conference where some committee members had intended to read and score the *ASHRAE Journal* technical articles that they hadn't yet completed while traveling to the conference, only to find out that they surveys for the articles were no longer available. She recommended that because staff needs time to compile the scores before the conference the committee set a deadline by which all articles must be scored. Michaels recommended the deadline be the Wednesday before the Winter Conference, assuming *ASHRAE Journal* Associate Editor Tani Palefski confirms this gives him enough time to compile all the scores before the committee meeting on Saturday morning. After minimal discussion, it was moved and seconded to accept this recommendation (**MOTION #3**):

Motion:

To accept the recommendation that the deadline for all *ASHRAE Journal* article scoring to be completed be set as the Wednesday before the ASHRAE Winter Conference.

MOTION #3 PASSED with a voice vote (no no votes, no abstentions).

Michaels stated that she will include this deadline in the committee's Reference Manual, and Vinay Ananthachar directed her to see if it is also necessary to include this deadline in the ROB and/or MOP.

9. **Special Publications**

9.1. **TC Form for Reviewing Older ASHRAE Pubs**

Cindy Michaels informed the committee that the changes to the TC Form for Reviewing Older ASHRAE Pubs that the committee approved in Chicago had also been made to the form online, which can be accessed via www.ashrae.org/TCpubreview. Vinay Ananthachar suggested that this link be shared with the committee so that they can include it in their emails to the TAC sections. (*Editor's note: This link is included in the Reference Manual.*)



Michaels also informed the committee that years ago, when this form was first discussed, the chair at that time suggested that when this form was complete it should also be shared with Professional Development Committee (now called Training and Education Committee) in case they could also use this content to evaluate older courses, and this has been completed as well.

Steve Kavanaugh asked whether the TCs have access to the sales numbers when they review older publications, and Michaels stated that they can have this information if they request it – the main concern for staff is whether the content is up to date.

9.2. Guide for Publishing with ASHRAE

Cindy Michaels reminded committee members that in addition to the as-yet-incomplete flowchart about publishing with ASHRAE, the committee also had a version of the Guide for Publishing with ASHRAE that included the PTAR information as we understood it at the time and a version without the PTAR information, and the version without the PTAR content is what was posted online while we waited for responses from RAC. She stated that now that RAC has posted some PTAR guidance online, she's accepted all of the text that had been written but struck through for the PTAR process and read through the entire document and updated portions as needed. She stated she believes this content about PTARs is ready to be included in this Guide now, and questioned whether the committee wanted to vote to accept this document or not, since all of the content is coming from staff. Vinay Ananthachar asked BOD ExO Blake Ellis for his recommendation, and Ellis recommended that the committee not vote on this and allow staff to maintain the document. Michaels noted that she will replace the updated document on Basecamp and in the author materials available online at <https://www.ashrae.org/technical-resources/authoring-tools/books>.

10. Adjournment

As the time allotted for the conference call was ending, the items listed under New Business were postponed for the Indianapolis meeting. Vinay Ananthachar adjourned the meeting at 11:57 a.m. EDT.

Respectfully submitted,

A handwritten signature in black ink that reads "Cindy Michaels".

Cindy Michaels
Staff Liaison to Publications Committee
Editor, Special Publications