



Publishing and Education Council (PEC)

Tuesday, January 15, 2019

Omni Hotel/CNN Center – Atlanta, GA

Voting Members

Julia	Keen	Chair
Farooq	Mehboob	Vice Chair
Billy	Austin	Member/Director
Katherine	Hammack	Member/Director
Ahmed Alaa Eldin	Mohammed	Member/Director
Chandra	Sekhar	Member/Director
Benjamin	Skelton	Member/Director
Cameron	Labunski	Member/Past Certification
Heather	Platt	Member/Past ECC
Daniel	Dettmers	Member/Past Handbook
Larry	Fisher	Member/PDC
Jin Jin	Huang	Member/Past Publications
William	Dean	Member at Large
Mohammad	Hosni	Member at Large

Visitors

Don Brant
Eunice Njeru
David Soltis
Tim Kline
Joslyn Ratcliff
Heather Kennedy
Emily Sigman
Karen Murray
Cindy Michaels
Blair Richardson
Sam Burnstell
Samer Soho
Tim McGinn
John Nix

Non-Voting Members

Eric	Fullerton	Certification Chair
Mark	Bettin	Certification Vice Chair
Megan	Tosh	ECC Chair
Gerardo	Alfonso	ECC Vice Chair - absent
Donald	Fenton	HB Chair
Suzanne	Leviser	HB Vice Chair
Bruce	Flaniken	Historical Chair
Stanley	Westhoff	Historical Vice Chair
Charles	Henck	PDC Chair
Frederick	Betz	PDC Vice Chair/Planning
Jeremy	Smith	PDC Vice Chair/Operations - absent
Jose Luis	Correa	Publications Chair
Chee Sheng	Ow	Publications Vice Chair
Mark	Owen	Staff Liaison

Additional Distribution:

Jeff Littleton, Executive Vice President, Claire Neme,
ASHRAE Staff Directors, Publications & Education Managers

Table of Contents

1.	<u>Call to Order</u>	7
2.	<u>ASHRAE Code of Ethics Commitment</u>	7
3.	<u>Introduction of Members and Visitors</u>	7
4.	<u>Review of Agenda</u>	7
5.	<u>Minutes - Meeting of June 26, 2018 Houston</u>	7
6.	<u>Review of Approved Motions</u>	7
7.	<u>Review of Action Items</u>	7
8.	<u>Items Referred by PEC to Other Groups</u>	8
9.	<u>Items Referred from Other Groups to PEC</u>	8
10.	<u>Subcommittee Reports</u>	
10.1	eLearning	11
10.2	Journal Advertising Sales	12
10.3	Fiscal Planning.....	13
10.4	Functional Planning.....	14
10.5	Research Journal.....	14
11.	<u>Committee Reports</u>	
11.1	Certification	15
11.2	Electronic Communications	16
11.3	Handbook.....	17
11.4	Historical	18
11.5	Professional Development.....	18
11.6	Publications.....	19
12.	<u>Old Business</u>	
12.1	PEC Restructure Ad Hoc.....	19
12.2	PEC MBOs.....	19
12.3	PEC Dubai Training Center Ad Hoc	20
8.	<u>New Business</u>	20
9.	<u>Adjourn</u>	20

PUBLISHING & EDUCATION MINUTES · January 15, 2019 · Atlanta, GA

Motions

Meeting of January 15, 2019

No. Page Motion

1 7 Approved the draft minutes as distributed for the October 11, 2018 GoToMeeting.

Approved 13-0-0 CNV

Action Items

Meeting of January 15, 2019

No.	Responsible	Page	Action
1	Staff	7	Post approved minutes of the October 11, 2018 meeting in Houston on the PEC page of the ASHRAE website and the PEC Basecamp.
2	Staff	9	<p>Complete. (January 22, 2019)</p> <p>Send referral response to Members Council for Region XII (Brasil Chapter) Motion 11 (11/8/2018) (Attachment A)</p> <p>That ASHRAE Bookstore pays a sales percentage of 10% to the Chapter promoting the sale of any ASHRAE Media at a pre-approved function promoting the ASHRAE media.</p> <p><u>Background:</u> Chapters can have computer during a program, like a Chapter Dinner or Seminar and promote bookstore sales among the attendance. The sale can be verified by means of a promotional code or sales coupon, available in every e-commerce tools. The objective is both promote sales of ASHRAE bookstore items and create incentive to Chapter Program participation.</p> <p><u>Fiscal Impact:</u> Develop a website platform + certificates, estimate US\$ 10,000.</p> <p>PEC Response: Fiscal Planning Subcommittee recommended that PEC not approve the motion. The subcommittee reviewed the referral and concluded implementation would have a significant negative fiscal impact on revenue. The result would likely be a need to increase prices. The committee concluded that it would be difficult to determine which and when promotion efforts of chapters led to an increase in sales, making it difficult when a commission was to be earned. Plus there will be additional costs associated with the administration of tracking sales back to chapter members and making payments. PEC members discussed and agreed with the subcommittee that the motion would negatively impact ASHRAE revenue. It was also noted chapters currently have the opportunity to purchase publications on consignment at a discount from society and then sell them keeping the difference. The PEC will work with Members Council to promote this benefit.</p> <p>Complete. <i>January 22, 2019</i> (Attachment B)</p>

PUBLISHING & EDUCATION MINUTES · January 15, 2019 · Atlanta, GA

- 3 Owen 9 Create and send a simplified version of the ASHRAE Commercialism Policy suitable for release to the general public to respond to Members Council referral **Region X (San Diego Chapter) Motion 10 (11/8/2018)** (Attachment C)

That Society develop a simple (bulleted-format) ASHRAE Commercialism Policy more suitable for non-ASHRAE members (lay-persons) who are invited to present at regular ASHRAE chapter meetings.

(Secretary's note: A memo informing Members Council of PEC action sent January 22, 2019) (Attachment D)

- 4 Keen & Staff 11 Present this motion to ExCom's Membership Model Ad Hoc for their consideration and response to members Council on **Region-At-Large (Cairo Chapter) Motion 19 (11/8/2018)** (Attachment E)

That ASHRAE Chapters activate protocols with the Engineering Authorities through the Government Affairs Committee using ALI courses at a requested 50% discount on the six (6) ASHRAE certifications (CPMP, BEAP, BEMP, HFDP, OPMP and BCP) preparation codes and standards (validation of these courses are a must have credential for built-environment professionals in each country, not only the USA).

Background: The ASHRAE Cairo Chapter is seeking to make the Egyptian engineers syndicate to recognize all ASHRAE certificate tracks and make it mandatory for consultant offices registered within Egypt to have at least one (1) track certified member within its crew. We need the preparation codes to be reviewed for approval by the syndicate scientific board and we need the discount to encourage them to do it.

Fiscal Impact: Egyptian Engineers Syndicate as an engineering authority party has over 800,000 registered and licensed mechanical engineers within its manpower and over 200 working Mechanical Consulting Offices and firms. Once it becomes mandatory for each consulting office to have at least one (1) ASHRAE certified member within its crew, the result will be a boost in ASHRAE members and ASHRAE certified members too and this will bring back more revenues to the society than the initial cost of the discounts. This is applicable to all countries.

PEC Response: PEC discussed the motion at length developing several questions needing clarification:

- Should this discount apply to all certifications or just the six listed?•
- What is the potential member increase estimates?
- Is this a 50% discount on member or non-member prices?
- What would the government involvement be?
- Would this discount only apply to developing economies?
- For how long would the discount be applied?
- Should the monetary exchange rate be consider in the discount?

PUBLISHING & EDUCATION MINUTES · January 15, 2019 · Atlanta, GA

Motion should be referred to ExCom's Membership Model Ad Hoc for policy consideration.

(Secretary's note: A memo informing Members Council of PEC action sent January 22, 2019) **Complete.** (Attachment F)

- 5 Keen & Staff 11 Present this motion to ExCom's Membership Model Ad Hoc for their consideration and response to Members Council on **Region-At-Large (ASHRAE Deccan Chapter) Motion 22 (11/8/2018)** (Attachment G)

That Society offers members in good standing (full membership completely paid every 5 years), rewarded access to a free online training program or offline 50% discount training program effective July 1, 2019.

Background: This will infuse motivation for paying membership dues on time. Self-motivating programs could retain members and attract new members.

Fiscal Impact: Online program – Nil. Offline program – 50% of the program cost per participant.

PEC Response: Motion should be referred to ExCom's Membership Model Ad Hoc for policy consideration.

(Secretary's note: A memo informing Members Council of PEC action sent January 22, 2019) **Complete.** (Attachment H)

- 6 Owen 13 Investigate and report to Fiscal Planning Subcommittee and PEC the potential cost savings for eliminating polybag wrapping of ASHRAE Journal before the June 2019 Annual Meeting in Kansas City.
- 7 Owen 13 Investigate and report Fiscal Planning Subcommittee and PEC on economic models of other academic journals for comparison to ASHRAE Research Journal – Sustainable Technology for the Built Environment (STBE) before the June 2019 Annual Meeting in Kansas City.
- 8 Owen 13 Recommend a new minimum list price formula for special publications found in section 3.910.006.3 of the ASHRAE ROB.

1. Call to Order

Dr. Keen called the meeting to order at 8:02 a.m.

2. ASHRAE Code of Ethics Commitment

Dr. Keen reviewed with the council 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>.)

3. Introduction of Members and Visitors

Members of the council roll call was conducted with an introduction of staff and other visitors.

- 3.1 PEC Roster 2018-2019
- 3.2 PEC Subcommittee Rosters 2018-2019

4. Review of Agenda

Dr. Keen reviewed the agenda with the council.

5. Minutes - GoToMeeting of October 11, 2018

It was moved by Ms. Platt and seconded by Ms. Hammack:

(1) To approve the draft minutes as distributed for the October 11, 2018 GoToMeeting.

MOTION (1) Approved 13-0-0, CNV

An action was assigned to staff to post the approved minutes on the PEC page of the ASHRAE website and the PEC Basecamp website. **(ACTION ITEM 1) Complete.**

6. Review of Approved Motions – GoToMeeting of October 11, 2018

Mr. Owen reviewed the motions of the previous meeting with council members.

No.	Page	Motion
1	4	Approved the draft minutes as distributed for the June 26, 2018 in Houston.
		<i>Approved 11-0-0 CNV</i>

7. Review of Action Items - GoToMeeting of October 11, 2018

Mr. Owen reviewed actions items from the previous meeting with council members.

PUBLISHING & EDUCATION MINUTES · January 15, 2019 · Atlanta, GA

No.	Responsible	Page	Action
1	Staff	4	Post approved minutes of the June 26, 2018 meeting in Houston on the PEC page of the ASHRAE website and the PEC Basecamp. Complete. October 11, 2018
2	Staff	5	Post PEC Standing Committee MBOs to the PEC Basecamp. Complete. October 11, 2018

8. Items Referred by PEC to Other Groups

None.

9. Items Referred from Other Groups to PEC

9.1 **Region XII (Brasil Chapter) Motion 11 (11/8/2018)** (Attachment A)

That ASHRAE Bookstore pays a sales percentage of 10% to the Chapter promoting the sale of any ASHRAE Media at a pre-approved function promoting the ASHRAE media.

Background: Chapters can have computer during a program, like a Chapter Dinner or Seminar and promote bookstore sales among the attendance. The sale can be verified by means of a promotional code or sales coupon, available in every e-commerce tools. The objective is both promote sales of ASHRAE bookstore items and create incentive to Chapter Program participation.

Fiscal Impact: Develop a website platform + certificates, estimate U\$ 10,000. Mr. Owen reported to council that similar requests have been made in the past. For instance, During the Members Council November 2017 meeting in Atlanta, the council referred the motion below to PEC for comment.

Region XII (Brasil Chapter) – CRC Motion 34:

That every Chapter receive a 10% royalty of ASHRAE Bookstore sales due to the Chapter's promotional efforts.

Background: Members Council will revisit this motion after PEC comments are received. The motion's intent is to create an extra attraction or benefit to members and public to attend Chapter meetings like Chapter Dinners and Seminars by promoting sales of bookstore items with discount in those meetings. Every Chapter would receive a certain number of discount coupons from ASHRAE Bookstore to promote bookstore sales. Chapters also would have a financial incentive by receiving a percentage of sales. Online sales with discount coupon is available with many e-commerce tools.

Fiscal Impact: No fiscal impact since the sales revenue increase will offset the costs of implementation.

PEC Response: *Fiscal Planning Subcommittee recommended that PEC not approve the motion.* The subcommittee reviewed the referral and concluded implementation would have a significant negative fiscal impact on revenue. The result would likely be a need to increase prices. The committee concluded that it would be difficult to determine which and when promotion efforts of chapters led to an increase in sales, making it difficult when a commission was to be earned. Plus there will be additional costs associated with the administration of tracking sales back to chapter members and making payments. It was also noted chapters currently have the opportunity to purchase publications on consignment at a discount from society and then sell them keeping the difference. The PEC will work with Members Council to promote this benefit. *(Fiscal Planning Subcommittee voted 0-0-8 CNV.)*

PEC members discussed and agreed with the subcommittee that the motion negatively impact ASHRAE revenue. **PEC defeated Motion (2) (0-0-11 CNV) January 23, 2018** *(Secretary's Note: Response Memo sent from PEC 4/18/2018 Attachment I)*

An Action Item was assigned to staff to send the same response to Members Council in reference to Region XII (Brasil Chapter) Motion 11. **(ACTION ITEM 2) Complete.** (Attachment B)

9.2 Region X (San Diego Chapter) Motion 10 (11/8/2018) (Attachment C)

That Society develop a simple (bulleted-format) ASHRAE Commercialism Policy more suitable for non-ASHRAE members (lay-persons) who are invited to present at regular ASHRAE chapter meetings.

Background: Review of the current ASHRAE commercialism policy (online) suggests that it is clearly written for ASHRAE members who develop and present technical papers at the Winter and Summer annual meetings. It is much too "wordy" and difficult to understand let alone implement effectively regarding lay-person presenters. It is NOT written for non-ASHRAE members (lay-persons) who are often engaged by each chapter for regular chapter meetings. And the PowerPoint (online) is of little value. See attached current ASHRAE Commercialism Policy & the PowerPoint.

Fiscal Impact: None. Only requires an administrative action/function to develop the appropriate & ASHRAE-approved verbiage.

Mr. Owen reminded the council that the ASHRAE Commercialism Policy is listed in the Rules of the Board as a responsibility of this council and that he would be willing to confer with the official policy document and CEC to prepare a simplified version.

An action Item was assigned to Mr. Owen to send a simplified version of the ASHRAE Commercialism Policy suitable for release to the general public. **(ACTION ITEM 3)**

(Secretary's note: A memo informing Members Council of this response as sent date) (Attachment D)

9.3 Region-At-Large (Cairo Chapter) Motion 19 (11/8/2018) (Attachment E)

That ASHRAE Chapters activate protocols with the Engineering Authorities through the Government Affairs Committee using ALI courses at a requested 50% discount on the six (6) ASHRAE certifications (CPMP, BEAP, BEMP, HFDP, OPMP and BCP) preparation codes and standards (validation of these courses are a must have credential for built-environment professionals in each country, not only the USA).

Background: The ASHRAE Cairo Chapter is seeking to make the Egyptian engineers syndicate to recognize all ASHRAE certificate tracks and make it mandatory for consultant offices registered within Egypt to have at least one (1) track certified member within its crew. We need the preparation codes to be reviewed for approval by the syndicate scientific board and we need the discount to encourage them to do it.

Fiscal Impact: Egyptian Engineers Syndicate as an engineering authority party has over 800,000 registered and licensed mechanical engineers within its manpower and over 200 working Mechanical Consulting Offices and firms. Once it becomes mandatory for each consulting office to have at least one (1) ASHRAE certified member within its crew, the result will be a boost in ASHRAE members and ASHRAE certified members too and this will bring back more revenues to the society than the initial cost of the discounts. This is applicable to all countries.

The council discussed the referral with members feeling the requested action was confusing and need clarification. Mr. Hosni commented if the thought behind it was ASHRAE would get more members and certifications if ALI courses were discounted. Mr. Kline asked if some chapters were under the false impression that ALI courses were required to obtain ASHRAE Certification. Mr. mohammand asked if the plan was to try and have governing bodies in the middle east require aASHRAE Certification. Ms. Huang Wanted to know if the motivation behind the request was for ASHRAE to increase sales of memberships and certifications or if the intent was to help create more uniformity within the engineering professional in that region. Mr. Fisher suggested responding that the idea of discounting could be entertained after a certification was mandated and a marketing plan was developed for the region.

Other question from council members included:

- Should this discount apply to all certifications or just the six listed?
- What is the potental member increase estimates?
- Is this a 50% discount on member or non-member prices?
- What would the government invovlement be?
- Would this discount only apply to developing economies?
- For how long would the discount be applied?
- Should the monetary exchange rate be consider in the discount?

Mr. Owen commented that although the request was unclear it would seem to be a policy level question regardless. Ms. Keen commented that if this effects policy, it

PUBLISHING & EDUCATION MINUTES · January 15, 2019 · Atlanta, GA

should be applied broadly; not to just one particular chapter and, as a policy, it will need to be considered by both PEC and Members Council.

An action Item was assigned to Ms. Keen to bring this motion to the attention of ExCom's Membership Model Ad Hoc for their consideration. **(ACTION ITEM 4)**

(Secretary's note: A memo informing Members Council of this response as sent January 22, 2019) (Attachment F) Complete.

9.4 Region-At-Large (ASHRAE Deccan Chapter) Motion 22 (11/8/2018) (Attachment G)

That Society offers members in good standing (full membership completely paid every 5 years), rewarded access to a free online training program or offline 50% discount training program effective July 1, 2019.

Background: This will infuse motivation for paying membership dues on time. Self-motivating programs could retain members and attract new members.

Fiscal Impact: Online program – Nil. Offline program – 50% of the program cost per participant.

After some discussion, PEC concluded this motion also involved the broader policy issue of Member benefits and an action Item was assigned to Ms. Keen to bring this motion to the attention of ExCom's Membership Model Ad Hoc for their consideration. **(ACTION ITEM 5)**

(Secretary's note: A memo informing Members Council of this response as sent January 22, 2019) Complete. (Attachment H)

10. Subcommittee Reports

10.1 Journal Advertising Sales

Mr. Owen gave the subcommittee's report. (Attachment J)

ASHRAE Journal's paid page count has been stable during an industry advertising decline among other HVACR engineering publications. Ten years ago, ASHRAE Journal sold 636 pages of advertising among the 1,349 total advertising pages sold among all three publications serving the industry. For 2018, the Journal sold 573 pages among the 930 total pages sold. Regarding share-of-market (SOM) for advertising, the Journal has risen from 47% in 2009 to 62% for 2018 calendar year. Journal rates per page have been increasing since greater rates and an expanded integration program was implemented in September. A net increase of 18 advertisers occurred during the same time period. While traditional publishers continue programs to compete for reaching ASHRAE's audience, non-traditional publishers are also becoming more competitive. These include Google, Facebook, and other online publishers offering advertising. Additionally, some suppliers have allocated advertising budgets toward improving their own company website, renting emails and trade show marketing. ASHRAE Journal is positioned for growth as competitors reduce their print circulation, pages contained within each magazine, and

PUBLISHING & EDUCATION MINUTES · January 15, 2019 · Atlanta, GA

discontinuing independent circulation auditing. The Journal can use its independently audited circulation along with best-in-class content and reputation for attracting additional advertisers.

HPB magazine advertising revenue is \$72,400 in magazine and online advertising, with online-only advertising now generating most of the sales. Steps are being undertaken to increase sales to match or exceed FY18 levels, which was the publication's best-performing year for profitability.

ASHRAE online advertising revenue is at \$271,800 for FY19, with a forecast of \$775,000 for gross revenue. An increase of \$33,000 in sales occurred since rates increased and a new strategy implemented to encourage integrated advertising programs with ASHRAE Media.

The subcommittee discussed strategies to increase ASHRAE Journal revenue. These include raising rates for newsletters and webinars that have been selling quickly. More webinars are scheduled for 2019. Online-only advertisers will be offered additional incentives to include ASHRAE Journal advertising for the future.

Mr. Owen reported on cost-cutting measures already implemented, including \$20,000 saved from graphics design and \$17,000 from an advertising program to promote ASHRAE Journal that was no longer effective.

New opportunities will be offered in FY2019 to augment the 29 current advertising programs offered through ASHRAE Media. Key opportunities include online programs such as the ASHRAE 365 mobile app and webinars, since these have been showing the greatest amount of growth in the recent year.

10.2 eLearning

Dr. Keen gave the subcommittee's report. (Attachment K)

ASHRAE continues its marketing efforts to rebuild corporate subscriptions. Marketing efforts include weekly targeted emails to select current and previous corporate customers, outreach through CTTC, monthly email to new members, quarterly emails to corporations, face-to-face promotion at ASHRAE conference, eLearning portal video hosted on ASHRAE.org, eLearning ads on ASHRAE.org, and e-newsletters.

Revenue for ASHRAE eLearning is on track to make the forecast for the 2018-2019 fiscal year. The cumulative subscription revenue for the fiscal year to date is 68.7k. Most of this revenue is from individual subscriptions, with a few corporate subscriptions. Promotional efforts in the second half of the year are expected to support achieving the revenue forecast. Revenue from the UNEP-ASHRAE eLearning partnership is also projected to contribute to the forecast.

The subcommittee continues to work with member volunteers to design and develop new courses with a systematic approach of developing courses, particularly the process of determining learning needs. LEED specific courses were proposed as a learning need to consider. ASHRAE eLearning is redeveloping its course offerings to improve the course interactivity and engagement. This will aid in making our courses more marketable to both corporate and individual customers. Based on market feedback, ASHRAE staff has identified and prioritized the courses that need updating. The project is expected to start in March.

PUBLISHING & EDUCATION MINUTES · January 15, 2019 · Atlanta, GA

A list of new, under development, and proposed courses:

Category	Course Name	Status	Completion
Released	Sound Management of Refrigerants - UNEP	Launched	Nov-18
Under Development	Sound Management of Refrigerants - Rebranded	In Final Review	Feb-19
	Refrigerants Literacy – UNEP (Spanish)	In Final Review	Jan-19
	Energy Efficiency - UNEP	Content Gathering	Jun-19
	ADEG for K-12 School Buildings-Achieving Zero Energy – NREL	Content Development	Mar-19
	Designing Toward Net-Zero Energy Commercial Buildings	Content Design	Mar-19
	Standard 90.1-2016: HVAC/Mechanical	Content Design	Unknown
Pending Contracts / Proposed	Clean Air Infiltration	Proposed	Unknown
	BIM Process, Practice and Workflow	Pending	Unknown
	Building Energy Modeling (BEM)	Pending	Unknown
	The Last Word on Energy Audits	Pending	Unknown
	Thermal Comfort - Update	Pending	Unknown
	Improving Existing Building Operations (IEBO)	Pending	Unknown
	Ethics for the Built Environment Professional Engineer - Revision	Pending	Unknown

10.3 Fiscal Planning

Ms. Platt gave the subcommittee’s report. (Attachment L)

Three action items were assigned during the subcommittee meeting:

- Mr. Owen was assigned an action item to report on the cost savings for eliminating polybag wrapping of ASHRAE Journal before the June 2019 Annual Meeting in Kansas City. **(ACTION ITEM 6)**
- Mr. Owen was assigned an action item to investigate economic models of other academic journals for comparison to ASHRAE Research Journal – *Sustainable Technology for the Built Environment (STBE)* before the June 2019 Annual Meeting in Kansas City. **(ACTION ITEM 7)**
- Mr. Owen was assigned an action item to recommend a new minimum list price formula for special publications found in section 3.910.006.3 of the ASHRAE ROB. **(ACTION ITEM 8)**

The subcommittee will review the Finance Committee request to detail the cost-benefit ratio of all PEC programs to report by February 15, 2019

The subcommittee discussed the financial statements for PEC. (Attachment A) Plans to improve revenue and reduce expenses discussed include:

- More marketing for ALL training programs
- Investigating possible new training programs
- A new comprehensive advertising plan for ASHRAE Journal
- Developing a cost-benefit analysis of ASHRAE membership benefits

PUBLISHING & EDUCATION MINUTES · January 15, 2019 · Atlanta, GA

- Transitioning to more electronic only publications
- ASHRAE Insights as an electronic only publication
- Developing new publication titles
- Certified HVAC Designer (CHD) certification
- Evaluate discontinuing OPMP as an available certification and keep renewal available.
- 125th Anniversary Celebration alternate funding.
- Within the discretionary funds, all expenditures will be evaluated for return on investment (profit). If there is not anticipated profit related, the expense will not be authorized.
- Handbook: Ask members to pay for the shipping of the print book.
- Reduce member allocation for travel expenses X% (needs further evaluation for applicable reduction)
- Move in person meetings to E-meetings or web-based meetings to reduce travel expenses. (needs evaluation for applicable meetings)
- In lieu of printing the Insights 6 times per year, move this to 100% electronic

10.4 Functional Planning

Mr. Hosni gave the subcommittee's report. (Attachment M)

The subcommittee discussed the new ASHRAE 2019-2024 Strategic Plan initiatives that will effect standing committees that report to PEC.

Ms. Keen reviewed the proposed PEC restructure and the timeline to implement the changes to PEC and committee MOPs and Reference Manuals.

The subcommittee recommended a special orientation video to be created to help council and committee members with the restructure changes which could be used every year to ensure the continued effectiveness of the committees and subcommittees.

10.5 Research Journal

Dr. Keen gave the subcommittee's report. (Attachment N)

The Research Journal is on track to meet the budget for this fiscal year 2019-2020.

The subcommittee will be presented with a slate of 5 or 6 associate editor candidates for positions that need to be renewed or appointed during their next meeting.

The *STBE* Best Paper award nomination has been submitted to the Honors and Awards Committee. The winner will be announced during the plenary session at the June 2019 Annual Conference in Kansas City.

Seven Papers have been selected for Open Access. Viewing.

The subcommittee discussed ways to improve the review process of papers and continuing efforts to improve the Manuscript Central process.

The editor-in-chief continues to liaise with the Conferences and Expositions Committee (CEC) regarding ways to increase submissions to the journal and encourage presentations of papers at ASHRAE Conferences. Measures discussed include extended (three-page) abstracts for conferences

The editor's report is shown in *Attachment A*.

The publisher's report is shown in *Attachment B*.

11. Committee Reports

11.1 Certification Committee

Mr. Fullerton gave the committee's report. (Attachment O)

Mr. Fullerton gave the following update on Certified HVAC Designer (CHD) Certification

- Since September, nearly 900 HVAC Designers and Employers have opted in to receive updates on the new Certified HVAC Designer (CHD) certification program.
- The recently completed job task analysis indicates widespread agreement across both P.E. and Non-P.E. HVAC Designer segments, as well as Supervisors, on the critical CHD job tasks. The JTA as well shows agreement across regions.
- Certification Scope: the CHD certification validates competency of the HVAC Designer, working under the responsible charge of an engineer, to do the following:
Design HVAC systems to meet building/project requirements, including load calculations, equipment selection and sizing, mechanical equipment room design, duct and piping design and layout for the development of HVAC plans for permit and construction.
- Key Launch Dates:
 - Feb. 1 CHD *Candidate Guidebook* available online
 - March 1 CHD application to open
 - May 1 Online CHD Practice Exam
 - June 3 World-wide computer-based testing
- A 2018-19 revenue forecast increase of \$30,000 is due to anticipated application fees for the Certified HVAC Designer (CHD) program, beginning March 1.

Mr. Fullerton also reported on the ANSI required annual Management System Review, evaluating the results of internal and external audits, feedback from applicants and candidates, assessment of ASHRAE's exam development and delivery contractor, an impartiality threat analysis, the status of preventive and corrective actions, follow-up actions from previous management reviews, and the 2018 complaints log.

Certification Committee's 2018-2019 MBOs status are shown in *Attachment A* of the committee's report to PEC.

11.2 Electronic Communications Committee (ECC)

Ms. Tosh gave the committee's report. (Attachment P)

ECC discussed and will provide the following response to **Region I (Granite State Chapter) Motion 25 11/8/2018) That Society shall provide website hosting that permits the use of more advanced website-building tools and basic templates for local chapter and region websites.** (*Attachment A* of the ECC report to PEC)

ECC RESPONSE:

ECC discussed this motion during their Atlanta meeting and ECC's websites subcommittee will take an action item to create website templates for use by chapters. The target rollout of Chapter website templates will be July 2020. ECC's websites subcommittee will aim to create templates that can be used in various tools / formats. The first step in this process will be determining the best tools to create website templates and investigating the use of advanced website building tools among chapters to determine which tools are currently being used, or would be used if templates were available. The first step in this process will have a target completion date of July 2019. Please note that initially, these website templates will likely not be hosted by ASHRAE's Society website due to technology and resource limitations.

Ms. Tosh also reported ECC discussed and will pass along to Finance Committee, as requested, a response to **Region II (Montreal Chapter) Motion 6 (11/8/2018) That Society provide a web platform, linked to the Society membership database, to be used by local chapters to help manage their local events. The web platform would allow members to register for events, pay with a credit card online, generate certificates for CEUs, etc.** (*Attachment B* of the ECC report to PEC)

ECC has received previous similar motions in the past:

- Hampton Roads Chapter – Motion 7b (10/14/2016): That Society make the ASHRAE Email Distribution Service available for Chapter and Regional use for official communications to their respective members.
- Tennessee Valley Chapter – Motion 4e (10/14/2016) That ASHRAE Society provide a software program for all Chapters to streamline Chapter Operations (process meeting/event registrations, process transactions, meeting/event check-in, program ratings) and Chapter Administrative tasks (mailing lists, newsletter distribution, website materials) to directly address ASHRAE Strategic Plan, Initiative 1B and 2A.
- Spacecoast Chapter – Motion 7j (10/14/2016): That Society allows ASHRAE Chapters to utilize its e-mail engine and domain name to transmit mass e-mails to its Chapter memberships, effective July 1, 2017.

Based on the similarity of the motions cited above and Motion 6 from the Montreal chapter, as more complete information is gathered, the request would be open for consideration in the near future by ECC despite the large expense associated.

PUBLISHING & EDUCATION MINUTES · January 15, 2019 · Atlanta, GA

At this time, however, ECC feels that this is still best addressed at the Chapter level, and not by Society and recommends that the chapters refer to the guidance currently available from ECC. ECC has made available on the ECC page of ashrae.org a whitepaper entitled *Electronic Tools Used by ASHRAE Chapters for Websites, Event Planning, and Electronic Communication* containing a list of online tools and resources available to, and currently used by, chapters.

ECC's electronic collaboration tools subcommittee researched the two options for the Clientside within Basecamp in order to make a recommendation on best case use for ASHRAE, and then to begin populating clients based on the recommended way. The subcommittee recommends using the email-based Clientside.

Additionally, Electronic Tools Subcommittee created and provided guidance on best case uses for Basecamp for TAC and Standards Committees. The subcommittee held a webinar, led by Ken Cooper, for TAC on December 7th and materials from the webinar have been posted to the TC Training page of ashrae.org.

Mr. Tosh reported that ECC has increased communication with Region Electronic Communications Chairs (RECC) as evidenced by participation of RECCs on conference calls and in attendance as guests at the winter meeting.

ECC is reviewing 2019-2020 ECC PAOE categories to make recommendations for the ECC category, including a recommendation that use of Basecamp be included in PAOE.

ECC received a request to provide guidance on chapters recording and posting DL presentations, to which ECC will reply citing the existing guidance regarding posting material on YouTube (or other such sites) and recommend that the DLs have agreed to have their content posted via a signed release prior to it being posted.

ECC's 2018-2019 MBOs status are shown in *Attachment C* of the committee's report to PEC.

Ms. Keen comment that many members were aware of the possibility of ECC moving from PEC to Members Council. This subject will be further discussed with the PEC Restructure Ad Hoc presentation.

11.3 Handbook Committee

Mr. Fenton gave the committee's report. (Attachment Q)

To support ASHRAE's new proposed strategic plan, the Handbook Committee approved development of a new chapter for the 2021 Fundamentals volume on Resiliency, by TC 2.10. and a chapter for the 2021 Fundamentals volume: Occupant-Centric Sensing and Controls, assigned to MTG.OBB (Occupant Behavior in Buildings). This will complement the MTG's new chapter in the upcoming 2019 HVAC Applications volume, on the same topic.

During the last calendar year, ASHRAE Handbook Online, in addition to being one of the primary member benefit options, has generated \$95,836 in revenue. There are now 14,763 active subscribers.

PUBLISHING & EDUCATION MINUTES · January 15, 2019 · Atlanta, GA

To support council and standing committee restructuring, the Handbook Functional subcommittee will review and revise the HBC MOP and ROB, with a March deadline for the HBC to vote to approve.

The Handbook Committee's 2018-2019 MBOs status are shown in *Attachment A* of the committee's report to PEC.

11.4 Historical Committee

Mr. Flaniken gave the committee's report. (Attachment R)

The committee unanimously approved the first Milestone Marker project, the costs for which will be independently underwritten. (*Attachment B*)

Mr. Flaniken reported briefly on Historical Committee discussions from the meeting including:

- A proposed project to create "virtual plaques" on the website
- How best to involve YEA, student, and local chapters/members active as members.
- Progress of projects for the 125th anniversary.
- Potential future Leadership Recall interviews.
- The Lou Flagg Award winter for 2019.
- Refrigeration Research Inc. is celebrating their 75th anniversary and is exhibiting part of their museum collection at the Atlanta AHR exposition, Booth # B2361.

The Historical Committee's 2018-2019 MBOs are shown in *Attachment A* of the committee's report to PEC.

11.5 Professional Development

Mr. Henck gave the committee's report. (Attachment S)

PDC is working to identify gaps in existing training and recommend new courses to meet current industry needs. Actions include review of potentially new publications to ensure available training.

Beginning this spring, PDC will offer 45-60 minute online courses will be added to the ALI course catalog. Course topics will include "Writing an OPR," "Psychrometrics," "Hydronics," "Demystifying Sustainability," and HVAC Design: Level I - Essentials. Discussions with course instructors are underway to determine how their courses could be taught in numerous, shorter blocks of time to offer more opportunities to members in pursuing their professional continuing education.

PDC reported two new courses are being presented at the 2019 Winter Conference - Atlanta and two more are being developed for presentation at the 2018 Annual Conference - Houston.

The PDC's 2018-2019 MBOs status are shown in *Attachment A* of the committee's report to PEC.

11.6 Publications

Mr. Correa gave the committee's report. (Attachment T)

The winner of the 2018 ASHRAE Journal Paper of the Year award was selected, with the results forwarded to the Honors and Awards Committee for presentation in June at the Annual Conference in Kansas City.

The committee approved a motion forwarded from CEC: "That the Publications Committee publish conference papers and extended abstracts presented at the winter and annual conferences in ASHRAE Transactions beginning with the 2019 Winter Conference."
(Attachment A)

Liaisons from the committee contacted TC chairs regarding the need for revision or replacement of ASHRAE publications four or more years old.

The committee has set a special conference call at the end of January to vote on supporting the PEC restructuring plan, to discuss ideas related to the forthcoming Strategic Plan initiatives, and to brainstorm ideas for how we can do things more efficiently, reduce the budget, and/or increase revenue.

The committee has agreed to set a special conference call to vote on changes to the ROB and MOP once the revisions from the PEC chair and SRC have been returned.

Special Publications completed from through January 2019 are listed in *Attachment B*.

A status summary of upcoming publications is shown in *Attachment C*. According to the report, Mr. Mehboob noticed that some publications had been significantly delayed. Mr. Owen explained that this was a result of ASHRAE's publishing model of volunteer authors.

Publications Committee's 2018-2019 MBOs status are shown in *Attachment D* of the committee's report to PEC.

12. Old Business

12.1 PEC Restructure Ad Hoc (Attachment U)

Dr. Keen gave a revised PEC Restructure presentation to the council.

Mr. Flaniken asked if a decision had been made about moving the Historical Committee to be a Members Council standing committee. Dr. Keen reported that no decision had been made by the Executive Committee Ad Hoc working on this but more will be known after they meet at the January 2019 Winter Meeting.

12.2 PEC MBOs (Attachment V)

Dr. Keen reviewed the status of the 2018-2019 PEC MBOs with the council members.

12.3 PEC Dubai Training Center Ad Hoc (Attachment W)

Mr. Mehboob gave a report to the council for the ad hoc.

Council members discussed at length the revenues and expenses of ASHRAE international training programs, projections for future costs, as well as, the administration and strategic viability of these programs. The Ad Hoc will report again at the June 2019 Annual Meeting in Kansas City.

13. New Business

13.1 ASHRAE Strategic Plan (Attachment X)

Dr. Keen reported on the new ASHRAE Strategic Plan initiatives that PEC will be contributing to and discussed the financial and administrative impacts on PEC.

- **Initiative 1:** Resilient Buildings and Communities (Attachment Y)
- **Initiative 2:** Indoor Environmental Quality (Attachment Z)

ASHRAE Planning Committee is seeking input on 2019-2024 Strategic Plan Initiatives as well potential opportunities to cut costs and improve revenue from PEC and its reporting standing committees by February 15, 2019. Ms. Keen will be asking members to contribute to the reporting spreadsheet that will be sent out after the Atlanta meeting.

14. Adjourn

Dr. Keen adjourned the meeting at 11:58 a.m.

PUBLISHING & EDUCATION MINUTES · January 15, 2019 · Atlanta, GA

Attachment List

- A Brasil Chp-Motion 11 (1182018) -- Referral to PEC
- B Brasil Chp-Motion 11 (1182018) -- Response from PEC Jan 2019 Atlanta
- C Region X-San Diego Chp-Motion 10 (1182018) -- Referral to PEC
- D Region X-san Diego Chp-Motion 10 (1182018) -- Response from PEC Jun 2019 Atlanta
- E RAL-Cairo Chp-Motion 19 (1182018) -- Referral to PEC
- F RAL-Cairo Chp-Motion 19 (1182018) -- Response from PEC Jan 2019 Atlanta
- G RAL-Deccan Chp-Motion 22 -- Referral to PEC
- H RAL-Deccan Chp-Motion 22 -- Response from PEC Jan 2019 Atlanta
- I Members Council Referral Response to Region XII (Brasil Chapter) – CRC Motion 34
- J Journal Advertising Sales Subcommittee Report to PEC
- K eLearning Subcommittee Report to PEC
- L Fiscal Planning Subcommittee Report to PEC
Attachment A
- M Functional Planning Subcommittee Report to PEC
- N Research Journal Subcommittee Report to PEC
Attachment A - Editor's Report
Attachment B - Taylor & Francis Publisher's Report
- O Certification Committee Report to PEC
Attachment A Certification Committee 2018-2019 MBOs
- P ECC Report to PEC
Attachment A - Region I (Granite State Chapter) Motion 25 (11/8/2018) ECC response
Attachment B - Region II (Montreal Chapter) Motion 6 (11/8/2018) ECC Response
Att A - Tennessee Valley Chapter – Motion 4e (10/14/2016) ECC Response
Attachment C - ECC 2018-2019 MBOs
- Q Handbook Committee Report to PEC
Attachment A - HBC 2018-2019 MBOs
- R Historical Committee Report to PEC
Attachment A - Historical Committee 2018-2019 MBOs
Attachment B - ASHRAE HVAC&R Engineering Historic Landmark Nomination Form
- S PDC Report to PEC
Attachment A - PDC 2018-2019 MBOs
- T Publications Committee Report to PEC
Attachment A - Conferences and Expositions Committee – Motion 10 (06/26/2018) Referral
Attachment B - Published Projects June 2018 to Date
Attachment C - Special Publications Projects List
Attachment D - Publications Committee MBOs 2017-2018
- U PEC Restructuring
- V PEC 2018-2019 MBOs
- W Membership Model Ad Hoc Draft Charge, Revision
- X ASHRAE 2019–2024 Strategic Plan
- Y Strategic Plan Initiative 1: Resilient Buildings and Communities
- Z Strategic Plan Initiative 2: Indoor Environmental Quality
- AA PEC Report to BOD - At Conference + Attachments
- BB PEC Report to BOD - Post Conference + Attachments



Shaping Tomorrow's
Built Environment Today

Attachment A
PEC Minutes-Jan 15, 2019-Atlanta

1791 Tullie Circle NE ▪ Atlanta, Georgia 30329-2305 ▪ Tel 678.539.1104 ▪ <http://www.ashrae.org>

Joyce Abrams
Director
Member Services

jabrams@ashrae.org

TO: Julia A. Keen, Publishing and Education Council Chair
Mark Owen, Publishing and Education Council Staff Liaison
Dan Rogers, Ad Hoc
Dunstan Macauley, Ad Hoc

FROM: Joyce Abrams

DATE: December 5, 2018

SUBJECT: Members Council Referral

During the Members Council November 2018 meeting in Atlanta, the council referred the motion below (Motion 11) to the Publishing and Education Council with copy to Ad Hoc for review and discussion. The council will revisit this motion after your comments are received. I appreciate your keeping me advised of your actions. Let me know if you have any questions. Thank you.

Region XII (Brasil Chapter) Motion 11 (11/8/2018):

That ASHRAE Bookstore pays a sales percentage of 10% to the Chapter promoting the sale of any ASHRAE Media at a pre-approved function promoting the ASHRAE media.

Background: Chapters can have computer during a program, like a Chapter Dinner or Seminar and promote bookstore sales among the attendance. The sale can be verified by means of a promotional code or sales coupon, available in every e-commerce tools. The objective is both promote sales of ASHRAE bookstore items and create incentive to Chapter Program participation.

Fiscal Impact: Develop a website platform + certificates, estimate US\$ 10,000.

TO: Darryl K. Boyce, Members Council Chair
Joyce Abrams, Members Council Staff Liaison

FROM: Mark Owen

DATE: January 22, 2019

SUBJECT: Response to Members Council Referral
Region XII (Brasil Chapter) Motion 11 (11/8/2018)

Members Council referred the (Motion 11) to PEC on December 5, 2018.

Region XII (Brasil Chapter) Motion 11 (11/8/2018):

That ASHRAE Bookstore pays a sales percentage of 10% to the Chapter promoting the sale of any ASHRAE Media at a pre-approved function promoting the ASHRAE media.

Background: Chapters can have computer during a program, like a Chapter Dinner or Seminar and promote bookstore sales among the attendance. The sale can be verified by means of a promotional code or sales coupon, available in every e-commerce tools. The objective is both promote sales of ASHRAE bookstore items and create incentive to Chapter Program participation.

Fiscal Impact: Develop a website platform + certificates, estimate US\$ 10,000.

PEC Response

PEC referred this to Their Fiscal Planning Subcommittee.

The subcommittee reviewed the referral and concluded implementation would have a significant negative fiscal impact on revenue. The result would likely be a need to increase prices. The committee concluded that it would be difficult to determine which and when promotion efforts of chapters led to an increase in sales, making it difficult when a commission was to be earned. Plus there will be additional costs associated with the administration of tracking sales back to chapter members and making payments. It was also noted chapters currently have the opportunity to purchase publications on consignment at a discount from society and then sell them keeping the difference. The PEC will work with Members Council to promote this benefit.

PEC members discussed and agreed with the subcommittee that the motion negatively impact ASHRAE revenue and assigned an action item to staff to send the council's response.



Shaping Tomorrow's
Built Environment Today

Attachment C
PEC Minutes-Jan 15, 2019-Atlanta

1791 Tullie Circle NE ▪ Atlanta, Georgia 30329-2305 ▪ Tel 678.539.1104 ▪ <http://www.ashrae.org>

Joyce Abrams
Director
Member Services

jabrams@ashrae.org

TO: Julia A. Keen, Publishing and Education Council Chair
Mark Owen, Publishing and Education Council Staff Liaison

FROM: Joyce Abrams

DATE: December 5, 2018

SUBJECT: Members Council Referral

During the Members Council November 2018 meeting in Atlanta, the council referred the motions below to the Publishing and Education Council; Motion 10. The council will revisit these motions after your comments are received. I appreciate your keeping me advised of your actions. Let me know if you have any questions. Thank you.

Region X (San Diego Chapter) Motion 10 (11/8/2018):

That Society develop a simple (bulleted-format) ASHRAE Commercialism Policy more suitable for non-ASHRAE members (lay-persons) who are invited to present at regular ASHRAE chapter meetings.

Background: Review of the current ASHRAE commercialism policy (online) suggests that it is clearly written for ASHRAE members who develop and present technical papers at the Winter and Summer annual meetings. It is much too “wordy” and difficult to understand let alone implement effectively regarding lay-person presenters. It is NOT written for non-ASHRAE members (lay-persons) who are often engaged by each chapter for regular chapter meetings. And the PowerPoint (online) is of little value. See attached current ASHRAE Commercialism Policy & the PowerPoint.

Fiscal Impact: None. Only requires an administrative action/function to develop the appropriate & ASHRAE-approved verbiage.

TO: Darryl K. Boyce, Members Council Chair
Joyce Abrams, Members Council Staff Liaison

FROM: Julia Keen, Publishing and Education Council Chair
Mark Owen, Publishing and Education Council Staff Liaison

DATE: June 25, 2019

SUBJECT: Response to Members Council Referral
Region X (San Diego Chapter) Motion 10 (11/8/2018)

During the Members Council November 2018 meeting in Atlanta, the council referred the motion below to the Publishing and Education Council. The council will revisit these motions after your comments are received.

Region X (San Diego Chapter) Motion 10 (11/8/2018):

That Society develop a simple (bulleted-format) ASHRAE Commercialism Policy more suitable for non-ASHRAE members (lay-persons) who are invited to present at regular ASHRAE chapter meetings.

Background: Review of the current ASHRAE commercialism policy (online) suggests that it is clearly written for ASHRAE members who develop and present technical papers at the Winter and Summer annual meetings. It is much too “wordy” and difficult to understand let alone implement effectively regarding lay-person presenters. It is NOT written for non-ASHRAE members (lay-persons) who are often engaged by each chapter for regular chapter meetings. And the PowerPoint (online) is of little value. See attached current ASHRAE Commercialism Policy & the PowerPoint.

Fiscal Impact: None. Only requires an administrative action/function to develop the appropriate & ASHRAE-approved verbiage.

PEC Response

The following summary was condensed from the full Commercialism Policy, with the focus limited to chapter presentations:

Commercialism Policy Summary for ASHRAE Chapter Meetings

[Read full policy [here](#)]

ASHRAE is a technical society for advancing the arts and sciences of HVAC&R, not commercial interests. Chapter officials are responsible for enforcing policy guided by the following principles:

- Don't imply ASHRAE endorsement of a product, service, or company.
- Don't advertise. Presentations at any meeting are to educate the audience, not to advertise or promote a commercial product or service. No product- or service-specific programs.
- Include your company's logo only to identify yourself or those who contributed to the presentation. You can include it only on the opening or title slide that identifies you as presenter. You should also not wear clothing that features the logo of your company. Don't use commercial logos, model names, or part numbers in your presentation's title, text, or illustrations.
- Don't promote a company's exclusively available product and service.

- Mention company names and products only if citing historical works or if such information has historical significance directly relating to the technology discussed in a presentation or paper.
- The manufacturer and model number of test instruments may be noted if it is necessary for the purpose of aiding accurate reproduction of the work described.
- If not HVACR related, it's okay to mention products or companies not directly related to the HVACR industry. Examples include using a non-HVACR company's software in the presentation, or if it helps with understanding the subject matter.
- Be positive. Avoid criticizing another product or company in your presentation.



Shaping Tomorrow's
Built Environment Today

Attachment E
PEC Minutes-Jan 15, 2019-Atlanta

1791 Tullie Circle NE ▪ Atlanta, Georgia 30329-2305 ▪ Tel 678.539.1104 ▪ <http://www.ashrae.org>

Joyce Abrams
Director
Member Services

jabrams@ashrae.org

TO: Julia A. Keen, Publishing and Education Council Chair
Mark Owen, Publishing and Education Council Staff Liaison

FROM: Joyce Abrams

DATE: December 5, 2018

SUBJECT: Members Council Referral

During the Members Council November 2018 meeting in Atlanta, the council Motion 19 for consideration. The council will revisit these motions after your comments are received. I appreciate your keeping me advised of your actions. Let me know if you have any questions. Thank you.

Region-At-Large (Cairo Chapter) Motion 19 (11/8/2018):

That ASHRAE Chapters activate protocols with the Engineering Authorities through the Government Affairs Committee using ALI courses at a requested 50% discount on the six (6) ASHRAE certifications (CPMP, BEAP, BEMP, HFDP, OPMP and BCP) preparation codes and standards (validation of these courses are a must have credential for built-environment professionals in each country, not only the USA).

Background: The ASHRAE Cairo Chapter is seeking to make the Egyptian engineers syndicate to recognize all ASHRAE certificate tracks and make it mandatory for consultant offices registered within Egypt to have at least one (1) track certified member within its crew. We need the preparation codes to be reviewed for approval by the syndicate scientific board and we need the discount to encourage them to do it.

Fiscal Impact: Egyptian Engineers Syndicate as an engineering authority party has over 800,000 registered and licensed mechanical engineers within its manpower and over 200 working Mechanical Consulting Offices and firms. Once it becomes mandatory for each consulting office to have at least one (1) ASHRAE certified member within its crew, the result will be a boost in ASHRAE members and ASHRAE certified members too and this will bring back more revenues to the society than the initial cost of the discounts. This is applicable to all countries.

TO: Darryl K. Boyce, Members Council Chair
Joyce Abrams, Members Council Staff Liaison

FROM: Mark Owen

DATE: January 22, 2019

SUBJECT: [Response from PEC](#) to Members Council Referral
Region-At-Large (Cairo Chapter) Motion 19 (11/8/2018)

Members Council sent the following referral on December 5, 2018 to PEC for their consideration at the January 2019 Winter Meeting in Atlanta.

Region-At-Large (Cairo Chapter) Motion 19 (11/8/2018):

That ASHRAE Chapters activate protocols with the Engineering Authorities through the Government Affairs Committee using ALI courses at a requested 50% discount on the six (6) ASHRAE certifications (CPMP, BEAP, BEMP, HFDP, OPMP and BCP) preparation codes and standards (validation of these courses are a must have credential for built-environment professionals in each country, not only the USA).

Background: The ASHRAE Cairo Chapter is seeking to make the Egyptian engineers syndicate to recognize all ASHRAE certificate tracks and make it mandatory for consultant offices registered within Egypt to have at least one (1) track certified member within its crew. We need the preparation codes to be reviewed for approval by the syndicate scientific board and we need the discount to encourage them to do it.

Fiscal Impact: Egyptian Engineers Syndicate as an engineering authority party has over 800,000 registered and licensed mechanical engineers within its manpower and over 200 working Mechanical Consulting Offices and firms. Once it becomes mandatory for each consulting office to have at least one (1) ASHRAE certified member within its crew, the result will be a boost in ASHRAE members and ASHRAE certified members too and this will bring back more revenues to the society than the initial cost of the discounts. This is applicable to all countries.

[PEC Response](#)

PEC discussed the motion at length developing several questions needing clarification:

- Should this discount apply to all certifications or just the six listed?
- What is the potential member increase estimates?
- Is this a 50% discount on member or non-member prices?
- What would the government involvement be?
- Would this discount only apply to developing economies?
- For how long would the discount be applied?
- Should the monetary exchange rate be considered in the discount?

Ultimately the council decided this was a policy issue that would be better handled by ExCom's Membership Model Ad Hoc. PEC Chair, Ms. Keen as tasked with bring this to the attention of the ad hoc at their next meeting.



Shaping Tomorrow's
Built Environment Today

Attachment G
PEC Minutes-Jan 15, 2019-Atlanta

1791 Tullie Circle NE ▪ Atlanta, Georgia 30329-2305 ▪ Tel 678.539.1104 ▪ <http://www.ashrae.org>

Joyce Abrams
Director
Member Services

jabrams@ashrae.org

TO: Charles E. Gulledge, III, Standards Membership Model Ad Hoc Chair
Joyce Abrams, Standards Membership Model Ad Hoc Staff Liaison

FROM: Joyce Abrams

DATE: December 5, 2018

SUBJECT: Members Council Referral

During the Members Council November 2018 meeting in Atlanta, the council referred the motion below (Motion 22) to the Standards Membership Model Ad Hoc Committee for consideration. I appreciate your keeping me advised of your actions. Let me know if you have any questions. Thank you.

Region-At-Large (ASHRAE Deccan Chapter) Motion 22 (11/8/2018):

That Society offers members in good standing (full membership completely paid every 5 years), rewarded access to a free online training program or offline 50% discount training program effective July 1, 2019.

Background: This will infuse motivation for paying membership dues on time. Self-motivating programs could retain members and attract new members.

Fiscal Impact: Online program – Nil. Offline program – 50% of the program cost per participant.

TO: Darryl K. Boyce, Members Council Chair
Joyce Abrams, Members Council Staff Liaison

FROM: Mark Owen

DATE: January 22, 2019

SUBJECT: **Response from PEC** to Members Council Referral
Region-At-Large (ASHRAE Deccan Chapter) Motion 22 (11/8/2018)

The following motion was referred to PEC on December 5, 2019

Region-At-Large (ASHRAE Deccan Chapter) Motion 22 (11/8/2018):

That Society offers members in good standing (full membership completely paid every 5 years), rewarded access to a free online training program or offline 50% discount training program effective July 1, 2019.

Background: This will infuse motivation for paying membership dues on time. Self-motivating programs could retain members and attract new members.

Fiscal Impact: Online program – Nil. Offline program – 50% of the program cost per participant.

PEC response

After some discussion, PEC concluded this motion involved the broader policy issue of Member benefits and an action Item was assigned to Pec Chair, Ms. Keen to bring this motion to the attention of ExCom's Membership Model Ad Hoc for their consideration.

TO: Sheila Hayter, Chair Members Council
Joyce Abrams, Members Council Staff Liaison

FROM: Steve Comstock, Publishing & Education Council (PEC) Staff Liaison

DATE: April 18, 2018

SUBJECT: [Response](#) to Region XII (Brasil Chapter) – CRC Motion 34

During the Members Council November 2017 meeting in Atlanta, the council referred the motion below to PEC for comment.

Region XII (Brasil Chapter) – CRC Motion 34: That every Chapter receive a 10% royalty of ASHRAE Bookstore sales due to the Chapter’s promotional efforts.

Background: Members Council will revisit this motion after PEC comments are received. The motion’s intent is to create an extra attraction or benefit to members and public to attend Chapter meetings like Chapter Dinners and Seminars by promoting sales of bookstore items with discount in those meetings. Every Chapter would receive a certain number of discount coupons from ASHRAE Bookstore to promote bookstore sales. Chapters also would have a financial incentive by receiving a percentage of sales. Online sales with discount coupon is available with many e-commerce tools.

Fiscal Impact: No fiscal impact since the sales revenue increase will offset the costs of implementation.

[PEC Response](#)

Fiscal Planning Subcommittee recommended that PEC not approve the motion. The subcommittee reviewed the referral and concluded implementation would have a significant negative fiscal impact on revenue. The result would likely be a need to increase prices. The committee concluded that it would be difficult to determine which and when promotion efforts of chapters led to an increase in sales, making it difficult when a commission was to be earned. Plus there will be additional costs associated with the administration of tracking sales back to chapter members and making payments. It was also noted chapters currently have the opportunity to purchase publications on consignment at a discount from society and then sell them keeping the difference. The PEC will work with Members Council to promote this benefit. (Fiscal Planning Subcommittee voted 0-0-8 CNV.)

PEC members discussed and agreed with the subcommittee that the motion negatively impact ASHRAE revenue.

[PEC defeated Motion \(2\) \(0-0-11 CNV\) January 23, 2018](#)



**Journal Advertising Subcommittee
Report to Publishing and Education Council (PEC)
Meeting of January 15, 2019**

Attending:

Julia Keen, Chair
Farooq Mehboob, Vice Chair
Heather Platt
Mark Owen, staff liaison
Greg Martin, staff

Action Items for PEC

None

Information Items

1. ASHRAE Journal's paid page count has been stable during an industry advertising decline among other HVACR engineering publications. Ten years ago, ASHRAE Journal sold 636 pages of advertising among the 1,349 total advertising pages sold among all three publications serving the industry. For 2018, the Journal sold 573 pages among the 930 total pages sold. Regarding share-of-market (SOM) for advertising, the Journal has risen from 47% in 2009 to 62% for 2018 calendar year. Journal rates per page have been increasing since greater rates and an expanded integration program was implemented in September. A net increase of 18 advertisers occurred during the same time period. While traditional publishers continue programs to compete for reaching ASHRAE's audience, non-traditional publishers are also becoming more competitive. These include Google, Facebook, and other online publishers offering advertising. Additionally, some suppliers have allocated advertising budgets toward improving their own company website, renting emails and trade show marketing. ASHRAE Journal is positioned for growth as competitors reduce their print circulation, pages contained within each magazine, and discontinuing independent circulation auditing. The Journal can use its independently audited circulation along with best-in-class content and reputation for attracting additional advertisers.
2. HPB magazine advertising revenue is \$72,400 in magazine and online advertising, with online-only advertising now generating most of the sales. Steps are being undertaken to increase sales to match or exceed FY18 levels, which was the publication's best-performing year for profitability.
3. ASHRAE online advertising revenue is at \$271,800 for FY19, with a forecast of \$775,000 for gross revenue. An increase of \$33,000 in sales occurred since rates increased and a new strategy implemented to encourage integrated advertising programs with ASHRAE Media.
4. The subcommittee discussed strategies to increase ASHRAE Journal revenue. These include raising rates for newsletters and webinars that have been selling quickly. More webinars are scheduled for 2019. Online-only advertisers will be offered additional incentives to include ASHRAE Journal advertising for the future.
5. Mr. Owen included cost-cutting measures already implemented, including \$20,000 saved from graphics design and \$17,000 from an advertising program to promote ASHRAE Journal that was no longer effective.

6. Staff was assigned an action item to provide the Handbook Committee with the concept of offering a products and services directory for Handbook recipients, along with a history of prior advertising sales.
7. Ms. Platt requested the eLearning subcommittee and education committee be advised of potential discounting for customers whom also advertise with ASHRAE Media.
8. New opportunities will be offered in FY2019 to augment the 29 current advertising programs offered through ASHRAE Media. Key opportunities include online programs such as the ASHRAE 365 mobile app and webinars, since these have been showing the greatest amount of growth in the recent year.



**eLearning Subcommittee
Report to Publishing and Education Council
Meeting of Tuesday, January 15, 2019**

Julia Keen — Chair (Present)
Farooq Mehboob — Vice Chair (Present)
Charles Henck — Member (Present)
Jose Luis Correa — Member (Absent)
Chandra Sekhar — Member (Present)
Mark Owen — Staff
Eunice Njeru — Staff
David Soltis — Staff
Susan Polite — Staff

Action Items

None

Information Items

1. Review of Financial Statement

Revenue for ASHRAE eLearning is on track to make the forecast for the 2018-2019 fiscal year. The cumulative subscription revenue for the fiscal year to date is 68.7k. Most of this revenue is from individual subscriptions, with a few corporate subscriptions. Promotional efforts in the second half of the year are expected to support achieving the revenue forecast. Revenue from the UNEP-ASHRAE eLearning partnership is also projected to contribute to the forecast.

ASHRAE continues its marketing efforts to rebuild corporate subscriptions, which have previously shown to be great source of revenue for eLearning. Marketing efforts include weekly targeted emails to select current and previous corporate customers, chapter outreach through CTTC, monthly email to new members for the month, quarterly emails to corporations, face-to-face promotion at ASHRAE conference, eLearning portal video hosted on ASHRAE.org, eLearning ads on ASHRAE.org, and e-newsletters.

2. New Course Development Status

In an effort to broaden and diversify the eLearning course catalog as well as meet member learning needs, eLearning continues to work with member volunteers to design and develop new courses. A systematic approach of developing courses was discussed, particularly in regards to the process of determining learning needs. LEED specific courses were proposed as a learning need to consider. Below is a list of new, under development, and proposed courses.

Category	Course Name	Status	Completion Date
Recently Released	Sound Management of Refrigerants - UNEP	Launched	November 2018
Under Development	Sound Management of Refrigerants – Rebranded	Undergoing Final Review	February 2019
	Refrigerants Literacy – UNEP (Spanish)	Undergoing Final Review	January 2019
	Energy Efficiency - UNEP	Content Gathering Underway	June 2019
	Advanced Energy Design Guide for K-12 School Buildings—Achieving Zero Energy – NREL	Content Development Underway	March 2019
	Designing Toward Net-Zero Energy Commercial Buildings	Content Design Underway	March 2019
	Standard 90.1-2016: HVAC/Mechanical	Content Design Underway	Unknown
Pending Contracts / Proposed	Clean Air Infiltration	Proposed	Unknown
	BIM Process, Practice and Workflow	Pending	Unknown
	Building Energy Modeling (BEM)	Pending	Unknown
	The Last Word on Energy Audits	Pending	Unknown
	Thermal Comfort - Update	Pending	Unknown
	Improving Existing Building Operations (IEBO)	Pending	Unknown
	Ethics for the Built Environment Professional Engineer – Revision	Pending	Unknown

3. Course Updates

ASHRAE eLearning is redeveloping its course offerings to improve the course interactivity and engagement. This will aid in making our courses more marketable to both corporate and individual customers. Based on market feedback, ASHRAE staff has identified and prioritized the courses that need updating. The project is expected to start in March.

Fundamentals Course Packages

Course Package Name	Number of Courses
HVAC Systems (I-P)	9
HVAC Systems (SI)	8
HVAC Control Systems (I-P)	9
HVAC Control Systems (SI)	5
AC & Refrigeration Principles	3
Total	34



PEC Fiscal Planning Subcommittee Meeting Notes
Tuesday, October 16, 2018
Conference Call

Attending the Meeting: Heather Platt, Chair; Megan Tosh; Bruce Flaniken; Charles Henck; Jose Luis Correa; Julia Keen; Mo Hosni; Katherine Hammack; Cameron Labunski; Farooq Mehboob; Gerardo Alfonso; Suzanne Leviser; Jeremy Smith; Mark Owen, Staff Liaison, Heather Kennedy, David Soltis, Tim Kline; Karen Murray; Jay Scott

- The subcommittee discussed PEC MBO #5 - "Conduct a budget analysis to identify areas with potential for growth and prioritize potential areas of reduction."
- The subcommittee reviewed the PEC Financial Statements to assist PEC standing committee chairs in preparing a list for PEC of opportunities to reduce expenses and develop new revenue streams.
- The subcommittee will give a written report to PEC before the 2019 Winter Conference in Atlanta for the full council's review.
- The subcommittee's next GoToMeeting conference call will be held the second week in December.



1791 Tullie Circle NE • Atlanta, GA 30329-2305 • Tel: 404.636.8400 • Fax: 404.321.5478 • www.ashrae.org

Heather L Platt, P.E.
2018-19 Publication & Education Council Fiscal Subcommittee Chair

Dewberry Engineers, Inc
2610 Wycliff Road, Ste. 410
Raleigh, NC 27607
Cell: 716.903.3400
hplatt@dewberry.com

MEMORANDUM

Date: January 3, 2018
To: Dr. Julia Keen, PE
From: Ms. Heather Platt, PE
Subject: Recommendations from Fiscal Subcommittee – MBO#5

This memorandum is an update of status on MBO#5 assigned to the Fiscal Planning Subcommittee. MBO#5 states: Conduct a budget analysis to identify areas with potential for growth and prioritize potential areas of reduction. We have met twice to discuss the topic and to date the following are the compilation of ideas from within the committee. At this point in time actual fiscal impact have not been calculated therefore not included within this document.

Certification:

- a. Growth
 - i. With over 450 unique HVAC Designers and Employers having opted in through Nov. 16 to receive updates on the Certified HVAC Designer (CHD) certification, there is additional evidence to project there will be good demand for this new certification program, including among both non-members and internationally. Application for the CHD will launch March 1 for examination which will begin globally on June 3.
 1. **Action Item 2 (December 5, 2018):** Staff to share with the Certification Committee a country-of-origin overview of HVAC Designer and Employer opt-ins.
 2. **Action Item 3 (December 5, 2018):** Nirmal Ram to give a Certification presentation at the AASA meeting at the 2019 ASHRAE Winter Conference.
 - ii. Owners, principals and hiring managers oftentimes are the primary driver for employee demand for certification.
 1. **Action Item 4 (December 5, 2018):** Staff to work with the Marketing department to redouble marketing efforts targeted to owners, principals and hiring managers, in lieu of marketing to ASHRAE Learning Institute (ALI) Member attendees.
- b. Reduction:
 - i. Of ASHRAE's six (6) certification programs, the OPMP is the only one with a negative annual net revenue, approximately (\$4,023), not taking into account overhead or staff time.
 1. Background
Overall, ASHRAE earns \$427 per certification application. And based on 2017-18 applications received, including all fixed fees, exam delivery fees, and exam development expenses amortized over a 5-year exam development cycle, the per certification

application expense to ASHRAE is \$328. This does not include postage or printing, staff time or overhead.

In terms of recertification, ASHRAE earns \$215 per application, with no expense apart from printing and postage. Again, this does not include staff time or overhead.

In terms of ASHRAE Membership gained as a result of certification, since 2011 on average 130 certification applicants joined ASHRAE either in the two months prior to applying for certification or post-certification application.

- a. **Action Item 5 (December 5, 2018):** Task Force consisting of Nick Armstrong, Kim Cowman, Kurt Monteiro and Ashley Weekly to evaluate OPMP against a new procedure for monitoring the effectiveness of current certification programs, determine if it may be rehabilitated, and present recommendations to the Certification Committee.
- b. **Action Item 6 (December 5, 2018):** In light of Task Force recommendations and recent six-month application numbers, the Certification Committee will reevaluate the profitability of the OPMP in its June 22, 2019 meeting.
- c. **Action Item 7 (December 5, 2018):** Staff to present to the PEC Fiscal Planning Subcommittee by Dec. 11 Committee recommendations regarding areas with potential for growth and reduction.

Electronic Communications:

- a. Reduction:
 - i. Hold web meetings in lieu of meeting face to face.

Handbook:

- a. This is a member benefit, evaluation has taken place regarding shipping of the book, which is producing a reduction of budget expense.
- b. Begin to charge for postage of the handbook if a print copy is requested in lieu of access to on-line version.

Historical:

- a. This is a small expense for a few years around each anniversary. Already taken a stiff cut in the current fiscal year.
- b. Ideas for alternate funding of the 125th Anniversary.
 - i. Ask Life Members and College of Fellows for sponsorship of an event or publications to the members
 - ii. Sell sponsorships to companies or firms for event activities.
 - iii. Sell Historical Landmark Sponsorships.
 - iv. Begin communications for coordinated fundraising efforts with Development
 1. **Action Item:** Bruce to reach out to Kim.

Professional Development:

- a. Implemented an initiative for increasing revenue
 - i. All expenditures will be evaluated for return on investment (profit). If there is not anticipated profit related, the expense will not be authorized.

Publications:

- a. Similar to professional development.
 - i. Within the discretionary funds, all expenditures will be evaluated for return on investment (profit). If there is not anticipated profit related, the expense will not be authorized.

Additional thoughts:

- a. Adjust budget expectations for the next fiscal year.
- b. Do we want to cut any specific programs?
- c. Reduce allocation for travel expenses. Several folks are on multiple committees with travel allocated and not everyone bills this to ASHRAE.
- d. Move in person meetings to E-meetings or web based meetings to reduce travel expenses.
- e. Limit quantity of funded committees. Are there committees that we currently have that are past their useful life or committees that can be reduced in size?
- f. What will the impact be to publications when the Member Benefit Ad-hoc has completed their work? Will there be areas for streamlining costs associated? (Evaluate further when receive the recommendations from the Ad-hoc.)
- g. Evaluate the areas where publications can be combined for distribution.
- h. In lieu of printing the Insights 6 times per year, move this to 100% electronic.



Functional Planning Subcommittee of PEC Report
Meeting of Monday, January 14, 2019

Motions

None.

Information Items

1. The subcommittee discussed the new ASHRAE 2019-2024 Strategic Plan initiatives that will effect standing committees that report to PEC.
2. Ms. Keen reviewed the proposed PEC restructure and the timeline to implement the changes to PEC and committee MOPs and Reference Manuals.
3. The subcommittee recommended a special orientation video to be created to help council and committee members with the restructure changes which could be used every year to ensure the continued effectiveness of the committees and subcommittees.
4. The proposed restructure will be discussed at the PEC meeting for the full council to give input.



Research Journal Subcommittee of PEC Report to PEC Meeting of January 7, 2019

2018-2019 Subcommittee Members

Julia Keen, Chair; Farooq Mehboob; Walid Chakroun; Charlie Culp; Reinhard Radermacher, Editor; Mark Owen, Staff Liaison

Guests: Mary Baugher, Lauren Ramsdell

Action Items

None.

Information Items

1. Mr. Owen presented the financial statement to the subcommittee. The Research Journal is on track to meet the budget for this fiscal year 2019-2020.
2. The subcommittee will be presented with a slate of 5 or 6 associate editor candidates for positions that need to be renewed or appointed during their next meeting. The current list of associate editor's is:

Pradeep Bansal	7/1/16 – 6/30/19
J. Steven Brown	7/1/16 – 6/30/19
Malcolm J. Cook	7/1/16 – 6/30/19
Lorenzo Cremaschi	7/1/17 – 6/30/20
Richard de Dear	7/1/18 – 6/30/21
Yong Chan Kim	7/1/16 – 6/30/19
Roberto Lamberts	7/1/17 – 6/30/20
Chandra Sekhar	7/1/18 – 6/30/21
Jeffrey D. Spitler	7/1/17 – 6/30/20
Jorn Toftum	7/1/16 – 6/30/19
Shengwei Wang	7/1/17 – 6/30/20
Jianshun Zhang	9/1/16 – 6/30/19
Yufeng Zhang	7/1/17 – 6/30/20
Claudio Zilio	7/1/16 – 6/30/19

3. The subcommittee discussed ways to improve the review process of papers.

4. Efforts continue to be made to improve the Manuscript Central process
5. Seven Papers have been selected for Open Access. Viewing.
6. The *STBE* Best Paper award nomination has been submitted to the Honors and Awards Committee. The winner will be announced during the plenary session at the June 2019 Annual Conference in Kansas City.
7. The editor-in-chief continues to liaise with the Conferences and Expositions Committee (CEC) regarding ways to increase submissions to the journal and encourage presentations of papers at ASHRAE Conferences. Measures discussed include extended (three-page) abstracts for conferences
8. The editor's report is shown in *Attachment A*.
9. The publisher's report is shown in *Attachment B*.



ASHRAE Science and Technology for the Built Environment

[2018-2019 Issue Lineups](#)

[Papers Published](#)

[Accept to Reject Ratio and Editor User Report](#)

[STBE Manuscripts Status Report](#)

ASHRAE Annual Conference

January 2019

Atlanta, Georgia

Issue/Vol.	Month/Year	Issue Title	Editor	Submissions	Accepted
		2018			
24.1	JAN 2018	General Issue	Radermacher, Baugher	10	10
24.2	FEB 2018	Indoor Air Quality Topical Issue	William Bahnfleth and Chandra Sekhar	15	8
24.3	MAR 2018	General Issue	Radermacher, Baugher	10	10
24.4	APR 2018	General Issue	Radermacher, Baugher	10	10
24.5	MAY/JUNE 2018	2018 Building Simulation Topical Issue	Andrea Gasparella and Vincenzo Corrado	10	8
24.6	JULY 2018	General Issue	Baugher	10	10
24.7	AUG 2018	General Issue	Spitler	10	10
24.8	SEP 2018	General Issue	Cook	10	10
24.9	OCT 2018	General Issue	Cook	10	10
24.10	NOV/DEC 2018	General Issue	RR	10	10
		2019			
25.1	JAN 2019	General Issue	No editorial	10	10
25.2	FEB 2019	General Issue	Malcolm - editorial	10	10
25.3	MAR 2019	General Issue	No editorial	11	11
25.4	APR 2019	General Issue and ICCR Topical Section	Ruzhu Wang and Tianshu Ge	4/7	3/7
25.5	MAY/JUNE 2019	COBEE Topical Issue	Xiangdong Li	8	5
25.6	JULY 2019	Purdue Papers Topical Issue	Lorenzo Cremaschi and Kyle Glusenkamp	13	0
25.7	AUG 2019	IBPC 2018	Jensen Zhang	2	0
25.8	SEP 2019	Ground Source Heat Pumps Topical Issue	Jeff Spitler and Michel Bernier	1	0
25.9	OCT 2019	Building Simulation in Asia 2018	Yufeng Zhang, Linda Xiao	2	1
25.10	NOV/DEC 2019	Clima 2019 Topical Issue	Ioan Silviu Dobosi	0	0
		2020			
26.1	JAN 2020	Flammable Refrigerants Safety	Peter Sunderland,	0	0
26.2	FEB 2020	General Issue		0	0
26.3	MAR 2020	IAQVEC Topical Issue	(Sekhar, Jensen, only if Baradi asks for help) Barardi	1	0

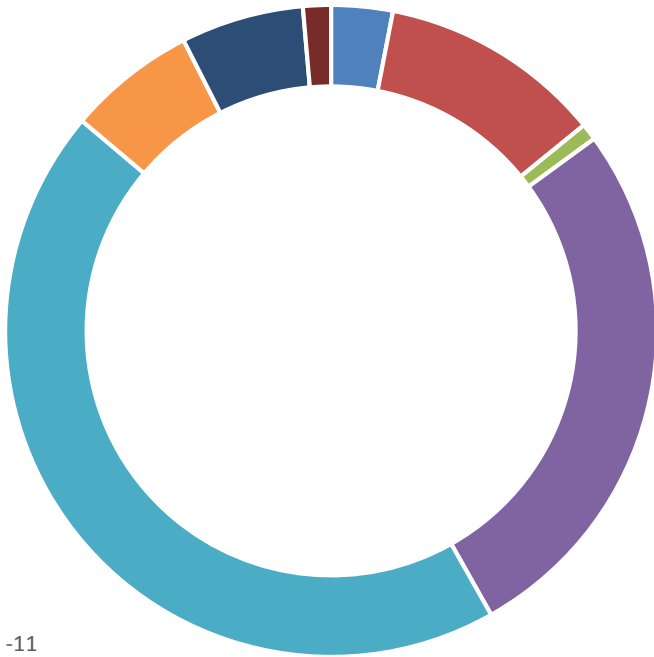
Conference/Topical Issues under Discussion
Thermal Performance of the Exterior Envelopes of Whole Buildings
Thermal Performance of Building Envelopes
Building Physics Syracuse 2018
Taiwan healthy buildings?
Annex 68 indoor air in low energy bldg (Jensen gets info)
Malcolm network low energy Ventilation network
Controls??
Bldg simulation IBPSA 2019 Sept. 2-5, Rome Italy
Safety - flammable refrigerants
Indoor air quality in low energy buildings (Annex 68)
Occupant behavior in buildings (Annex 66)
Cooling in data centers
Review paper: impact of air pollution on data centers
Paper by new ASHRAE president (editorial)

Total Papers Published by Issue											
Year	JAN	FEB	MAR	APR	MAY/ JUN	JUL	AUG	SEPT	OCT	NOV/DEC	TOTAL
2019	10	10	11								
Year	JAN	FEB	MAR	APR	MAY/ JUN	JUL	AUG	SEPT	OCT	NOV/DEC	TOTAL
2018	10	8	10	10	8	10	10	10	10	10	96
Year	JAN	FEB	APR	MAY	JUNE	JULY	AUG	OCT	NOV	DEC	TOTAL
2017	19	15	14	12	60	10	16	10	10	46	106
Year	JAN	FEB	APR	MAY	JUNE	JULY	AUG	OCT	NOV	DEC	TOTAL
2016	10	9	10	10	39	14	18	15	16	63	102
Year	JAN	FEB	APR	MAY	JUNE	JULY	AUG	OCT	NOV	DEC	TOTAL
2015	10	12	11	10	43	22	14	14	11	61	104
Year	JAN	FEB	APR	MAY	JUNE	JULY	AUG	OCT	NOV	DEC	TOTAL
2014	15	10	10	8	42	8	9	8	13	38	81
Year	JAN	FEB	APR	MAY	JUNE	JULY	AUG	OCT	NOV	DEC	TOTAL
2013	8	8	11	9	36	15	10	13	16	54	90
Year	FEB	MAY	AUG	OCT	N/A	N/A	N/A	N/A		DEC	TOTAL
2012	22	19	22	19						10	82
Year	FEB	APR	JUNE	AUG	N/A	OCT				DEC	TOTAL
2011	8	7	10	16		17				16	74
Year	JAN	MAR	MAY	JULY	N/A	SEPT	SEPT	NOV		N/A	TOTAL
2010	6	7	7	8	0	9		11			48
2009	8	12	11	9	0	8		10			58
2008	9	10	7	6	0	10		8			50
2007	5	11	7	9	0	10		8			50
2006	8			9	0	9		11			37

Items in RED are printed issues containing four volumes each.

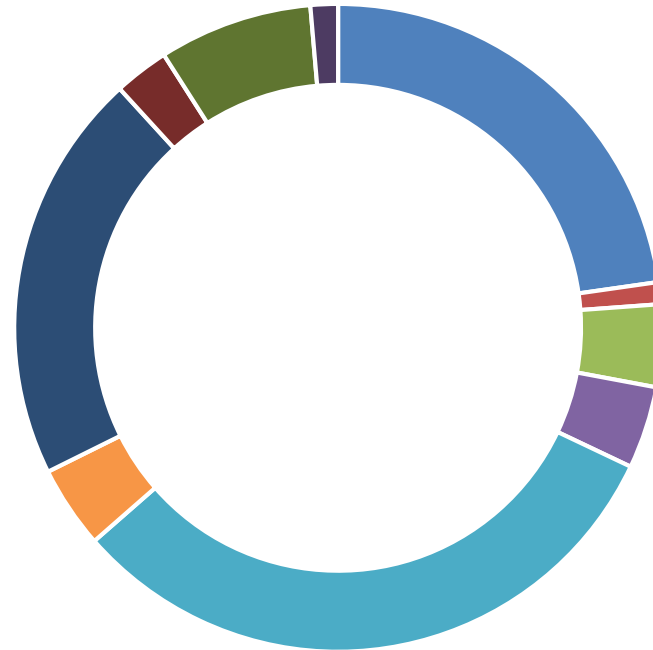
June 1, 2017 to June 1, 2018							
Associate Editors (Guest editors in green.)	No. Assigned (includes revisions) Last 12 Months	Manuscripts Assigned Currently	Average in Days Turnaround	Accept	Accept %	Reject	Reject %
Brown, Steve	29	3	13	5	50%	5	50%
de Dear, Richard	18	2	22	3	43%	4	67%
Bansal, Pradeep	20	2	23	0	0%	5	100%
Kim, Yongchan	20	1	24	4	67%	2	43%
Zhang, Yufeng	29	1	26	3	33%	6	67%
Wang, Shengwei	22	2	33	4	67%	2	33%
Toftum, Jørn	21	0	34	7	88%	2	22%
Cremaschi, Lorenzo	28	2	35	4	57%	3	43%
Spitler, Jeffrey	20	3	35	2	25%	6	75%
Cook, Malcolm	23	4	39	1	25%	3	75%
Lamberts, Roberto	22	4	46	2	40%	60	44%
Sekhar, Chandra	23	5	43	4	57%	3	43%
Wang, Ruzhu	3	0	47	1	50%	1	50%
Zilio, Claudio	24	1	51	4	50%	4	50%
Li, Xiangdong	6	0	52	5	83%	1	17%
Zhang, Jianshun	19	4	52	2	40%	3	60%
Ge, TS	1	0	67	1	100%	0	0%
Gluesenkamp, Kyle	5	5					
Radermacher, Reinhard	1	1					
Total	247	32	43	40	55%	94	45%
<i>Radermacher, R. as MP</i>	396	50					
<i>Baughner, M. as MP</i>	2	0					

Author by Region 2018



- Africa -11
- Europe - 40
- South America - 3
- North America - 97
- Asia -160
- India -23
- Southwest Asia -22
- Oceania -5

Manuscript Status - 2018 Submission



- Accept
- Assign RA
- Select/Assign Reviewer
- Awaiting Reviewer Scores
- Reject
- Immediate Revision
- Major Revision
- Make Decision/Recommendation
- Minor Revision
- Withdrawn



ASHRAE Science and Technology for the Built Environment

2018-2019 Issue Lineups

Papers Published

Accept to Reject Ratio and Editor User Report

STBE Manuscripts Status Report

ASHRAE Annual Conference

January 2019

Atlanta, Georgia

Issue/Vol.	Month/Year	Issue Title	Editor	Submissions	Accepted
		2018			
24.1	JAN 2018	General Issue	Radermacher, Baugher	10	10
24.2	FEB 2018	Indoor Air Quality Topical Issue	William Bahnfleth and Chandra Sekhar	15	8
24.3	MAR 2018	General Issue	Radermacher, Baugher	10	10
24.4	APR 2018	General Issue	Radermacher, Baugher	10	10
24.5	MAY/JUNE 2018	2018 Building Simulation Topical Issue	Andrea Gasparella and Vincenzo Corrado	10	8
24.6	JULY 2018	General Issue	Baugher	10	10
24.7	AUG 2018	General Issue	Spitler	10	10
24.8	SEP 2018	General Issue	Cook	10	10
24.9	OCT 2018	General Issue	Cook	10	10
24.10	NOV/DEC 2018	General Issue	RR	10	10
		2019			
25.1	JAN 2019	General Issue	No editorial	10	10
25.2	FEB 2019	General Issue	Malcolm - editorial	10	10
25.3	MAR 2019	General Issue	No editorial	11	11
25.4	APR 2019	General Issue and ICCR Topical Section	Ruzhu Wang and Tianshu Ge	4/7	3/7
25.5	MAY/JUNE 2019	COBEE Topical Issue	Xiangdong Li	8	5
25.6	JULY 2019	Purdue Papers Topical Issue	Lorenzo Cremaschi and Kyle Glusenkamp	13	0
25.7	AUG 2019	IBPC 2018	Jensen Zhang	2	0
25.8	SEP 2019	Ground Source Heat Pumps Topical Issue	Jeff Spitler and Michel Bernier	1	0
25.9	OCT 2019	Building Simulation in Asia 2018	Yufeng Zhang, Linda Xiao	2	1
25.10	NOV/DEC 2019	Clima 2019 Topical Issue	Ioan Silviu Dobosi	0	0
		2020			
26.1	JAN 2020	Flammable Refrigerants Safety	Peter Sunderland,	0	0
26.2	FEB 2020	General Issue		0	0
26.3	MAR 2020	IAQVEC Topical Issue	(Sekhar, Jensen, only if Baradi asks for help) Barardi	1	0

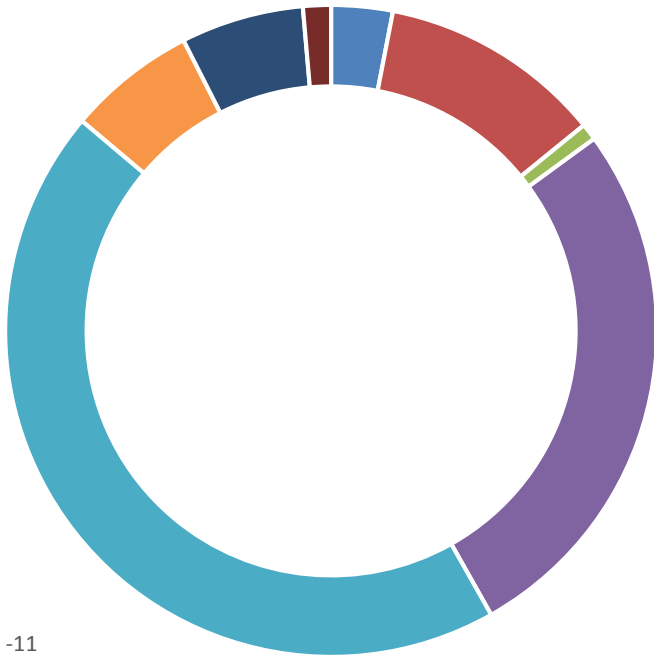
Conference/Topical Issues under Discussion
Thermal Performance of the Exterior Envelopes of Whole Buildings
Thermal Performance of Building Envelopes
Building Physics Syracuse 2018
Taiwan healthy buildings?
Annex 68 indoor air in low energy bldg (Jensen gets info)
Malcolm network low energy Ventilation network
Controls??
Bldg simulation IBPSA 2019 Sept. 2-5, Rome Italy
Safety - flammable refrigerants
Indoor air quality in low energy buildings (Annex 68)
Occupant behavior in buildings (Annex 66)
Cooling in data centers
Review paper: impact of air pollution on data centers
Paper by new ASHRAE president (editorial)

Total Papers Published by Issue											
Year	JAN	FEB	MAR	APR	MAY/ JUN	JUL	AUG	SEPT	OCT	NOV/DEC	TOTAL
2019	10	10	11								
Year	JAN	FEB	MAR	APR	MAY/ JUN	JUL	AUG	SEPT	OCT	NOV/DEC	TOTAL
2018	10	8	10	10	8	10	10	10	10	10	96
Year	JAN	FEB	APR	MAY	JUNE	JULY	AUG	OCT	NOV	DEC	TOTAL
2017	19	15	14	12	60	10	16	10	10	46	106
Year	JAN	FEB	APR	MAY	JUNE	JULY	AUG	OCT	NOV	DEC	TOTAL
2016	10	9	10	10	39	14	18	15	16	63	102
Year	JAN	FEB	APR	MAY	JUNE	JULY	AUG	OCT	NOV	DEC	TOTAL
2015	10	12	11	10	43	22	14	14	11	61	104
Year	JAN	FEB	APR	MAY	JUNE	JULY	AUG	OCT	NOV	DEC	TOTAL
2014	15	10	10	8	42	8	9	8	13	38	81
Year	JAN	FEB	APR	MAY	JUNE	JULY	AUG	OCT	NOV	DEC	TOTAL
2013	8	8	11	9	36	15	10	13	16	54	90
Year	FEB	MAY	AUG	OCT	N/A	N/A	N/A	N/A		DEC	TOTAL
2012	22	19	22	19						10	82
Year	FEB	APR	JUNE	AUG	N/A	OCT				DEC	TOTAL
2011	8	7	10	16		17				16	74
Year	JAN	MAR	MAY	JULY	N/A	SEPT	SEPT	NOV		N/A	TOTAL
2010	6	7	7	8	0	9		11			48
2009	8	12	11	9	0	8		10			58
2008	9	10	7	6	0	10		8			50
2007	5	11	7	9	0	10		8			50
2006	8			9	0	9		11			37

Items in RED are printed issues containing four volumes each.

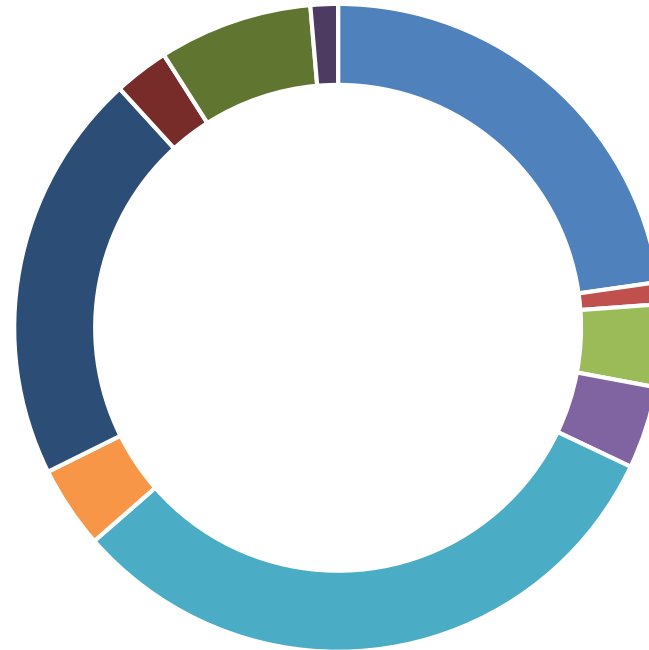
June 1, 2017 to June 1, 2018							
Associate Editors (Guest editors in green.)	No. Assigned (includes revisions) Last 12 Months	Manuscripts Assigned Currently	Average in Days Turnaround	Accept	Accept %	Reject	Reject %
Brown, Steve	29	3	13	5	50%	5	50%
de Dear, Richard	18	2	22	3	43%	4	67%
Bansal, Pradeep	20	2	23	0	0%	5	100%
Kim, Yongchan	20	1	24	4	67%	2	43%
Zhang, Yufeng	29	1	26	3	33%	6	67%
Wang, Shengwei	22	2	33	4	67%	2	33%
Toftum, Jørn	21	0	34	7	88%	2	22%
Cremaschi, Lorenzo	28	2	35	4	57%	3	43%
Spitler, Jeffrey	20	3	35	2	25%	6	75%
Cook, Malcolm	23	4	39	1	25%	3	75%
Lamberts, Roberto	22	4	46	2	40%	60	44%
Sekhar, Chandra	23	5	43	4	57%	3	43%
Wang, Ruzhu	3	0	47	1	50%	1	50%
Zilio, Claudio	24	1	51	4	50%	4	50%
Li, Xiangdong	6	0	52	5	83%	1	17%
Zhang, Jianshun	19	4	52	2	40%	3	60%
Ge, TS	1	0	67	1	100%	0	0%
Gluesenkamp, Kyle	5	5					
Radermacher, Reinhard	1	1					
Total	247	32	43	40	55%	94	45%
<i>Radermacher, R. as MP</i>	396	50					
<i>Baughner, M. as MP</i>	2	0					

Author by Region 2018



- Africa -11
- Europe - 40
- South America - 3
- North America - 97
- Asia -160
- India -23
- Southwest Asia -22
- Oceania -5

Manuscript Status - 2018 Submission



- Accept
- Assign RA
- Select/Assign Reviewer
- Awaiting Reviewer Scores
- Reject
- Immediate Revision
- Major Revision
- Make Decision/Recommendation
- Minor Revision
- Withdrawn



**Certification Committee
Report to Publishing and Education Council (PEC)**

ASHRAE 2019 Winter Conference / Atlanta, GA

Items Requiring Council Attention

None.

Information Items

1. Certified HVAC Designer (CHD) Certification

Since September, nearly 900 HVAC Designers and Employers have opted in to receive updates on the new [Certified HVAC Designer](#) (CHD) certification program.

The recently completed job task analysis indicates widespread agreement across both P.E. and Non-P.E. HVAC Designer segments, as well as Supervisors, on the critical CHD job tasks. The JTA as well shows agreement across regions.

Certification Scope: the CHD certification validates competency of the HVAC Designer, working under the responsible charge of an engineer, to do the following:

Design HVAC systems to meet building/project requirements, including load calculations, equipment selection and sizing, mechanical equipment room design, duct and piping design and layout for the development of HVAC plans for permit and construction.

Key Launch Dates:

- Feb. 1 CHD *Candidate Guidebook* available online
- March 1 CHD application to open
- May 1 Online CHD Practice Exam
- June 3 World-wide computer-based testing

2. 2018-19 Budget & Forecast

A 2018-19 revenue forecast increase of \$30,000 is due to anticipated application fees for the Certified HVAC Designer (CHD) program, beginning March 1.

3. Management System Review

An ANSI requirement, the Certification Committee completed its annual Management System Review, evaluating the results of internal and external audits, feedback from applicants and candidates, assessment of ASHRAE's exam development and delivery contractor, an impartiality threat analysis, the status of preventive and corrective actions, follow-up actions from previous management reviews, and the 2018 complaints log.

4. 2018– 19 MBOs (**Attachment A**)

Respectfully submitted,
Mike Fullerton
Certification Committee, Chair
01/15/2019

Certification Committee
Certification Committee MBOs Society Year: 2018-2019

Mission:

To advance the arts and sciences of heating, ventilating, air conditioning and refrigerating to serve humanity and promote a sustainable world.

Vision

ASHRAE will be the global leader, the foremost source of technical and educational information, and the primary provider of opportunity for professional growth in the arts and sciences of heating, ventilating, air conditioning and refrigerating.

Scope: The Certification Committee is responsible for developing, implementing, and monitoring ASHRAE certification programs.

Chair: Mike Fullerton, HFDP

Date: January 14, 2019

Objective	SP 2014 ¹	Completion Date	Fiscal Impact	Responsible Party	Status	Comment
1. Attain 80% recertification rate for the 2018 renewal class, exceeding the industry average of 76%.	1B, 3D, 4B	3/31/2019	Currently budgeted .	Chair, Certification Committee, Staff	In progress .	2018 is the second year CPMPs must renew as BCxPs, a process which requires an exam. Also, 2018 is first year BEAPs much renew under updated BBWG requirements.
2. Grow the number of certification applications by 10% over 2015-16 total of 500, a record high.	1B, 2C, 3C, 4A, 4B	6/30/2019	None, Staff Time	Chair, Certification Committee, HVAC Designer Exam Subcommittee, Staff	In progress .	With application to open March 1, 2019 for HVAC Designer certification exam administration at all computer-based testing locations beginning June 3, 2019, this goal seems realistic.
3. Enhance relevancy of ASHRAE certification to ASHRAE members and the industry in general.	1B, 4A	6/30/2019	Volunteer and Staff Time	Chair, Certification Committee, HVAC	In progress - Eligibility	Launch new HVAC Designer certification. 2016 Industry Need survey results

				Designer Exam Subcommittee, Staff	criteria finalized Dec. 5 by Certification Committee.	indicate both need and demand by both employers and practitioners. To-date nearly 900 Designers and Employers have requested to receive updates as CHD development progresses.
4.1 Manage certification programs against the ANSI/ISO/IEC 17024 accreditation standard.	2C, 4B	6/30/2019	Currently budgeted .	Chair, Certification Committee, Staff	In progress	2018 Internal Audit underway. Year 4 Annual Surveillance application due March, 2019.
4.2. Launch new HBDP and HFDP exam forms updated per revised exam Detailed Content Outlines.	1B, 4A	1/30/2019	Currently budgeted .	Chair, Certification Committee, HVAC Designer Exam Subcommittee, Staff	In progress	HBDP and HFDP exam Detailed Content Outlines already updated. New exam items written and are being pre-tested. New forms to launch April 15.
4.3. Recruit 2019-22 class of Exam Subcommittee members.	1B, 2C, 4A	6/30/2019		Chair, Certification Committee, Nominations Task Force, Staff		“Call for Nominations” to be sent to certificants in April, 2019. Task Force to slate nominees in May/June.
5. Launch new HVAC Designer certification.	1B, 2C, 4A, 4B	6/30/2019	Currently budgeted .	Chair, Certification Committee, HVAC Designer Exam Subcommittee, Staff	In progress .	Eligibility criteria drafted based on Job Analysis survey data. CHD Exam Subcommittee item writing training completed Dec. 6 and 7. <i>CHD Candidate Guidebook</i> to be published Feb. 1, 2019. Application to open March 1.
6. Develop a procedure to monitor the effectiveness of current certification programs.	1B, 4A	1/31/2019	None.	Chair, Certification Committee, Staff	In progress	Task Force held first meeting in August.

7. Evaluate the benefit of instituting an “-INT” option for certification candidates “in training,” and develop possible framework for instituting.	1B, 4A	9/30/2018	To be determined.	Chair, Certification Committee, Staff	COMPLETED.	The Committee decided not to go forward with instituting an “-INT” application option for certification candidates “in training,” due to the anticipated low return on investment.
8. Research alternative exam delivery modes.	2A	1/12/2019	To be determined.	Chair, Certification Committee, Staff	In progress	Remote proctoring may be an option, depending on cost and exam security considerations.
9. Evaluate the certification and recertification application fee schedule for any possible updates in the January, 2019 meeting.	1B, 2C, 4B	1/12/19	None. Possible 2019-20 revenue increase.	Chair, Certification Committee, Staff	COMPLETED.	The Committee agreed not to recommend any changes to the fee schedule for SY 2019-20.
10. Assist PEC in compiling a list of the Council’s value to ASHRAE members and society based on committee focus.	1B, 2A	6/30/2019	Volunteer and Staff Time	PEC, Certification Committee, Staff.		PEC MBO.
11. Assist PEC with alignment of Council and Committee guiding documents (MOP/ROB/Reference Manual) to reflect value and restructure.	2A	6/30/2019	Volunteer and Staff Time	PEC, Certification Committee, Staff.	In progress	PEC MBO. Certification Committee Task Force met to evaluate alignment needs. Revised ROB and MOP submitted Nov. 19.
12. Coordinate with PEC on budget analysis to identify areas with potential for growth and prioritize potential areas of reduction.	4A, 2A	6/30/2019	Volunteer and Staff Time	PEC, Certification Committee, Staff.	In progress	PEC MBO. Certification MBO #6 will assist with this MBO. Decision made in 12/5/2018 meeting to conduct this evaluation annually.
Recommendations for Strategic Planning:						

¹SP 2014 = Strategic Plan 2014 Initiative addressed by objective

1: Market Prioritization – Member Passion and Core Market

- B. Only through close communication with its key constituencies can ASHRAE deliver relevant and timely products and services. ASHRAE will research the true impact of its standards and technology and share the results with the world. ASHRAE will actively reach out to its key constituencies to achieve open, two-way dialogue. The dialogue will be used to validate programs and identify new opportunities.

2: ASHRAE Efficiency – Organizational Assessment

- A. ASHRAE must become more agile so that it can deliver products and services in a timely manner while respecting the value of volunteer time. ASHRAE will review all aspects of the organization to identify and remove encumbrances to agility and the respectful use of volunteer time.
- C. Alignment with other existing organizations may be the fastest way to achieve success. ASHRAE will consider all arrangements on working with other existing organizations, including consolidation, partnerships, and joint ventures.

3: Applied Product Development

- C. The world of prescriptive and performance-based standards is changing. ASHRAE will work with other standards development organizations (SDOs) to map a course through this changing environment that will deliver the most positive impact to the market place.
- D. Professional development is a keystone of ASHRAE that can be delivered through our grassroots organization. ASHRAE will develop a comprehensive portfolio of practical applications courses intended to be delivered through our grassroots organization.

4: ASHRAE's Role in the Global Community

- A. ASHRAE has already had significant impact in many countries around the world, but there is more that can be done. ASHRAE will conduct a detailed analysis of the needs of its global members and opportunities to work with organizations outside North America. ASHRAE will develop a strategy to serve its international members and participate in international markets. These strategies will be added to this strategic plan once approved by the Board of Directors
- B. ASHRAE can learn from others about how to be effective in the global community. ASHRAE will work with consultants and other organizations to discover best practices and develop an approach to serve its members in the global community.



Electronic Communications Committee (ECC)
Report to Publishing and Education Council (PEC)
ASHRAE 2019/ Winter Conference / Atlanta, GA

Items Requiring Council Attention

1. ECC discussed and will provide a response to **Region I (Granite State Chapter) Motion 25 11/8/2018) That Society shall provide website hosting that permits the use of more advanced website-building tools and basic templates for local chapter and region websites.**

ECC RESPONSE:

ECC discussed this motion during their Atlanta meeting and ECC's websites subcommittee will take an action item to create website templates for use by chapters. The target rollout of Chapter website templates will be July 2020. ECC's websites subcommittee will aim to create templates that can be used in various tools / formats. The first step in this process will be determining the best tools to create website templates and investigating the use of advanced website building tools among chapters to determine which tools are currently being used, or would be used if templates were available. The first step in this process will have a target completion date of July 2019. Please note that initially, these website templates will likely not be hosted by ASHRAE's Society website due to technology and resource limitations.

The entire Motion with background can be seen in ([Attachment A.](#))

Information Items

1. ECC discussed and will pass along to Finance for comment as requested in the motion, a response to **Region II (Montreal Chapter) Motion 6 (11/8/2018) That Society provide a web platform, linked to the Society membership database, to be used by local chapters to help manage their local events. The web platform would allow members to register for events, pay with a credit card online, generate certificates for CEUs, etc.**

ECC's response is as follows, and the entire Motion with background can be seen in ([Attachment B.](#))
ECC will provide a copy of their response to Finance for their comment.

ECC has received previous similar motions in the past:

Spacecoast Chapter – Motion 7j (10/14/2016): That Society allows ASHRAE Chapters to utilize its e-

mail engine and domain name to transmit mass e-mails to its Chapter memberships, effective July 1, 2017.

Hampton Roads Chapter – Motion 7b (10/14/2016): That Society make the ASHRAE Email Distribution Service available for Chapter and Regional use for official communications to their respective members.

Tennessee Valley Chapter – Motion 4e (10/14/2016) That ASHRAE Society provide a software program for all Chapters to streamline Chapter Operations (process meeting/event registrations, process transactions, meeting/event check-in, program ratings) and Chapter Administrative tasks (mailing lists, newsletter distribution, website materials) to directly address ASHRAE Strategic Plan, Initiative 1B and 2A.

Based on the similarity of the motions cited above and Motion 6 from the Montreal chapter, as more complete information is gathered, the request would be open for consideration in the near future by ECC despite the large expense associated.

At this time, ECC feels that this is still best addressed at the Chapter level, and not by Society and recommends that the chapters refer to the guidance currently available from ECC. ECC has made available on the ECC page of ashrae.org a whitepaper *entitled Electronic Tools Used by ASHRAE Chapters for Websites, Event Planning, and Electronic Communication* containing a list of online tools and resources available to, and currently used by, chapters.

ECC's response to the Tennessee Valley Chapter Motion is pertinent and is attached in the full text of the Motion and response.

1. ECC discussed the reduction of the size of the committee from 10 to 8 voting members as voted on by the BOD in November 2018. The report provided from the ad hoc was provided to ECC and posted on Basecamp.
2. ECC's electronic collaboration tools subcommittee researched the two options for the Clientside within Basecamp in order to make a recommendation on best case use for ASHRAE, and then to begin populating clients based on the recommended way. The subcommittee recommends using the email-based Clientside.
3. ECC is reviewing 2019-2020 ECC PAOE categories to make recommendations for the ECC category, including a recommendation that use of Basecamp be included in PAOE.
4. ECC's electronic tools subcommittee created and provided guidance on best case uses for Basecamp for TAC and Standards Committees. The subcommittee held a webinar, led by Ken Cooper, for TAC on December 7th and materials from the webinar have been posted to the [TC Training page of ashrae.org](http://ashrae.org).

5. ECC notes increased communication with Region Electronic Communications Chairs (RECC) as evidenced by participation of RECCs on conference calls and in attendance as guests at the winter meeting.
6. ECC received a request to provide guidance on chapters recording and posting DL presentations, to which ECC will reply citing the existing guidance regarding posting material on YouTube (or other such sites) and recommend that the DLs have agreed to have their content posted via a signed release prior to it being posted.
7. 2018–2019 MBOs can be seen in [\(Attachment C\)](#)

Respectfully submitted,

Megan Tosh
Electronic Communications Committee, Chair
01/15/2019
MT: jmr

TO: Megan Tosh, Electronic Communications Committee Chair
Joslyn M Ratcliff, Electronic Communications Committee Staff Liaison

FROM: Joyce Abrams

DATE: December 5, 2018

SUBJECT: Members Council Referral

ECC RESPONSE:

ECC discussed this motion during their Atlanta meeting and ECC's websites subcommittee will take an action item to create website templates for use by chapters. The target rollout of Chapter website templates will be July 2020. ECC's websites subcommittee will aim to create templates that can be used in various tools / formats. The first step in this process will be determining the best tools to create website templates and investigating the use of advanced website building tools among chapters to determine which tools are currently being used, or would be used if templates were available. The first step in this process will have a target completion date of July 2019. Please note that initially, these website templates will likely not be hosted by ASHRAE's Society website due to technology and resource limitations.

During the Members Council November 2018 meeting in Atlanta, the council referred the motion below (Motion 25) to the Electronic Communications Committee for consideration. I appreciate your keeping me advised of your actions. Let me know if you have any questions. Thank you.

Region I (Granite State Chapter) Motion 25 (11/8/2018):

That Society shall provide website hosting that permits the use of more advanced website-building tools and basic templates for local chapter and region websites.

Background: The cost and time commitment for each of the local chapters (particularly chapters with smaller membership) to create and host the local chapter ASHRAE website is quite high as a percentage of the local budget. This results in a sub-optimal website experience for local users (and especially young users) and poor representation for the ASHRAE organization. ASHRAE provides a hosting service that is available to chapters and regions, but this service has limited functionality to support applications such as Wordpress.

The request is to have the main ASHRAE.org website provide an advanced portal for each of the local chapters to use that could be referenced by the local chapter domain name (i.e. www.nh.ashrae.org) and would contain general information that could then be edited with content by the local ASHRAE organization. This would have a number of positive benefits:

- The "look and feel" of the local chapter website would be consistent with the main ashrae.org website.
- The domain names would be consistent (i.e. nh.ashrae.org) and therefore easier to find using search engines.

- The messaging would be consistent between the main ASHRAE national organization and the local chapters
- Access control to the site for editing and updates would be controlled by the same mechanism as the CIQ utilizes today. This would improve security of information and also prevent loss of login information. Loss of local website login information is often lost during chapter organization changes.
- Local documents would be stored in a more secure fashion

Fiscal Impact: Reduce local chapter expenses by an estimate of \$3000 per year. It is assumed that these resources would be developed by Society. The cost to enable this additional functionality is estimated to be low, considering the new technology used on the new ashrae.org website likely provides for this type of deployment.

TO: Megan Tosh, Electronic Communications Committee Chair
Joslyn M. Ratcliff, Electronic Communications Committee Staff Liaison
Charles E. Gullede, III, Finance Committee Chair
Craig Wright, Finance Committee Staff Liaison

FROM: Joyce Abrams

DATE: December 5, 2018

SUBJECT: Members Council Referral

ECC RESPONSE:

ECC has received previous similar motions in the past:

Spacecoast Chapter – Motion 7j (10/14/2016): That Society allows ASHRAE Chapters to utilize its e-mail engine and domain name to transmit mass e-mails to its Chapter memberships, effective July 1, 2017.

Hampton Roads Chapter – Motion 7b (10/14/2016): That Society make the ASHRAE Email Distribution Service available for Chapter and Regional use for official communications to their respective members.

Tennessee Valley Chapter – Motion 4e (10/14/2016) That ASHRAE Society provide a software program for all Chapters to streamline Chapter Operations (process meeting/event registrations, process transactions, meeting/event check-in, program ratings) and Chapter Administrative tasks (mailing lists, newsletter distribution, website materials) to directly address ASHRAE Strategic Plan, Initiative 1B and 2A.

Based on these previous motions and the similarity of Motion 5 from the Montreal chapter, ECC responds as follows. ECC's response to the Tennessee Valley Chapter Motion is pertinent here and is attached. ([ATTACHMENT A](#)) Since receiving these prior motions, ECC has made available on the ECC page of ashrae.org a whitepaper entitled *Electronic Tools Used by ASHRAE Chapters for Websites, Event Planning, and Electronic Communication* containing a list of online tools and resources available to, and currently used by, chapters. ECC notes that this and similar requests for online tools to be used by chapters are reoccurring requests from chapters and therefore, despite the large expense would be open to considering it, however, ECC feels that this is still best addressed at the Chapter level, and not by Society, so recommends at this time that the chapters refer to the guidance currently available from ECC.

During the Members Council November 2018 meeting in Atlanta, the council referred the motion below (Motion 6) to the Electronic Communications Committee with copy to the Finance Committee for comment. The council will revisit this motion after your comments are received. I appreciate your keeping me advised of your actions. Let me know if you have any questions. Thank you.

Region II (Montreal Chapter) Motion 6 (11/8/2018):

That Society provide a web platform, linked to the Society membership database, to be used by local chapters to help manage their local events. The web platform would allow members to register for events, pay with a credit card online, generate certificates for CEUs, etc.

Background: Many chapters are currently managing their own events through a local provider of web platforms (like <http://www.simplesignup.ca/> or <https://www.eventbrite.ca>). There are tangible and measurable benefits to using such platforms; efficiency, reliable accounting, 24-7 availability, simplified tracking of attendees... Bigger and richer chapters can more easily afford the fees associated with these web platforms. Smaller, poorer chapters are likely not benefiting from this technology because the fees are prohibitive.

Additionally, keeping these local web platforms updated with the latest information available on the society membership database is very time consuming and costly. Again, larger, richer chapters, like those in Montreal, Quebec City or Ottawa, have hired a paid staffer to help manage the platform because they could not rely solely on volunteers. Security and access to personal information are also a serious concern. Information gets manipulated and shared over several locally run platforms, and the security of members' personal data may be at risk. Seeing as ASHRAE's leaders have recently recognize that our technical society should manage our volunteers' time more responsibly; this motion represents an excellent opportunity to improve on this goal.

A centrally run web platform would provide many advantages; let's highlight two. 1) Economy of scale: by pooling local and regional resources into a central, international web platform, the chapters would be saving a lot more money than society would spend (society could in turn find an elegant and simple way to share the cost among the growing number of participating chapters). 2) Efficiency: managing events, collecting fees to attend these events and tracking attendees are all very time-consuming activities; a central web platform would assuredly be easier to run and take up a lot less of the precious volunteers' time. A lesser benefit would be the improved reporting by the chapters to society on membership issues. There would be a far greater incentive on the part of the chapter officers to accurately and quickly report membership information up to society if the chapters could see an immediate and accurate database integrated into their chapters' events and activities.

Fiscal Impact: YES, important reduction in operations costs at the chapter level; but unknown.

ATTACHMENT A – to the 2017 response to the motion

TO: Joyce Abrams

FROM: Steven Faulkner, Electronic Communications Committee Chair

DATE: February 2, 2017

SUBJECT: Members Council Referrals Responses from ECC

During the Members Council October 2016 meeting in Atlanta, the council referred the motions below to the Electronic Communications Committee (ECC) and IT Staff for consideration. ECC discussed these motions at length during their full committee meeting at the Las Vegas Winter Conference and wishes to respond as written below.

ECC RESPONSE to Tennessee Valley Chapter – Motion 4e (10/14/2016):

A survey by ECC indicates that there is no one-size fits all solution for chapter needs, but that the chapters with solutions in place are generally happy with and would recommend the solutions they are using. ASHRAE's electronic collaboration tools subcommittee is working on a document based on the survey results intended to provide information to chapters about what tools are currently in use as a basis to decide which tools might be best to consider for their use. After discussion ECC researched estimated cost if Star Chapter was to be provided by Society for use across all chapters and estimates the cost to be \$147,256.20 set up and \$196,560.00 annually. ECC would need to know if this cost would be acceptable to proceed with a recommendation to use.

Full text of original motion follows:

Tennessee Valley Chapter – Motion 4e (10/14/2016):

That ASHRAE Society provide a software program for all Chapters to streamline Chapter Operations (process meeting/event registrations, process transactions, meeting/event check-in, program ratings) and Chapter Administrative tasks (mailing lists, newsletter distribution, website materials) to directly address ASHRAE Strategic Plan, Initiative 1B and 2A.

Background: ASHRAE Society can become a more efficient organization with the use of a software program to provide a streamline and polished chapter operations as well as provide a database of information to be utilized by ASHRAE Society. The software program should have the capability to run off the ASHRAE website and/or a cloud based app interfaced to NetForum. The program would have the following minimal attributes to

streamline chapter operations for chapter programs.

- *Input for ASHRAE Chapter Name and Number*
- *Input for monthly chapter program title, program speaker, date, time, and location. This information can be exported as a separate file to be used on the Chapter Website.*
- *Process meeting/events registrations.*
- *Member ID input (potentially a barcode added to ASHRAE membership card) also can look up member from name. This is to be utilized at the entry of the chapter program. A notification shall be provided for members who are shown as delinquent members or non-paying chapter due members.*
- *Non-Member information Input (minimum input of name and contact information) This is to be utilized at the entry of the chapter program.*
- *Process meeting/event payment.*
- *Link to renew membership or become a member of ASHRAE.*
- *Chapter Program questionnaire. Provide an input to be filled out by the chapter CTTC chair on comments from the program attendees. Information on this questionnaire shall be similar to DL program questionnaire.*
- *Manage chapter mailing lists (include members and any non-member who have attended chapter programs) and newsletter distributions.*

A software program of this caliber would allow for ASHRAE to track its current members, track potential members, highlight chapter programs that are well attended, and aid in updating chapter website information. Furthermore, this program would be in line with the ASHRAE Strategic Plan, Initiative 1B and Initiative 2A.

Some chapters are currently using Star Chapter Program to achieve the above listed tasks. An advised alternate to finding a software program would be that Star Chapter Program be provided to all society chapters and include the attributes listed within the background of this motion.

Fiscal Impact: Approximately \$100,000 (\$1.78 per ASHRAE member). Saves Volunteer Time (Potential Increase Chapter Volunteers), & Increase Membership and Professionalism.

cc: Walid Chakroun, Publishing and Education Council Chair
 Steve Comstock, Publishing and Education Council Staff Liaison
 Craig Wright, ASHRAE Comptroller
 Vanita Gupta, ASHRAE Director of Marketing

SF: jmr

Electronic Communications Committee

MBOs for Society Year 2018–19

Chair: Megan Tosh Date: 23 June 2018

Objective	Compl. by	Fiscal Impact	Resp. Party	Comment/Status
Support ASHRAE staff to promote their social media goals for the 2018-2019 year.	6/30/19	None	SM	Going well
Put together a training presentation on how to use the (new) Clientside of Basecamp for regions, chapters, standing committees, and TCs	12/31/18	None	ECT	In progress
Improve committee communication with RECC's and increase RECC participation.	6/15/19	None	ST	Encouraged by RECC attendance on 9-20-18 call
Improve committee communication with Chapter ECC's by providing ECC updates annually.	6/30/19	None	ST	Perhaps think of how to improve CECC participation
Evaluate how social media platforms can be used by members to serve the membership	6/30/19	None	SM	In progress (with SMS)
Establish recognition for volunteers doing great ECC work at the Chapter & Regional levels	6/30/19	None	Web, SM	In progress
Evaluate the RECC and Chapter ECC role at CRC	6/30/19	None	ST	On hold due to larger conversations on role of ECC / how it fits into the Society.

WS / Web = Website Subcommittee, **ECT** = Electronic Collaboration Tools Subcommittee, **SMS** = Social Media Subcommittee, **ST** = Strategic Planning Subcommittee

**Handbook Committee Report to
Publishing and Education Council (PEC)
Meeting of January 13, 2019**

Action Items

(None)

Information Items

1. To support ASHRAE's new proposed strategic plan, the Handbook Committee approved development of a new chapter for the 2021 Fundamentals volume on Resiliency, by TC 2.10.
2. The committee also approved development of a second chapter for the 2021 Fundamentals volume: Occupant-Centric Sensing and Controls, assigned to MTG.OBB (Occupant Behavior in Buildings). This will complement the MTG's new chapter in the upcoming 2019 HVAC Applications volume, on the same topic.
3. During the last calendar year, ASHRAE Handbook Online, in addition to being one of the primary member benefit options, has generated \$95,836 in revenue. There are now 14,763 active subscribers.
4. To support council and standing committee restructuring, the Handbook Functional subcommittee will review and revise the HBC MOP and ROB, with a March deadline for the HBC to vote to approve.
5. The status of 2018-2019 MBOs is shown in Attachment A.

Respectfully submitted,

Don Fenton, Chair
Handbook Committee
13 January 2019
DF: hek

HANDBOOK COMMITTEE
MBOs for Society Year 2018-2019

Chair: Don Fenton

Date: Jan 13, 2019

Objective	Compl Date	Fiscal Impact	Responsible Party	Status	Comment
1. Master spreadsheet for all chapters in all volumes.	Jan-19	None	Staff, chair, and vice chair	In progress: ETA April/May 2019	This would aid liaisons and staff in tracking chapters as reviewed, revised, and submitted avoiding confusion. Consider use of the HB portal for this purpose.
2. Improve connections with countries other than US and Canada regarding input to HB chapters.	Jun-19	None	Chair, staff	In progress	Different regions of the world have unique climates and thus unique HVAC&R requirements which should be better addressed by the HB's. Perhaps best for liaisons to encourage TCs to add content?
3. Re-examine promotion of on-line version of HB's	Jun-19	None	Electronic media, staff	In progress	Review of current situation should reveal new methods of promotion.
4. Provide all HB committee members with access to all chapters.	Jan-19	None	Staff	In progress (MSO investigating)	All liaisons should have convenient access to all HB chapters in order to facilitate exchange with TC 's.
5. Continue 10% HB volume improvement goal.	Jun-19	None	HB volume chairs	Ongoing	Apply results of chapter changes, revisions, and re-writes from overall spreadsheet as measure.
6. Encourage development of HB "extras" and out of sequence updates.	Jun-19	None	Electronic media, liaisons, volume chairs, staff	Ongoing	This would improve the usefulness of the HB's.
7. Develop and implement ideas that encourage TC's to submit chapters either on time or early.	Jun-19	None	Liaisons, chair, vice chair	Ongoing	Staff can only handle a limited number chapters submitted late. HB's would improve with earlier submissions.
8. Improve HB chapter review form.	Jun-19	None	Functional	In progress	The presently used chapter "checklist" should be improved so that better information is provided guiding HB chapter changes and revision.
9. Improve peer training of incoming volume subcommittee chairs.	Jun-19	None	Functional	In progress	The knowledge and experience gained by the outgoing volume subcommittee chair is passed on to the incoming volume subcommittee chair.
10. Improve ASHRAE's recognition of contributors to the HB volumes.	Jun-19	Negligible	Chair, staff	Ongoing	ASHRAE recognition of HB chapter author contributions should occur at ASHRAE meetings. Ideas include meeting ribbons or stickers for name badge, etc.



Historical Committee (HC)
Report to Publishing and Education Council (PEC)
ASHRAE 2019 Winter Conference / Atlanta, GA

The work of the Historical Committee is important in three areas. Obviously documentation of the history of our industry and ASHRAE are a given. But beyond that it instills pride and motivation. Pride - when the advances we have accomplished are chronicled we as engineers feel a certain pride in the fact that the work we do and have done enhances many areas of society positively. Motivation - our membership young and old see that they can not only improve on the innovations of the past, but also can make greater innovations. As ASHRAE president Billy Manning said in his presidential theme for the ASHRAE Centennial: "Building on the Shoulders of Giants."

Information Items

1. Historical Committee discussed and approved the first Milestone Marker project, the costs for which will be independently underwritten. The committee unanimously voted to approve the pilot project. **Attachment B**
2. Historical Committee discussed a proposed project to create "virtual plaques" on the website to be illustrated by an interactive map with mouse-over capabilities to link to a descriptive page. This might be useful where an actual physical plaque was prohibited.
3. Historical Committee briefly discussed the bylaws changes.
4. Historical Committee discussed options to propose a new reporting structure. A write-up will be submitted to the committee with a vote by letter ballot in time to meet the deadline for response to PEC.
5. Historical Committee discussed a referral from Members Council regarding access by chapter historians to member records for proposal of Honors and Awards candidates.
6. Historical Committee discussed at length how best to include and involve YEA members, student members, and local chapters/members, keep them engaged and active as members.
7. Historical Committee discussed the progress of projects for the 125th anniversary.
8. Historical Committee named two potential Leadership Recall interviews to be conducted during the Annual Conference. Additional candidates were mentioned for succeeding years.
9. Historical Committee reviewed existing PAOE criteria. No changes were proposed. Vigorous discussion followed on how to encourage underperforming chapters to complete PAOE and reach minimum and PAR.
10. Historical Committee discussed the importance of being able to include remote meeting participation
11. Historical Committee was informed that American Heritage Society has acquired rights to the Invention and Technology. The archives will be digitized and displayed and repurposed into a major new STEM education system. There could be good opportunities for ASHRAE and the Historical Committee.
12. Historical Committee was informed that Refrigeration Research Inc. is celebrating their 75th anniversary and is exhibiting part of their museum collection at the Atlanta AHR exposition, Booth # B2361.
13. Historical Committee chose by member vote the Lou Flagg Award winter for 2019.
14. MBOs **Attachment A**

Respectfully submitted,

Bruce Flaniken, Chair Historical Committee
01/15/2019
BF: ess

Historical Committee 2018-2019 MBOs Bruce Flaniken History Chair						
Objective	SP Goal	Completion Date	Fiscal Impact	Delegated to:	Status	Comment
PEC MBO 1 Not Assigned to Historical	N/A	N/A	N/A	N/A	N/A	N/A
PEC MBO 2 Compile a list of the Council's value to ASHRAE members and society based on committee focus.	1	Winter 2019 Atlanta	None	Historical Committee	Ongoing	Will work to understand requirements of PEC
PEC MBO 3 Alignment of Council and Committee guiding documents (MOP/ROB/Reference Manual) to reflect value and restructure.	1	Winter 2019 Atlanta	None	Historical Committee	Done	Will work to understand requirements of PEC
PEC MBO 4 Not Assigned to Historical	N/A	N/A	N/A	N/A	N/A	N/A
PEC MBO 5 Conduct a budget analysis to identify areas with potential for growth and prioritize potential areas of reduction.	1	Winter 2019 Atlanta	None	Historical Committee	Ongoing	Will work to understand requirements of PEC
HC MBO 1 Develop proposals to improve the opportunities for Regional Historians to participate in Historical Committee activities.	1	Winter 2019 Atlanta	None	RVC Guideline sub committee	Ongoing	Continue on-line participation of non-voting members (RVCs) at Committee meetings. Propose the extension of the On-line participation of Chapter Historians at Regional CRC
HC MBO 2 Develop PAOE Recommended Changes to 2019-2020 PAOE	1	Winter Atlanta 2019	none		Done	To get ahead of the PAOE Committee Cycle with proposal for the following year's PAOE Letter in Summer 2019.
HC MBO 3 History VC PAOE Update Summary Report at Annual & Winter Meetings to include copy similar to 2017-18 Annual meeting VC	1	Winter Atlanta 2019	None	VC Report	Ongoing	To encourage RVCs to target the below PAR performing Chapters in their Region based on the previous year's History PAOE Summary.
HC MBO 4 Encourage Chapter Historians who don't Attend their Regional CRC for Chapter Historian Training by their History RVC	1	Ongoing	minor	RVC Guideline sub committee	Ongoing	Update the Chapter Historians Training PowerPoint. 1) Propose the extension of the on-line participation of Chapter Historians at Regional CRC to Regional level. 2) Propose revision of RVC Assigns PAOE points to add attendance at on-line Chapter Historian Training at CRC, Add points for submittal of a completed MBO with phone discussion with RVC History prior July 30, of fiscal year.
HC MBO 5 Assist in publicizing 125 th Anniversary. Develop information of historical interest that can be presented at Society & Regional Meetings	1	Ongoing	Major	125th Anniversary Celebration sub committee	Ongoing	Continue 125th Seminar and Historical Articles Promotions with PEC to support the 125th anniversary and demonstrate to members the strength in depth of our Society.
HC MBO 6 Develop proposal for publication/s to celebrate 125th Anniversary	1	Winter Meeting Atlanta 2019	To Be Advised	Historical Committee	Ongoing	Continue working on and supporting 125th Publications for to PEC. Currently working with Staff overall Schedule and requirements for publications.
HC MBO 7 Foster collaboration with other international societies to improve our historical research and support history-related activities of the Society	4	Ongoing	None	Historical Committee	Ongoing	Continue work on collaboration. HC has links with similar groups in CIBSE and AiCARR - opportunity to pursue to work w/similar committees in CEN, International Institute of Ammonia Refrigeration (IAR), International Institute of Refrigeration (IIR), & Global Cold Chain Alliance (GCCA).
HC MBO 8 Encourage younger members of ASHRAE to have interest in history-related activities of the Society	2	Ongoing	None	Historical Committee	Done	Continue YEAPAOE Support in History Proposing to keep the PAOE line item "For a local Chapter Historical activity performed by an actively engaged YEA member"
HC MBO 9 Leadership Recall Arrange for videos at Annual meeting 2019	2	Ongoing	Verify \$1,000 Budgeted	Historical Committee	Done	Arrange two Presidential interviews. Review other potential interviewees
HC MBO 10 Digitize Archived Journals + Transactions	3	Ongoing	Major	Historical Committee/P EC	Ongoing	Continue Archive Digitized Journal and Transaction w/Searchable indexes now available; Encourage digitalization of all Society Journals and Handbooks
HC MBO 11 Incorporate a Women In Engineering component to the 125 Year ASHRAE Anniversary celebration	1	Ongoing	None	Historical Committee	Ongoing	Continue WIA PAOE Support in History Proposing to keep the PAOE line item "For a local Chapter Historical activity performed by an actively engaged "Woman in ASHRAE (WIA)" member"
Jan 12–16, 2019 – Atlanta, GA						Jun 22–26, 2019 – Kansas City, MO

ASHRAE HVAC&R Engineering Historic Landmark Nomination Form

This form may be printed for nominating purposes. Please submit a complete electronic nominating document in PDF color format including any photos or scanned copies of substantiation evidence. If more space is required that the two page length of this document; please provide additional scanned electronic copy as required.

Date of Submission: November 30, 2018

Sponsoring ASHRAE Chapter, Region or Entity:

Houston Chapter ASHRAE Chapter 064 (Formerly Texas Chapter ASHVE 1937-39 South Texas Chapter ASHVE 1939), documentation prepared by 2018-19 Chapter Historian Emeritus Bruce L. Flaniken, P.E. 2014 & 2018 Lou Flagg History Paper Award Recipient on November 30, 2018

This a nomination for designation as an ASHRAE HVAC&R Engineering Historic Landmark site as follows:

First Presbyterian Church of Orange Texas designed as Air Conditioned in 1907 1908 to 1912 Construction with 1912 dedication, the air conditioning system has been upgraded several times but the 1929 installed Carrier Corporation Air Handling Unit is still operational in everyday use by community.

Location: (Street Address or GPS Coordinates to the minute or U.T.M Coordinates) Attached detailed local and vicinity maps showing access from a major city or Interstate Highway).

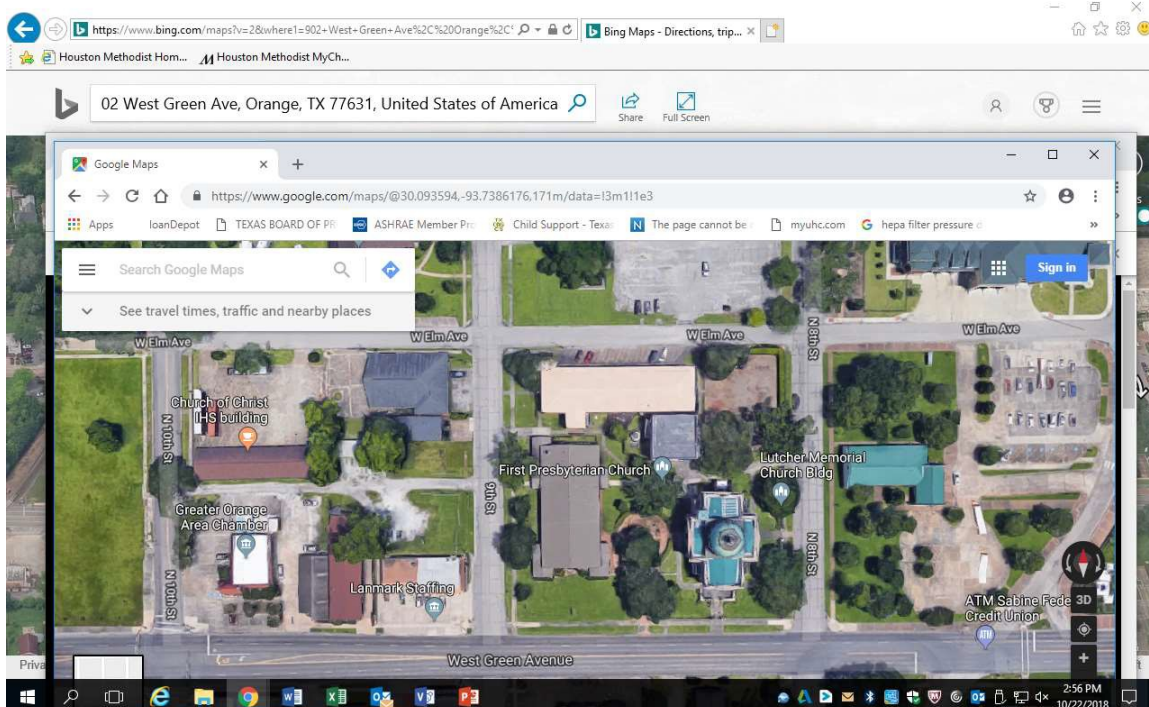
Street Address: 902 West Green Avenue Orange (US-90A), Texas 77630

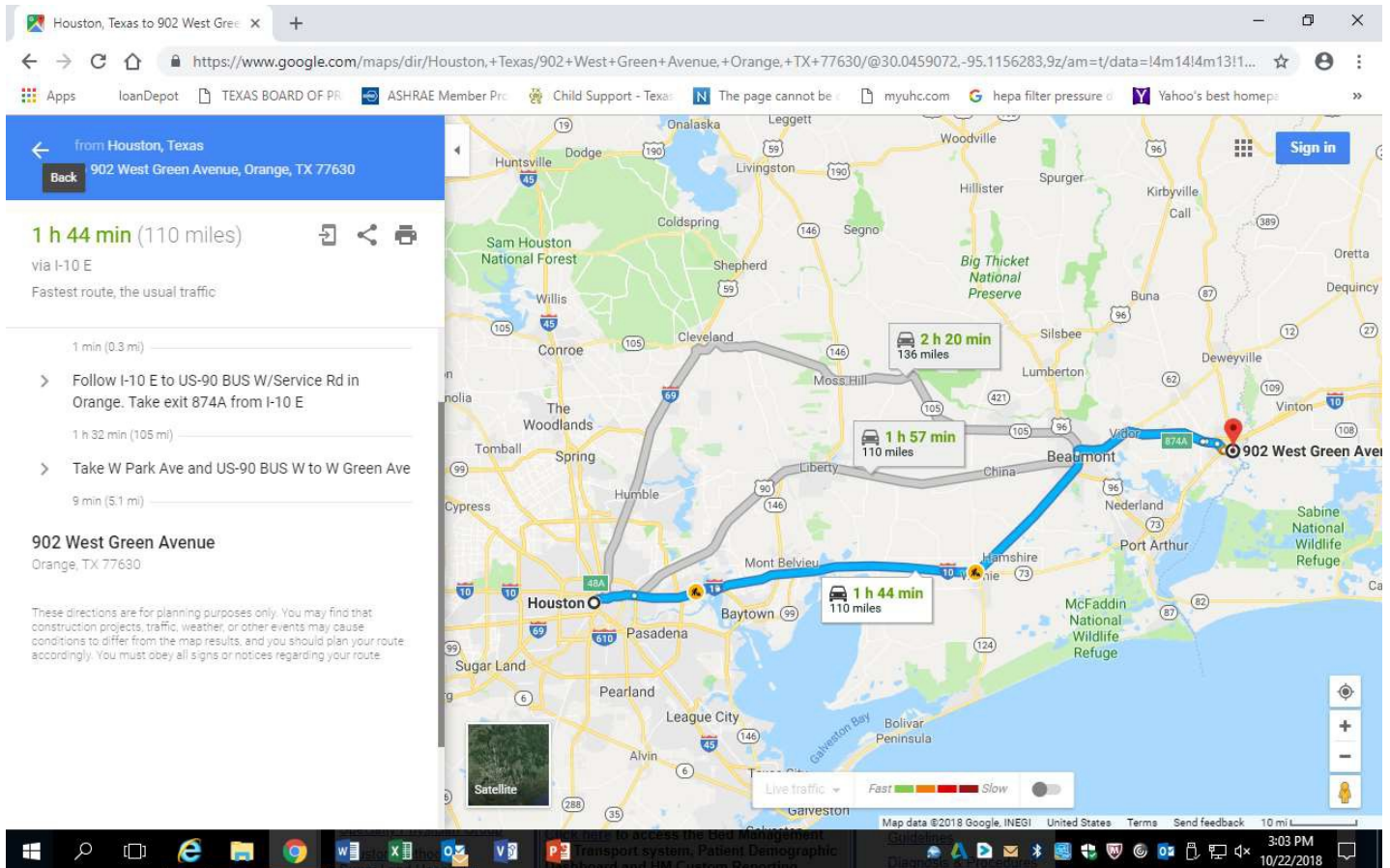
Gus Harris, the Chief Properties Officer, is extremely knowledgeable and was very helpful when we were having some structural and building issues at the church. His email is gharris@starkfoundation.org.

Efficient Systems, <http://www.efficient-systems.com/>, is current contractor for HVAC&R systems.

Cara Love is the Current Church Administrator Phone: 409-883-2097 Cara@firstpresorange.com

Street Address: 902 West Green Avenue Orange (US-90A), Texas 77630





Previously Submitted For ASHRAE HVAC&R Engineering Historic Landmark: Yes ___ No X

If Yes Previous date of submission and Sponsoring Group. Date: N/A Sponsor: Not Applicable

The Proposed Landmarks Owner of Record and Contact Information including Street Address, P.O. Box, City, State, Nine Digit Zip Code and Country: Include Contact Name, Phone, Mobile Phone, Fax and Email Address:

Name: Walter G. Riedel is the CEO& President of the Stark Foundation.

Address:

Phone Numbers: 409-883-3513

Email: wriedel@starfoundation.org

In Support of this Nomination please provide to following information:

1. Date of Construction, Invention or Installation and any other significant dates:

First Presbyterian Church was designed prior to 1907 with Architectural, Structural, Air-Conditioning, Electrical Equipment and Lighting Drawings by Architect Jas. Oliver Hogg of Kansas City, Missouri for the Lucher-Stark Family in Orange, Texas. Construction started in 1908 with dedication in 1912. Original Air conditioning was a steam driven anhydrous ammonia chiller with air handling unit and chilled water pump driven by a steam motor and leather belts. Had problems with ammonia odor releases and was converted to a Kroeschell CO2 high pressure electric drive unit and Air handling unit. At the time there was not enough electricity to drive the CO2 compressor so a steam boiler generator had to be added to the design.

2. Names of Key ASHRAE HVAC&R Engineer or other significant professionals associated with the Site, Installation, Process or Invention:

3. ASHRAE HVAC&R Engineering Historic Landmark Significance of the Project, Site, Installation, Process or Invention:

Represents a departure of the early air conditioning HVAC&R systems designed, applied and installed by companies for Industrial Applications such as Paper Mills and Breweries, Commercial Applications such as Hotels, Office, Stock Market and other Commercial Office Buildings. Some earlier work on air conditioning had been done in Movie Theaters and other public buildings, but this was the earliest mention of a private church building being air-conditioned. The Lucher Stark family was a wealthy East Texas Lumber Empire involved in East Texas and West Louisiana that owned land and harvested the lumber of the East Texas Pine Wood Forests through sawmills that produced and sold finished dimension lumber for construction.

4. Comparable or similar sites both in Us and International(Provide Site Name, Location, Dates and a Short Description of Comparable with Photos:

Unknown

5. Unique Features or characteristics which set the proposed ASHRAE HVAC&R Engineering Landmark apart from other ASHRAE HVAC&R Engineering projects including those listed in #4 above.

Copy of the original A, S, M, & E Architectural and Engineering drawings showing details of construction dated 1908; Copy of Article in March 1914 issue of Ice and Refrigeration detailing the Kroeschell CO2 Air Conditioning System and Correspondence with William H. Moler of Carrier Corporation dated 1928-29 with negotiations about the replacement of the Kroeschell CO2 system with a New Carrier System including refrigeration as a turn-key design build system.

6. Description of 1) the contribution impact that this project, process, installation, invention made on the ASHRAE HVAC&R Engineering profession, 2) the impact of this on the region , country of Society as a group.

This church was originally designed prior to 1908 since construction was started in 1908 with the dedication in 1912 and from its inception was conceived to be air conditioned during the very early stages of the HVAC&R industry. The initial system was anhydrous ammonia with a steam boiler to provide rotating steam engines to drive the air handling unit, the chilled water pump and the refrigeration equipment because there was little public electrical power available in Orange, Texas at that point in time. The owner soon became aware of the problem of having ammonia around a facility, due to leaking seals and the very low VOC detection threshold of Ammonia and decided to get a new air conditioning system from Kroeschell in the form of a high pressure CO2 system. Unfortunately there was not enough power in Orange, Texas to run the CO2 Compressor and other equipment. The Owner decided to build a 100 KW, 200 Hp De La Vergne diesel driven electrical generation plant and had to hire a stationary engineer to operate the electrical plant and the new air conditioning system for the Church. This tripled the available electrical power in the city of Orange, Texas in 1914. Later in 1928-29 the church negotiated with the Carrier Corporation to install a new turnkey refrigeration system, new air handling unit and new shell and tube heat exchanger with chilled and condensing water pumps.

7. A list of published professional references or articles that materially describe this nomination and accurately date it.

Copy of the original A, S, M, & E Architectural and Engineering drawings showing details of construction dated 1908; Copy of Article in March, 1914 issue of Ice and Refrigeration detailing the Kroeschell CO2 Air Conditioning System and Correspondence with William H. Moler of Carrier Corporation dated 1928-

29 with negotiations about the replacement of the Kroeschell CO2 system with a New Carrier System including refrigeration as a turn-key design build system.

8. Provide a List of all additional supporting documents in support of this nomination in electronic format (High Definition 400 DPI or better OCR enhanced Originals cannot be returned Please list all enclosed documents, publications, photographs and supporting Historical Evidence. High quality digital images

Refer to Attached Houston Chapter Historian Bruce Flaniken researched and published History of the 1908-1912 Air Conditioned Church in Orange, Texas that received the ASHRAE Lou Flagg History Award for best Chapter History Paper in 2018

9. Color or black and white and one 5" x 7" black and white and one Color glossy high quality digital photo are required for publicity and presentation purposes.

See attached photos

10. The recommended citation for inscription on the Face of the Plaque for the ASHRAE History Committee to consider.

**ASHRAE HVAC&R Industry 125th Anniversary 2019-2020
Pilot Historical Landmark/Milestone Plaque.**

First Presbyterian Church
902 West Green Avenue
Orange, Texas 77630
Stark Lutcher Foundation

Early HVAC&R air conditioned Church building designed in 1907, constructed 1908 to 1912 with dedication in 1912. The building HVAC&R system has been upgraded from initial steam boiler driven anhydrous ammonia refrigeration system with air handling unit, heat exchangers and chilled water pump driven by a steam motor, to a Kroeschell high pressure Carbon Dioxide electric motor driven refrigeration system with electric driven air handling unit and heat exchanger with chilled and condensing water pumps to a Carrier Corporation air handling unit with heat exchanges, and chilled and condenser water pumps and then finally upgraded to a R-12 later upgraded to R-420a. The 1929 installed date of the Carrier Corporation Air Handling Unit is still in place and is used daily to keep the Church air conditioned.

11. A statement signed by the Owner of the property that he is in support of this nomination & is in agreement to: 1) allow the approved ASHRAE HVAC&R Engineering Plaque to be mounted, attached, or displayed at his facility, 2) that the Owner will allow reasonable public access to the site at times agreed upon by the Owner 3) that the Owner will notify the History Committee ASHRAE upon a) damage to the Site or Plaque, b) demolition or removal of the Artifact, or equipment installation that made the site historic, c) disposal, demolition, or sale of the property so that the Historic Plaque may be recovered by ASHRAE and d) if circumstances in the future change & the Owner no longer wishes the Historic Plaque on site.

See attached signed Document by Owners Representative

12. A signed statement that the nominating sponsor will be responsible for 1) all the costs of the ASHRAE HVAC&R Historic Landmark Plaque purchase, delivery, installation at the site and on-going required

maintenance or repairs to the plaque at the site and 3) the staging of the presentation ceremony with video-taping and/or photography at the event including reception if one is staged. This plaque and installation is not expected to exceed \$3,000.00 Cost to the sponsoring ASHRAE Entity and Vendor event sponsors may maybe solicited and advertised.

See attached signed Document by the Houston Chapter President

13. Where this nomination is sponsored by an Individual ASHRAE Member, ASHRAE Chapter or ASHRAE Chapter Region the nomination form must be submitted to the Chapters Regional Fall or Spring CRC for approval vote by the Chapters Region Council Delegates of the CRC's acceptance and support of the nomination. The vote must be recorded and the History RVC and the DRC of the Region must signed the statement of the CRC's acceptance vote.

This document will be forwarded to the Region VIII Spring CRC in Cancun, Mexico in April 2019 for the required vote.

14. The Nomination is to be submitted by the Regional History RVC within 30 Days of the CRC finish date to ASHRAE Society History Committee Staff Liaison for submission, investigation and voting by the History Committee Voting Members to select and make recommendation s to the Society Board of Directors for their final approval (This vote of the ASHRAE BOD would occur during the Winter Annual Meeting after the Fall and Spring Region CRCs occurs)

ASHRAE
REGION:
Region VIII

ASHRAE History RVC Printed Name: Dusty
Stoabs ASHRAE History RVC

Signature: ASHRAE

DRC Printed Name: Jonathan
Symko ASHRAE DRC

Signature: ASHRAE

Region Total Delegates: For: Against: Abstaining:



**Professional Development Committee
Report to Publishing and Education Council
ASHRAE 2019 Winter Conference – Atlanta**

Motions

None

Information Items

1. Gap Analysis

The committee is working to identify gaps in existing training and recommend new courses to meet current industry needs. Actions include review of potentially new publications to ensure available training.

2. Improved Methods of Course Delivery

Beginning this spring, 45-60 minute online courses will be added to the ALI course catalog. Course topics will include "Writing an OPR," "Psychrometrics," "Hydronics," "Demystifying Sustainability," and others broadly covered in current trainings such as the HVAC Design: Level I - Essentials. Discussions with existing 3- and 6-hour course instructors are underway to determine how their courses could be taught in numerous, shorted blocks of time.

3. New Courses

Two (2) new courses are being presented at the 2019 Winter Conference - Atlanta and two (2) more are being developed for presentation at the 2018 Annual Conference - Houston.

4. Updates to the 2018-2019 PDC MBOs are attached.

Respectfully submitted,
Charlie Henck, Professional Development Committee Chair
January 15, 2019

Professional Development Committee

MBOs for Society Year 2018-19

Chair: Charlie Henck Date: June 27, 2018

Objective	SP	Completed by	Fiscal Impact	Responsible Party	Comment/Status
1. Develop a 5-year plan on developing young engineer training products that can reach a wider audience than just our design class	1C	June 2019	None	Planning Subcommittee	Planning adhoc The committee will table this for 12 months until the restructure is complete.
2. Develop topics and RFPs for an additional (3) practical applications courses to 'fill the gaps' in our current offerings.	3D	Jan 2019	None	Planning Subcommittee	4 course proposals approved in Dec.
3. Review all SDLs and issue RFPs for the ones that need updating.		Jan 2019	None	Operations Subcommittee	In progress
4. Review all existing courses and sunset those that have not been used in 5 years or recommend updates		Jan 2019	None	Operations Subcommittee	In progress
5. Establish guidelines for liaison		Jan 2019	None	Operations Subcommittee	In progress
6. Every course reviewed by PDC Liaison prior to presentation– Quality check		Jan 2019	None	Operations Subcommittee	Continuous
7. Improve marketing of courses/branding. Work with ASHRAE marketing for improvement		Jan 2019	TBD	Planning Subcommittee	Continuous
Additional Recommendations for Strategic Planning: None at this time					

ASHRAE Strategic Plan 2014 Initiatives addressed by Objective



**Publications Committee Report to
Publishing and Education Council
Meeting of January 15, 2019**

Action Items

(None)

Information Items

1. The winner of the 2018 ASHRAE Journal Paper of the Year award was selected, with the results forwarded to the Honors and Awards Committee for presentation in June at the Annual Conference in Kansas City.
2. The committee approved a motion forwarded from CEC: "That the Publications Committee publish conference papers and extended abstracts presented at the winter and annual conferences in ASHRAE Transactions beginning with the 2019 Winter Conference." (See Attachment A)
3. Liaisons from the committee contacted TC chairs regarding the need for revision or replacement of ASHRAE publications four or more years old.
4. The committee has set a special conference call at the end of January to vote on supporting the PEC restructuring plan, to discuss ideas related to the forthcoming Strategic Plan initiatives, and to brainstorm ideas for how we can do things more efficiently, reduce the budget, and/or increase revenue.
5. The committee has agreed to set a special conference call to vote on changes to the ROB and MOP once the revisions from the PEC chair and SRC have been returned.
6. Special publications completed from January 2018 through January 2019 are listed in Attachment B.
7. A status summary of upcoming publications is shown in Attachment C.
8. The status of MBOs for 2018-2019 is reported in Attachment D.

Respectfully submitted,

José Correa, Chair
Publications Committee
13 January 2019

Attachment A
Publications Committee Report to PEC

TO: Jose L. Correa, Publications Committee Chair
Cindy Michaels, Publications Committee Staff Liaison

FROM: Joyce Abrams

DATE: October 12, 2018

SUBJECT: Members Council Referral – Conference Papers

During the Members Council June 2018 meeting in Houston, the motion below was referred to the Publications Committee from the Conferences and Expositions Committee for consideration. I appreciate your keeping me advised of your actions. Let me know if you have any questions. Thank you.

Conferences and Expositions Committee – Motion 10 (06/26/2018):

CEC requests that Members Council refer the following motion to the Publications Committee:

That the Publications Committee publish conference papers and extended abstracts presented at the winter and annual conferences in ASHRAE Transactions beginning with the 2019 Winter Conference.

Background: Authors have identified indexing of their papers as the top reason where they choose to publish. Currently, however, conference papers presented at winter and annual conferences are not being indexed. Papers that are published in ASHRAE Transactions are indexed, so by moving the conference papers into ASHRAE Transactions, ASHRAE will be able to meet the authors' need to have their papers indexed. Additionally, TC chairs have voiced strong approval for this action when it was announced at the TC chairs' breakfast. (CEC Vote: 23-0-1, CV)

cc: Julia Keen, Publishing and Education Council Chair
Mark Owen, Publishing and Education Staff Liaison
Kevin Marple, Conferences and Expositions Committee Chair
Tony Giometti, Conferences and Expositions Committee Staff Liaison

SPECIAL PUBLICATIONS PUBLISHED PROJECTS January 2018 to date

January 2018

- Chicago Papers online
- ASHRAE Design Guide for Cleanrooms
- Standard 90.1-2016 User's Manual (print)
- Standard 90.1-2016 User's Manual (online portal)
- Standard 140-2017
- Standard 161-2018
- Standard 194-2017
- K-12 zero energy AEDG
- IT Equipment Power Trends, 3rd edition (Datacom Series)
- ASHRAE Design Guide for Air Terminal Units
- ASHRAE GreenGuide, 5th ed.
- Pocket Guide, 9th ed. (I-P)
- Pocket Guide, 9th ed. (SI)

March 2018

- Chicago Seminars online
- Standard 100-2015 (Spanish)

April 2018

- Classification of Laboratory Ventilation Design Levels (PDF only)
- Guideline 1.3-2018
- Guideline 209-2018
- Standard 100-2018

May 2018

- Guideline 16-2018

June 2018

- Houston Papers online
- Standard 22-2018
- Standard 41.2-2018
- Standard 41.7-2018
- Standard 62.1-2016, Arabic
- Standard 90.1-2016 (SI), Spanish
- Standard 128-2018
- Standard 181-2018
- Standard 203-2018
- Standard 211-2018 ACCA
- Standard 215-2018
- Guideline 36-2018
- HVAC Design Manual for Hospitals and Clinics, 2nd Ed, Spanish
- Residential IAQ Guide
- ASHRAE Guide for Sustainable Refrigerated Facilities and Refrigeration Systems

July 2018

- Chicago Transactions, Vol. 124, Part I
- Standard 32.2-2018

August 2018

- Houston Seminars on the Tech Portal
- Standard 72-2018
- Standard 158.2-2018
- Standard 188-2018
- Standard 222-2018
- Guideline 32-2018
- Position Document on Refrigerants and Their Responsible Use
- Standard 41.9-2018
- Standard 174-2018

September 2018

- Position Document on Climate Change
- Guideline 1.3-2018 Spanish Translation

October 2018

- Guideline 11-2018
- Guideline 38-2018
- Standard 202-2018
- Beirut Conference
- IBPSA Conference

November 2018

- Standard 29-2015 (RA 2018)
- Transactions Volume 124 Part II (Houston Annual)

December 2018

- Standard 189.1-2017 (International)
- Standard 90.2-2018
- Standard 200-2018
- Standard 25-2018
- Atlanta Papers in the Tech Portal

January 2019

- The Strategic Guide to Commissioning, Spanish
- Commissioning Stakeholders' Guide
- Commissioning Definitions and Terminology for the Building Industry: A Common Overview (with CIBSE and AiCARR)

SPECIAL PUBLICATIONS PROJECTS : December 13, 2018

Title	Responsible Entity	Date Exp to Receive [Rec'd]	Current Status	Expected Publish Date	Comments
Books					
<u>A Practitioner's Guide to Engineering Management Guide</u>	TC 1.7; Howie McKew	[Sep 4, 2018]	Layout/edit	Dec 2018	Awaiting TC review/approval
ASHRAE Design Guide for Cool Thermal Storage, 2 nd ed.	Jason Glazer, TC 6.9; RP-1719	Oct 2018 Nov 2018 [Dec 12, 2018]	Submitted to Spec Pubs	Feb 2019 Apr 2019	
ASHRAE Design Guide for Multifamily Residential Buildings	RP-1821; Lilas Pratt	End Nov 2018 Dec 31, 2018	Writing	Mar 2019	
District Cooling Guide, 2 nd ed.	TC 6.2; SP-97; RP-1267; funding from Empower Authors: Phetteplace, Tredinnick	Sep 2018 Aug 2018 Sep 2018 Jan 1, 2019	Review	Jun 2018 Dec 2018 April 2019	Per Gary P 11/29/18, files out for review with a two-week period; will meet in Atlanta
Design Guide for Combustion Turbine Inlet Air Cooling Systems, 2 nd ed.	RP-1762	Jan 2019		May 2019	RP contract completion date is 12/31/18, with approval expected at Jan conference
Datacom Series: DCIM book	TC 9.9	Sep/Oct 2018 Dec 2018 End Jan 2019	TC vote due Dec 21	Jan 2019 Mar 2019	Per Roger S, 12/13/18
Datacom Series: <i>White Paper:</i> Liquid Cooling (45 pages)	TC 9.9	Oct/Nov 2018 Dec 2018 End Jan 2019	TC vote due Jan 6	Dec 2018 Mar 2019	Per Roger S, 12/13/18
Datacom Series: <i>White Paper:</i> HDD Acoustics (15 pages)	TC 9.9	Oct/Nov 2018 Dec 2018 End Jan 2019	Will go for TC vote end Dec	Dec 2018 Mar 2019	Per Roger S, 12/13/18
District Cooling <u>Owner's Guide Operations Manual</u>	TC 6.2; SP-97; RP-1267; funding from Empower	Sep 2018 Feb 1, 2019	Writing	Jun 2018 Jan 2019 May 2019	Per Gary P 11/29/18, just now getting started on this one; will meet in Atlanta
Datacom Series: Design Considerations for Datacom Equipment Centers, 3rd ed.	TC 9.9; Larry Ollice	Apr 2018? May 2018? Nov/Dec 2018 Mid-Feb 2019	Finishing up	Jul 2018 Mar 2019 Mid-May 2019	Per Larry 12/5/18

SPECIAL PUBLICATIONS PROJECTS : December 13, 2018

Title	Responsible Entity	Date Exp to Receive [Rec'd]	Current Status	Expected Publish Date	Comments
High-Performance Buildings Simplified (w/supplemental files online) (GreenGuide-based textbook)	Tom Lawrence, Julia Keen	May 2018 Early 2019	Beta testing with students	Aug 2018 TBD	
Zero Energy Small to Med Office AEDG	Lilas Pratt	Mid-Mar 2019	60% draft	May 31, 2019	We can't miss this deadline or we will not get the support money; may be approved in January
Datacom Series: <i>White Paper:</i> Cold Storage/Shipping (25 pages)	TC 9.9	Mar 2019	Writing	May 2019	Per Roger S, 8/1/18
Smart Grid Application Guide	Ad Hoc; Lilas Pratt	May 2019	Seeking contractor	June 2019 or ASAP	Sheila Hayter presidential initiative; RFP will get contractor who will do the work
Datacom Series: Economizers for Datacom Facilities	TC 9.9	Jul 2010 Jun 2011 Oct 2011 Sep 19, 2013 2019?	In progress	Jan 2011 Oct 2011 TBD	Per Roger S, this book has had some work done on it; might become a priority in 2019, 8/1/18
ASHRAE Design Guide for Duct Systems	TC 5.2; RP-1180; will be dedicated to Herman Behls Contact: Larry Smith	Jun 2010 Jul 2011 Aug 2011 Feb 2013 Jun 2013 Jan 2014 Sep 2014 Nov 2014 Jan 2015 Jul 2015 Jan 2016 Jul 2016 Feb 2017 Jul 2017 Feb 2018 Jun 2018 June 2019	Writing	Jun 2004 Sep 2004 Nov 2010 Oct 2011 Apr 2013 Nov 2013 Jan 2015 Feb 2015 Jun 2015 Dec 2015 Oct 2016 Jun 2017 Oct 2017 Jun 2018 Dec 2018 Jan 2020	Will meet at HQ in January to discuss
ASHRAE Design Guide for Hot-Climature Buildings	MTG.HCDG; Frank Mills	June 2019	Writing	Dec 2019	Will meet in Atlanta to discuss

SPECIAL PUBLICATIONS PROJECTS : December 13, 2018

Title	Responsible Entity	Date Exp to Receive [Rec'd]	Current Status	Expected Publish Date	Comments
125th Anniversary: HVAC&R Pioneers Giants Adventures in Heat & Cold: The Men and Women Who Made Your Life Better	Bern Nagengast	Jun 2019	Planning	Jan 2020	Full color; softcover; possibly also eBook (MO suggests there may be no market for the latter); will meet in Atlanta
125th Anniversary: Proclaiming the Truth, 2 nd ed.	Steve Comstock	Jun 2019	Planning	Jan 2020	Probably hardcover like first edition; will be distributed to attendees at Winter Conf (cost included in registration); also sell extra copies in bookstore? ; will meet in Atlanta
125th Anniversary: Air Conditioning 1920-1900-2020 Twentieth Century of Air Conditioning	David Arnold	Jun 2019	SC still owes contract	Jan 2020	Possibly co-publication with CIBSE; will meet at HQ at end of January to discuss
125th Anniversary: Evolution of Components and Design Build Practices after 1900	Bruce Flaniken	Jun 2019	Planning	Jan 2020	Might be softcover book or might be just an article; will meet in Atlanta
Air-Conditioning System Design Manual, 3rd ed.	TC 9.1; Howie McKew	Aug or Sep 2019	Writing	Jan 2020	
Procedures for Commercial Building Energy Audits, 3 rd ed.	TC 7.6	Dec 2019	Revising	March 2020	Per Pub Comm liaison, 12/20/18: Rewriting as a best practices guide since first part has been superseded by Std 211
Datacom Series: Liquid Cooling Guidelines, 3rd ed.	TC 9.9	2020 2019 or 2020		TBD	Per Roger S, 10/30/18
Datacom Series: Thermal Guidelines, 5 th ed.	TC 9.9	2020		TBD	Per Roger S, 8/1/18
Nearly ZEB Hospitals Guide Book (co-publish with RHEVA)	RHEVA, TC 9.6	June 2020?	Writing	TBD	ASHRAE to edit/lay out and both orgs will publish from those files
Zero Energy Multifamily AEDG	Lilas Pratt	Jul/Aug 2020		Jan 2021	

SPECIAL PUBLICATIONS PROJECTS : December 13, 2018

Title	Responsible Entity	Date Exp to Receive [Rec'd]	Current Status	Expected Publish Date	Comments
<u>ASHRAE Design Guide for Cold-Climate Buildings Design Guide, 2nd ed.</u>	Erich Binder	Aug/Sep 2017 2020	Planning	Chicago 2018 TBD	
PHVAC and PHVAC Solutions Manual revisions		2021 PHVAC: Jul Sol Man: Aug	Revising	PHVAC: Nov Sol Man: Dec	Every four years (2021, 2025, 2029)
Pocket Guides, 10 th ed.		Jul 2021		Dec	Every four years (2021, 2025, 2029)
Handbook for Smoke Control Engineering, 2 nd ed.	John Klote	Aug 1, 2021		Jan 2022	John wants this edition to be in color
Application Guide for Absorption Cooling/Refrigeration Using Recovered Heat, 2 nd ed.	TC 8.3; Jürgen Scharfe	TBD		TBD	Sent files to Jurgen S and Zhora Toumia again, 8/2/18; Per Jurgen 12/4/18, funding would be needed
Application of Manufacturers' Sound Data	TC 2.6	TBD	Review/ revision under discussion	TBD	Per Steve Wise 12/13/18, TC still discussing
ASHRAE Laboratory Design Guide, 3 rd ed.	TC 9.10	TBD	Planning	TBD	Per Kenneth Kuntz 12/13/18, TC just beginning to discuss revision
Comprehensive HVAC Design Guide for Justice Facilities	TC 9.4	TBD	Writing	TBD	Per Bob Cox 12/4/18, not much progress in last year but hoping to get back on track this year
Datacom Series: IT Equipment Cooling book	TC 9.9	Jun 2011? Nov 2011 TBD	Writing	Oct 2011? TBD	Per Roger S, there's no one to take leadership on this one, 8/1/18
Datacom Series: Particulate and Gaseous Contamination, 2 nd ed	TC 9.9	2015 TBD	Revising	TBD	Per Roger S, after reporting on a second RP on this in Jan 2019, this revision might be in the works, 8/1/18
Datacom Series: Structural and Vibration Guidelines, 2 nd ed	TC 9.9	Jun 2015 TBD	Revising	Oct 2015 TBD	Per Roger S, there's no one to take leadership on this one, 8/1/18

SPECIAL PUBLICATIONS PROJECTS : December 13, 2018

Title	Responsible Entity	Date Exp to Receive [Rec'd]	Current Status	Expected Publish Date	Comments
Heat Transmission Coefficients for Walls, Roofs, Ceilings and Floors	TC 4.4	TBD		TBD	Emailed Richard Peters for update, 12/13/18
HVAC Design Guide for <u>Ventilation of</u> Hazardous Spaces	TCs 5.8, 9.2; Mike Baucom	TBD	Review	TBD	Per Mike 1/8/19, expects to submit for TC review by Kansas City; possibly voted on there too.
Integrated Building Design Applications Manual	TC 7.1	Jan 2009 Jun 2010 TBD	Writing	Jan 2008 Jun 2008 Sep 2010 Jan 2015 TBD	Emailed TC chair for update, 8/1/18 and 12/4/18
Member's Survival Guide: Contracts section	Jennifer Leach, TC 1.7	Sep/Oct 2017 TBD	Revising	TBD	Emailed MS, JL, and Mike Bilderbeck for update, 10/29/18 and 12/3/18
Member's Survival Guide: Design/Build section	Mitchell Swann	Sep/Oct 2017 TBD	Revising	TBD	Emailed MS, JL, and Mike Bilderbeck for update, 10/29/18 and 12/3/18
Member's Survival Guide: Pitfalls section	Jennifer Leach, TC 1.7	Sep/Oct 2017 TBD	Revising	TBD	Emailed MS, JL, and Mike Bilderbeck for update, 10/29/18 and 12/3/18
Natural Ventilation Design Guide	Peter Simmonds, Erin McConahey	TBD	Reviews	TBD	Possibly co-brand with CIBSE; will meet in Atlanta to discuss
Tall, Supertall, and Megatall Building Systems, 2 nd ed.	Peter Simmonds	TBD	Revising	TBD	
Standards and Guidelines and User's Manuals					
Standards/addenda to be published after approval at Winter Conference	Varies	Feb/Mar 2019		Mar/Apr 2019	Every 6 mos.
Standards/addenda drafts going for approval at Annual Conference	Varies	Mid-Apr 2019		Jun 1, 2018	Every 6 mos; publish = ready for review at conf
Revision of Standard 62.1	SSPC 62	Spring 2019		Summer 2019	Every three years (2019, 2022, 2025)

SPECIAL PUBLICATIONS PROJECTS : December 13, 2018

Title	Responsible Entity	Date Exp to Receive [Rec'd]	Current Status	Expected Publish Date	Comments
Revision of Standard 62.2	SSPC 62	Spring 2019		Summer 2019	Every three years (2019, 2022, 2025)
Revision of Standards 15 and 34	SSPCs 15, 34	Jul 2019		Oct 2019	Every three years (2019, 2022, 2025)
Standards/addenda to be published after approval at Annual Conference	Varies	Jul/Aug 2019		Aug/Sep 2018	Every 6 mos.
Revision of Standard 90.1	SSPC 90.1	Aug/Sep 2019		Oct 2, 2016 (electronic)	Every three years (2019, 2022, 2025)
Standards/addenda drafts going for approval at Winter Conference	Varies	mid Oct 2019		Nov 30, 2018	Every 6 mos; publish = ready for review at conf
Revision of Standard 52.2	SSPC 52.2	Winter 2019		Mar	Every three years (2019, 2022, 2025)
Revision of Standard 90.2	SSPC 90.2	Winter 2019		Mar	Every three years (2019, 2022, 2025)
Revision of Standard 140	SSPC 140	Winter 2019		Mar	Every three years (2019, 2022, 2025)
Revision of Standard 189.1	SSPC 189	Sep 2020		Oct 2020	Every three years (2020, 2023, 2026)
Topical Conferences					
Thermal Performance of the Exterior Envelopes of Whole Buildings XIII [online]	Tony Giometti	Jul 1, 2019		Conf is Nov 2019	Every three years (2019, 2022, 2025)
IAQ Conference [flash drive]	Tony Giometti	Aug 2019		Conf is Sep 2019	Every three years (2019, 2022, 2025)
Position Documents					
PD on Energy Efficiency in Buildings	Steve Hammerling	Nov 2015 Spring 2016 Feb 2017 Jun 2017 Spring 2018 [Jul 2, 2018] Feb 2019	Proof1 sent	Dec 2015 TBD	Per Steve H: New PD, so full editorial review needed
PD on Environmental Tobacco Smoke	Steve Hammerling	Jul 2016 Feb 2017 Jun 2017 Spring 2018 Feb 2019	Revising	TBD	Current version was reaffirmed in Jul 2016 to keep it posted online until revision is complete

SPECIAL PUBLICATIONS PROJECTS : December 13, 2018

Title	Responsible Entity	Date Exp to Receive [Rec'd]	Current Status	Expected Publish Date	Comments
PD on Resiliency in the Built Environment	Steve Hammerling	Spring 2018 Jun 2018 Feb 2019	In progress	TBD	
PD on Airborne Infectious Diseases	Steve Hammerling	Jun 2018 Feb 2019	In progress	TBD	
PD on IAQ	Steve Hammerling	Early Jul 2016 Feb 2017 Jun 2017 Spring 2018 Feb 2019 July 2019	In progress	TBD	
Translations					
Thermal Guidelines for Data Processing Environments, 4th edition (Spanish)	Columbia Chapter / ACAIRE	Jan 2018 Jun 2018 Aug 2018 Mid-Sep 2018 [Nov 29 2018]	Layout	Spring 2019	
Standard 202-2018 (Spanish)	Spain Chapter	[Dec 10,2018]	Contracted	TBD	Word files sent 11/19/18
Standard 55-2013 (Arabic)	Falcon Chapter	Dec 2018	Contracted	TBD	Per Ahmed, 11/13/18
ASHRAE Design Guide for DOAS (Spanish)	Spain Chapter	Dec 31, 2018	Contracted	TBD	Supplied Word file, 8-15-18
Standard 55-2017 (Spanish)	Spain Chapter	Dec 31, 2018	Contracted	Feb 2019	Supplied Word file, 8/21/18
Standard 90.1-2013 (Chinese)	Taiwan Chapter	Jan 2019	Contracted	TBD	Per Jude Chen 11/6/18
Standard 188-2018 (Spanish)	ATEAAR (Ecuador)	Feb 16, 2019	Contracted	TBD	Word files sent 11/16/18
Standard 90.1-2016 (SI) (Arabic)	Falcon Chapter	May 2019	Contracted	TBD	Supplied Word files, 5/31/18; dates per Ahmed, 11/13/18
ASHRAE Terminology (Spanish)	Spain Chapter	TBD	Translating	TBD	Supplied Terminology website file, 7/17/18
Guideline 2-2010 (Spanish)	Mexico City Chapter (AMERIC)	2012 TBD	Contracted	TBD	Emailed for update, 10/30/18
Guideline 22-2008 (Spanish)	Mexico City Chapter (AMERIC)	2012 TBD	Contracted	TBD	Emailed for update, 10/30/18
IAQ Guide (Spanish)	Miami Chapter	May 2014 TBD	Contracted	TBD	Emailed Armando Chamorro for update, 10/30/18

SPECIAL PUBLICATIONS PROJECTS : December 13, 2018

Title	Responsible Entity	Date Exp to Receive [Rec'd]	Current Status	Expected Publish Date	Comments
Standards 15-2010 and 15-2013	APVARC (Peru)	TBD	May be Contracted	TBD	Emailed Luis Yamada for update, 10/30/18
Standard 34-2007 or -2010 (Spanish)	ACAIRE	Dec 2010 TBD	Contracted	TBD	Per Fabio Clavijo, 10/30/18, will ask Refrigeration section if they are still willing to work on it.
Standard 41.1-1986 (RA 2006) (Spanish)	Mexico City Chapter (AMERIC)	2012 TBD	Contracted	TBD	Emailed for update, 10/30/18
Standard 41.3-1989 (Spanish)	Mexico City Chapter (AMERIC)	2012 TBD	Contracted	TBD	Emailed for update, 10/30/18
Standard 52.2-2012 (Spanish)	Mexico City Chapter (AMERIC)	TBD	Waiting on Signed Contract	TBD	Per Fernando Bonilla, 10/31/18, this translation is complete
Standard 90.1-2007 (Spanish)	Mexico City Chapter (AMERIC)	2009 TBD	Contracted	TBD	Emailed for update, 10/30/18
Standard 90.1-2016 (SI) (Chinese)	Taiwan Chapter	TBD	Not yet contracted	TBD	
Standard 111-2008 (Spanish)	Mexico City Chapter (AMERIC)	2013 TBD	Contracted	TBD	Emailed for update, 10/30/18
Standard 180-2012 (Spanish)	APVARC (Peru)	TBD	May be Contracted	TBD	Emailed Luis Yamada for update, 10/30/18
Standard 209-2018	Argentina Chapter	TBD	Contracted	TBD	Supplied Word file, 9/24/18
Standard 211-2018	ATEAAR (Ecuador)	[Jan 7, 2019]	Contracted	TBD	**Co-copyright with ACCA Supplied Word file, 10/18/18
Water System Design SDL (Spanish)	Mexico City Chapter	TBD		TBD	Emailed for update, 10/30/18
CDs/DVDs					
International Weather for Energy Calculations (IWECC), Ver 3	TC 4.2	TBD		TBD	Emailed Joe Huang for update, 12/13/18
The Good, the Bad, and the Ugly DVD revision	TC 1.7	Sep/Oct 2017 TBD	Reviewing	Jan 2018 TBD	Per Duane Wolf 10/30/18, he will have recommendations for the TC in Atlanta

SPECIAL PUBLICATIONS PROJECTS : December 13, 2018

Title	Responsible Entity	Date Exp to Receive [Rec'd]	Current Status	Expected Publish Date	Comments
Weather Data Viewer DVD	Michael Roth	Spring 2021		Summer 2021	Every four years (2021, 2025, 2029)
Online Resources					
ASHRAE Terminology	TC 1.6; Art Hallstrom	Ongoing		Ongoing	
Recurring Conference-Related Projects					
Winter Conference Transactions (Part 1)	Staff	Feb/Mar		May	
Annual Conference and Technical Papers in Technology Portal	N/A	Mar–Apr		Submit content Apr 23, art May 6	
Annual Conference Transactions (Part 2)	Staff	Aug/Sep		Oct	
Winter Conference and Technical Papers in Technology Portal	N/A	Sep–Nov		Submit content Nov 27, art Dec 9	
Annual Conference Seminar Recordings Online	Tony Giometti	Submit art Nov		Proof Jul 5–9; approve by Jul 12	Needed in inventory by Sep 1
Winter Conference Seminar Recordings Online	Tony Giometti	Submit art Dec		Proof Feb 19–28; approve by Feb 28	Needed in inventory by Mar 1

Publications Committee

MBOs for Society Year 2018-2019

Chair: Jose Correa Date: 13 Jan 2019

Objective	SP 2014	Compl. by	Fiscal Impact	Resp. Party*	Comment/Status
Create a guide of liaison with TAC sections		6/19	None	Aguilo, Murthy	To improve communication with TAC/TCs, and prepare liaisons TC/Section breakfasts. Ensuring mandatory attendance. Identify publications needing revision. Complete
Continue conducting and monitoring mentoring program for new members.	2	6/19	None	Chee	Mentor all new members, make sure they are on track and help them to achieve what they commit to. Guide for mentoring complete; ongoing mentoring in progress
Continue facilitating ASHRAE Journal articles comment and judging.	2	6/19	None	Vallort	Improve current matrix to select Article of the Year and follow up on member's ASHRAE Journal monthly review. Monthly review participation has been increased; improvement of judging tools ongoing
Additional Recommendations for Strategic Planning: None.					

SP 2014 = Strategic Plan 2014 Initiative addressed by objective

PEC Restructuring

June 14, 2018

Ad Hoc Members:

Julia Keen (Chair)

Dan Dettmers

Charlie Henck

Jin Jin Huang

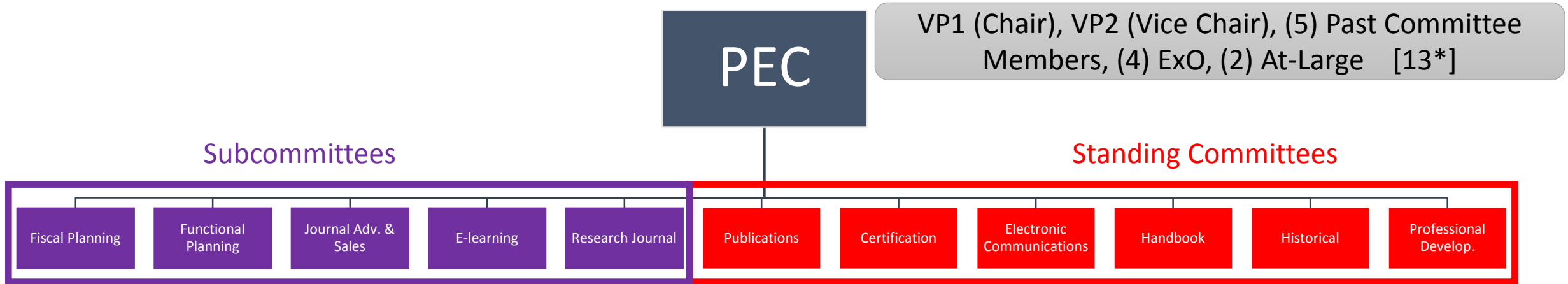
Roger Jones

Restructuring Goals

- Reshape the role of PEC and its subcommittees' functions
- Efficient use of volunteer and staff time
- More effectively use volunteer talent and knowledge to provide direction on all publication and education member products
- Improve communication and planning between all things publication and education related
- Build in an evaluation process of committee progress on Council and Society Strategic Plan
- Organize in a logical manner all ASHRAE PEC responsibilities
 - Staff transition
 - New responsibilities as ASHRAE evolves and adds services

Existing Committee Structure

Not addressed: training centers, external education, university courses, etc.

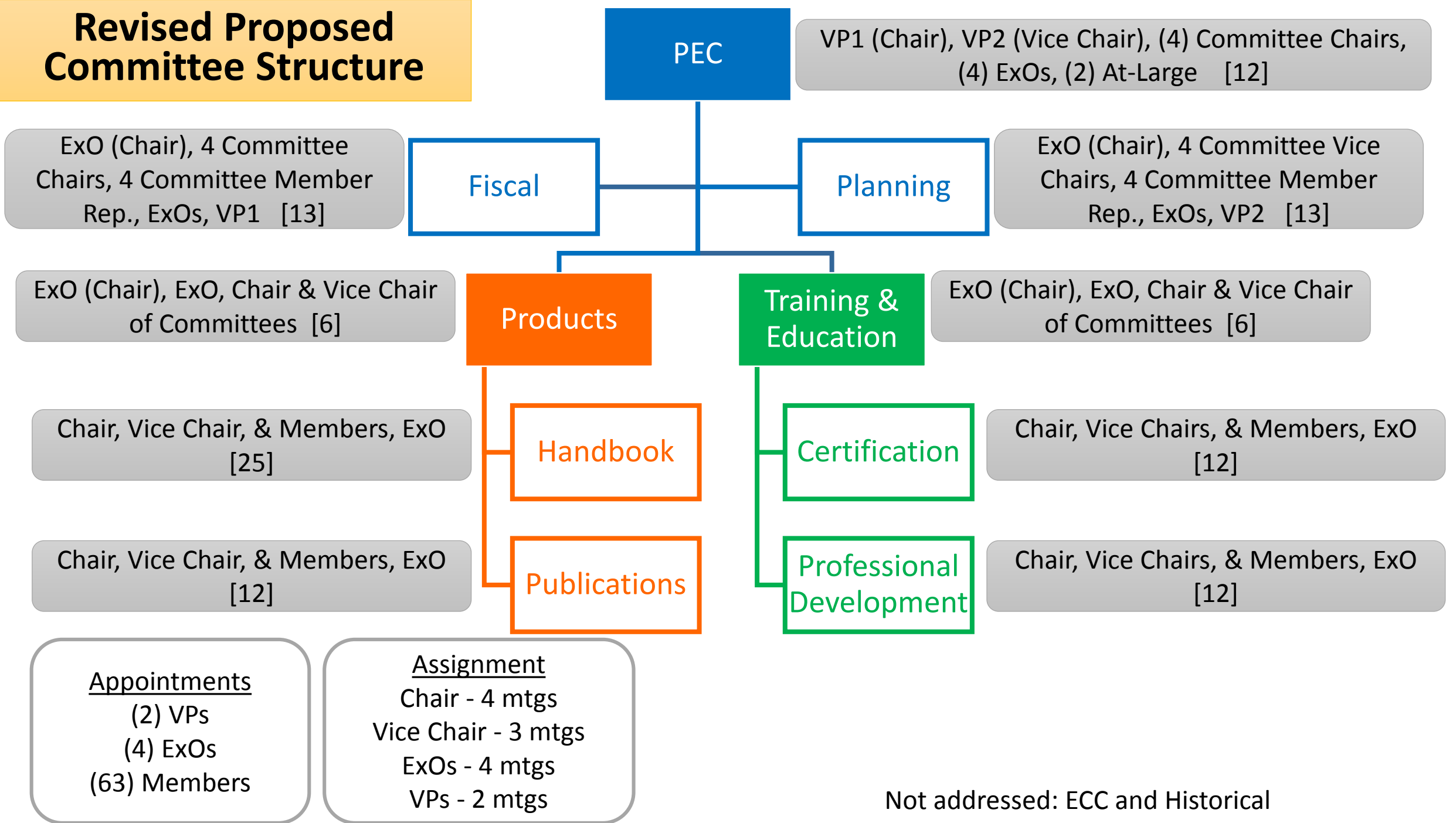


Certifications: Chair, Vice Chairs, & Members, ExO1 [12]
Handbook: Chair, Vice Chair, & Members, ExO2 [25]
Professional Development: Chair, Vice Chairs, & Members, ExO3 [12]
Publications: Chair, Vice Chair, & Members, ExO4 [12]

Appointments*
(2) VPs
(4) ExOs
(68) Members

*Not included in count: ECC and Historical

Revised Proposed Committee Structure



PEC

VP1 (Chair), VP2 (Vice Chair), (4) Committee Chairs, (4) ExOs, (2) At-Large [12]

ExO (Chair), 4 Committee Chairs, 4 Committee Member Rep., ExOs, VP1 [13]

Fiscal

ExO (Chair), 4 Committee Vice Chairs, 4 Committee Member Rep., ExOs, VP2 [13]

Planning

ExO (Chair), ExO, Chair & Vice Chair of Committees [6]

Products

ExO (Chair), ExO, Chair & Vice Chair of Committees [6]

Training & Education

Chair, Vice Chair, & Members, ExO [25]

Handbook

Chair, Vice Chairs, & Members, ExO [12]

Certification

Chair, Vice Chair, & Members, ExO [12]

Publications

Chair, Vice Chairs, & Members, ExO [12]

Professional Development

Appointments
(2) VPs
(4) ExOs
(63) Members

Assignment
Chair - 4 mtgs
Vice Chair - 3 mtgs
ExOs - 4 mtgs
VPs - 2 mtgs

Not addressed: ECC and Historical

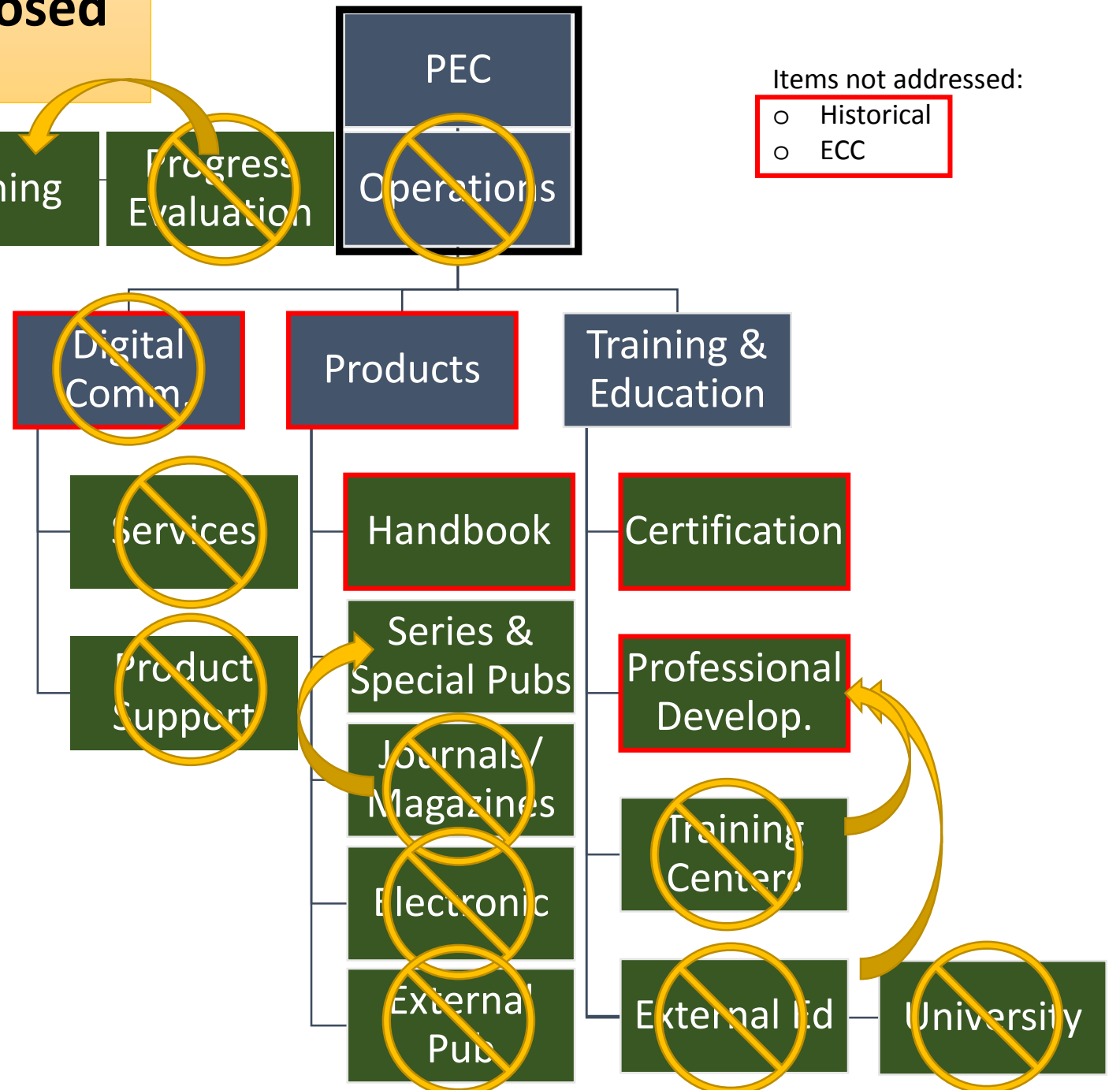
Modifications from January Proposed Committee Structure



Items not addressed:
○ Historical
○ ECC

Standing Committee
Sub-committee

Standing Committees currently reporting to PEC



PEC

(Monitor and Planning)

Planning

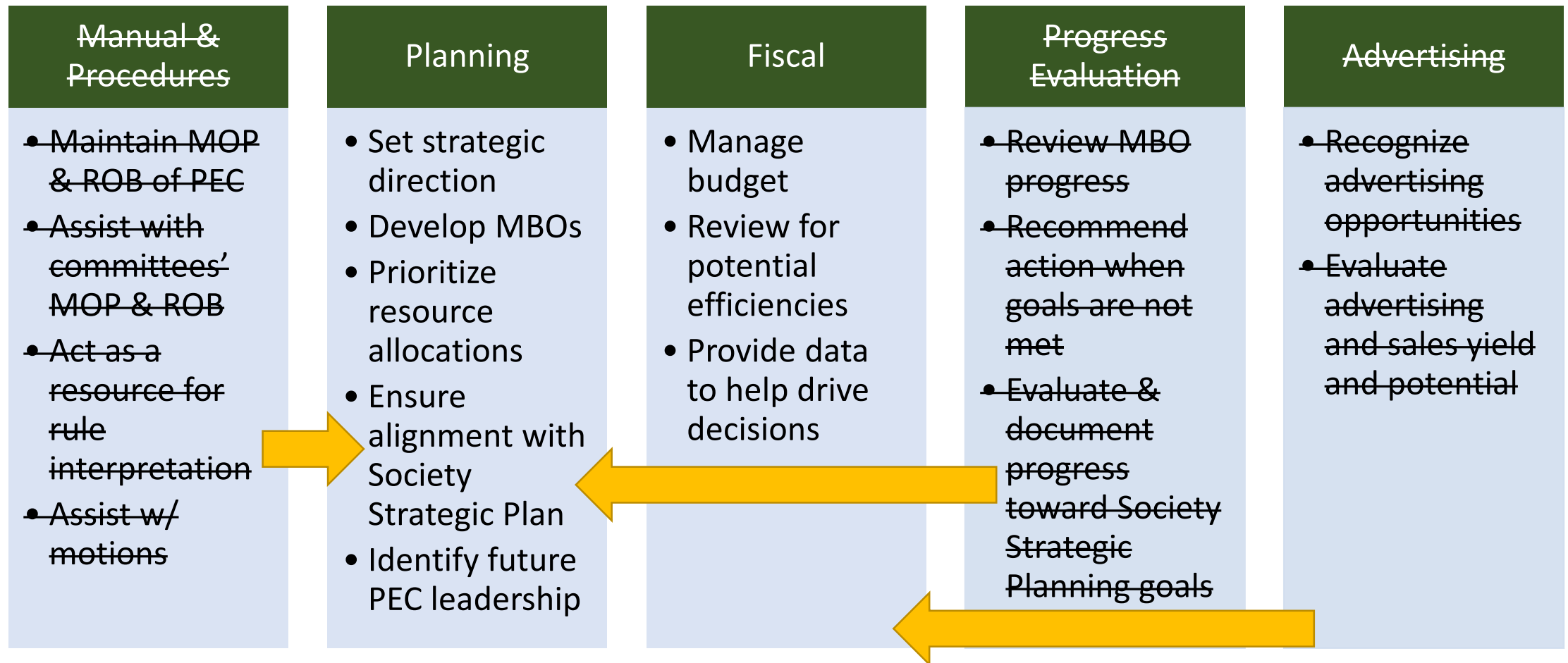
- Set strategic direction
- Develop MBOs
- Prioritize resource allocations
- Ensure alignment with Society Strategic Plan
- Identify future PEC leadership
- Maintain MOP & ROB of PEC
- Assist with committees' MOP & ROB
- Act as a resource for rule interpretation
- Assist w/ motions
- Review MBO progress
- Recommend action when goals are not met
- Evaluate & document progress toward Society Strategic Planning goals

Fiscal

- Manage budget
 - Monitor Revenue and Expenses
 - Review for potential efficiencies
- Provide data to help drive decisions
- Advertising
 - Recognize advertising opportunities
 - Evaluate advertising and sales yield and potential
- Job board
- Supplier Directory
- Supplier Webinars

Modifications from January Proposed Committee Structure

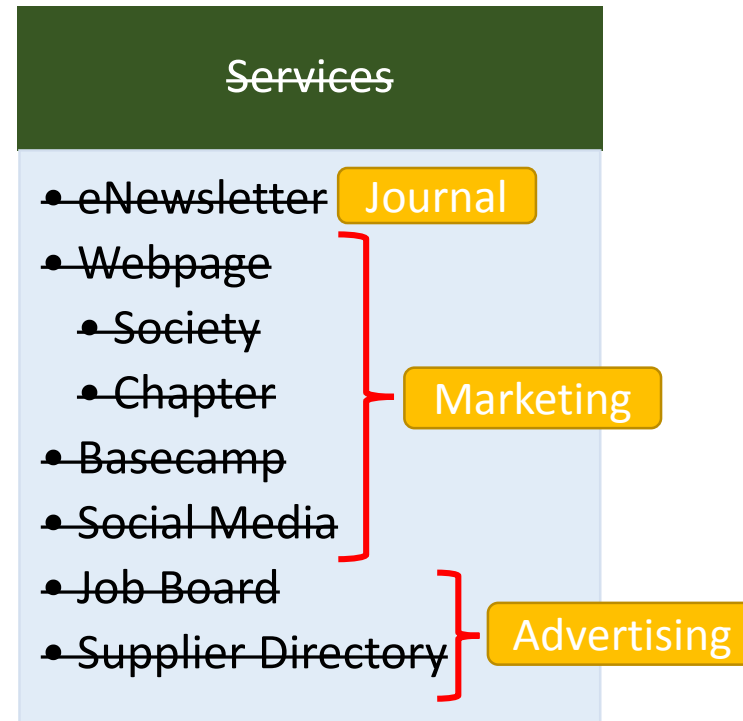
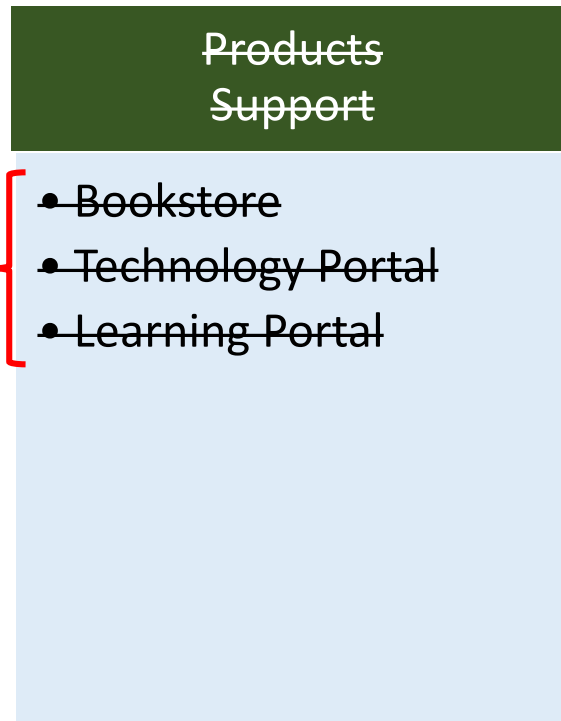
PEC / ~~Operations~~ (Monitor and Planning)



Modifications from January Proposed Committee Structure

Digital Communications (Monitor and Planning)

Review conducted as part of Products Committee
- 3 year cycle for each for review and feedback



Products

(Monitor, Planning, Review of Bookstore and Portals & Point of contact for other society pubs)

Handbook

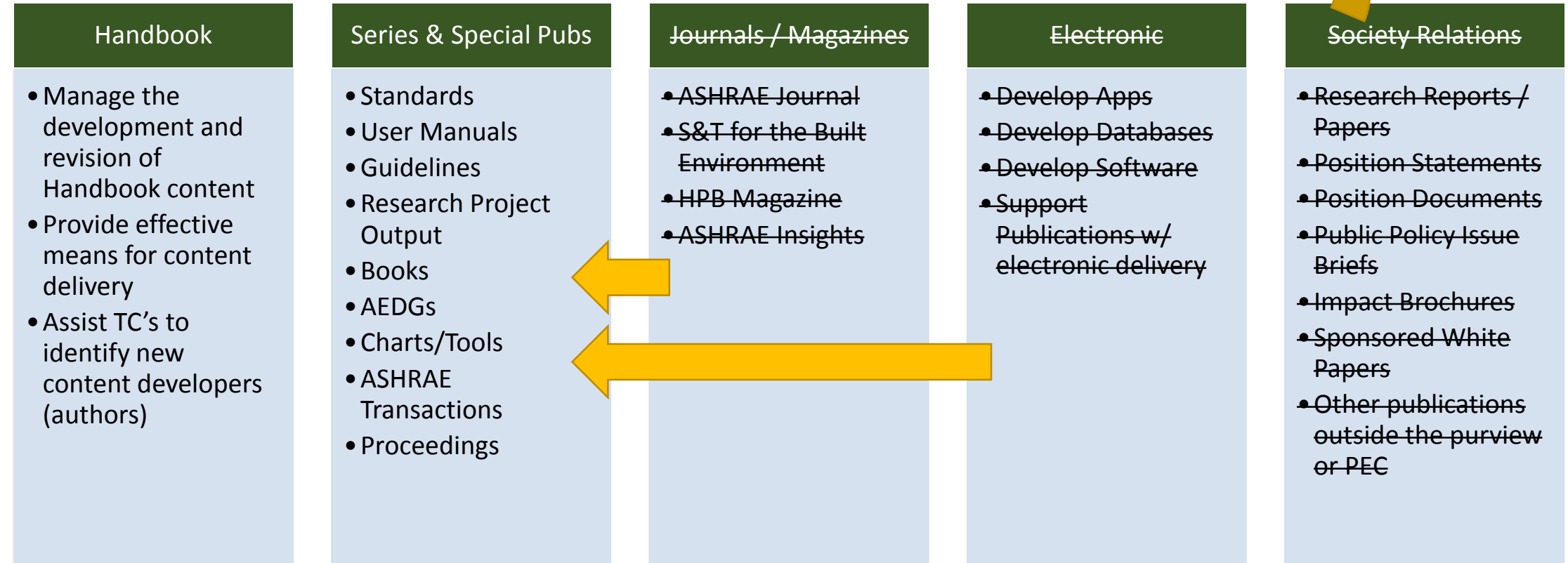
- Manage the development and revision of Handbook content
- Provide effective means for content delivery
- Assist TC's to identify new content developers (authors)

Series & Special Pubs

- Standards
- User Manuals
- Guidelines
- Research Project Output
- Books
- AEDGs
- Charts/Tools
- ASHRAE Transactions
- Proceedings
- ASHRAE Journal
- S&T for the Built Environment
- HPB Magazine
- ASHRAE Insights
- Electronic Pubs - Apps/Data Bases/Software

Modifications from January Proposed Committee Structure

Products (Monitor and Planning)



Training and Education

(Monitor and Planning)

Professional Development

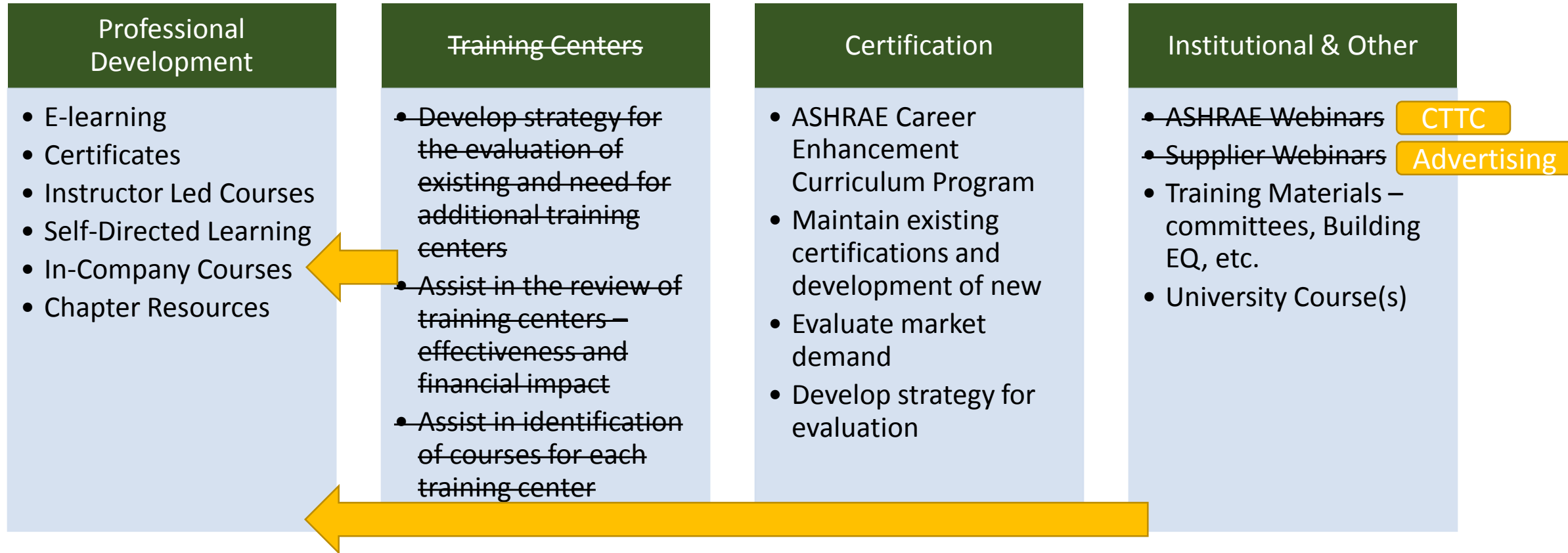
- E-learning
- Certificates
- Instructor Led Courses
- Self-Directed Learning
- In-Company Courses
- Chapter Resources
- Develop strategy for the evaluation of existing and need for additional training centers
- Assist in the review of training centers – effectiveness and financial impact
- Assist in identification of courses for each training center
- University Course(s)

Certification

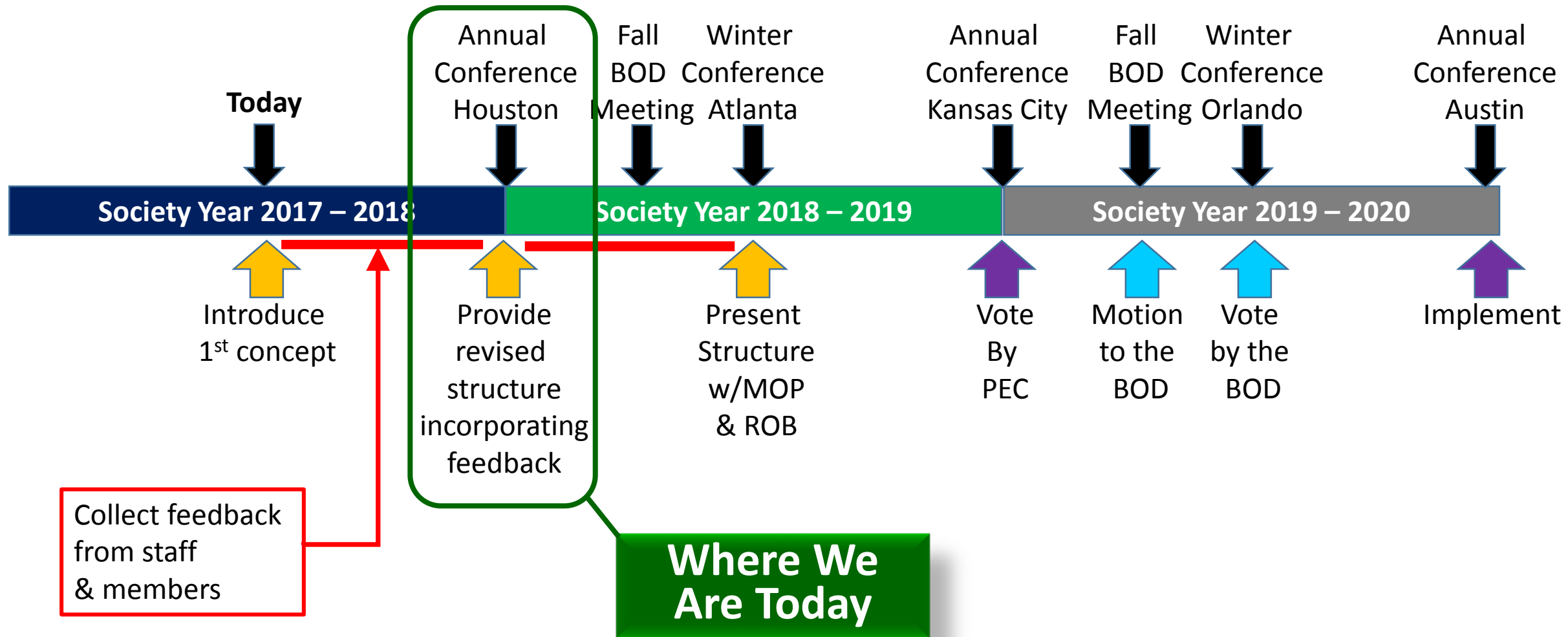
- ASHRAE Career Enhancement Curriculum Program
- Maintain existing certifications and development of new
- Evaluate market demand
- Develop strategy for evaluation

Modifications from January Proposed Committee Structure

Training and Education (Monitor and Planning)



Implementation Time Line



PUBLISHING & EDUCATION COUNCIL - MBOs 2018-2019 SY																		
NO.	DESCRIPTION	RESPONSIBILITY													STATUS	COMMENTS		
		Standing Committees						Subcommittees					Other					
		Certification	ECC	Handbook	Historical	PDC	Publications	Functional	Fiscal	eLearning	Journal Advert.	Research Journal	Ad-hoc	PEC V Chair			PEC Chair	Staff
1	Complete and vote on the PEC restructure proposal.	-	-	-	-	-	-	-	-	-	-	-	X	-	X	X		
2	Compile a list of of the Council's value to ASHRAE members and society based on committee focus.	X	X	X	X	X	X	-	-	-	-	-	-	X	-	X		
3	Alignment of Council and Committee guiding documents (MOP/ROB/Reference Manual) to reflect value and restructure.	X	X	X	X	X	X	X	-	-	-	-	-	-	-	X		
4	Support efforts and establish measures for monitoring global outreach and business development through the Global Training Center (Dubai) and the Brussels Office.	-	-	-	-	-	-	-	-	-	-	-	X	X	-	-		
5	Conduct a budget analysis to identify areas with potential for growth and prioritize potential areas of reduction.	X	X	X	X	X	X	-	X	X	X	X	-	-	-	X		

ASHRAE Membership Model Presidential Ad Hoc Charge

Momentum is building for a Society business model that allows ASHRAE standards to be distributed free to members as a benefit of membership. The Membership Model Presidential Ad Hoc is charged with investigating a variety of possible membership business models and making a recommendation to the Board of Directors. Possible models include free access to standards as a benefit of membership with higher dues, and a tiered-membership structure with various levels of benefits. The ad hoc is free to examine any business model.

Specifically, the ad hoc should consider:

- Revenue amounts and revenue sources (member vs. non-member) for products now sold independently that might be included as member benefits.
- Dues increases and other new/expanded revenue streams to offset revenues from products included as member benefits.
- Tiered memberships that include varying levels of benefits.
 - Financial impact of tiered vs. universal dues increases to offset lost product sales revenue.
- The impact of proposed models on membership levels (member attrition caused by higher dues vs. member recruitment driven by better benefits), including average non-dues revenue attributable to members.
- The impact of proposed models on the rate of dues escalation and on revised dues increase policies already under discussion (Finance Committee).
- The impact of free standards on standards influence and adoption.
 - Specific impact on international standards influence and adoption and relationship with ISO, CEN and IEC standards (reference report from International Standards Ad Hoc chaired by Steve Bushby).
 - Offering standards free to ASHRAE members vs. free to anyone, and impact on influence and adoption.
 - Optional complimentary access of standards to code officials.
- Contractual obligations with partners and resellers for all products that might be included as a member benefit (i.e. revenue sharing on jointly produced standards and other publications).
- Intellectual property rights and control of standards content and citations if standards are free.
- A possible transition to less prescriptive standards, creating greater demand for fee-based supporting documents such as user's manuals.

The Standards Membership Model Ad Hoc should bring a report to the Board at the June Annual Meeting in Houston. The ad hoc is authorized to access legal counsel as needed and to have one in-person meeting between now and June.



ASHRAE 2019–2024 Strategic Plan

Draft Approved by Planning Committee October 27, 2018

Prepared by

ASHRAE Planning Committee
McKinley Advisors



Table of Contents

Strategy Map	3
Introduction	4
Mission, Vision and Values	4
Goals and Objectives	5
Strategic Plan Toolkit	6
Initiative Area: Built Environment of the Future.	7
Initiative 1 – Resilient Buildings and Communities.	7
Initiative 2 – Indoor Environmental Quality	9
Initiative Area: Future of ASHRAE	11
Initiative 3 – Organizational Streamlining.	11
Initiative 4 – Improve Chapter Engagement, Capacity and Support	12



VISION

A healthy and sustainable built environment for all.

OUTCOMES

- Higher levels of member engagement, satisfaction and loyalty
- Increased operational efficiency and market responsiveness
- Demonstrated leadership in meeting societal needs through expanded research, application to practice and strategic partnerships
- Increased awareness of ASHRAE and use of its technical resources among priority stakeholders
- Increased global adaptation of ASHRAE Standards
- Increased breadth in ASHRAE’s product offerings

GOALS AND OBJECTIVES

Position ASHRAE as an Essential Knowledge Resource for a Sustainable, High-Performance Built Environment	Maximize Member Value and Engagement	Optimize ASHRAE’s Organizational Structure to Maximize Performance
<ul style="list-style-type: none"> • Utilize a holistic approach to ASHRAE’s offerings and activities to drive positive economic, environmental and social impact through innovation in building design and operations • Expand capabilities globally to create, aggregate and disseminate essential information and knowledge focusing on emerging market trends and transformative approaches 	<ul style="list-style-type: none"> • Infuse enthusiasm, vitality and diversity throughout ASHRAE events and services • Expand the impact of collaboration and partnerships with industry organizations, universities and government agencies • Leverage technology to increase member engagement, awareness and value 	<ul style="list-style-type: none"> • Prototype and launch new approaches that will increase ASHRAE’s relevance and speed to market for key offerings • Optimize ASHRAE’s organizational systems and structures to increase capacity, efficiency and effectiveness • Cultivate industry and member philanthropy to extend ASHRAE’s impact and reach

INITIATIVES

- Built Environment of the Future
 - Resilient Buildings and Communities
 - Indoor Environmental Quality
- Future of ASHRAE
 - Organizational Assessment
 - Improvement of Chapter Engagement, Capacity and Support

FOUNDATION

Core Values

Excellence Commitment Integrity Collaboration Volunteerism Diversity

Mission To serve humanity by advancing the arts and sciences of heating, ventilation, air conditioning, refrigeration and their allied fields.

Introduction

In early 2018, ASHRAE leadership undertook a broad stakeholder engagement process to assess the perceived strengths of the organization and identify opportunities for greatest achievement. Members of the board of directors and representatives from key industry associations who participated in the engagement process identified ASHRAE as the lead standard-bearer representing and advancing the industry. Stakeholders emphasized the need for clarity in both the plan and the future organizational structure of ASHRAE to improve nimbleness and responsiveness to market conditions and member needs.

This plan developed by the ASHRAE Planning Committee in collaboration with the Board of Directors is designed to focus on the next 5 years of work for the Society, propelling the organization and its members to the next level of success.

MISSION, VISION AND VALUES

As part of this planning cycle, Planning Committee reviewed the Society mission and vision statements and recommended that they be revised to better reflect ASHRAE's current work and aspirations.. Through those discussions it was affirmed that these statements remain a solid foundation for the organization and the work set out in this plan. In 2017, the ASHRAE Board of Directors updated the values to include diversity as a core tenet of the organization.

Mission

Current: To advance the arts and sciences of Heating, ventilating, air conditioning and refrigerating to serve humanity and promote a sustainable world.

Proposed: To serve humanity by advancing the arts and sciences of heating, ventilation, air conditioning, refrigeration and their allied fields.

Vision

Current: ASHRAE will be the global leader, the foremost source of technical and educational information, and the primary provider of opportunity for professional growth in the arts and sciences of heating, ventilating, air conditioning, and refrigerating.

Proposed: A healthy and sustainable built environment for all.

Values

- Excellence
- Integrity
- Volunteerism
- Commitment
- Collaboration
- Diversity

GOALS AND OBJECTIVES

ASHRAE's leadership has identified **three goals** to drive progress in focused areas – the industry, the member and in the Society. Objectives support each goal to provide more detail about how it will be advanced.

GOAL

Position ASHRAE as an Essential Knowledge Resource for a Sustainable, High-Performance Built Environment.

- Foster a holistic approach to ASHRAE's offerings and activities to drive positive economic, environmental and social impact through innovation in building design and operations.
- Expand capabilities globally to create, aggregate and disseminate essential information and knowledge focusing on emerging market trends and transformative approaches.

GOAL

Maximize Member Value and Engagement.

- Infuse enthusiasm, vitality and diversity throughout ASHRAE events and services.
- Work to expand the impact of collaboration and partnerships with industry organizations, universities and government agencies.
- Leverage technology to increase member engagement, awareness and value.

GOAL

Optimize ASHRAE's Organizational Structure To Maximize Performance.

- Prototype and launch new approaches that will increase ASHRAE's relevance and speed to market for key offerings.
- Optimize ASHRAE's organizational systems and structures to increase capacity, efficiency and effectiveness.
- Cultivate industry and member philanthropy to extend ASHRAE's impact and reach.

STRATEGIC PLAN TOOLKIT

GOALS	OBJECTIVES	INITIATIVES			
		1	2	3	4
1. Position ASHRAE as an Essential Knowledge Resource for a Sustainable, High-Performance Built Environment	a. Utilize a holistic approach to ASHRAE's offerings and activities to drive positive economic, environmental and social impact through innovation in building design and operations	✓	✓	✓	
	b. Built Environment	✓	✓		
2. Maximize Member Value and Engagement	a. Infuse enthusiasm, vitality and diversity throughout ASHRAE events and services				✓
	b. Expand the impact of collaboration and partnerships with industry organizations, universities and government agencies	✓	✓		✓
	c. Leverage technology to increase member engagement, awareness and value			✓	✓
3. Optimize ASHRAE's organizational structure to maximize performance	a. Prototype and launch new approaches that will increase ASHRAE's relevance and speed to market for key offerings	✓		✓	✓
	b. Optimize ASHRAE's organizational systems and structures to increase capacity, efficiency and effectiveness			✓	✓
	c. Cultivate industry and member philanthropy to extend ASHRAE's impact and reach		✓		

Initiative 1 – Built Environment of the Future: Resilient Buildings and Communities

Initiative 2 – Built Environment of the Future: Indoor Environmental Quality

Initiative 3 – Future of ASHRAE: Organizational Streamlining

Initiative 4 – Future of ASHRAE: Improve Chapter Engagement, Capacity and Support

Background

The cycle of building development, design and construction is moving more rapidly than ever and key stakeholders in the design and construction process face new challenges of responding to a range of environmental, market and consumer-driven pressures. Increasingly, it is being recognized that “smart” buildings and integrated systems are central to successfully addressing challenges posed by climate change, natural disasters, accidents, disease, and terrorism. ASHRAE must stimulate innovation and exploration related to these challenges, and promote best practices that enable adaptability, resilience and recovery of buildings and communities.

Possible Actions and Resource Allocation

A team of ASHRAE Planning Committee members including members of the Board of Directors (BOD) brainstormed specific actions that could be taken under this initiative and estimated resources.

Table 1 lists the actions and estimated resources.

TABLE 1

BUILT ENVIRONMENT OF THE FUTURE: Resilient Buildings and Communities	
Objectives impacted	Utilize a holistic approach to ASHRAE's offerings and activities to drive positive economic, environmental and social impact through innovation in building design and operations
	Expand capabilities globally to create, aggregate and disseminate essential information and knowledge focusing on emerging market trends and transformative approaches (e.g., resiliency, health, smart buildings and communities, etc.)
	Expand the impact of collaboration and partnerships with industry organizations, universities and government agencies to drive value for ASHRAE members
	Prototype and launch new approaches that will increase ASHRAE's relevance and speed to market for key offerings
Key Milestones/ Timeline	<ol style="list-style-type: none"> 1. Review Society of initiatives related to Resiliency to determine gaps and overlaps (3 months) 2. In parallel with 1, identification involved outside organizations and assessment of their efforts in this area (3 months) 3. Identification of priorities in the area of Resiliency in Buildings and those in the area of Communities (3 months after 1 & 2 are complete) 4. Work Plan and Specification for Deliverables (6 months after 3 is complete-roughly end of Year 1) 5. Identification of funding resources, both internally and externally -opportunity for partnerships (6 months) 6. Execution of work plan and completion of deliverables (years 1.5 – 5)
Resources	In addition to the normal financial resources (RAC and Publications budgets, Reserve Fund), there is an opportunity for funding from government agencies, foundations, and international agencies such as the United Nations, World Bank, and other Humanitarian Organizations.
Benefits	<p><u>To the Society:</u> Establish leadership role in advancing new practice paradigms and raising awareness about the importance of resilient buildings and communities. Revenue resulting from repackaging of existing guidelines, development of new content and guidelines.</p> <p><u>To the Member:</u> Access to new research results and practice tools. Association with ASHRAE mission to serve humanity.</p>
Staff liaison	Steve Hammerling, Manager of Technical Services, Staff Liaison for Resilience PD

Responsible committee/ volunteer group	Technology Council, Standards Committee, MTGs, Resiliency Working Groups, TC 2.7 Seismic and Wind Resistant Design, TC2.5 Climate Change, TC 2.10 Resilience and Security, TG2, HVAC Security, TC 4.2 Climatic Information, TC 4.4 Building Materials and Envelope Performance, TC 5.6 Control of Fire and Smoke, TC 6.7 Solar and other Renewable Energies; TC 7.5 Smart Building Systems; TC 9.9 Mission Critical Facilities, Data Centers; Technology Spaces and Electronic Equipment, Publishing and Education Council and its subordinate committees
Workplan/Results	<ol style="list-style-type: none"> 1. Establish and maintain at least two new partnerships (MoU) (or leverage existing partnerships) with external organizations, societies, or government agencies and collaborate on resilient buildings and communities research and the development/adoption of standards, guidelines, programs, rating systems and educational materials. 2. Develop, publish and maintain a Resilient Building or Resilient Building/Community Standard, accompanying Design Guide(s) and design tools, educational programs and materials for adoption and use in adapting to climate change in vulnerable geographic areas. 3. Benchmark and track membership awareness of resilience practices and set targets for improved awareness over the next 5 years.
Interdependencies and Risks	<ul style="list-style-type: none"> ▪ (Interdependency) Society Committees ▪ (Risk) Ability to coordinate work and eliminate duplication of effort
Key Stakeholders	<ul style="list-style-type: none"> ▪ Engineers ▪ Architects ▪ Relief Organizations ▪ Insurance Companies ▪ Governments ▪ Law Enforcement Agencies ▪ Financial Institutions ▪ United Nations Office for Disaster Risk Reduction ▪ Manufacturers ▪ Retailers Related ▪ Society Committees



Background

The indoor environment is increasingly recognized as the leading priority for built environment, with implications extending beyond simple acceptability of indoor conditions to its influence on productivity, learning and health. The indoor environment of the future identifies and optimizes interactions between air quality, thermal comfort, lighting, and acoustics, based on a firm understanding of implications for occupants' health and wellness. ASHRAE convenes and collaborates with experts and stakeholders across the industry to engage in discussion and exploration of this topic to accelerate collective knowledge in the field. This initiative aims to elevate ASHRAE's role in facilitating this discussion, generating thought leadership and promoting understanding of indoor environmental quality (IEQ) among practitioners.

Possible Programs and Resource Allocation

A team of ASHRAE Planning Committee members including members of the Board of Directors (BOD) brainstormed specific actions that could be taken under this initiative and estimated resources that would be require.

Table 2 lists the actions and estimated resources.

TABLE 2

BUILT ENVIRONMENT OF THE FUTURE: Indoor Environmental Quality	
Objectives impacted	Utilize a holistic approach to ASHRAE's offerings and activities to drive positive economic, environmental and social impact through innovation in building design and operations
	Expand capabilities globally to create, aggregate and disseminate essential information and knowledge focusing on emerging market trends and transformative approaches (e.g., resiliency, health, smart buildings and communities, etc.)
	Expand the impact of collaboration and partnerships with industry organizations, universities and government agencies to drive value for ASHRAE members
	Cultivate and leverage industry and member philanthropy to extend ASHRAE's impact and reach
Key Milestones/ Timeline	<ol style="list-style-type: none"> 1. Review Society initiatives related to IEQ to identify gaps and overlaps (3 months) 2. In parallel with 1, identification involved outside organizations and assessment of their efforts in this area (3 months) 3. Identification of priorities in the area of IEQ (3 months after 1 & 2 are complete) 4. Work Plan and Specification for Deliverables (6 months after 3 is complete-roughly end of Year1) 5. Identification of funding resources, both internally and externally -opportunity for partnerships (6 months) 6. Execution of work plan and completion of deliverables (years 1.5 – 5)
Resources	Can include research, development and key stakeholder contributed funding.
Benefits	<p><u>To the Society:</u> Established leadership role in advancing new practice paradigms and improving quality of health and well-being in the built environment. Revenue resulting from sales of standards, other publications, and educational programs.</p> <p><u>To the Member:</u> Access to new research results and practice tools. Association with ASHRAE mission to serve humanity.</p>
Staff liasion	Steve Hammerling (EHC and TCs) and Mark Weber (standards)

Responsible committee/ volunteer group	<p>Environmental Health Committee (Lead); MTG.HWBE Health and Wellness in the Built Environment; Indoor Environmental Quality Global Alliance (IEQ-GA); Technical Committees 1.2 Instruments and Measurements, 1.5 Computer Applications, 2.1 Physiology and Human Environment, 2.3 Gaseous Air Contaminants and Gas Contaminant Removal Equipment, 2.4 Particulate Air Contaminants and Particulate Contaminant Removal Equipment, 2.6 Sound and Vibration, 2.9 Ultraviolet Air and Surface Treatment, 4.3 Ventilation Requirements & Infiltration, 4.5 Fenestration, 4.10 Indoor Environmental Modeling, TRG 4.IAQP Indoor Air Quality Procedure Development, 5.4 Industrial Process Air Cleaning, 5.9 Enclosed Vehicular Facilities, 5.10 Kitchen Ventilation, 9.6 Healthcare Facilities, 9.10 Laboratory Systems; Standards 55 Thermal Environmental Conditions for Human Occupancy, 62.1 Ventilation for Acceptable Indoor Air Quality, 62.2 Ventilation for Acceptable Indoor Air Quality in Residential Buildings, 170 Ventilation of Healthcare Facilities, 189.1 Standard for the Design of High-Performance, Green Buildings Except Low-Rise Residential Buildings, Publishing and Education Council and its subordinate committees</p>			
Workplan/Results	<ol style="list-style-type: none"> 1. Add to body of scientific knowledge on the relationship of IEQ to health, productivity, and well-being of building occupants and develop practical methods for estimating the economic value of improvements in IEQ such as reduced sick days, reduced health care costs, and improved student learning. 2. Develop an IEQ standard based on health and productivity objectives that addresses air quality, thermal environment, light, sound, and vibration in an integrated way. 3. Establish partnerships with key scientific, technical, and government organizations to advance IEQ research, technology, and policy. Seek to promote communication among researchers, practitioners, and policymakers through conferences, publications, and marketing efforts. 			
Interdependencies and Risks	<ul style="list-style-type: none"> ▪ (Risk) Insufficient funding. ▪ (Risk) Inconclusive research. ▪ (Interdependency) Coordination of stakeholders. 			
Key Stakeholders	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 33%;"> <ul style="list-style-type: none"> ▪ Policymakers ▪ Regulatory bodies ▪ International Standards Organization (ISO) ▪ European Committee for Standardization (CEN) </td> <td style="vertical-align: top; width: 33%;"> <ul style="list-style-type: none"> ▪ US General Services Administration (GSA) ▪ US Dept. of Housing and Urban Development (HUD) ▪ International Well Building Institute ▪ Green Building Councils </td> <td style="vertical-align: top; width: 33%;"> <ul style="list-style-type: none"> ▪ National Center for Healthy Housing ▪ Foundations interested in wellness/health </td> </tr> </table>	<ul style="list-style-type: none"> ▪ Policymakers ▪ Regulatory bodies ▪ International Standards Organization (ISO) ▪ European Committee for Standardization (CEN) 	<ul style="list-style-type: none"> ▪ US General Services Administration (GSA) ▪ US Dept. of Housing and Urban Development (HUD) ▪ International Well Building Institute ▪ Green Building Councils 	<ul style="list-style-type: none"> ▪ National Center for Healthy Housing ▪ Foundations interested in wellness/health
<ul style="list-style-type: none"> ▪ Policymakers ▪ Regulatory bodies ▪ International Standards Organization (ISO) ▪ European Committee for Standardization (CEN) 	<ul style="list-style-type: none"> ▪ US General Services Administration (GSA) ▪ US Dept. of Housing and Urban Development (HUD) ▪ International Well Building Institute ▪ Green Building Councils 	<ul style="list-style-type: none"> ▪ National Center for Healthy Housing ▪ Foundations interested in wellness/health 		



Background

ASHRAE is a large and complex organization with hundreds of technical, standards, and managerial committees, supported by a rich network of leaders and subject matter experts. ASHRAE will reach its potential for leadership and influence through an organizational structure that eliminates redundancy, has flexibility to adapt to regional differences, and allocates valued time and resources to the most impactful pursuits. This initiative intends to improve internal governance, volunteer, and staffing structures to ensure a strong connection across the societal organization and its chapters around the globe.

Possible Programs and Resource Allocation

A team of ASHRAE Planning Committee members including members of the Board of Directors (BOD) brainstormed specific actions and provided the BOD with an estimate of resources.

Table 3 lists the actions and estimated resources.

TABLE 3

FUTURE OF ASHRAE: Organizational Streamlining	
Objectives impacted	Utilize a holistic approach to ASHRAE's offerings and activities to drive positive economic, environmental and social impact through innovation in building design and operations
	Leverage technology to increase member engagement, awareness and value
	Prototype and launch new approaches that will increase ASHRAE's relevance and speed to market for key offerings
	Optimize ASHRAE's organizational systems and structures to increase capacity, efficiency and effectiveness
Key Milestones/ Timeline	<ol style="list-style-type: none"> 1. Review of current organizational metrics and processes (3 months). 2. Identification of priorities and development of recommendations (3 months). 3. Phased implementation of recommended improvements (12-24 months). <p><i>*Additional timing considerations tied to metrics below.</i></p>
Resources	Financial contributions, which are expected to be minimal, from the operating budgets of the Councils and Standing committees. The major resource needed will be time from our volunteer members/leaders at the grass roots and society level, as well as staff.
Benefits	<p><u>To the Society:</u> A more flexible, efficient and effective operational framework allowing volunteer time, staff talent and other resources to be reinvested in targeted areas to drive this plan.</p> <p><u>To the Member:</u> A more accessible association that is using resources to the highest and best use to advance the profession. Ability to move to market more rapidly will result in increased credibility and relevancy of the society with members and the industry as a whole.</p>
Staff liasion	Joyce Abrams, Director, Member Services and Mike Vaughn, Manager, Research and Technical Services
Responsible committee/ volunteer group	Establish new group such as a Presidential Ad Hoc Committee with representatives from Finance Committee and Planning Committee.

Workplan/Results	<ol style="list-style-type: none"> 1. Evaluate the staff/volunteer support structure to optimize volunteer engagement, efficiency and effectiveness of the Society (e.g. volunteer time efficiency). Present and implement findings to support the delivery of key products and services (e.g. Guidelines, Standards, Research, Publications, and Programs) with less cost, reduced time to market and an advancement in market responsiveness. 2. Redesign leadership/governance structure to support increased operational efficiency and effectiveness of the organization. 3. Targeted streamlining for Committee operational effectiveness through reduction of overlap and optimization of quantity, scopes, and process (e.g. merging of TCs for cross communication, efficiency and effectiveness). 4. Increase efficiency of Winter and Summer by reducing volunteer time, staff time, and financial expenditures at Winter and Annual Meetings by at least 20%.
Interdependencies and Risks	<ul style="list-style-type: none"> ▪ (Risk) Staff and volunteers' ability to objectively rethink how ASHRAE does business.
Key Stakeholders	<ul style="list-style-type: none"> ▪ ASHRAE Membership ▪ Industry ▪ Leadership of the Board/Councils and committees affected



INITIATIVE 4 – IMPROVE CHAPTER ENGAGEMENT, CAPACITY AND SUPPORT

Background

ASHRAE must evaluate and develop methods to better engage chapters, regions, and the members they serve in an integrated way. A more supportive and proactive strategy for chapter and regional oversight will minimize variability and ensure that all ASHRAE members experience a strong and valuable connection to the local and societal components.

Possible Programs and Resource Allocation

A team of ASHRAE Planning Committee members including members of the Board of Directors (BOD) brainstormed specific actions and provided the BOD with an estimate of resources.

Table 4 lists the actions and estimated resources.

TABLE 4

FUTURE OF ASHRAE: Improvement of Chapter Engagement, Capacity and Support	
Objectives impacted	Infuse energy, vitality and diversity throughout ASHRAE events, programs and services
	Expand the impact of collaboration and partnerships with industry organizations, universities and government agencies to drive value for ASHRAE members
	Leverage technology to increase member engagement, awareness and value
	Prototype and launch new approaches that will increase ASHRAE's relevance and speed to market for key offerings
	Optimize ASHRAE's organizational systems and structures to increase capacity, efficiency and effectiveness
Key Milestones/ Timeline	<ol style="list-style-type: none"> 1. Review of current Chapter support measures and processes, including Manual of Chapter Operations (3 months). 2. Assessment of association best practices for chapters. 3. Identification of priorities for process improvement and development of new tools to support chapter success (3 months). 4. Development of work plan and specification of deliverables, milestones, funding and resources (6 months). 5. Execution of work plan and deliverables; monitoring of progress and adoption (Year 1.5 to Year 5)
Resources	Manual of Chapter Operations; Basecamp
Benefits	<p><u>To the Society:</u> Streamlined processes enable chapters, regional leadership and the society to share resources and information more effectively. Accountability for chapter success is clearer with standardized guidelines and performance metrics. The Society will receive additional revenue resulting from increased Chapter member recruitment and retention</p> <p><u>To the Member:</u> Ability to more deeply and more meaningfully engage with ASHRAE's mission without added bureaucracy.</p>
Staff liasion	Joyce Abrams, Director, Member Services
Responsible committee/ volunteer group	MP, GAC, CTTC, ASHRAE Marketing department

<p>Workplan/Results</p>	<ol style="list-style-type: none"> 1. Develop and deploy a standardized Society-wide system for collecting, recording and benchmarking Chapter-level data and performance metrics. The system will provide an efficient and streamlined process for the exchange of resources and information among Society, Regional leadership and the Chapters. 2. Develop and standardize program guidelines, training, and associated resources based on best practices for all ASHRAE Chapters where possible. When regional differences require flexibility, adapt those guidelines as needed while maintaining the desired outcome (templates, examples, CRC and centralized training). 3. Evaluate methods to “coach” new officers/chairs in each chapter on the duties of their position/role and how best to accomplish them. Also assist them in seeking coordinated collaboration with outside groups when beneficial. 4. Expand the Distinguished Lecturer program and review and revise the Short Course business model to increase Chapter access and use. 5. Develop methods for promoting the value and benefits of employee participation in ASHRAE to employers to encourage sponsorship and support.
<p>Interdependencies and Risks</p>	<ul style="list-style-type: none"> ▪ (Risk) Ensuring sufficient resourcing to Chapters. ▪ (Risk) Further complexity in Chapter operations.
<p>Key Stakeholders</p>	<ul style="list-style-type: none"> ▪ Chapter leadership ▪ Industry Associations and Organizations including USGBC, AIA and IFMA ▪ ASHRAE Members ▪ Universities

Date: December 21, 2018

Initiative Area: Built Environment of the Future

Initiative 1: Resilient Buildings And Communities

Staff Liaison: Steve Hammerling, Manager of Technical Services, Staff Liaison for Resilience PD

Responsible Council/Committee/Volunteer Group: Technology Council, Standards Committee, MTGs, Resiliency Working Groups, TC 2.7 Seismic and Wind Resistant Design, TC 2.5 Climate Change, TC 2.10 Resilience and Security, TG2, HVAC Security, TC 4.2 Climatic Information, TC 4.4 Building Materials and Envelope Performance, TC 5.6 Control of Fire and Smoke, TC 6.7 Solar and other Renewable Energies; TC 7.5 Smart Building Systems; TC 9.9 Mission Critical Facilities, Data Centers; Technology Spaces and Electronic Equipment, Publications and Education Council and its subordinate committees.

Background:

The cycle of building development, design and construction is moving more rapidly than ever and key stakeholders in the design and construction process face new challenges of responding to a range of environmental, market and consumer-driven pressures. Increasingly, it is being recognized that “smart” buildings and integrated systems are central to successfully addressing challenges posed by climate change, natural disasters, accidents, disease, and terrorism. ASHRAE must stimulate innovation and exploration related to these challenges, and promote best practices that enable adaptability, resilience and recovery of buildings and communities.

Possible Actions and Resource Allocation:

A team of ASHRAE Planning Committee members including members of the Board of Directors (BOD) brainstormed specific actions that could be taken under this initiative and estimated resources.

A. Objectives Impacted:

1. Utilize a holistic approach to ASHRAE’s offerings and activities to drive positive economic, environmental and social impact through innovation in building design and operations
2. Expand capabilities globally to create, aggregate and disseminate essential information and knowledge focusing on emerging market trends and transformative approaches (e.g., resiliency, health, smart buildings and communities, etc.)
3. Expand the impact of collaboration and partnerships with industry organizations, universities and government agencies to drive value for ASHRAE members
4. Prototype and launch new approaches that will increase ASHRAE’s relevance and speed to market for key offerings.

B. Milestones/ Timeline:

1. Review Society of initiatives related to Resiliency to determine gaps and overlaps (3 months)
2. In parallel with 1, identification involved outside organizations and assessment of their efforts in this area (3 months)
3. Identification of priorities in the area of Resiliency in Buildings and those in the area of Communities (3 months after 1 & 2 are complete)

4. Work Plan and Specification for Deliverables (6 months after 3 is complete-roughly end of Year 1)
 5. Identification of funding resources, both internally and externally -opportunity for partnerships (6 months)
 6. Execution of work plan and completion of deliverables (years 1.5 - 5)
- C. **Resources:** In addition to the normal financial resources (RAC and Publications budgets, Reserve Fund,), there is an opportunity for funding from government agencies, foundations, and international agencies such as the United Nations, World Bank, and other Humanitarian Organizations.
- D. **Benefits:**
1. **To the Society:** Establish leadership role in advancing new practice paradigms and raising awareness about the importance of resilient buildings and communities. Revenue resulting from repackaging of existing guidelines, development of new content and guidelines.
 2. **To the Member:** Access to new research results and practice tools. Association with ASHRAE mission to serve humanity.
- E. **Workplan/Results:**
1. Establish and maintain at least two new partnerships (MoU) (or leverage existing partnerships) with external organizations, societies, or government agencies and collaborate on resilient buildings and communities research and the development/adoption of standards, guidelines, programs, rating systems and educational materials.
 2. Develop, publish and maintain a Resilient Building or Resilient Building/Community Standard, accompanying Design Guide(s) and design tools, educational programs and materials for adoption and use in adapting to climate change in vulnerable geographic areas.
 3. Benchmark and track membership awareness of resilience practices and set targets for improved awareness over the next 5 years.
- F. **Interdependencies and Risks:**
1. (Interdependency) Society Committees
 2. (Risk) Ability to coordinate work and eliminate duplication of effort
- G. **Key Stakeholders:** Engineers, Governments, Architects, Law Enforcement Agencies, Manufacturers, Relief Organizations, Financial Institutions, Retailers Related, Insurance Companies, United Nations Office for Disaster Risk Reduction, Society Committees.
- H. **Council/Committee Specific Programmatic Work Items proposed to support this initiative (insert the Council/Committee Name here):**
1. Xxx
 2. Yyy
 3. Zzz
- I. **Budget Estimate** (Indicate whether total amount required or annual amount required to support each line item of programmatic work)
1. Xxx
 2. Yyyy
 3. zzzzz

Date: December 21, 2018

Initiative Area: Built Environment of the Future

Initiative 2: Indoor Environmental Quality

Staff Liaison: Steve Hammerling (EHC and TCs) and Mark Weber (standards)

Responsible Council/Committee/Volunteer Group: Environmental Health Committee (Lead); MTG.HWBE Health and Wellness in the Built Environment; Indoor Environmental Quality Global Alliance (IEQ-GA); Technical Committees 1.2 Instruments and Measurements, 1.5 Computer Applications, 2.1 Physiology and Human Environment, 2.3 Gaseous Air Contaminants and Gas Contaminant Removal Equipment, 2.4 Particulate Air Contaminants and Particulate Contaminant Removal Equipment, 2.6 Sound and Vibration, 2.9 Ultraviolet Air and Surface Treatment, 4.3 Ventilation Requirements & Infiltration, 4.5 Fenestration, 4.10 Indoor Environmental Modeling, TRG 4.IAQP Indoor Air Quality Procedure Development, 5.4 Industrial Process Air Cleaning, 5.9 Enclosed Vehicular Facilities, 5.10 Kitchen Ventilation, 9.6 Healthcare Facilities, 9.10 Laboratory Systems; Standards 55 Thermal Environmental Conditions for Human Occupancy, 62.1 Ventilation for Acceptable Indoor Air Quality, 62.2 Ventilation for Acceptable Indoor Air Quality in Residential Buildings, 170 Ventilation of Healthcare Facilities, 189.1 Standard for the Design of High-Performance, Green Buildings Except Low- Rise Residential Buildings, Publications and Education Council and its subordinate committees

Background:

The indoor environment is increasingly recognized as the leading priority for built environment, with implications extending beyond simple acceptability of indoor conditions to its influence on productivity, learning and health. The indoor environment of the future identifies and optimizes interactions between air quality, thermal comfort, lighting, and acoustics, based on a firm understanding of implications for occupants' health and wellness. ASHRAE convenes and collaborates with experts and stakeholders across the industry to engage in discussion and exploration of this topic to accelerate collective knowledge in the field. This initiative aims to elevate ASHRAE's role in facilitating this discussion, generating thought leadership and promoting understanding of indoor environmental quality (IEQ) among practitioners.

Possible Actions and Resource Allocation:

A team of ASHRAE Planning Committee members including members of the Board of Directors (BOD) brainstormed specific actions that could be taken under this initiative and estimated resources.

A. Objectives Impacted:

1. Utilize a holistic approach to ASHRAE's offerings and activities to drive positive economic, environmental and social impact through innovation in building design and operations
2. Expand capabilities globally to create, aggregate and disseminate essential information and knowledge focusing on emerging market trends and transformative approaches (e.g., resiliency, health, smart buildings and communities, etc.)
3. Expand the impact of collaboration and partnerships with industry organizations, universities and government agencies to drive value for ASHRAE members

4. Prototype and launch new approaches that will increase ASHRAE's relevance and speed to market for key offerings.
- B. Key Milestones/ Timeline:**
1. Review Society initiatives related to IEQ to identify gaps and overlaps (3 months)
 2. In parallel with 1, identification involved outside organizations and assessment of their efforts in this area (3 months)
 3. Identification of priorities in the area of IEQ (3 months after 1 & 2 are complete)
 4. Work Plan and Specification for Deliverables (6 months after 3 is complete-roughly end of Year1)
 5. Identification of funding resources, both internally and externally -opportunity for partnerships (6 months)
 6. Execution of work plan and completion of deliverables (years 1.5 – 5)
- C. Resources:** Can include research, development and key stakeholder contributed funding.
- D. Benefits:**
1. **To the Society:** Established leadership role in advancing new practice paradigms and improving quality of health and well-being in the built environment. Revenue resulting from sales of standards, other publications, and educational programs.
 2. **To the Member:** Access to new research results and practice tools. Association with ASHRAE mission to serve humanity.
- E. Workplan/Results:**
1. Add to body of scientific knowledge on the relationship of IEQ to health, productivity, and well-being of building occupants and develop practical methods for estimating the economic value of improvements in IEQ such as reduced sick days, reduced health care costs, and improved student learning.
 2. Develop an IEQ standard based on health and productivity objectives that addresses air quality, thermal environment, light, sound, and vibration in an integrated way.
 3. Establish partnerships with key scientific, technical, and government organizations to advance IEQ research, technology, and policy. Seek to promote communication among researchers, practitioners, and policymakers through conferences and publications. through conferences, publications, and marketing efforts.
- F. Interdependencies and Risks:**
1. (Risk) Insufficient funding.
 2. (Risk) Inconclusive research.
 3. (Interdependency) Coordination of stakeholders
- G. Key Stakeholders:** Policymakers, US General Services Administration (GSA), National Center for Healthy Housing, Regulatory bodies, International Standards Organization (ISO), US Dept. of Housing and Urban Development (HUD), Foundations interested in wellness/health, European Committee for Standardization (CEN), International Well Building Institute, Green Building Councils.
- H. Council/Committee Specific Programmatic Work Items proposed to support this initiative (insert the Council/Committee Name here):**
1. Xxx
 2. Yyy
 3. Zzz

I. **Budget Estimate** (Indicate whether total amount required or annual amount required to support each line item of programmatic work)

1. Xxx
2. Yyy
3. zzzz

**REPORT TO BOARD OF DIRECTORS
From Publishing and Education Council
Meeting of January 15, 2019**

Attachment AA
PEC Minutes-Jan 15, 2019-Atlanta

Motions requiring Board Vote:

1. None.

List of Consent Motions requiring Board Vote:

1. None.

Information Items:

1. At this 2019 Winter Meeting, the PEC Restructure Ad Hoc Committee presented *Attachment A* to each PEC standing committee as well as the council to get consensus on this proposed reshaping of the PEC structure. Goals of the restructure include:
 - More efficient use of volunteer and staff time with logical organization of PEC responsibilities.
 - Effective use volunteer talent and knowledge to provide direction for publications and education to better serve members.
 - Develop an evaluation process for committee progress on Council and Society Strategic Plan goals.
 - Improve communication and planning between PEC committees and council to accommodate new responsibilities as ASHRAE evolves and adds services.
2. PEC Dubai Training Center Ad Hoc reported to PEC on the status of International Training Center projects. Council members discussed at length the revenues and expenses of the program, projections for future cost effectiveness, administration issues and long term strategic viability of the program. The Ad hoc will report again at the June 2019 Annual Meeting in Kansas City.
3. Mindful of the changing needs of members attending ASHRAE conference, the Publications Committee has approved including ASHRAE Conference Papers and extended abstracts in *ASHRAE Transactions*.
4. Beginning this spring, Professional Development Committee will offer 45-60-minute online courses will be added to the ALI course catalog. Course topics will include "Writing an OPR," "Psychrometrics," "Hydronics," "Demystifying Sustainability," and HVAC Design: Level I - Essentials. Discussions with course instructors are under way to determine how their courses could be taught in numerous, shorter blocks of time to offer more opportunities to members in pursuing their professional continuing education.
5. To support ASHRAE's new proposed strategic plan, the Handbook Committee approved development of a new chapter on Resiliency with TC 2.10 and a chapter on Occupant-Centric

Sensing and Controls with MTG.OBB (Occupant Behavior in Buildings) for the Fundamentals volume.

6. Certification Committee reported that the Certified HVAC Designer (CHD) Certification will launch its first online exam May 1, 2019

Date

Julia Keen, Chair

Attachment A

PEC Report to BOD - January 16, 2019

PEC Restructuring

June 14, 2018

Ad Hoc Members:

Julia Keen (Chair)

Dan Dettmers

Charlie Henck

Jin Jin Huang

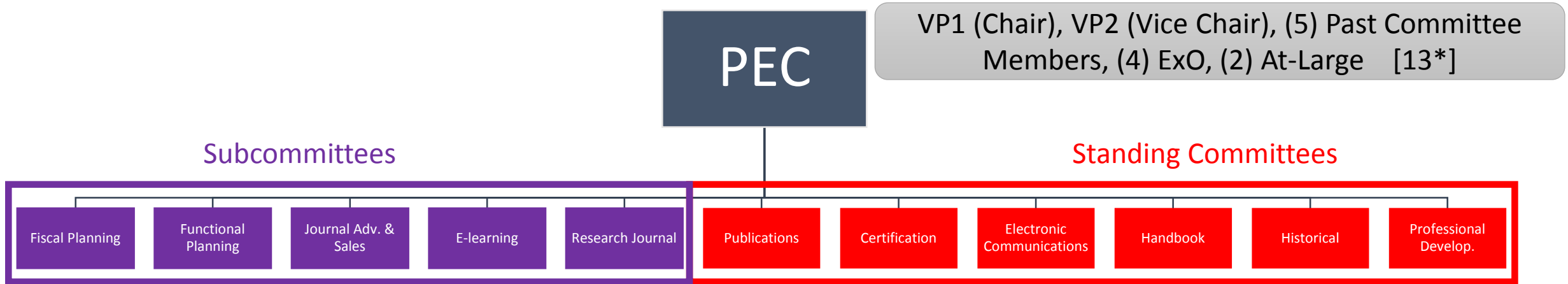
Roger Jones

Restructuring Goals

- Reshape the role of PEC and its subcommittees' functions
- Efficient use of volunteer and staff time
- More effectively use volunteer talent and knowledge to provide direction on all publication and education member products
- Improve communication and planning between all things publication and education related
- Build in an evaluation process of committee progress on Council and Society Strategic Plan
- Organize in a logical manner all ASHRAE PEC responsibilities
 - Staff transition
 - New responsibilities as ASHRAE evolves and adds services

Existing Committee Structure

Not addressed: training centers, external education, university courses, etc.

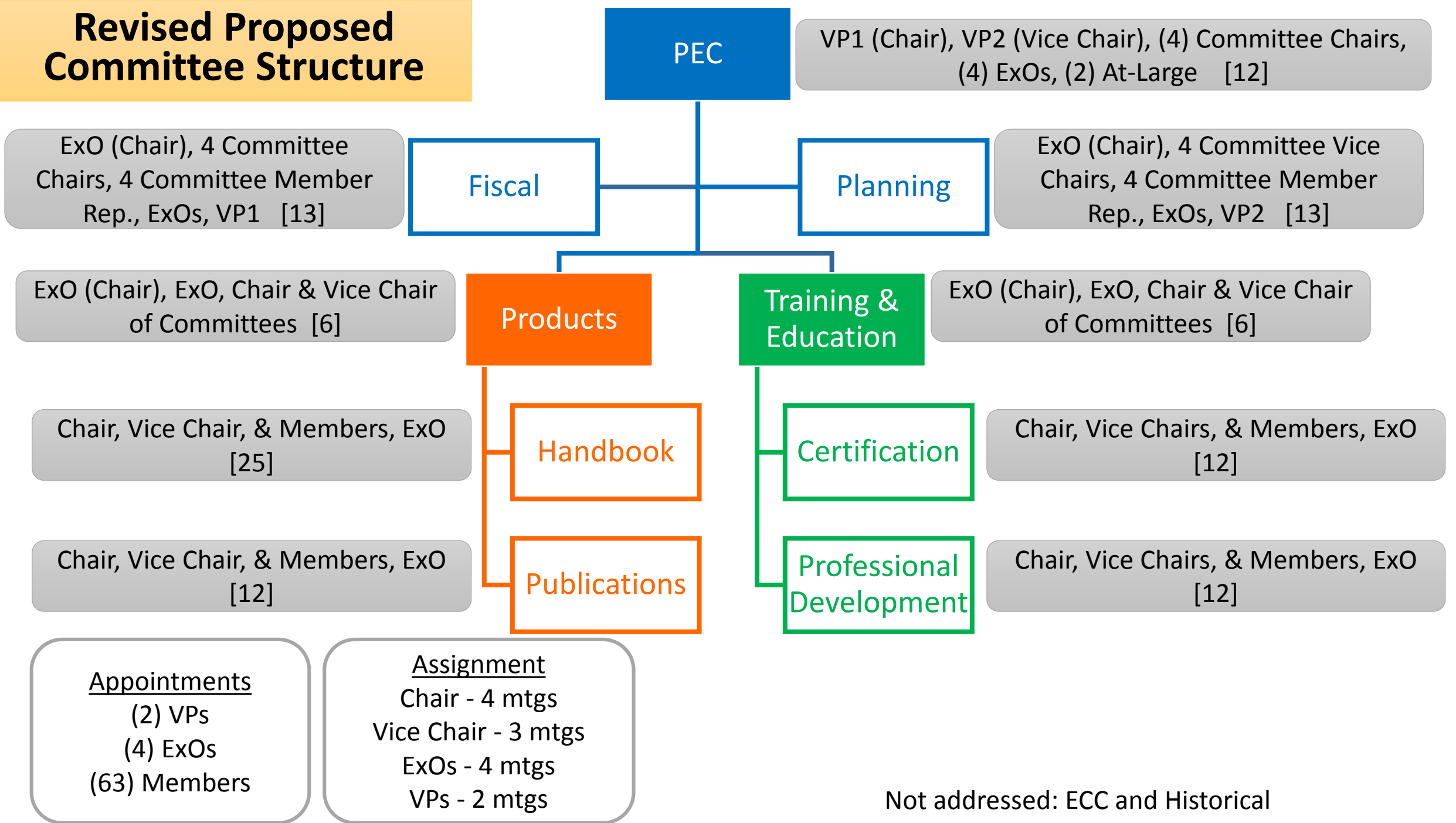


Certifications: Chair, Vice Chairs, & Members, ExO1 [12]
Handbook: Chair, Vice Chair, & Members, ExO2 [25]
Professional Development: Chair, Vice Chairs, & Members, ExO3 [12]
Publications: Chair, Vice Chair, & Members, ExO4 [12]

Appointments*
(2) VPs
(4) ExOs
(68) Members

*Not included in count: ECC and Historical

Revised Proposed Committee Structure



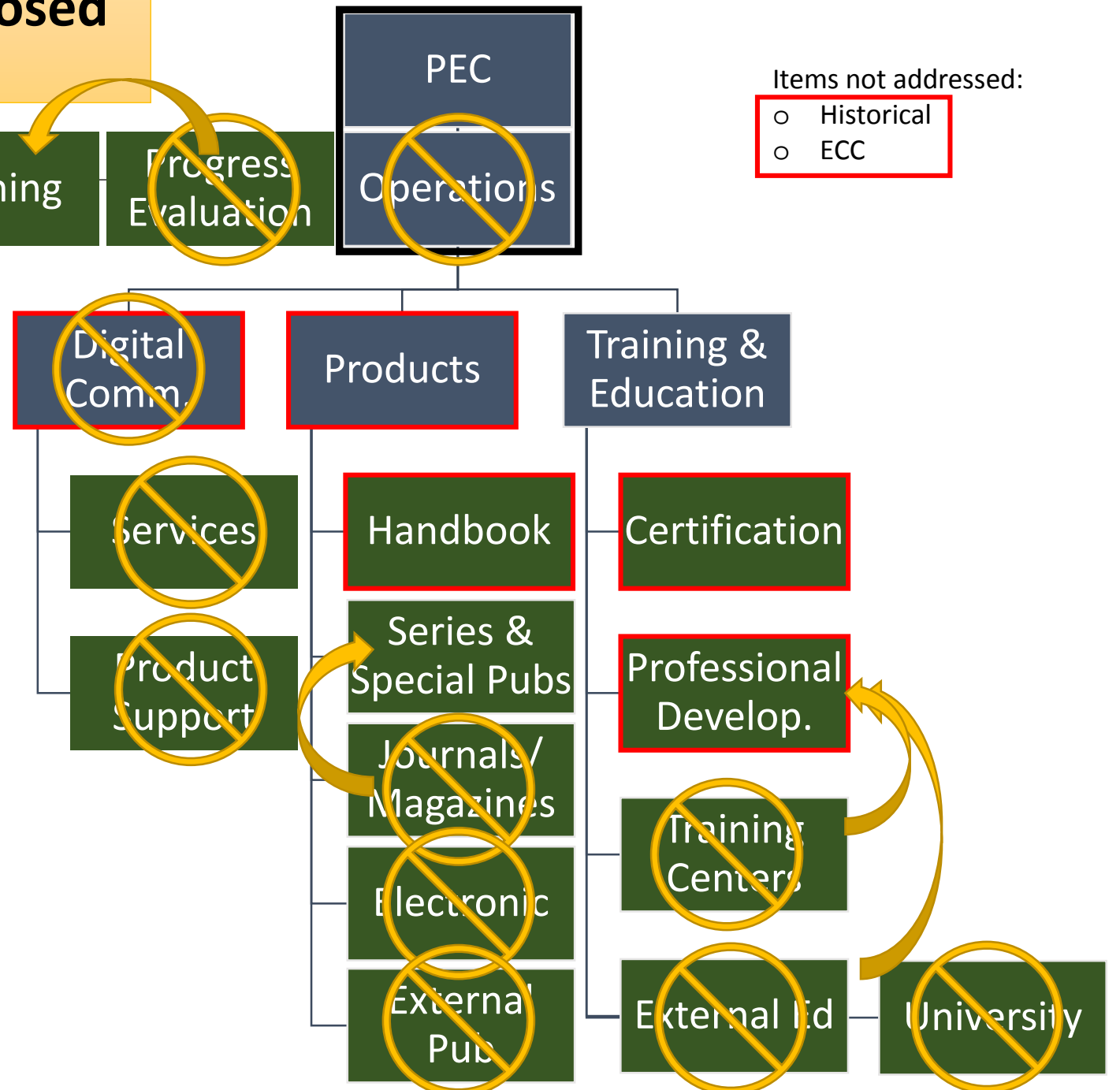
Modifications from January Proposed Committee Structure



Items not addressed:
○ Historical
○ ECC

Standing Committee
Sub-committee

Standing Committees currently reporting to PEC



PEC

(Monitor and Planning)

Planning

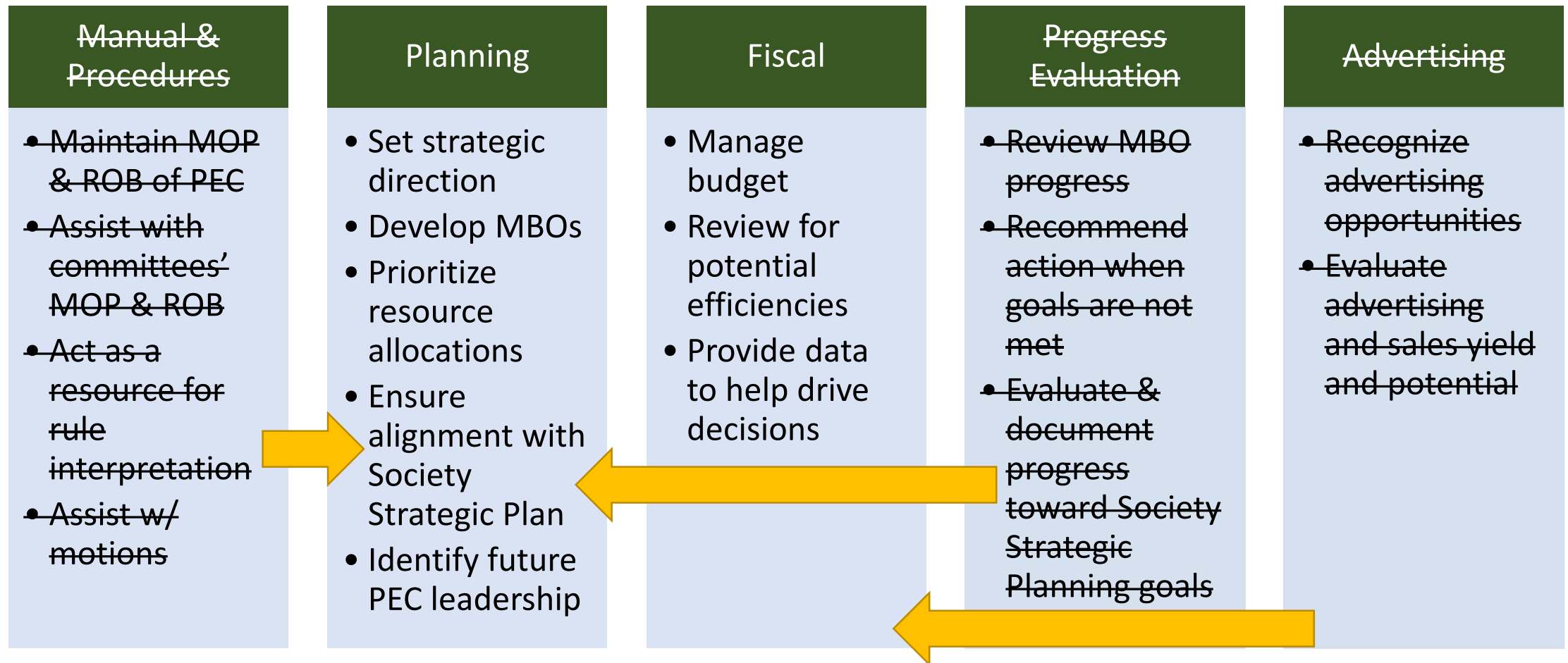
- Set strategic direction
- Develop MBOs
- Prioritize resource allocations
- Ensure alignment with Society Strategic Plan
- Identify future PEC leadership
- Maintain MOP & ROB of PEC
- Assist with committees' MOP & ROB
- Act as a resource for rule interpretation
- Assist w/ motions
- Review MBO progress
- Recommend action when goals are not met
- Evaluate & document progress toward Society Strategic Planning goals

Fiscal

- Manage budget
 - Monitor Revenue and Expenses
 - Review for potential efficiencies
- Provide data to help drive decisions
- Advertising
 - Recognize advertising opportunities
 - Evaluate advertising and sales yield and potential
- Job board
- Supplier Directory
- Supplier Webinars

Modifications from January Proposed Committee Structure

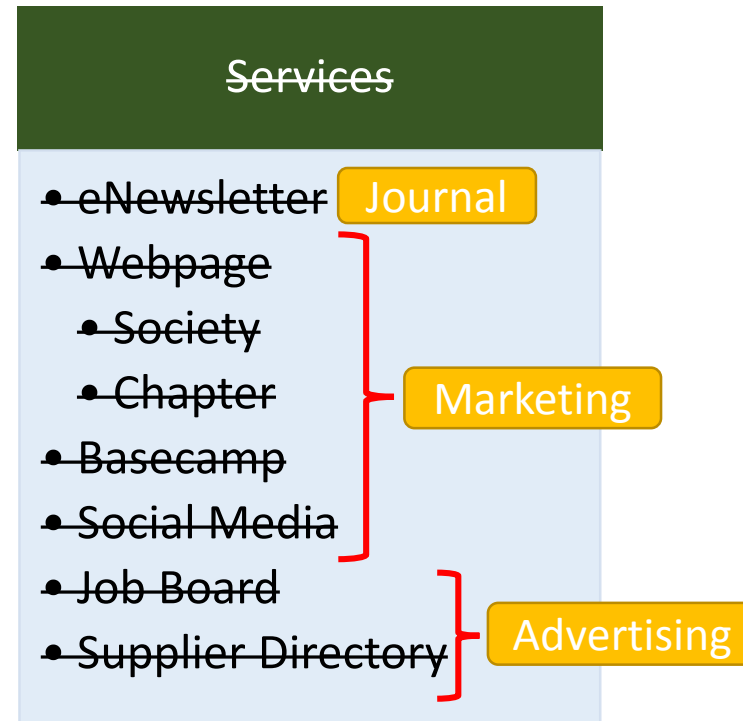
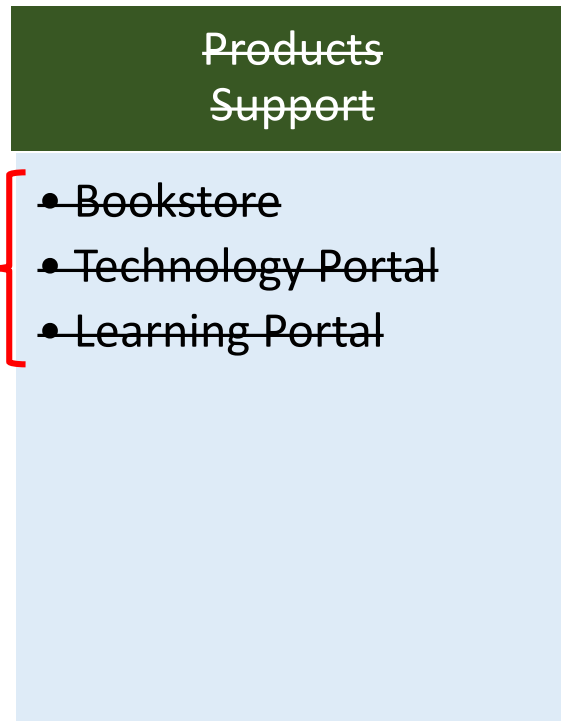
PEC / Operations (Monitor and Planning)



Modifications from January Proposed Committee Structure

Digital Communications (Monitor and Planning)

Review conducted as part of Products Committee
- 3 year cycle for each for review and feedback



Products

(Monitor, Planning, Review of Bookstore and Portals & Point of contact for other society pubs)

Handbook

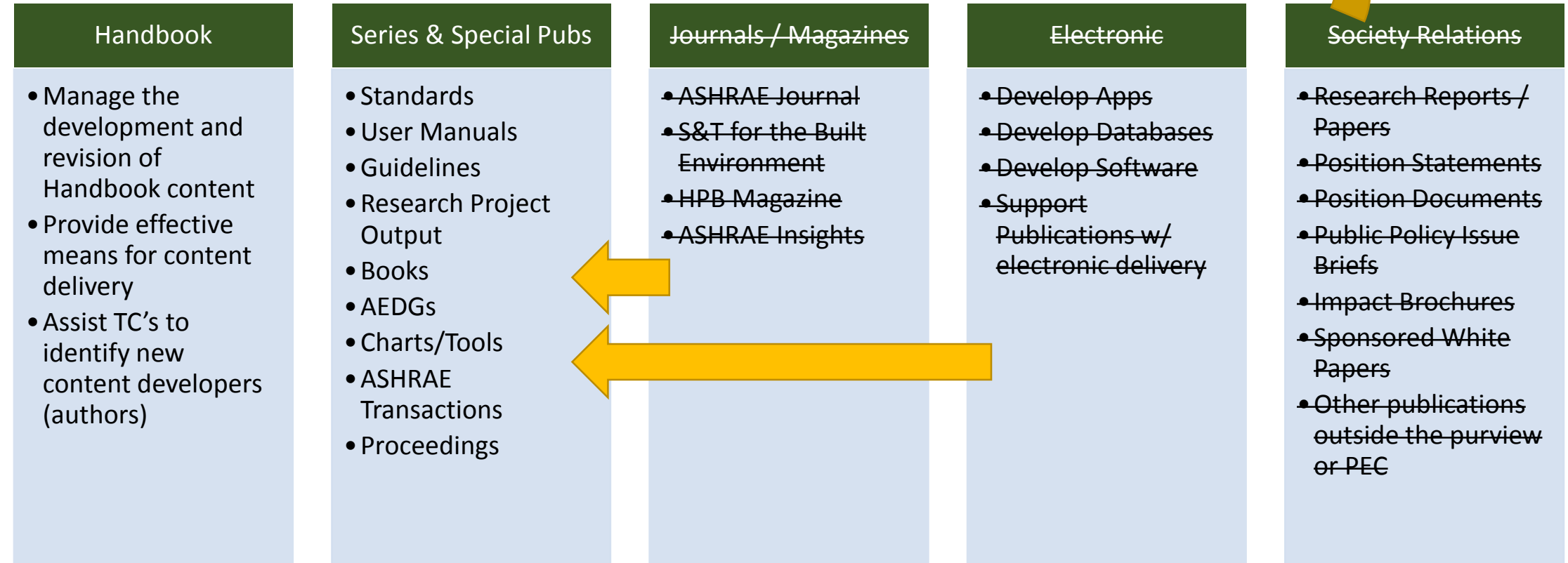
- Manage the development and revision of Handbook content
- Provide effective means for content delivery
- Assist TC's to identify new content developers (authors)

Series & Special Pubs

- Standards
- User Manuals
- Guidelines
- Research Project Output
- Books
- AEDGs
- Charts/Tools
- ASHRAE Transactions
- Proceedings
- ASHRAE Journal
- S&T for the Built Environment
- HPB Magazine
- ASHRAE Insights
- Electronic Pubs - Apps/Data Bases/Software

Modifications from January Proposed Committee Structure

Products (Monitor and Planning)



Training and Education

(Monitor and Planning)

Professional Development

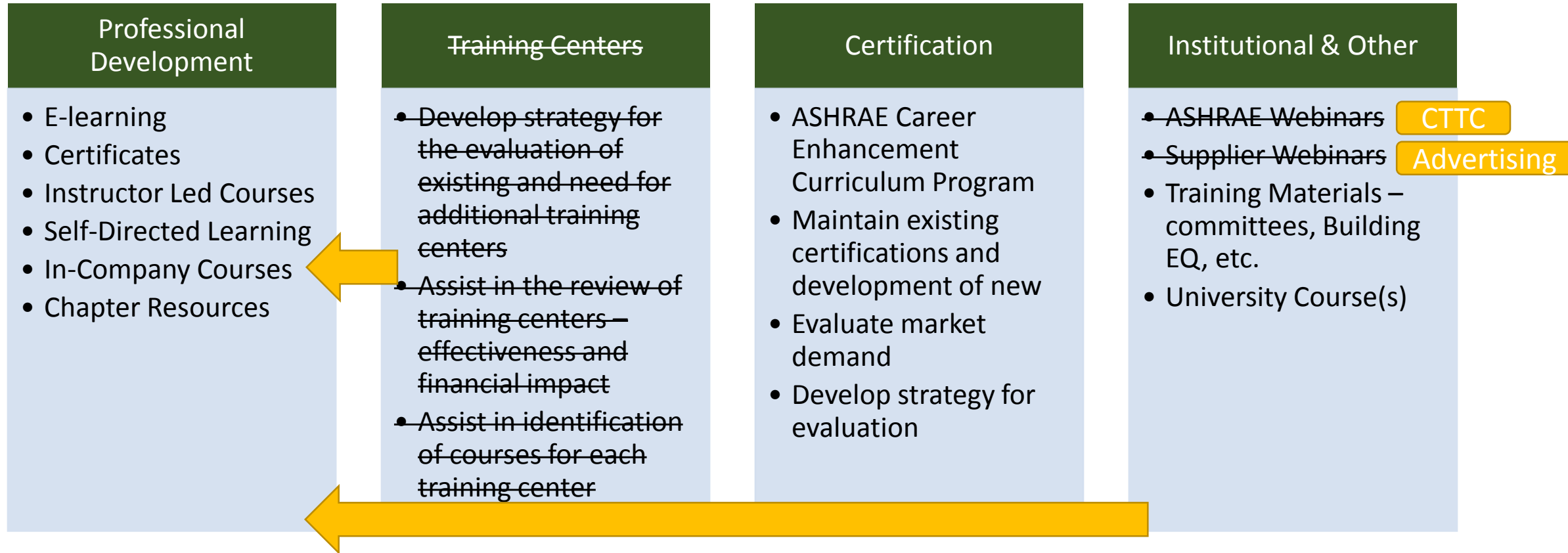
- E-learning
- Certificates
- Instructor Led Courses
- Self-Directed Learning
- In-Company Courses
- Chapter Resources
- Develop strategy for the evaluation of existing and need for additional training centers
- Assist in the review of training centers – effectiveness and financial impact
- Assist in identification of courses for each training center
- University Course(s)

Certification

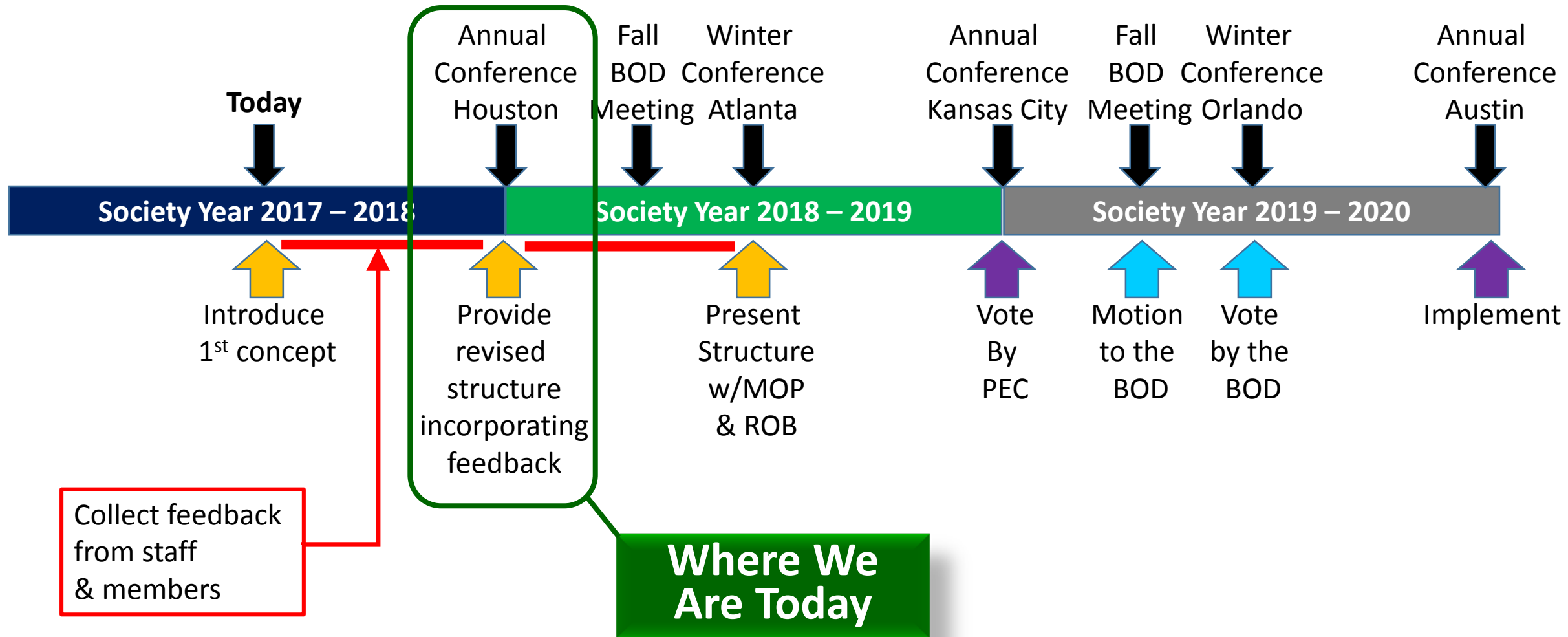
- ASHRAE Career Enhancement Curriculum Program
- Maintain existing certifications and development of new
- Evaluate market demand
- Develop strategy for evaluation

Modifications from January Proposed Committee Structure

Training and Education (Monitor and Planning)



Implementation Time Line



**REPORT TO BOARD OF DIRECTORS
Publishing and Education Council (PEC)
Meeting of January 15, 2019**

Attachment BB
PEC Minutes-Jan 15, 2019-Atlanta

Recommendations for ExCom Approval

None.

Information Items:

1. PEC received a referral from Region XII (Brasil Chapter) Motion 11 (11/8/2018):
That ASHRAE Bookstore pays a sales percentage of 10% to the Chapter promoting the sale of any ASHRAE Media at a pre-approved function promoting the ASHRAE media.
2. PEC received a referral from Region X (San Diego Chapter) Motion 10 (11/8/2018):
That Society develop a simple (bulleted-format) ASHRAE Commercialism Policy more suitable for non-ASHRAE members (lay-persons) who are invited to present at regular ASHRAE chapter meetings. An action item was assigned to staff to develop this document for chapter use.
3. PEC received a referral from Region-At-Large (Cairo Chapter) Motion 19 (11/8/2018):
That ASHRAE Chapters activate protocols with the Engineering Authorities through the Government Affairs Committee using ALI courses at a requested 50% discount on the six (6) ASHRAE certifications (CPMP, BEAP, BEMP, HFDP, OPMP and BCP) preparation codes and standards (validation of these courses are a must have credential for built-environment professionals in each country, not only the USA).
4. PEC received a referral from Region-At-Large (ASHRAE Deccan Chapter) Motion 22 (11/8/2018):
That Society offers members in good standing (full membership completely paid every 5 years), rewarded access to a free online training program or offline 50% discount training program effective July 1, 2019.
5. The 2018-2019 PEC MBOs shown in **Attachment A**.
6. PEC Restructure Ad Hoc gave a revised PEC Restructure presentation to the council shown in **Attachment B**.
7. PEC Dubai Training Center Ad Hoc reported to PEC revenues and expenses of ASHRAE international training programs, projections for future costs, as well as, the administration and strategic viability of these programs. The Ad Hoc will report again at the June 2019 Annual Meeting in Kansas City.
8. The financial and administrative impacts on PEC of the new ASHRAE Strategic Plan initiatives that PEC will be contributing to were discussed.
9. PEC members were asked to contribute to the reporting spreadsheet that will be sent out after the Atlanta meeting from Planning Committee for input on 2019-2024 Strategic Plan Initiatives as well potential opportunities to cut costs and improve revenue from PEC by February 15, 2019.

Journal Advertising Sales Subcommittee

10. ASHRAE Journal's paid page count has been stable during an industry advertising decline among other HVACR engineering publications. Ten years ago, ASHRAE Journal sold 636 pages of advertising among the 1,349 total advertising pages sold among all three publications serving the industry. For 2018, the Journal sold 573 pages among the 930 total pages sold. Regarding share-of-market (SOM) for advertising, the Journal has risen from 47% in 2009 to 62% for 2018 calendar year. Journal rates per page have been increasing since greater rates and an expanded integration program was implemented in September. A net increase of 18 advertisers occurred during the same time period. While traditional publishers continue programs to compete for reaching ASHRAE's audience, non-traditional publishers are also becoming more competitive. These include Google, Facebook, and other online publishers offering advertising.
11. Journal Advertising Sales Subcommittee reported some suppliers have allocated advertising budgets toward improving their own company website, renting emails and trade show marketing. ASHRAE Journal is positioned for growth as competitors reduce their print circulation, pages contained within each magazine, and discontinuing independent circulation auditing. The Journal can use its independently audited circulation along with best-in-class content and reputation for attracting additional advertisers.
12. Journal Advertising Sales Subcommittee reported HPB magazine advertising revenue is \$72,400 in magazine and online advertising, with online-only advertising now generating most of the sales. Steps are being undertaken to increase sales to match or exceed FY18 levels, which was the publication's best-performing year for profitability.
13. Journal Advertising Sales Subcommittee reported online advertising revenue is at \$271,800 for FY19, with a forecast of \$775,000 for gross revenue. An increase of \$33,000 in sales occurred since rates increased and a new strategy implemented to encourage integrated advertising programs with ASHRAE Media.
14. Journal Advertising Sales Subcommittee reported strategies to increase ASHRAE Journal revenue include raising rates for newsletters and webinars that have been selling quickly. More webinars are scheduled for 2019. Online-only advertisers will be offered additional incentives to include ASHRAE Journal advertising for the future.
15. Journal Advertising Sales Subcommittee reported on cost-cutting measures already implemented, including \$20,000 saved from graphics design and \$17,000 from an advertising program to promote ASHRAE Journal that was no longer effective.
16. Journal Advertising Sales Subcommittee reported new opportunities will be offered in FY2019 to augment the 29 current advertising programs offered through ASHRAE Media. Key opportunities include online programs such as the ASHRAE 365 mobile app and webinars, since these have been showing the greatest amount of growth in the recent year.

eLearning Subcommittee

17. eLearning Subcommittee reported marketing efforts include weekly targeted emails to select current and previous corporate customers, outreach through CTTC, monthly email to new members, quarterly emails to corporations, face-to-face promotion at ASHRAE conference, eLearning portal video hosted on ASHRAE.org, eLearning ads on ASHRAE.org, and e-newsletters.

18. eLearning Subcommittee reported revenue for ASHRAE eLearning is on track to make the forecast for the 2018-2019 fiscal year. The cumulative subscription revenue for the fiscal year to date is 68.7k. Most of this revenue is from individual subscriptions, with a few corporate subscriptions. Promotional efforts in the second half of the year are expected to support achieving the revenue forecast. Revenue from the UNEP-ASHRAE eLearning partnership is also projected to contribute to the forecast.
19. eLearning Subcommittee continues to work with member volunteers to design and develop new courses with a systematic approach of developing courses, particularly in regards to the process of determining learning needs. LEED specific courses were proposed as a learning need to consider.
20. ASHRAE eLearning is redeveloping its course offerings to improve the course interactivity and engagement. This will aid in making our courses more marketable to both corporate and individual customers. Based on market feedback, ASHRAE staff has identified and prioritized the courses that need updating. The project is expected to start in March.
21. A list of new, under development, and proposed courses:

Category	Course Name	Status	Completion
Released	Sound Management of	Launched	Nov-18
Under Development	Sound Management of	In Final	Feb-19
	Refrigerants Literacy – UNEP (Spanish)	In Final Review	Jan-19
	Energy Efficiency - UNEP	Content Gathering	Jun-19
	ADEG for K-12 School Buildings-Achieving Zero Energy – NREL	Content Development	Mar-19
	Designing Toward Net-Zero Energy Commercial Buildings	Content Design	Mar-19
	Standard 90.1-2016: HVAC/Mechanical	Content Design	Unknown
Pending Contracts / Proposed	Clean Air Infiltration	Proposed	Unknown
	BIM Process, Practice and Workflow	Pending	Unknown
	Building Energy Modeling (BEM)	Pending	Unknown
	The Last Word on Energy Audits	Pending	Unknown
	Thermal Comfort - Update	Pending	Unknown
	Improving Existing Building Operations (IEBO)	Pending	Unknown
	Ethics for the Built Environment Professional Engineer - Revision	Pending	Unknown

22. eLearning Subcommittee reported on numbers for Fundamentals Course Packages:

Course Package Name	Number of Courses
HVAC Systems (I-P)	9
HVAC Systems (SI)	8
HVAC Control Systems (I-P)	9
HVAC Control Systems (SI)	5
AC & Refrigeration Principles	3
Total	34

Fiscal Planning Subcommittee

23. Staff will report to Fiscal Planning Subcommittee on the cost savings for eliminating polybag wrapping of ASHRAE Journal before the June 2019 Annual Meeting in Kansas City.
24. Fiscal Planning Subcommittee asked staff to investigate economic models of other academic journals for comparison to ASHRAE Research Journal – *Sustainable Technology for the Built Environment (STBE)* before the June 2019 Annual Meeting in Kansas City.
25. Fiscal Planning Subcommittee asked staff to recommend a new minimum list price formula for special publications found in section 3.910.006.3 of the ASHRAE ROB.
26. Fiscal Planning Subcommittee will review the Finance Committee's request to detail the cost-benefit ratio of all PEC programs to report by February 15, 2019
27. Staff reported to Fiscal Planning Subcommittee on plans to improve revenue and reduce expenses discussed include:
- More marketing for ALI training programs
 - Investigating possible new training programs
 - A new comprehensive advertising plan for ASHRAE Journal
 - Developing a cost-benefit analysis of ASHRAE membership benefits
 - Transitioning to more electronic only publications
 - ASHRAE Insights as an electronic only publication
 - Developing new publication titles
 - Certified HVAC Designer (CHD) certification
 - Evaluate discontinuing OPMP as an available certification, and keep renewal available.
 - 125th Anniversary Celebration alternate funding.
 - Within the discretionary funds, all expenditures will be evaluated for return on investment (profit). If there is not anticipated profit related, the expense will not be authorized.
 - Handbook: Ask members to pay for the shipping of the print book.
 - Reduce member allocation for travel expenses X% (needs further evaluation for applicable reduction)
 - Move in person meetings to E-meetings or web based meetings to reduce travel expenses. (needs evaluation for applicable meetings)
 - In lieu of printing the Insights 6 times per year, move this to 100% electronic

Functional Planning Subcommittee

28. Functional Planning Subcommittee discussed the new ASHRAE 2019-2024 Strategic Plan initiatives that will effect standing committees that report to PEC.
29. Functional Planning Subcommittee reviewed the proposed PEC restructure and the timeline to implement the changes to PEC and committee MOPs and Reference Manuals.
30. Functional Planning Subcommittee recommended a special orientation video to be created to help council and committee members with the restructure changes which could be used every year to ensure the continued effectiveness of the committees and subcommittees.

Research Journal Subcommittee

31. The Research Journal is on track to meet the budget for this fiscal year 2019-2020.
32. Research Journal Subcommittee will be presented with a slate of 5 or 6 associate editor candidates for positions that need to be renewed or appointed during their next meeting.
33. The *STBE* Best Paper award nomination has been submitted to the Honors and Awards Committee. The winner will be announced during the plenary session at the June 2019 Annual Conference in Kansas City.
34. Research Journal Subcommittee reported seven papers have been selected for Open Access viewing.
35. Research Journal Subcommittee discussed ways to improve the review process of papers and continuing efforts to improve the Manuscript Central process.
36. *STBE* editor-in-chief, Dr. Reinhard Radermacher, continues to liaise with the Conferences and Expositions Committee (CEC) regarding ways to increase submissions to the journal and encourage presentations of papers at ASHRAE Conferences. Measures discussed include extended (three-page) abstracts for conferences
37. *STBE* editor's report is shown in [Attachment C](#).
38. *STBE* publisher's report from Taylor & Francis is shown in [Attachment D](#).

Certification Committee

39. Certification committee gave the following update on Certified HVAC Designer (CHD) Certification
 - Since September, nearly 900 HVAC Designers and Employers have opted in to receive updates on the new Certified HVAC Designer (CHD) certification program.
 - The recently completed job task analysis indicates widespread agreement across both P.E. and Non-P.E. HVAC Designer segments, as well as Supervisors, on the critical CHD job tasks. The JTA as well shows agreement across regions.
 - Certification Scope: the CHD certification validates competency of the HVAC Designer, working under the responsible charge of an engineer, to do the following: *Design HVAC systems to meet building/project requirements, including load calculations, equipment selection and sizing, mechanical equipment room design, duct and piping design and layout for the development of HVAC plans for permit and construction.*

- Key Launch Dates:
 - Feb. 1 CHD *Candidate Guidebook* available online
 - March 1 CHD application to open
 - May 1 Online CHD Practice Exam
 - June 3 World-wide computer-based testing
- A 2018-19 revenue forecast increase of \$30,000 is due to anticipated application fees for the Certified HVAC Designer (CHD) program, beginning March 1.

40. Certification Committee reported on the ANSI required annual Management System Review, evaluating the results of internal and external audits, feedback from applicants and candidates, assessment of ASHRAE's exam development and delivery contractor, an impartiality threat analysis, the status of preventive and corrective actions, follow-up actions from previous management reviews, and the 2018 complaints log.

41. Certification Committee's 2018-2019 MBOs status are shown in [Attachment E](#).

Electronic Communications Committee (ECC)

42. ECC will provide the following response to **Region I (Granite State Chapter) Motion 25 11/8/2018) That Society shall provide website hosting that permits the use of more advanced website-building tools and basic templates for local chapter and region websites.** ([Attachment F](#))

ECC RESPONSE:

ECC discussed this motion during their Atlanta meeting and ECC's websites subcommittee will take an action item to create website templates for use by chapters. The target rollout of Chapter website templates will be July 2020. ECC's websites subcommittee will aim to create templates that can be used in various tools / formats. The first step in this process will be determining the best tools to create website templates and investigating the use of advanced website building tools among chapters to determine which tools are currently being used, or would be used if templates were available. The first step in this process will have a target completion date of July 2019. Please note that initially, these website templates will likely not be hosted by ASHRAE's Society website due to technology and resource limitations.

43. ECC will pass along to Finance Committee, as requested, a response to **Region II (Montreal Chapter) Motion 6 (11/8/2018) That Society provide a web platform, linked to the Society membership database, to be used by local chapters to help manage their local events. The web platform would allow members to register for events, pay with a credit card online, generate certificates for CEUs, etc.** ([Attachment G](#))

ECC has received previous similar motions in the past:

- Hampton Roads Chapter – Motion 7b (10/14/2016): That Society make the ASHRAE Email Distribution Service available for Chapter and Regional use for official communications to their respective members.
- Tennessee Valley Chapter – Motion 4e (10/14/2016) That ASHRAE Society provide a software program for all Chapters to streamline Chapter Operations (process meeting/event registrations, process transactions, meeting/event check-in, program ratings) and Chapter Administrative tasks (mailing lists, newsletter distribution, website materials) to directly address ASHRAE Strategic Plan, Initiative 1B and 2A.

- Spacecoast Chapter – Motion 7j (10/14/2016): That Society allows ASHRAE Chapters to utilize its e-mail engine and domain name to transmit mass e-mails to its Chapter memberships, effective July 1, 2017.

Based on the similarity of the motions cited above and Motion 6 from the Montreal chapter, as more complete information is gathered, the request would be open for consideration in the near future by ECC despite the large expense associated.

At this time, however, ECC feels that this is still best addressed at the Chapter level, and not by Society and recommends that the chapters refer to the guidance currently available from ECC. ECC has made available on the ECC page of ashrae.org a whitepaper entitled *Electronic Tools Used by ASHRAE Chapters for Websites, Event Planning, and Electronic Communication* containing a list of online tools and resources available to, and currently used by, chapters.

44. ECC's Electronic Collaboration Tools Subcommittee researched the two options for the Clientside within Basecamp in order to make a recommendation on best case use for ASHRAE, and then to begin populating clients based on the recommended way. The subcommittee recommends using the email-based Clientside.
45. ECC's Electronic Collaboration Tools Subcommittee created and provided guidance on best case uses for Basecamp for TAC and Standards Committees.
46. The subcommittee held a webinar, led by Ken Cooper, for TAC on December 7th and materials from the webinar have been posted to the TC Training page of ashrae.org.
47. ECC has increased communication with Region Electronic Communications Chairs (RECC) as evidenced by participation of RECCs on conference calls and in attendance as guests at the winter meeting.
48. ECC is reviewing 2019-2020 ECC PAOE categories to make recommendations for the ECC category, including a recommendation that use of Basecamp be included in PAOE.
49. ECC received a request to provide guidance on chapters recording and posting DL presentations, to which ECC will reply citing the existing guidance regarding posting material on YouTube (or other such sites) and recommend that the DLs have agreed to have their content posted via a signed release prior to it being posted.
50. ECC's 2018-2019 MBOs status are shown in [Attachment H](#).

Handbook Committee

51. To support ASHRAE's new proposed strategic plan, Handbook Committee approved development of a new chapter for the 2021 Fundamentals volume on Resiliency, by TC 2.10 and a chapter for the 2021 Fundamentals volume: Occupant-Centric Sensing and Controls, assigned to MTG.OBB (Occupant Behavior in Buildings). This will complement the MTG's new chapter in the upcoming 2019 HVAC Applications volume, on the same topic.
52. ASHRAE Handbook Online has generated \$95,836 in revenue during the last calendar year. There are now 14,763 active subscribers.
53. Handbook Committee's 2018-2019 MBOs status are shown in [Attachment I](#).

Historical Committee

54. The committee unanimously approved the first Milestone Marker project, the costs for which will be independently underwritten. ([Attachment J](#))
55. Historical Committee is also working on ideas for:
 - A proposed project to create “virtual plaques” on the website
 - How best to involve YEA, student, and local chapters/members active as members.
 - Progress of projects for the 125th anniversary.
 - Potential future Leadership Recall interviews.
 - The Lou Flagg Award winter for 2019.
 - Refrigeration Research Inc. is celebrating their 75th anniversary and is exhibiting part of their museum collection at the Atlanta AHR exposition, Booth # B2361.
56. Historical Committee’s 2018-2019 MBOs are shown in [Attachment K](#).

Professional Development Committee (PDC)

57. PDC is working to identify gaps in existing training and recommend new courses to meet current industry needs. Actions include review of potentially new publications to ensure available training.
58. PDC will offer 45-60 minute online courses will be added to the ALI course catalog this spring. Course topics will include “Writing an OPR,” “Psychrometrics,” “Hydronics,” “Demystifying Sustainability,” and HVAC Design: Level I - Essentials. Discussions with course instructors are underway to determine how their courses could be taught in numerous, shorter blocks of time to offer more opportunities to members in pursuing their professional continuing education.
59. PDC reported two new courses are being presented at the 2019 Winter Conference - Atlanta and two more are being developed for presentation at the 2018 Annual Conference - Houston.
60. PDC’s 2018-2019 MBOs status are shown in [Attachment L](#).

Publications Committee

61. The winner of the 2018 ASHRAE Journal Paper of the Year award was selected, with the results forwarded to the Honors and Awards Committee for presentation in June at the Annual Conference in Kansas City.
62. Publications Committee approved a motion forwarded from CEC: “That the Publications Committee publish conference papers and extended abstracts presented at the winter and annual conferences in ASHRAE Transactions beginning with the 2019 Winter Conference.”
63. ([Attachment M](#))
64. Publications Committee liaisons contacted TC chairs regarding the need for revision or replacement of ASHRAE publications four or more years old.
65. Publications Committee has set a special conference call at the end of January to vote on supporting the PEC restructuring plan, to discuss ideas related to the forthcoming Strategic Plan initiatives, and to brainstorm ideas for how we can do things more efficiently, reduce the budget, and/or increase revenue.

66. Publications Committee has agreed to set a special conference call to vote on changes to the ROB and MOP once the revisions from the PEC chair and SRC have been returned.
67. Special Publications completed from through January 2019 are listed in [Attachment N](#).
68. A status summary of upcoming publications is shown in [Attachment O](#).
69. Publications Committee's 2018-2019 MBOs status are shown in [Attachment P](#).

Date

Julia Keen, Chair

PUBLISHING & EDUCATION COUNCIL - MBOs 2018-2019 SY																		
NO.	DESCRIPTION	RESPONSIBILITY													STATUS	COMMENTS		
		Standing Committees						Subcommittees					Other					
		Certification	ECC	Handbook	Historical	PDC	Publications	Functional	Fiscal	eLearning	Journal Advert.	Research Journal	Ad-hoc	PEC V Chair			PEC Chair	Staff
1	Complete and vote on the PEC restructure proposal.	-	-	-	-	-	-	-	-	-	-	-	X	-	X	X		
2	Compile a list of of the Council's value to ASHRAE members and society based on committee focus.	X	X	X	X	X	X	-	-	-	-	-	-	X	-	X		
3	Alignment of Council and Committee guiding documents (MOP/ROB/Reference Manual) to reflect value and restructure.	X	X	X	X	X	X	X	-	-	-	-	-	-	-	X		
4	Support efforts and establish measures for monitoring global outreach and business development through the Global Training Center (Dubai) and the Brussels Office.	-	-	-	-	-	-	-	-	-	-	-	X	X	-	-		
5	Conduct a budget analysis to identify areas with potential for growth and prioritize potential areas of reduction.	X	X	X	X	X	X	-	X	X	X	X	-	-	-	X		

PEC Restructuring

January 2019

Ad Hoc Members:

Julia Keen (Chair)

Dan Dettmers

Charlie Henck

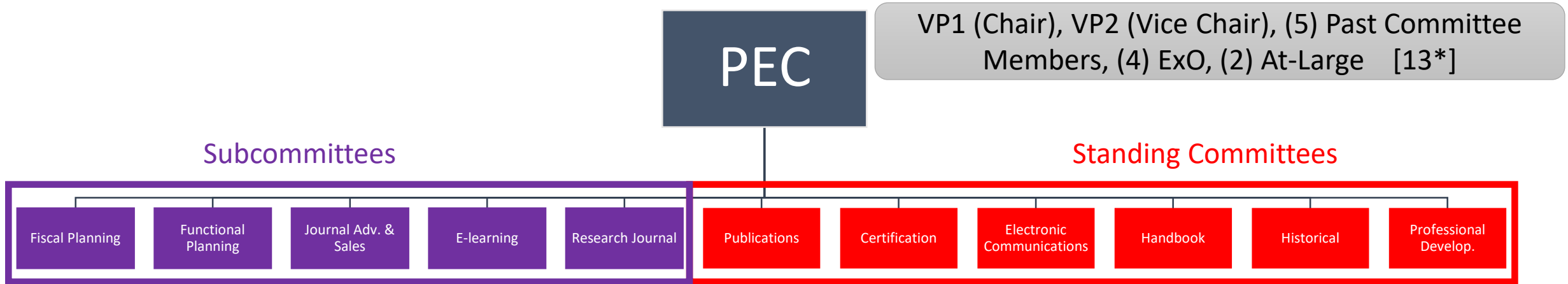
Jin Jin Huang

Restructuring Goals

- Reshape the role of PEC and its subcommittees' functions
- Efficient use of volunteer and staff time
- More effectively use volunteer talent and knowledge to provide direction on all publication and education member products
- Improve communication and planning between all things publication and education related
- Build in an evaluation process of committee progress on Council and Society Strategic Plan
- Organize in a logical manner all ASHRAE PEC responsibilities
 - Staff transition
 - New responsibilities as ASHRAE evolves and adds services

Existing Committee Structure

Not addressed: training centers, external education, university courses, etc.

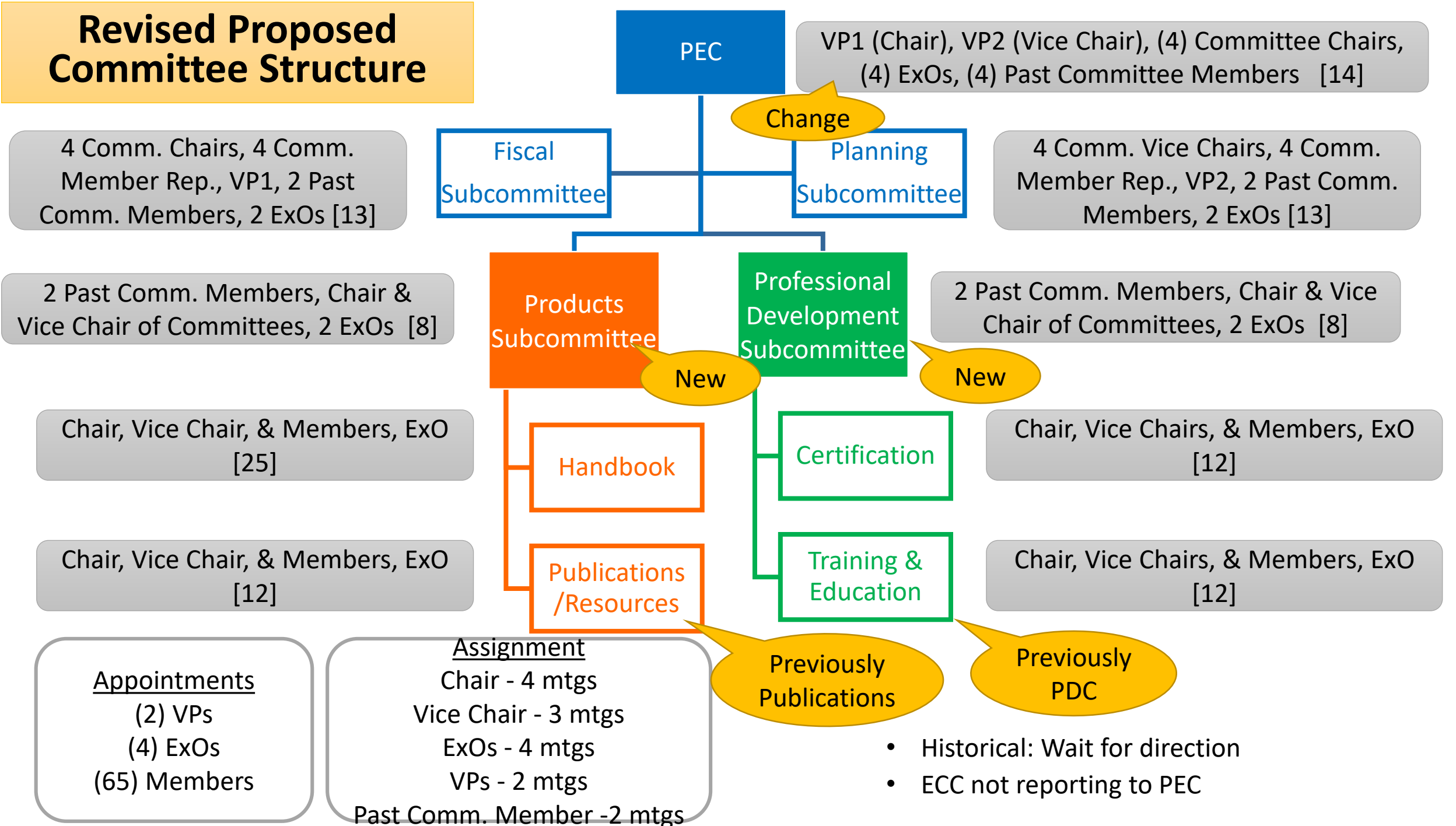


Certifications: Chair, Vice Chairs, & Members, ExO1 [12]
Handbook: Chair, Vice Chair, & Members, ExO2 [25]
Professional Development: Chair, Vice Chairs, & Members, ExO3 [12]
Publications: Chair, Vice Chair, & Members, ExO4 [12]

Appointments*
(2) VPs
(4) ExOs
(68) Members

*Not included in count: ECC and Historical

Revised Proposed Committee Structure



PEC

(Monitor and Planning)

Planning

- Set strategic direction
- Develop MBOs
- Prioritize resource allocations
- Ensure alignment with Society Strategic Plan
- Identify future PEC leadership
- Maintain MOP & ROB of PEC
- Assist with committees' MOP & ROB
- Act as a resource for rule interpretation
- Assist w/ motions
- Review MBO progress
- Recommend action when goals are not met
- Evaluate & document progress toward Society Strategic Planning goals

Fiscal

- Manage budget
 - Monitor Revenue and Expenses
 - Review for potential efficiencies
- Provide data to help drive decisions
- Advertising
 - Recognize advertising opportunities
 - Evaluate advertising and sales yield and potential
- Job board
- Supplier Directory
- Supplier Webinars

Products

(Monitor, Planning, Review of Bookstore and Portals & Point of contact for other society pubs)

Handbook

- Manage the development and revision of Handbook content
- Provide effective means for content delivery
- Assist TC's to identify new content developers (authors)

Publications / Resources

- Standards
- User Manuals
- Guidelines
- Research Project Output
- Books
- AEDGs
- Charts/Tools
- ASHRAE Transactions
- Proceedings
- ASHRAE Journal
- S&T for the Built Environment
- HPB Magazine
- ASHRAE Insights
- Electronic Pubs - Apps/Data Bases/Software

Professional Development

(Monitor and Planning)

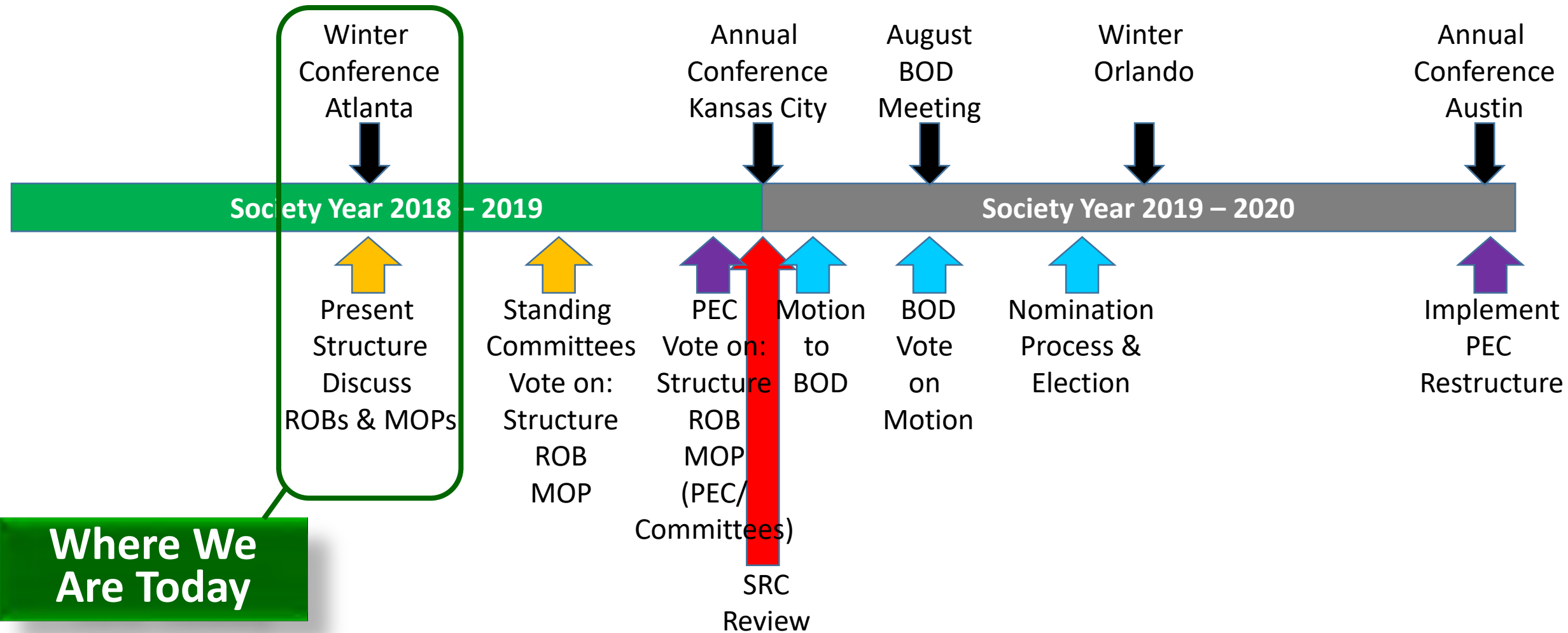
Training and Education

- E-learning
- Certificates
- Instructor Led Courses
- Self-Directed Learning
- In-Company Courses
- Chapter Resources
- Develop strategy for the evaluation of existing and need for additional training centers
- Assist in the review of training centers – effectiveness and financial impact
- Assist in identification of courses for each training center
- University Course(s)

Certification

- ASHRAE Career Enhancement Curriculum Program
- Maintain existing certifications and development of new
- Evaluate market demand
- Develop strategy for evaluation

Implementation Time Line



Deadlines and Deliverables

- PEC

- Revise PEC ROB, MOP & Reference Manual January/February
- Vote on PEC MOP & Reference Manual Changes June 2019
- Vote on Committee MOP Changes June 2019
- Submit recommended ROB changes to SRC for review March 2019

- Standing Committees

- Revise Committee MOP & Reference Manual January/February 2019
- Vote MOP & Reference Manual Changes March 2019
- Submit changes to PEC / Functional Committee March 2019
- Submit recommended ROB changes to SRC for review March 2019

- SRC

- Review changes to ROB Prior to June 2019
- Approve changes to PEC MOP June 2019

- BOD

- Vote on ROB changes August 2019



ASHRAE Science and Technology for the Built Environment

[2018-2019 Issue Lineups](#)

[Papers Published](#)

[Accept to Reject Ratio and Editor User Report](#)

[STBE Manuscripts Status Report](#)

ASHRAE Annual Conference

January 2019

Atlanta, Georgia

Issue/Vol.	Month/Year	Issue Title	Editor	Submissions	Accepted
		2018			
24.1	JAN 2018	General Issue	Radermacher, Baugher	10	10
24.2	FEB 2018	Indoor Air Quality Topical Issue	William Bahnfleth and Chandra Sekhar	15	8
24.3	MAR 2018	General Issue	Radermacher, Baugher	10	10
24.4	APR 2018	General Issue	Radermacher, Baugher	10	10
24.5	MAY/JUNE 2018	2018 Building Simulation Topical Issue	Andrea Gasparella and Vincenzo Corrado	10	8
24.6	JULY 2018	General Issue	Baugher	10	10
24.7	AUG 2018	General Issue	Spitler	10	10
24.8	SEP 2018	General Issue	Cook	10	10
24.9	OCT 2018	General Issue	Cook	10	10
24.10	NOV/DEC 2018	General Issue	RR	10	10
		2019			
25.1	JAN 2019	General Issue	No editorial	10	10
25.2	FEB 2019	General Issue	Malcolm - editorial	10	10
25.3	MAR 2019	General Issue	No editorial	11	11
25.4	APR 2019	General Issue and ICCR Topical Section	Ruzhu Wang and Tianshu Ge	4/7	3/7
25.5	MAY/JUNE 2019	COBEE Topical Issue	Xiangdong Li	8	5
25.6	JULY 2019	Purdue Papers Topical Issue	Lorenzo Cremaschi and Kyle Glusenkamp	13	0
25.7	AUG 2019	IBPC 2018	Jensen Zhang	2	0
25.8	SEP 2019	Ground Source Heat Pumps Topical Issue	Jeff Spitler and Michel Bernier	1	0
25.9	OCT 2019	Building Simulation in Asia 2018	Yufeng Zhang, Linda Xiao	2	1
25.10	NOV/DEC 2019	Clima 2019 Topical Issue	Ioan Silviu Dobosi	0	0
		2020			
26.1	JAN 2020	Flammable Refrigerants Safety	Peter Sunderland,	0	0
26.2	FEB 2020	General Issue		0	0
26.3	MAR 2020	IAQVEC Topical Issue	(Sekhar, Jensen, only if Baradi asks for help) Barardi	1	0

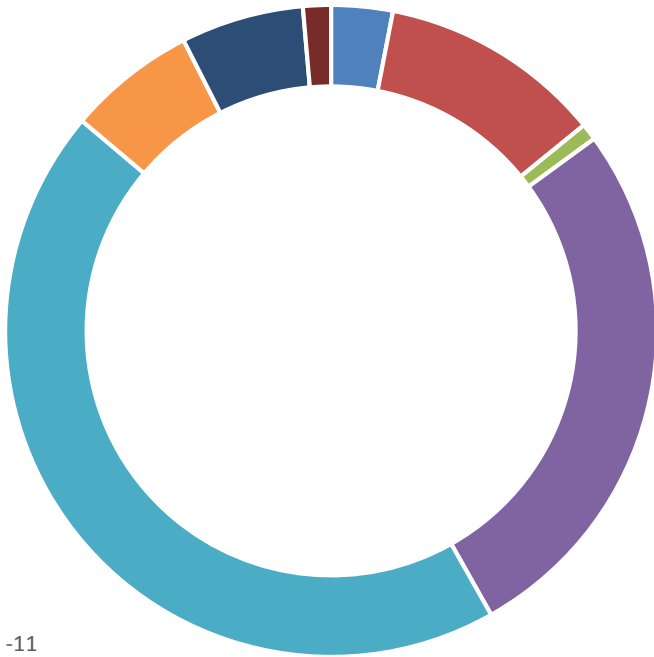
Conference/Topical Issues under Discussion
Thermal Performance of the Exterior Envelopes of Whole Buildings
Thermal Performance of Building Envelopes
Building Physics Syracuse 2018
Taiwan healthy buildings?
Annex 68 indoor air in low energy bldg (Jensen gets info)
Malcolm network low energy Ventilation network
Controls??
Bldg simulation IBPSA 2019 Sept. 2-5, Rome Italy
Safety - flammable refrigerants
Indoor air quality in low energy buildings (Annex 68)
Occupant behavior in buildings (Annex 66)
Cooling in data centers
Review paper: impact of air pollution on data centers
Paper by new ASHRAE president (editorial)

Total Papers Published by Issue											
Year	JAN	FEB	MAR	APR	MAY/ JUN	JUL	AUG	SEPT	OCT	NOV/DEC	TOTAL
2019	10	10	11								
Year	JAN	FEB	MAR	APR	MAY/ JUN	JUL	AUG	SEPT	OCT	NOV/DEC	TOTAL
2018	10	8	10	10	8	10	10	10	10	10	96
Year	JAN	FEB	APR	MAY	JUNE	JULY	AUG	OCT	NOV	DEC	TOTAL
2017	19	15	14	12	60	10	16	10	10	46	106
Year	JAN	FEB	APR	MAY	JUNE	JULY	AUG	OCT	NOV	DEC	TOTAL
2016	10	9	10	10	39	14	18	15	16	63	102
Year	JAN	FEB	APR	MAY	JUNE	JULY	AUG	OCT	NOV	DEC	TOTAL
2015	10	12	11	10	43	22	14	14	11	61	104
Year	JAN	FEB	APR	MAY	JUNE	JULY	AUG	OCT	NOV	DEC	TOTAL
2014	15	10	10	8	42	8	9	8	13	38	81
Year	JAN	FEB	APR	MAY	JUNE	JULY	AUG	OCT	NOV	DEC	TOTAL
2013	8	8	11	9	36	15	10	13	16	54	90
Year	FEB	MAY	AUG	OCT	N/A	N/A	N/A	N/A		DEC	TOTAL
2012	22	19	22	19						10	82
Year	FEB	APR	JUNE	AUG	N/A	OCT				DEC	TOTAL
2011	8	7	10	16		17				16	74
Year	JAN	MAR	MAY	JULY	N/A	SEPT	SEPT	NOV		N/A	TOTAL
2010	6	7	7	8	0	9		11			48
2009	8	12	11	9	0	8		10			58
2008	9	10	7	6	0	10		8			50
2007	5	11	7	9	0	10		8			50
2006	8			9	0	9		11			37

Items in RED are printed issues containing four volumes each.

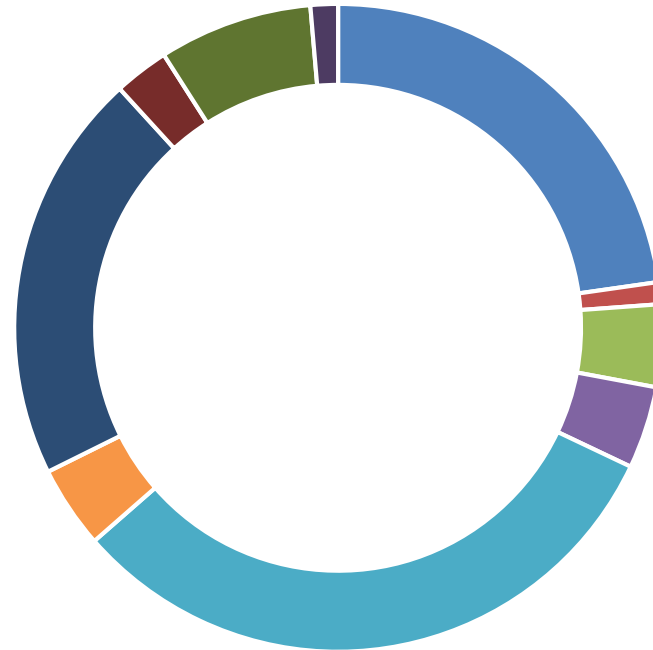
June 1, 2017 to June 1, 2018							
Associate Editors (Guest editors in green.)	No. Assigned (includes revisions) Last 12 Months	Manuscripts Assigned Currently	Average in Days Turnaround	Accept	Accept %	Reject	Reject %
Brown, Steve	29	3	13	5	50%	5	50%
de Dear, Richard	18	2	22	3	43%	4	67%
Bansal, Pradeep	20	2	23	0	0%	5	100%
Kim, Yongchan	20	1	24	4	67%	2	43%
Zhang, Yufeng	29	1	26	3	33%	6	67%
Wang, Shengwei	22	2	33	4	67%	2	33%
Toftum, Jørn	21	0	34	7	88%	2	22%
Cremaschi, Lorenzo	28	2	35	4	57%	3	43%
Spitler, Jeffrey	20	3	35	2	25%	6	75%
Cook, Malcolm	23	4	39	1	25%	3	75%
Lamberts, Roberto	22	4	46	2	40%	60	44%
Sekhar, Chandra	23	5	43	4	57%	3	43%
Wang, Ruzhu	3	0	47	1	50%	1	50%
Zilio, Claudio	24	1	51	4	50%	4	50%
Li, Xiangdong	6	0	52	5	83%	1	17%
Zhang, Jianshun	19	4	52	2	40%	3	60%
Ge, TS	1	0	67	1	100%	0	0%
Gluesenkamp, Kyle	5	5					
Radermacher, Reinhard	1	1					
Total	247	32	43	40	55%	94	45%
<i>Radermacher, R. as MP</i>	396	50					
<i>Baughner, M. as MP</i>	2	0					

Author by Region 2018



- Africa -11
- Europe - 40
- South America - 3
- North America - 97
- Asia -160
- India -23
- Southwest Asia -22
- Oceania -5

Manuscript Status - 2018 Submission



- Accept
- Assign RA
- Select/Assign Reviewer
- Awaiting Reviewer Scores
- Reject
- Immediate Revision
- Major Revision
- Make Decision/Recommendation
- Minor Revision
- Withdrawn

Attachment E

Certification Committee Certification Committee MBOs Society Year: 2018-2019

Mission:

To advance the arts and sciences of heating, ventilating, air conditioning and refrigerating to serve humanity and promote a sustainable world.

Vision

ASHRAE will be the global leader, the foremost source of technical and educational information, and the primary provider of opportunity for professional growth in the arts and sciences of heating, ventilating, air conditioning and refrigerating.

Scope: The Certification Committee is responsible for developing, implementing, and monitoring ASHRAE certification programs.

Chair: Mike Fullerton, HFDP

Date: January 14, 2019

Objective	SP 2014 ¹	Completion Date	Fiscal Impact	Responsible Party	Status	Comment
1. Attain 80% recertification rate for the 2018 renewal class, exceeding the industry average of 76%.	1B, 3D, 4B	3/31/2019	Currently budgeted	Chair, Certification Committee, Staff	In progress	2018 is the second year CPMPs must renew as BCxPs, a process which requires an exam. Also, 2018 is first year BEAPs much renew under updated BBWG requirements.
2. Grow the number of certification applications by 10% over 2015-16 total of 500, a record high.	1B, 2C, 3C, 4A, 4B	6/30/2019	None, Staff Time	Chair, Certification Committee, HVAC Designer Exam Subcommittee, Staff	In progress	With application to open March 1, 2019 for HVAC Designer certification exam administration at all computer-based testing locations beginning June 3, 2019, this goal seems realistic.
3. Enhance relevancy of ASHRAE certification to ASHRAE members and the industry in general.	1B, 4A	6/30/2019	Volunteer and Staff Time	Chair, Certification Committee, HVAC	In progress - Eligibility	Launch new HVAC Designer certification. 2016 Industry Need survey results

				Designer Exam Subcommittee, Staff	criteria finalized Dec. 5 by Certification Committee.	indicate both need and demand by both employers and practitioners. To-date nearly 900 Designers and Employers have requested to receive updates as CHD development progresses.
4.1 Manage certification programs against the ANSI/ISO/IEC 17024 accreditation standard.	2C, 4B	6/30/2019	Currently budgeted .	Chair, Certification Committee, Staff	In progress	2018 Internal Audit underway. Year 4 Annual Surveillance application due March, 2019.
4.2. Launch new HBDP and HFDP exam forms updated per revised exam Detailed Content Outlines.	1B, 4A	1/30/2019	Currently budgeted .	Chair, Certification Committee, HVAC Designer Exam Subcommittee, Staff	In progress	HBDP and HFDP exam Detailed Content Outlines already updated. New exam items written and are being pre-tested. New forms to launch April 15.
4.3. Recruit 2019-22 class of Exam Subcommittee members.	1B, 2C, 4A	6/30/2019		Chair, Certification Committee, Nominations Task Force, Staff		“Call for Nominations” to be sent to certificants in April, 2019. Task Force to slate nominees in May/June.
5. Launch new HVAC Designer certification.	1B, 2C, 4A, 4B	6/30/2019	Currently budgeted .	Chair, Certification Committee, HVAC Designer Exam Subcommittee, Staff	In progress .	Eligibility criteria drafted based on Job Analysis survey data. CHD Exam Subcommittee item writing training completed Dec. 6 and 7. <i>CHD Candidate Guidebook</i> to be published Feb. 1, 2019. Application to open March 1.
6. Develop a procedure to monitor the effectiveness of current certification programs.	1B. 4A	1/31/2019	None.	Chair, Certification Committee, Staff	In progress	Task Force held first meeting in August.

7. Evaluate the benefit of instituting an “-INT” option for certification candidates “in training,” and develop possible framework for instituting.	1B, 4A	9/30/2018	To be determined.	Chair, Certification Committee, Staff	COMPLETED.	The Committee decided not to go forward with instituting an “-INT” application option for certification candidates “in training,” due to the anticipated low return on investment.
8. Research alternative exam delivery modes.	2A	1/12/2019	To be determined.	Chair, Certification Committee, Staff	In progress	Remote proctoring may be an option, depending on cost and exam security considerations.
9. Evaluate the certification and recertification application fee schedule for any possible updates in the January, 2019 meeting.	1B, 2C, 4B	1/12/19	None. Possible 2019-20 revenue increase.	Chair, Certification Committee, Staff	COMPLETED.	The Committee agreed not to recommend any changes to the fee schedule for SY 2019-20.
10. Assist PEC in compiling a list of the Council’s value to ASHRAE members and society based on committee focus.	1B, 2A	6/30/2019	Volunteer and Staff Time	PEC, Certification Committee, Staff.		PEC MBO.
11. Assist PEC with alignment of Council and Committee guiding documents (MOP/ROB/Reference Manual) to reflect value and restructure.	2A	6/30/2019	Volunteer and Staff Time	PEC, Certification Committee, Staff.	In progress	PEC MBO. Certification Committee Task Force met to evaluate alignment needs. Revised ROB and MOP submitted Nov. 19.
12. Coordinate with PEC on budget analysis to identify areas with potential for growth and prioritize potential areas of reduction.	4A, 2A	6/30/2019	Volunteer and Staff Time	PEC, Certification Committee, Staff.	In progress	PEC MBO. Certification MBO #6 will assist with this MBO. Decision made in 12/5/2018 meeting to conduct this evaluation annually.
Recommendations for Strategic Planning:						

¹SP 2014 = Strategic Plan 2014 Initiative addressed by objective

1: Market Prioritization – Member Passion and Core Market

- B. Only through close communication with its key constituencies can ASHRAE deliver relevant and timely products and services. ASHRAE will research the true impact of its standards and technology and share the results with the world. ASHRAE will actively reach out to its key constituencies to achieve open, two-way dialogue. The dialogue will be used to validate programs and identify new opportunities.

2: ASHRAE Efficiency – Organizational Assessment

- A. ASHRAE must become more agile so that it can deliver products and services in a timely manner while respecting the value of volunteer time. ASHRAE will review all aspects of the organization to identify and remove encumbrances to agility and the respectful use of volunteer time.
- C. Alignment with other existing organizations may be the fastest way to achieve success. ASHRAE will consider all arrangements on working with other existing organizations, including consolidation, partnerships, and joint ventures.

3: Applied Product Development

- C. The world of prescriptive and performance-based standards is changing. ASHRAE will work with other standards development organizations (SDOs) to map a course through this changing environment that will deliver the most positive impact to the market place.
- D. Professional development is a keystone of ASHRAE that can be delivered through our grassroots organization. ASHRAE will develop a comprehensive portfolio of practical applications courses intended to be delivered through our grassroots organization.

4: ASHRAE's Role in the Global Community

- A. ASHRAE has already had significant impact in many countries around the world, but there is more that can be done. ASHRAE will conduct a detailed analysis of the needs of its global members and opportunities to work with organizations outside North America. ASHRAE will develop a strategy to serve its international members and participate in international markets. These strategies will be added to this strategic plan once approved by the Board of Directors
- B. ASHRAE can learn from others about how to be effective in the global community. ASHRAE will work with consultants and other organizations to discover best practices and develop an approach to serve its members in the global community.

Attachment F

TO: Megan Tosh, Electronic Communications Committee Chair
Joslyn M Ratcliff, Electronic Communications Committee Staff Liaison

FROM: Joyce Abrams

DATE: December 5, 2018

SUBJECT: Members Council Referral

ECC RESPONSE:

ECC discussed this motion during their Atlanta meeting and ECC's websites subcommittee will take an action item to create website templates for use by chapters. The target rollout of Chapter website templates will be July 2020. ECC's websites subcommittee will aim to create templates that can be used in various tools / formats. The first step in this process will be determining the best tools to create website templates and investigating the use of advanced website building tools among chapters to determine which tools are currently being used, or would be used if templates were available. The first step in this process will have a target completion date of July 2019. Please note that initially, these website templates will likely not be hosted by ASHRAE's Society website due to technology and resource limitations.

During the Members Council November 2018 meeting in Atlanta, the council referred the motion below (Motion 25) to the Electronic Communications Committee for consideration. I appreciate your keeping me advised of your actions. Let me know if you have any questions. Thank you.

Region I (Granite State Chapter) Motion 25 (11/8/2018):

That Society shall provide website hosting that permits the use of more advanced website-building tools and basic templates for local chapter and region websites.

Background: The cost and time commitment for each of the local chapters (particularly chapters with smaller membership) to create and host the local chapter ASHRAE website is quite high as a percentage of the local budget. This results in a sub-optimal website experience for local users (and especially young users) and poor representation for the ASHRAE organization. ASHRAE provides a hosting service that is available to chapters and regions, but this service has limited functionality to support applications such as Wordpress.

The request is to have the main ASHRAE.org website provide an advanced portal for each of the local chapters to use that could be referenced by the local chapter domain name (i.e. www.nh.ashrae.org) and would contain general information that could then be edited with content by the local ASHRAE organization. This would have a number of positive benefits:

- The "look and feel" of the local chapter website would be consistent with the main ashrae.org website.
- The domain names would be consistent (i.e. nh.ashrae.org) and therefore easier to find using search engines.

- The messaging would be consistent between the main ASHRAE national organization and the local chapters
- Access control to the site for editing and updates would be controlled by the same mechanism as the CIQ utilizes today. This would improve security of information and also prevent loss of login information. Loss of local website login information is often lost during chapter organization changes.
- Local documents would be stored in a more secure fashion

Fiscal Impact: Reduce local chapter expenses by an estimate of \$3000 per year. It is assumed that these resources would be developed by Society. The cost to enable this additional functionality is estimated to be low, considering the new technology used on the new ashrae.org website likely provides for this type of deployment.

Attachment G

TO: Megan Tosh, Electronic Communications Committee Chair
Joslyn M. Ratcliff, Electronic Communications Committee Staff Liaison
Charles E. Gullede, III, Finance Committee Chair
Craig Wright, Finance Committee Staff Liaison

FROM: Joyce Abrams

DATE: December 5, 2018

SUBJECT: Members Council Referral

ECC RESPONSE:

ECC has received previous similar motions in the past:

Spacecoast Chapter – Motion 7j (10/14/2016): That Society allows ASHRAE Chapters to utilize its e-mail engine and domain name to transmit mass e-mails to its Chapter memberships, effective July 1, 2017.

Hampton Roads Chapter – Motion 7b (10/14/2016): That Society make the ASHRAE Email Distribution Service available for Chapter and Regional use for official communications to their respective members.

Tennessee Valley Chapter – Motion 4e (10/14/2016) That ASHRAE Society provide a software program for all Chapters to streamline Chapter Operations (process meeting/event registrations, process transactions, meeting/event check-in, program ratings) and Chapter Administrative tasks (mailing lists, newsletter distribution, website materials) to directly address ASHRAE Strategic Plan, Initiative 1B and 2A.

Based on these previous motions and the similarity of Motion 5 from the Montreal chapter, ECC responds as follows. ECC's response to the Tennessee Valley Chapter Motion is pertinent here and is attached. ([ATTACHMENT A](#)) Since receiving these prior motions, ECC has made available on the ECC page of ashrae.org a whitepaper entitled *Electronic Tools Used by ASHRAE Chapters for Websites, Event Planning, and Electronic Communication* containing a list of online tools and resources available to, and currently used by, chapters. ECC notes that this and similar requests for online tools to be used by chapters are reoccurring requests from chapters and therefore, despite the large expense would be open to considering it, however, ECC feels that this is still best addressed at the Chapter level, and not by Society, so recommends at this time that the chapters refer to the guidance currently available from ECC.

During the Members Council November 2018 meeting in Atlanta, the council referred the motion below (Motion 6) to the Electronic Communications Committee with copy to the Finance Committee for comment. The council will revisit this motion after your comments are received. I appreciate your keeping me advised of your actions. Let me know if you have any questions. Thank you.

Region II (Montreal Chapter) Motion 6 (11/8/2018):

That Society provide a web platform, linked to the Society membership database, to be used by local chapters to help manage their local events. The web platform would allow members to register for events, pay with a credit card online, generate certificates for CEUs, etc.

Background: Many chapters are currently managing their own events through a local provider of web platforms (like <http://www.simplesignup.ca/> or <https://www.eventbrite.ca>). There are tangible and measurable benefits to using such platforms; efficiency, reliable accounting, 24-7 availability, simplified tracking of attendees... Bigger and richer chapters can more easily afford the fees associated with these web platforms. Smaller, poorer chapters are likely not benefiting from this technology because the fees are prohibitive.

Additionally, keeping these local web platforms updated with the latest information available on the society membership database is very time consuming and costly. Again, larger, richer chapters, like those in Montreal, Quebec City or Ottawa, have hired a paid staffer to help manage the platform because they could not rely solely on volunteers. Security and access to personal information are also a serious concern. Information gets manipulated and shared over several locally run platforms, and the security of members' personal data may be at risk. Seeing as ASHRAE's leaders have recently recognize that our technical society should manage our volunteers' time more responsibly; this motion represents an excellent opportunity to improve on this goal.

A centrally run web platform would provide many advantages; let's highlight two. 1) Economy of scale: by pooling local and regional resources into a central, international web platform, the chapters would be saving a lot more money than society would spend (society could in turn find an elegant and simple way to share the cost among the growing number of participating chapters). 2) Efficiency: managing events, collecting fees to attend these events and tracking attendees are all very time-consuming activities; a central web platform would assuredly be easier to run and take up a lot less of the precious volunteers' time. A lesser benefit would be the improved reporting by the chapters to society on membership issues. There would be a far greater incentive on the part of the chapter officers to accurately and quickly report membership information up to society if the chapters could see an immediate and accurate database integrated into their chapters' events and activities.

Fiscal Impact: YES, important reduction in operations costs at the chapter level; but unknown.

TO: Joyce Abrams

FROM: Steven Faulkner, Electronic Communications Committee Chair

DATE: February 2, 2017

SUBJECT: Members Council Referrals Responses from ECC

During the Members Council October 2016 meeting in Atlanta, the council referred the motions below to the Electronic Communications Committee (ECC) and IT Staff for consideration. ECC discussed these motions at length during their full committee meeting at the Las Vegas Winter Conference and wishes to respond as written below.

ECC RESPONSE to Tennessee Valley Chapter – Motion 4e (10/14/2016):

A survey by ECC indicates that there is no one-size fits all solution for chapter needs, but that the chapters with solutions in place are generally happy with and would recommend the solutions they are using. ASHRAE's electronic collaboration tools subcommittee is working on a document based on the survey results intended to provide information to chapters about what tools are currently in use as a basis to decide which tools might be best to consider for their use. After discussion ECC researched estimated cost if Star Chapter was to be provided by Society for use across all chapters and estimates the cost to be \$147,256.20 set up and \$196,560.00 annually. ECC would need to know if this cost would be acceptable to proceed with a recommendation to use.

Full text of original motion follows:

Tennessee Valley Chapter – Motion 4e (10/14/2016):

That ASHRAE Society provide a software program for all Chapters to streamline Chapter Operations (process meeting/event registrations, process transactions, meeting/event check-in, program ratings) and Chapter Administrative tasks (mailing lists, newsletter distribution, website materials) to directly address ASHRAE Strategic Plan, Initiative 1B and 2A.

Background: ASHRAE Society can become a more efficient organization with the use of a software program to provide a streamline and polished chapter operations as well as provide a database of information to be utilized by ASHRAE Society. The software program should have the capability to run off the ASHRAE website and/or a cloud based app interfaced to NetForum. The program would have the following minimal attributes to

streamline chapter operations for chapter programs.

- *Input for ASHRAE Chapter Name and Number*
- *Input for monthly chapter program title, program speaker, date, time, and location. This information can be exported as a separate file to be used on the Chapter Website.*
- *Process meeting/events registrations.*
- *Member ID input (potentially a barcode added to ASHRAE membership card) also can look up member from name. This is to be utilized at the entry of the chapter program. A notification shall be provided for members who are shown as delinquent members or non-paying chapter due members.*
- *Non-Member information Input (minimum input of name and contact information) This is to be utilized at the entry of the chapter program.*
- *Process meeting/event payment.*
- *Link to renew membership or become a member of ASHRAE.*
- *Chapter Program questionnaire. Provide an input to be filled out by the chapter CTTC chair on comments from the program attendees. Information on this questionnaire shall be similar to DL program questionnaire.*
- *Manage chapter mailing lists (include members and any non-member who have attended chapter programs) and newsletter distributions.*

A software program of this caliber would allow for ASHRAE to track its current members, track potential members, highlight chapter programs that are well attended, and aid in updating chapter website information. Furthermore, this program would be in line with the ASHRAE Strategic Plan, Initiative 1B and Initiative 2A.

Some chapters are currently using Star Chapter Program to achieve the above listed tasks. An advised alternate to finding a software program would be that Star Chapter Program be provided to all society chapters and include the attributes listed within the background of this motion.

Fiscal Impact: Approximately \$100,000 (\$1.78 per ASHRAE member). Saves Volunteer Time (Potential Increase Chapter Volunteers), & Increase Membership and Professionalism.

cc: Walid Chakroun, Publishing and Education Council Chair
Steve Comstock, Publishing and Education Council Staff Liaison
Craig Wright, ASHRAE Comptroller
Vanita Gupta, ASHRAE Director of Marketing

SF: jmr

Electronic Communications Committee

MBOs for Society Year 2018–19

Chair: Megan Tosh Date: 23 June 2018

Objective	Compl. by	Fiscal Impact	Resp. Party	Comment/Status
Support ASHRAE staff to promote their social media goals for the 2018-2019 year.	6/30/19	None	SM	Going well
Put together a training presentation on how to use the (new) Clientside of Basecamp for regions, chapters, standing committees, and TCs	12/31/18	None	ECT	In progress
Improve committee communication with RECC's and increase RECC participation.	6/15/19	None	ST	Encouraged by RECC attendance on 9-20-18 call
Improve committee communication with Chapter ECC's by providing ECC updates annually.	6/30/19	None	ST	Perhaps think of how to improve CECC participation
Evaluate how social media platforms can be used by members to serve the membership	6/30/19	None	SM	In progress (with SMS)
Establish recognition for volunteers doing great ECC work at the Chapter & Regional levels	6/30/19	None	Web, SM	In progress
Evaluate the RECC and Chapter ECC role at CRC	6/30/19	None	ST	On hold due to larger conversations on role of ECC / how it fits into the Society.

WS / Web = Website Subcommittee, **ECT** = Electronic Collaboration Tools Subcommittee,
SMS = Social Media Subcommittee, **ST** = Strategic Planning Subcommittee

HANDBOOK COMMITTEE
MBOs for Society Year 2018-2019

Chair: Don Fenton

Date: Jan 13, 2019

Objective	Compl Date	Fiscal Impact	Responsible Party	Status	Comment
1. Master spreadsheet for all chapters in all volumes.	Jan-19	None	Staff, chair, and vice chair	In progress: ETA April/May 2019	This would aid liaisons and staff in tracking chapters as reviewed, revised, and submitted avoiding confusion. Consider use of the HB portal for this purpose.
2. Improve connections with countries other than US and Canada regarding input to HB chapters.	Jun-19	None	Chair, staff	In progress	Different regions of the world have unique climates and thus unique HVAC&R requirements which should be better addressed by the HB's. Perhaps best for liaisons to encourage TCs to add content?
3. Re-examine promotion of on-line version of HB's	Jun-19	None	Electronic media, staff	In progress	Review of current situation should reveal new methods of promotion.
4. Provide all HB committee members with access to all chapters.	Jan-19	None	Staff	In progress (MSO investigating)	All liaisons should have convenient access to all HB chapters in order to facilitate exchange with TC 's.
5. Continue 10% HB volume improvement goal.	Jun-19	None	HB volume chairs	Ongoing	Apply results of chapter changes, revisions, and re-writes from overall spreadsheet as measure.
6. Encourage development of HB "extras" and out of sequence updates.	Jun-19	None	Electronic media, liaisons, volume chairs, staff	Ongoing	This would improve the usefulness of the HB's.
7. Develop and implement ideas that encourage TC's to submit chapters either on time or early.	Jun-19	None	Liaisons, chair, vice chair	Ongoing	Staff can only handle a limited number chapters submitted late. HB's would improve with earlier submissions.
8. Improve HB chapter review form.	Jun-19	None	Functional	In progress	The presently used chapter "checklist" should be improved so that better information is provided guiding HB chapter changes and revision.
9. Improve peer training of incoming volume subcommittee chairs.	Jun-19	None	Functional	In progress	The knowledge and experience gained by the outgoing volume subcommittee chair is passed on to the incoming volume subcommittee chair.
10. Improve ASHRAE's recognition of contributors to the HB volumes.	Jun-19	Negligible	Chair, staff	Ongoing	ASHRAE recognition of HB chapter author contributions should occur at ASHRAE meetings. Ideas include meeting ribbons or stickers for name badge, etc.

ASHRAE HVAC&R Engineering Historic Landmark Nomination Form

This form may be printed for nominating purposes. Please submit a complete electronic nominating document in PDF color format including any photos or scanned copies of substantiation evidence. If more space is required that the two page length of this document; please provide additional scanned electronic copy as required.

Date of Submission: November 30, 2018

Sponsoring ASHRAE Chapter, Region or Entity:

Houston Chapter ASHRAE Chapter 064 (Formerly Texas Chapter ASHVE 1937-39 South Texas Chapter ASHVE 1939), documentation prepared by 2018-19 Chapter Historian Emeritus Bruce L. Flaniken, P.E. 2014 & 2018 Lou Flagg History Paper Award Recipient on November 30, 2018

This a nomination for designation as an ASHRAE HVAC&R Engineering Historic Landmark site as follows:

First Presbyterian Church of Orange Texas designed as Air Conditioned in 1907 1908 to 1912 Construction with 1912 dedication, the air conditioning system has been upgraded several times but the 1929 installed Carrier Corporation Air Handling Unit is still operational in everyday use by community.

Location: (Street Address or GPS Coordinates to the minute or U.T.M Coordinates) Attached detailed local and vicinity maps showing access from a major city or Interstate Highway).

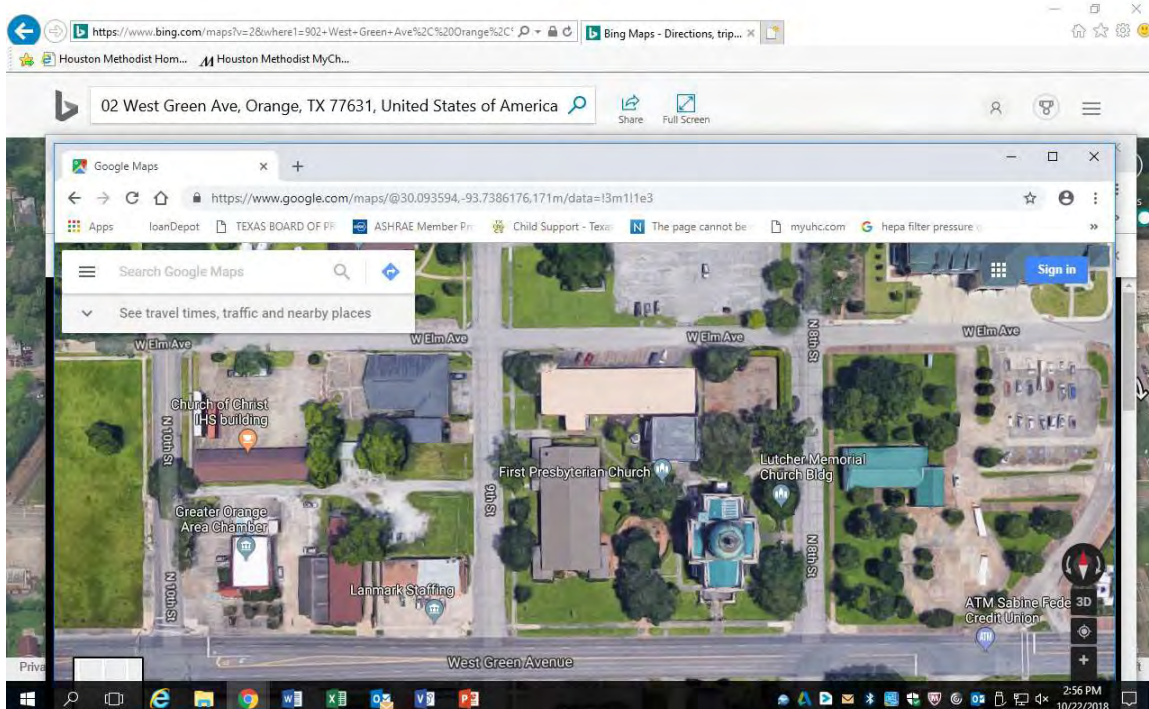
Street Address: 902 West Green Avenue Orange (US-90A), Texas 77630

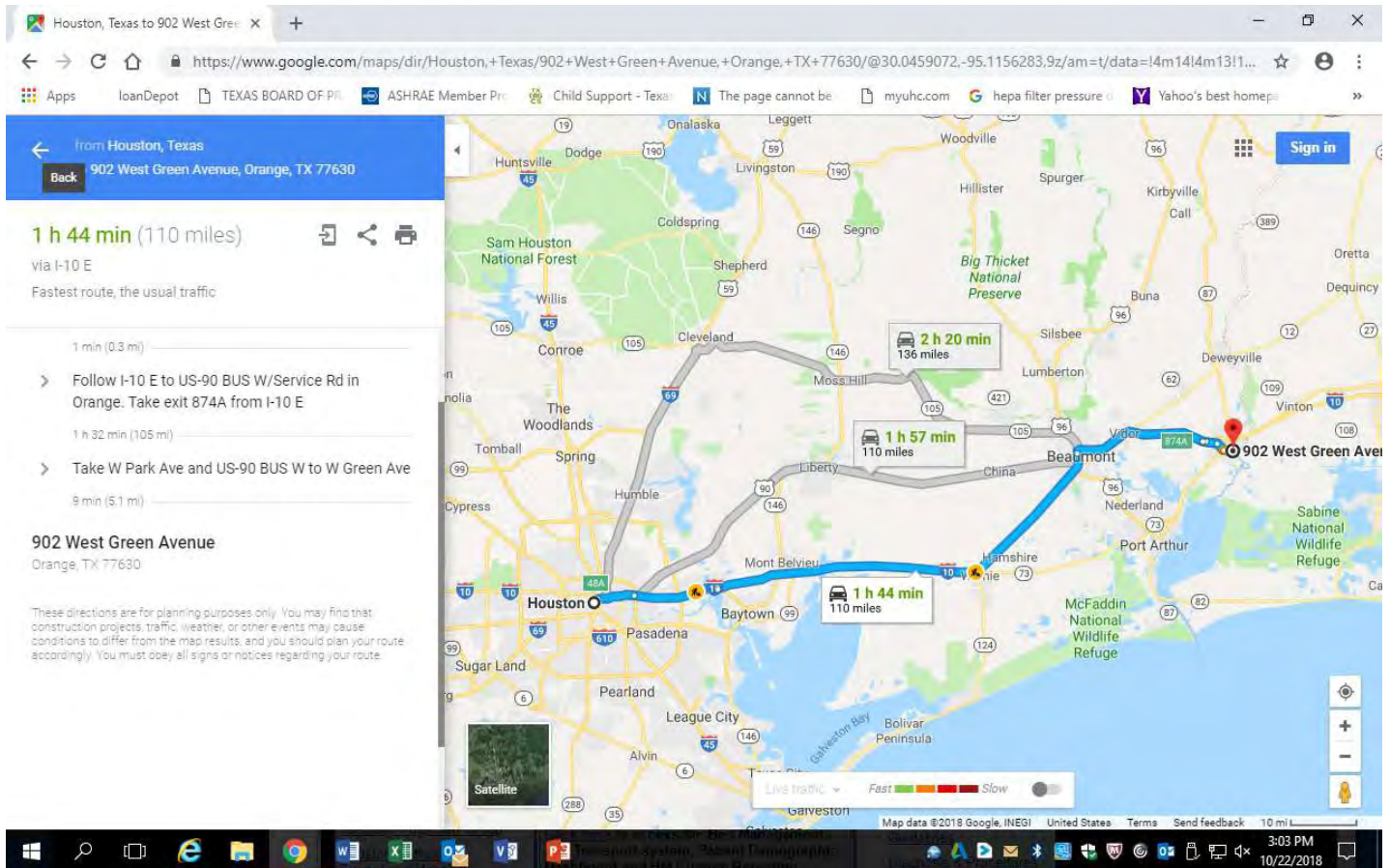
Gus Harris, the Chief Properties Officer, is extremely knowledgeable and was very helpful when we were having some structural and building issues at the church. His email is gharris@starkfoundation.org.

Efficient Systems, <http://www.efficient-systems.com/>, is current contractor for HVAC&R systems.

Cara Love is the Current Church Administrator Phone: 409-883-2097 Cara@firstpresorange.com

Street Address: 902 West Green Avenue Orange (US-90A), Texas 77630





Previously Submitted For ASHRAE HVAC&R Engineering Historic Landmark: Yes ___ No X

If Yes Previous date of submission and Sponsoring Group. Date: N/A Sponsor: Not Applicable

The Proposed Landmarks Owner of Record and Contact Information including Street Address, P.O. Box, City, State, Nine Digit Zip Code and Country: Include Contact Name, Phone, Mobile Phone, Fax and Email Address:

Name: Walter G. Riedel is the CEO& President of the Stark Foundation.

Address:

Phone Numbers: 409-883-3513

Email: wriedel@starfoundation.org

In Support of this Nomination please provide to following information:

1. Date of Construction, Invention or Installation and any other significant dates:

First Presbyterian Church was designed prior to 1907 with Architectural, Structural, Air-Conditioning, Electrical Equipment and Lighting Drawings by Architect Jas. Oliver Hogg of Kansas City, Missouri for the Lucher-Stark Family in Orange, Texas. Construction started in 1908 with dedication in 1912. Original Air conditioning was a steam driven anhydrous ammonia chiller with air handling unit and chilled water pump driven by a steam motor and leather belts. Had problems with ammonia odor releases and was converted to a Kroeschell CO2 high pressure electric drive unit and Air handling unit. At the time there was not enough electricity to drive the CO2 compressor so a steam boiler generator had to be added to the design.

2. Names of Key ASHRAE HVAC&R Engineer or other significant professionals associated with the Site, Installation, Process or Invention:

3. ASHRAE HVAC&R Engineering Historic Landmark Significance of the Project, Site, Installation, Process or Invention:

Represents a departure of the early air conditioning HVAC&R systems designed, applied and installed by companies for Industrial Applications such as Paper Mills and Breweries, Commercial Applications such as Hotels, Office, Stock Market and other Commercial Office Buildings. Some earlier work on air conditioning had been done in Movie Theaters and other public buildings, but this was the earliest mention of a private church building being air-conditioned. The Lucher Stark family was a wealthy East Texas Lumber Empire involved in East Texas and West Louisiana that owned land and harvested the lumber of the East Texas Pine Wood Forests through sawmills that produced and sold finished dimension lumber for construction.

4. Comparable or similar sites both in Us and International(Provide Site Name, Location, Dates and a Short Description of Comparable with Photos:

Unknown

5. Unique Features or characteristics which set the proposed ASHRAE HVAC&R Engineering Landmark apart from other ASHRAE HVAC&R Engineering projects including those listed in #4 above.

Copy of the original A, S, M, & E Architectural and Engineering drawings showing details of construction dated 1908; Copy of Article in March 1914 issue of Ice and Refrigeration detailing the Kroeschell CO2

Air Conditioning System and Correspondence with William H. Moler of Carrier Corporation dated 1928-29 with negotiations about the replacement of the Kroeschell CO2 system with a New Carrier System including refrigeration as a turn-key design build system.

6. Description of 1) the contribution impact that this project, process, installation, invention made on the ASHRAE HVAC&R Engineering profession, 2) the impact of this on the region , country of Society as a group.

This church was originally designed prior to 1908 since construction was started in 1908 with the dedication in 1912 and from its inception was conceived to be air conditioned during the very early stages of the HVAC&R industry. The initial system was anhydrous ammonia with a steam boiler to provide rotating steam engines to drive the air handling unit, the chilled water pump and the refrigeration equipment because there was little public electrical power available in Orange, Texas at that point in time. The owner soon became aware of the problem of having ammonia around a facility, due to leaking seals and the very low VOC detection threshold of Ammonia and decided to get a new air conditioning system from Kroeschell in the form of a high pressure CO2 system. Unfortunately there was not enough power in Orange, Texas to run the CO2 Compressor and other equipment. The Owner decided to build a 100 KW, 200 Hp De La Vergne diesel driven electrical generation plant and had to hire a stationary engineer to operate the electrical plant and the new air conditioning system for the Church. This tripled the available electrical power in the city of Orange, Texas in 1914. Later in 1928-29 the church negotiated with the Carrier Corporation to install a new turnkey refrigeration system, new air handling unit and new shell and tube heat exchanger with chilled and condensing water pumps.

7. A list of published professional references or articles that materially describe this nomination and accurately date it.

Copy of the original A, S, M, & E Architectural and Engineering drawings showing details of construction dated 1908; Copy of Article in March, 1914 issue of Ice and Refrigeration detailing the Kroeschell CO2

Air Conditioning System and Correspondence with William H. Moler of Carrier Corporation dated 1928-

29 with negotiations about the replacement of the Kroeschell CO2 system with a New Carrier System including refrigeration as a turn-key design build system.

8. Provide a List of all additional supporting documents in support of this nomination in electronic format (High Definition 400 DPI or better OCR enhanced Originals cannot be returned Please list all enclosed documents, publications, photographs and supporting Historical Evidence. High quality digital images

Refer to Attached Houston Chapter Historian Bruce Flaniken researched and published History of the 1908-1912 Air Conditioned Church in Orange, Texas that received the ASHRAE Lou Flagg History Award for best Chapter History Paper in 2018

9. Color or black and white and one 5" x 7" black and white and one Color glossy high quality digital photo are required for publicity and presentation purposes.

See attached photos

10. The recommended citation for inscription on the Face of the Plaque for the ASHRAE History Committee to consider.

**ASHRAE HVAC&R Industry 125th Anniversary 2019-2020
Pilot Historical Landmark/Milestone Plaque.**

First Presbyterian Church
902 West Green Avenue
Orange, Texas 77630
Stark Lutcher Foundation

Early HVAC&R air conditioned Church building designed in 1907, constructed 1908 to 1912 with dedication in 1912. The building HVAC&R system has been upgraded from initial steam boiler driven anhydrous ammonia refrigeration system with air handling unit, heat exchangers and chilled water pump driven by a steam motor, to a Kroeschell high pressure Carbon Dioxide electric motor driven refrigeration system with electric driven air handling unit and heat exchanger with chilled and condensing water pumps to a Carrier Corporation air handling unit with heat exchanges, and chilled and condenser water pumps and then finally upgraded to a R-12 later upgraded to R-420a. The 1929 installed date of the Carrier Corporation Air Handling Unit is still in place and is used daily to keep the Church air conditioned.

11. A statement signed by the Owner of the property that he is in support of this nomination & is in agreement to: 1) allow the approved ASHRAE HVAC&R Engineering Plaque to be mounted, attached, or displayed at his facility, 2) that the Owner will allow reasonable public access to the site at times agreed upon by the Owner 3) that the Owner will notify the History Committee ASHRAE upon a) damage to the Site or Plaque, b) demolition or removal of the Artifact, or equipment installation that made the site historic, c) disposal, demolition, or sale of the property so that the Historic Plaque may be recovered by ASHRAE and d) if circumstances in the future change & the Owner no longer wishes the Historic Plaque on site.

See attached signed Document by Owners Representative

12. A signed statement that the nominating sponsor will be responsible for 1) all the costs of the ASHRAE HVAC&R Historic Landmark Plaque purchase, delivery, installation at the site and on-going required

maintenance or repairs to the plaque at the site and 3) the staging of the presentation ceremony with video-taping and/or photography at the event including reception if one is staged. This plaque and installation is not expected to exceed \$3,000.00 Cost to the sponsoring ASHRAE Entity and Vendor event sponsors may maybe solicited and advertised.

See attached signed Document by the Houston Chapter President

13. Where this nomination is sponsored by an Individual ASHRAE Member, ASHRAE Chapter or ASHRAE Chapter Region the nomination form must be submitted to the Chapters Regional Fall or Spring CRC for approval vote by the Chapters Region Council Delegates of the CRC's acceptance and support of the nomination. The vote must be recorded and the History RVC and the DRC of the Region must signed the statement of the CRC's acceptance vote.

This document will be forwarded to the Region VIII Spring CRC in Cancun, Mexico in April 2019 for the required vote.

14. The Nomination is to be submitted by the Regional History RVC within 30 Days of the CRC finish date to ASHRAE Society History Committee Staff Liaison for submission, investigation and voting by the History Committee Voting Members to select and make recommendation s to the Society Board of Directors for their final approval (This vote of the ASHRAE BOD would occur during the Winter Annual Meeting after the Fall and Spring Region CRCs occurs)

ASHRAE
REGION:
Region VIII

ASHRAE History RVC Printed Name: Dusty
Stoabs ASHRAE History RVC
Signature: ASHRAE

DRC Printed Name: Jonathan
Symko ASHRAE DRC
Signature: ASHRAE

Region Total Delegates: For: Against: Abstaining:

Historical Committee 2018-2019 MBOs Bruce Flaniken History Chair						
Objective	SP Goal	Completion Date	Fiscal Impact	Delegated to:	Status	Comment
PEC MBO 1 Not Assigned to Historical	N/A	N/A	N/A	N/A	N/A	N/A
PEC MBO 2 Compile a list of the Council's value to ASHRAE members and society based on committee focus.	1	Winter 2019 Atlanta	None	Historical Committee	Ongoing	Will work to understand requirements of PEC
PEC MBO 3 Alignment of Council and Committee guiding documents (MOP/ROB/Reference Manual) to reflect value and restructure.	1	Winter 2019 Atlanta	None	Historical Committee	Done	Will work to understand requirements of PEC
PEC MBO 4 Not Assigned to Historical	N/A	N/A	N/A	N/A	N/A	N/A
PEC MBO 5 Conduct a budget analysis to identify areas with potential for growth and prioritize potential areas of reduction.	1	Winter 2019 Atlanta	None	Historical Committee	Ongoing	Will work to understand requirements of PEC
HC MBO 1 Develop proposals to improve the opportunities for Regional Historians to participate in Historical Committee activities.	1	Winter 2019 Atlanta	None	RVC Guideline sub committee	Ongoing	Continue on-line participation of non-voting members (RVCs) at Committee meetings. Propose the extension of the On-line participation of Chapter Historians at Regional CRC
HC MBO 2 Develop PAOE Recommended Changes to 2019-2020 PAOE	1	Winter Atlanta 2019	none		Done	To get ahead of the PAOE Committee Cycle with proposal for the following year's PAOE Letter in Summer 2019.
HC MBO 3 History VC PAOE Update Summary Report at Annual & Winter Meetings to include copy similar to 2017-18 Annual meeting VC	1	Winter Atlanta 2019	None	VC Report	Ongoing	To encourage RVCs to target the below PAR performing Chapters in their Region based on the previous year's History PAOE Summary.
HC MBO 4 Encourage Chapter Historians who don't Attend their Regional CRC for Chapter Historian Training by their History RVC	1	Ongoing	minor	RVC Guideline sub committee	Ongoing	Update the Chapter Historians Training PowerPoint. 1) Propose the extension of the on-line participation of Chapter Historians at Regional CRC to Regional level. 2) Propose revision of RVC Assigns PAOE points to add attendance at on-line Chapter Historian Training at CRC, Add points for submittal of a completed MBO with phone discussion with RVC History prior July 30, of fiscal year.
HC MBO 5 Assist in publicizing 125 th Anniversary. Develop information of historical interest that can be presented at Society & Regional Meetings	1	Ongoing	Major	125th Anniversary Celebration sub committee	Ongoing	Continue 125th Seminar and Historical Articles Promotions with PEC to support the 125th anniversary and demonstrate to members the strength in depth of our Society.
HC MBO 6 Develop proposal for publication/s to celebrate 125th Anniversary	1	Winter Meeting Atlanta 2019	To Be Advised	Historical Committee	Ongoing	Continue working on and supporting 125th Publications for to PEC. Currently working with Staff overall Schedule and requirements for publications.
HC MBO 7 Foster collaboration with other international societies to improve our historical research and support history-related activities of the Society	4	Ongoing	None	Historical Committee	Ongoing	Continue work on collaboration. HC has links with similar groups in CIBSE and AiCARR - opportunity to pursue to work w/similar committees in CEN, International Institute of Ammonia Refrigeration (IAR), International Institute of Refrigeration (IIR), & Global Cold Chain Alliance (GCCA).
HC MBO 8 Encourage younger members of ASHRAE to have interest in history-related activities of the Society	2	Ongoing	None	Historical Committee	Done	Continue YEAPAOE Support in History Proposing to keep the PAOE line item "For a local Chapter Historical activity performed by an actively engaged YEA member"
HC MBO 9 Leadership Recall Arrange for videos at Annual meeting 2019	2	Ongoing	Verify \$1,000 Budgeted	Historical Committee	Done	Arrange two Presidential interviews. Review other potential interviewees
HC MBO 10 Digitize Archived Journals + Transactions	3	Ongoing	Major	Historical Committee/P EC	Ongoing	Continue Archive Digitized Journal and Transaction w/Searchable indexes now available; Encourage digitalization of all Society Journals and Handbooks
HC MBO 11 Incorporate a Women In Engineering component to the 125 Year ASHRAE Anniversary celebration	1	Ongoing	None	Historical Committee	Ongoing	Continue WIA PAOE Support in History Proposing to keep the PAOE line item "For a local Chapter Historical activity performed by an actively engaged "Woman in ASHRAE (WIA)" member"
Jan 12–16, 2019 – Atlanta, GA						Jun 22–26, 2019 – Kansas City, MO

Professional Development Committee

MBOs for Society Year 2018-19

Chair: Charlie Henck Date: June 27, 2018

Objective	SP	Completed by	Fiscal Impact	Responsible Party	Comment/Status
1. Develop a 5-year plan on developing young engineer training products that can reach a wider audience than just our design class	1C	June 2019	None	Planning Subcommittee	Planning adhoc The committee will table this for 12 months until the restructure is complete.
2. Develop topics and RFPs for an additional (3) practical applications courses to 'fill the gaps' in our current offerings.	3D	Jan 2019	None	Planning Subcommittee	4 course proposals approved in Dec.
3. Review all SDLs and issue RFPs for the ones that need updating.		Jan 2019	None	Operations Subcommittee	In progress
4. Review all existing courses and sunset those that have not been used in 5 years or recommend updates		Jan 2019	None	Operations Subcommittee	In progress
5. Establish guidelines for liaison		Jan 2019	None	Operations Subcommittee	In progress
6. Every course reviewed by PDC Liaison prior to presentation– Quality check		Jan 2019	None	Operations Subcommittee	Continuous
7. Improve marketing of courses/branding. Work with ASHRAE marketing for improvement		Jan 2019	TBD	Planning Subcommittee	Continuous
Additional Recommendations for Strategic Planning: None at this time					

ASHRAE Strategic Plan 2014 Initiatives addressed by Objective

TO: Jose L. Correa, Publications Committee Chair
Cindy Michaels, Publications Committee Staff Liaison

FROM: Joyce Abrams

DATE: October 12, 2018

SUBJECT: Members Council Referral – Conference Papers

During the Members Council June 2018 meeting in Houston, the motion below was referred to the Publications Committee from the Conferences and Expositions Committee for consideration. I appreciate your keeping me advised of your actions. Let me know if you have any questions. Thank you.

Conferences and Expositions Committee – Motion 10 (06/26/2018):

CEC requests that Members Council refer the following motion to the Publications Committee:

That the Publications Committee publish conference papers and extended abstracts presented at the winter and annual conferences in ASHRAE Transactions beginning with the 2019 Winter Conference.

Background: Authors have identified indexing of their papers as the top reason where they choose to publish. Currently, however, conference papers presented at winter and annual conferences are not being indexed. Papers that are published in ASHRAE Transactions are indexed, so by moving the conference papers into ASHRAE Transactions, ASHRAE will be able to meet the authors' need to have their papers indexed. Additionally, TC chairs have voiced strong approval for this action when it was announced at the TC chairs' breakfast. (CEC Vote: 23-0-1, CV)

cc: Julia Keen, Publishing and Education Council Chair
Mark Owen, Publishing and Education Staff Liaison
Kevin Marple, Conferences and Expositions Committee Chair
Tony Giometti, Conferences and Expositions Committee Staff Liaison

SPECIAL PUBLICATIONS PUBLISHED PROJECTS

January 2018 to date

January 2018

- Chicago Papers online
- ASHRAE Design Guide for Cleanrooms
- Standard 90.1-2016 User's Manual (print)
- Standard 90.1-2016 User's Manual (online portal)
- Standard 140-2017
- Standard 161-2018
- Standard 194-2017
- K-12 zero energy AEDG
- IT Equipment Power Trends, 3rd edition (Datacom Series)
- ASHRAE Design Guide for Air Terminal Units
- ASHRAE GreenGuide, 5th ed.
- Pocket Guide, 9th ed. (I-P)
- Pocket Guide, 9th ed. (SI)

March 2018

- Chicago Seminars online
- Standard 100-2015 (Spanish)

April 2018

- Classification of Laboratory Ventilation Design Levels (PDF only)
- Guideline 1.3-2018
- Guideline 209-2018
- Standard 100-2018

May 2018

- Guideline 16-2018

June 2018

- Houston Papers online
- Standard 22-2018
- Standard 41.2-2018
- Standard 41.7-2018
- Standard 62.1-2016, Arabic
- Standard 90.1-2016 (SI), Spanish
- Standard 128-2018
- Standard 181-2018
- Standard 203-2018
- Standard 211-2018 ACCA
- Standard 215-2018
- Guideline 36-2018
- HVAC Design Manual for Hospitals and Clinics, 2nd Ed, Spanish
- Residential IAQ Guide
- ASHRAE Guide for Sustainable Refrigerated Facilities and Refrigeration Systems

July 2018

- Chicago Transactions, Vol. 124, Part I
- Standard 32.2-2018

August 2018

- Houston Seminars on the Tech Portal
- Standard 72-2018
- Standard 158.2-2018
- Standard 188-2018
- Standard 222-2018
- Guideline 32-2018
- Position Document on Refrigerants and Their Responsible Use
- Standard 41.9-2018
- Standard 174-2018

September 2018

- Position Document on Climate Change
- Guideline 1.3-2018 Spanish Translation

October 2018

- Guideline 11-2018
- Guideline 38-2018
- Standard 202-2018
- Beirut Conference
- IBPSA Conference

November 2018

- Standard 29-2015 (RA 2018)
- Transactions Volume 124 Part II (Houston Annual)

December 2018

- Standard 189.1-2017 (International)
- Standard 90.2-2018
- Standard 200-2018
- Standard 25-2018
- Atlanta Papers in the Tech Portal

January 2019

- The Strategic Guide to Commissioning, Spanish
- Commissioning Stakeholders' Guide
- Commissioning Definitions and Terminology for the Building Industry: A Common Overview (with CIBSE and AiCARR)

SPECIAL PUBLICATIONS PROJECTS : December 13, 2018

Attachment O

Title	Responsible Entity	Date Exp to Receive [Rec'd]	Current Status	Expected Publish Date	Comments
Books					
<u>A Practitioner's Guide to Engineering Management Guide</u>	TC 1.7; Howie McKew	[Sep 4, 2018]	Layout/edit	Dec 2018	Awaiting TC review/approval
ASHRAE Design Guide for Cool Thermal Storage, 2 nd ed.	Jason Glazer, TC 6.9; RP-1719	Oct 2018 Nov 2018 [Dec 12, 2018]	Submitted to Spec Pubs	Feb 2019 Apr 2019	
ASHRAE Design Guide for Multifamily Residential Buildings	RP-1821; Lilas Pratt	End Nov 2018 Dec 31, 2018	Writing	Mar 2019	
District Cooling Guide, 2 nd ed.	TC 6.2; SP-97; RP-1267; funding from Empower Authors: Phetteplace, Tredinnick	Sep 2018 Aug 2018 Sep 2018 Jan 1, 2019	Review	Jun 2018 Dec 2018 April 2019	Per Gary P 11/29/18, files out for review with a two-week period; will meet in Atlanta
Design Guide for Combustion Turbine Inlet Air Cooling Systems, 2 nd ed.	RP-1762	Jan 2019		May 2019	RP contract completion date is 12/31/18, with approval expected at Jan conference
Datacom Series: DCIM book	TC 9.9	Sep/Oct 2018 Dec 2018 End Jan 2019	TC vote due Dec 21	Jan 2019 Mar 2019	Per Roger S, 12/13/18
Datacom Series: <i>White Paper:</i> Liquid Cooling (45 pages)	TC 9.9	Oct/Nov 2018 Dec 2018 End Jan 2019	TC vote due Jan 6	Dec 2018 Mar 2019	Per Roger S, 12/13/18
Datacom Series: <i>White Paper:</i> HDD Acoustics (15 pages)	TC 9.9	Oct/Nov 2018 Dec 2018 End Jan 2019	Will go for TC vote end Dec	Dec 2018 Mar 2019	Per Roger S, 12/13/18
District Cooling <u>Owner's Guide Operations Manual</u>	TC 6.2; SP-97; RP-1267; funding from Empower	Sep 2018 Feb 1, 2019	Writing	Jun 2018 Jan 2019 May 2019	Per Gary P 11/29/18, just now getting started on this one; will meet in Atlanta
Datacom Series: Design Considerations for Datacom Equipment Centers, 3rd ed.	TC 9.9; Larry Ollice	Apr 2018? May 2018? Nov/Dec 2018 Mid-Feb 2019	Finishing up	Jul 2018 Mar 2019 Mid-May 2019	Per Larry 12/5/18

SPECIAL PUBLICATIONS PROJECTS : December 13, 2018

Title	Responsible Entity	Date Exp to Receive [Rec'd]	Current Status	Expected Publish Date	Comments
High-Performance Buildings Simplified (w/supplemental files online) (GreenGuide-based textbook)	Tom Lawrence, Julia Keen	May 2018 Early 2019	Beta testing with students	Aug 2018 TBD	
Zero Energy Small to Med Office AEDG	Lilas Pratt	Mid-Mar 2019	60% draft	May 31, 2019	We can't miss this deadline or we will not get the support money; may be approved in January
Datacom Series: <i>White Paper:</i> Cold Storage/Shipping (25 pages)	TC 9.9	Mar 2019	Writing	May 2019	Per Roger S, 8/1/18
Smart Grid Application Guide	Ad Hoc; Lilas Pratt	May 2019	Seeking contractor	June 2019 or ASAP	Sheila Hayter presidential initiative; RFP will get contractor who will do the work
Datacom Series: Economizers for Datacom Facilities	TC 9.9	Jul 2010 Jun 2011 Oct 2011 Sep 19, 2013 2019?	In progress	Jan 2011 Oct 2011 TBD	Per Roger S, this book has had some work done on it; might become a priority in 2019, 8/1/18
ASHRAE Design Guide for Duct Systems	TC 5.2; RP-1180; will be dedicated to Herman Behls Contact: Larry Smith	Jun 2010 Jul 2011 Aug 2011 Feb 2013 Jun 2013 Jan 2014 Sep 2014 Nov 2014 Jan 2015 Jul 2015 Jan 2016 Jul 2016 Feb 2017 Jul 2017 Feb 2018 Jun 2018 June 2019	Writing	Jun 2004 Sep 2004 Nov 2010 Oct 2011 Apr 2013 Nov 2013 Jan 2015 Feb 2015 Jun 2015 Dec 2015 Oct 2016 Jun 2017 Oct 2017 Jun 2018 Dec 2018 Jan 2020	Will meet at HQ in January to discuss
ASHRAE Design Guide for Hot-Climate Buildings	MTG.HCDG; Frank Mills	June 2019	Writing	Dec 2019	Will meet in Atlanta to discuss

SPECIAL PUBLICATIONS PROJECTS : December 13, 2018

Title	Responsible Entity	Date Exp to Receive [Rec'd]	Current Status	Expected Publish Date	Comments
125th Anniversary: HVAC&R Pioneers Giants Adventures in Heat & Cold: The Men and Women Who Made Your Life Better	Bern Nagengast	Jun 2019	Planning	Jan 2020	Full color; softcover; possibly also eBook (MO suggests there may be no market for the latter); will meet in Atlanta
125th Anniversary: Proclaiming the Truth, 2 nd ed.	Steve Comstock	Jun 2019	Planning	Jan 2020	Probably hardcover like first edition; will be distributed to attendees at Winter Conf (cost included in registration); also sell extra copies in bookstore? ; will meet in Atlanta
125th Anniversary: Air Conditioning 1920-1900-2020 Twentieth Century of Air Conditioning	David Arnold	Jun 2019	SC still owes contract	Jan 2020	Possibly co-publication with CIBSE; will meet at HQ at end of January to discuss
125th Anniversary: Evolution of Components and Design Build Practices after 1900	Bruce Flaniken	Jun 2019	Planning	Jan 2020	Might be softcover book or might be just an article; will meet in Atlanta
Air-Conditioning System Design Manual, 3rd ed.	TC 9.1; Howie McKew	Aug or Sep 2019	Writing	Jan 2020	
Procedures for Commercial Building Energy Audits, 3 rd ed.	TC 7.6	Dec 2019	Revising	March 2020	Per Pub Comm liaison, 12/20/18: Rewriting as a best practices guide since first part has been superseded by Std 211
Datacom Series: Liquid Cooling Guidelines, 3rd ed.	TC 9.9	2020 2019 or 2020		TBD	Per Roger S, 10/30/18
Datacom Series: Thermal Guidelines, 5 th ed.	TC 9.9	2020		TBD	Per Roger S, 8/1/18
Nearly ZEB Hospitals Guide Book (co-publish with RHEVA)	RHEVA, TC 9.6	June 2020?	Writing	TBD	ASHRAE to edit/lay out and both orgs will publish from those files
Zero Energy Multifamily AEDG	Lilas Pratt	Jul/Aug 2020		Jan 2021	

SPECIAL PUBLICATIONS PROJECTS : December 13, 2018

Title	Responsible Entity	Date Exp to Receive [Rec'd]	Current Status	Expected Publish Date	Comments
<u>ASHRAE Design Guide for Cold-Climate Buildings Design Guide</u> , 2 nd ed.	Erich Binder	Aug/Sep 2017 2020	Planning	Chicago 2018 TBD	
PHVAC and PHVAC Solutions Manual revisions		2021 PHVAC: Jul Sol Man: Aug	Revising	PHVAC: Nov Sol Man: Dec	Every four years (2021, 2025, 2029)
Pocket Guides, 10 th ed.		Jul 2021		Dec	Every four years (2021, 2025, 2029)
Handbook for Smoke Control Engineering, 2 nd ed.	John Klote	Aug 1, 2021		Jan 2022	John wants this edition to be in color
Application Guide for Absorption Cooling/Refrigeration Using Recovered Heat, 2 nd ed.	TC 8.3; Jürgen Scharfe	TBD		TBD	Sent files to Jurgen S and Zhora Toumia again, 8/2/18; Per Jurgen 12/4/18, funding would be needed
Application of Manufacturers' Sound Data	TC 2.6	TBD	Review/ revision under discussion	TBD	Per Steve Wise 12/13/18, TC still discussing
ASHRAE Laboratory Design Guide, 3 rd ed.	TC 9.10	TBD	Planning	TBD	Per Kenneth Kuntz 12/13/18, TC just beginning to discuss revision
Comprehensive HVAC Design Guide for Justice Facilities	TC 9.4	TBD	Writing	TBD	Per Bob Cox 12/4/18, not much progress in last year but hoping to get back on track this year
Datacom Series: IT Equipment Cooling book	TC 9.9	Jun 2011? Nov 2011 TBD	Writing	Oct 2011? TBD	Per Roger S, there's no one to take leadership on this one, 8/1/18
Datacom Series: Particulate and Gaseous Contamination, 2 nd ed	TC 9.9	2015 TBD	Revising	TBD	Per Roger S, after reporting on a second RP on this in Jan 2019, this revision might be in the works, 8/1/18
Datacom Series: Structural and Vibration Guidelines, 2 nd ed	TC 9.9	Jun 2015 TBD	Revising	Oct 2015 TBD	Per Roger S, there's no one to take leadership on this one, 8/1/18

SPECIAL PUBLICATIONS PROJECTS : December 13, 2018

Title	Responsible Entity	Date Exp to Receive [Rec'd]	Current Status	Expected Publish Date	Comments
Heat Transmission Coefficients for Walls, Roofs, Ceilings and Floors	TC 4.4	TBD		TBD	Emailed Richard Peters for update, 12/13/18
HVAC Design Guide for <u>Ventilation of</u> Hazardous Spaces	TCs 5.8, 9.2; Mike Baucom	TBD	Review	TBD	Per Mike 1/8/19, expects to submit for TC review by Kansas City; possibly voted on there too.
Integrated Building Design Applications Manual	TC 7.1	Jan 2009 Jun 2010 TBD	Writing	Jan 2008 Jun 2008 Sep 2010 Jan 2015 TBD	Emailed TC chair for update, 8/1/18 and 12/4/18
Member's Survival Guide: Contracts section	Jennifer Leach, TC 1.7	Sep/Oct 2017 TBD	Revising	TBD	Emailed MS, JL, and Mike Bilderbeck for update, 10/29/18 and 12/3/18
Member's Survival Guide: Design/Build section	Mitchell Swann	Sep/Oct 2017 TBD	Revising	TBD	Emailed MS, JL, and Mike Bilderbeck for update, 10/29/18 and 12/3/18
Member's Survival Guide: Pitfalls section	Jennifer Leach, TC 1.7	Sep/Oct 2017 TBD	Revising	TBD	Emailed MS, JL, and Mike Bilderbeck for update, 10/29/18 and 12/3/18
Natural Ventilation Design Guide	Peter Simmonds, Erin McConahey	TBD	Reviews	TBD	Possibly co-brand with CIBSE; will meet in Atlanta to discuss
Tall, Supertall, and Megatall Building Systems, 2 nd ed.	Peter Simmonds	TBD	Revising	TBD	
Standards and Guidelines and User's Manuals					
Standards/addenda to be published after approval at Winter Conference	Varies	Feb/Mar 2019		Mar/Apr 2019	Every 6 mos.
Standards/addenda drafts going for approval at Annual Conference	Varies	Mid-Apr 2019		Jun 1, 2018	Every 6 mos; publish = ready for review at conf
Revision of Standard 62.1	SSPC 62	Spring 2019		Summer 2019	Every three years (2019, 2022, 2025)

SPECIAL PUBLICATIONS PROJECTS : December 13, 2018

Title	Responsible Entity	Date Exp to Receive [Rec'd]	Current Status	Expected Publish Date	Comments
Revision of Standard 62.2	SSPC 62	Spring 2019		Summer 2019	Every three years (2019, 2022, 2025)
Revision of Standards 15 and 34	SSPCs 15, 34	Jul 2019		Oct 2019	Every three years (2019, 2022, 2025)
Standards/addenda to be published after approval at Annual Conference	Varies	Jul/Aug 2019		Aug/Sep 2018	Every 6 mos.
Revision of Standard 90.1	SSPC 90.1	Aug/Sep 2019		Oct 2, 2016 (electronic)	Every three years (2019, 2022, 2025)
Standards/addenda drafts going for approval at Winter Conference	Varies	mid Oct 2019		Nov 30, 2018	Every 6 mos; publish = ready for review at conf
Revision of Standard 52.2	SSPC 52.2	Winter 2019		Mar	Every three years (2019, 2022, 2025)
Revision of Standard 90.2	SSPC 90.2	Winter 2019		Mar	Every three years (2019, 2022, 2025)
Revision of Standard 140	SSPC 140	Winter 2019		Mar	Every three years (2019, 2022, 2025)
Revision of Standard 189.1	SSPC 189	Sep 2020		Oct 2020	Every three years (2020, 2023, 2026)
Topical Conferences					
Thermal Performance of the Exterior Envelopes of Whole Buildings XIII [online]	Tony Giometti	Jul 1, 2019		Conf is Nov 2019	Every three years (2019, 2022, 2025)
IAQ Conference [flash drive]	Tony Giometti	Aug 2019		Conf is Sep 2019	Every three years (2019, 2022, 2025)
Position Documents					
PD on Energy Efficiency in Buildings	Steve Hammerling	Nov 2015 Spring 2016 Feb 2017 Jun 2017 Spring 2018 [Jul 2, 2018] Feb 2019	Proof1 sent	Dec 2015 TBD	Per Steve H: New PD, so full editorial review needed
PD on Environmental Tobacco Smoke	Steve Hammerling	Jul 2016 Feb 2017 Jun 2017 Spring 2018 Feb 2019	Revising	TBD	Current version was reaffirmed in Jul 2016 to keep it posted online until revision is complete

SPECIAL PUBLICATIONS PROJECTS : December 13, 2018

Title	Responsible Entity	Date Exp to Receive [Rec'd]	Current Status	Expected Publish Date	Comments
PD on Resiliency in the Built Environment	Steve Hammerling	Spring 2018 Jun 2018 Feb 2019	In progress	TBD	
PD on Airborne Infectious Diseases	Steve Hammerling	Jun 2018 Feb 2019	In progress	TBD	
PD on IAQ	Steve Hammerling	Early Jul 2016 Feb 2017 Jun 2017 Spring 2018 Feb 2019 July 2019	In progress	TBD	
Translations					
Thermal Guidelines for Data Processing Environments, 4th edition (Spanish)	Columbia Chapter / ACAIRE	Jan 2018 Jun 2018 Aug 2018 Mid-Sep 2018 [Nov 29 2018]	Layout	Spring 2019	
Standard 202-2018 (Spanish)	Spain Chapter	[Dec 10,2018]	Contracted	TBD	Word files sent 11/19/18
Standard 55-2013 (Arabic)	Falcon Chapter	Dec 2018	Contracted	TBD	Per Ahmed, 11/13/18
ASHRAE Design Guide for DOAS (Spanish)	Spain Chapter	Dec 31, 2018	Contracted	TBD	Supplied Word file, 8-15-18
Standard 55-2017 (Spanish)	Spain Chapter	Dec 31, 2018	Contracted	Feb 2019	Supplied Word file, 8/21/18
Standard 90.1-2013 (Chinese)	Taiwan Chapter	Jan 2019	Contracted	TBD	Per Jude Chen 11/6/18
Standard 188-2018 (Spanish)	ATEAAR (Ecuador)	Feb 16, 2019	Contracted	TBD	Word files sent 11/16/18
Standard 90.1-2016 (SI) (Arabic)	Falcon Chapter	May 2019	Contracted	TBD	Supplied Word files, 5/31/18; dates per Ahmed, 11/13/18
ASHRAE Terminology (Spanish)	Spain Chapter	TBD	Translating	TBD	Supplied Terminology website file, 7/17/18
Guideline 2-2010 (Spanish)	Mexico City Chapter (AMERIC)	2012 TBD	Contracted	TBD	Emailed for update, 10/30/18
Guideline 22-2008 (Spanish)	Mexico City Chapter (AMERIC)	2012 TBD	Contracted	TBD	Emailed for update, 10/30/18
IAQ Guide (Spanish)	Miami Chapter	May 2014 TBD	Contracted	TBD	Emailed Armando Chamorro for update, 10/30/18

SPECIAL PUBLICATIONS PROJECTS : December 13, 2018

Title	Responsible Entity	Date Exp to Receive [Rec'd]	Current Status	Expected Publish Date	Comments
Standards 15-2010 and 15-2013	APVARC (Peru)	TBD	May be Contracted	TBD	Emailed Luis Yamada for update, 10/30/18
Standard 34-2007 or -2010 (Spanish)	ACAIRE	Dec 2010 TBD	Contracted	TBD	Per Fabio Clavijo, 10/30/18, will ask Refrigeration section if they are still willing to work on it.
Standard 41.1-1986 (RA 2006) (Spanish)	Mexico City Chapter (AMERIC)	2012 TBD	Contracted	TBD	Emailed for update, 10/30/18
Standard 41.3-1989 (Spanish)	Mexico City Chapter (AMERIC)	2012 TBD	Contracted	TBD	Emailed for update, 10/30/18
Standard 52.2-2012 (Spanish)	Mexico City Chapter (AMERIC)	TBD	Waiting on Signed Contract	TBD	Per Fernando Bonilla, 10/31/18, this translation is complete
Standard 90.1-2007 (Spanish)	Mexico City Chapter (AMERIC)	2009 TBD	Contracted	TBD	Emailed for update, 10/30/18
Standard 90.1-2016 (SI) (Chinese)	Taiwan Chapter	TBD	Not yet contracted	TBD	
Standard 111-2008 (Spanish)	Mexico City Chapter (AMERIC)	2013 TBD	Contracted	TBD	Emailed for update, 10/30/18
Standard 180-2012 (Spanish)	APVARC (Peru)	TBD	May be Contracted	TBD	Emailed Luis Yamada for update, 10/30/18
Standard 209-2018	Argentina Chapter	TBD	Contracted	TBD	Supplied Word file, 9/24/18
Standard 211-2018	ATEAAR (Ecuador)	[Jan 7, 2019]	Contracted	TBD	**Co-copyright with ACCA Supplied Word file, 10/18/18
Water System Design SDL (Spanish)	Mexico City Chapter	TBD		TBD	Emailed for update, 10/30/18
CDs/DVDs					
International Weather for Energy Calculations (IWECC), Ver 3	TC 4.2	TBD		TBD	Emailed Joe Huang for update, 12/13/18
The Good, the Bad, and the Ugly DVD revision	TC 1.7	Sep/Oct 2017 TBD	Reviewing	Jan 2018 TBD	Per Duane Wolf 10/30/18, he will have recommendations for the TC in Atlanta

SPECIAL PUBLICATIONS PROJECTS : December 13, 2018

Title	Responsible Entity	Date Exp to Receive [Rec'd]	Current Status	Expected Publish Date	Comments
Weather Data Viewer DVD	Michael Roth	Spring 2021		Summer 2021	Every four years (2021, 2025, 2029)
Online Resources					
ASHRAE Terminology	TC 1.6; Art Hallstrom	Ongoing		Ongoing	
Recurring Conference-Related Projects					
Winter Conference Transactions (Part 1)	Staff	Feb/Mar		May	
Annual Conference and Technical Papers in Technology Portal	N/A	Mar–Apr		Submit content Apr 23, art May 6	
Annual Conference Transactions (Part 2)	Staff	Aug/Sep		Oct	
Winter Conference and Technical Papers in Technology Portal	N/A	Sep–Nov		Submit content Nov 27, art Dec 9	
Annual Conference Seminar Recordings Online	Tony Giometti	Submit art Nov		Proof Jul 5–9; approve by Jul 12	Needed in inventory by Sep 1
Winter Conference Seminar Recordings Online	Tony Giometti	Submit art Dec		Proof Feb 19–28; approve by Feb 28	Needed in inventory by Mar 1

Publications Committee

MBOs for Society Year 2018-2019

Chair: Jose Correa Date: 13 Jan 2019

Objective	SP 2014	Compl. by	Fiscal Impact	Resp. Party*	Comment/Status
Create a guide of liaison with TAC sections		6/19	None	Aguilo, Murthy	To improve communication with TAC/TCs, and prepare liaisons TC/Section breakfasts. Ensuring mandatory attendance. Identify publications needing revision. Complete
Continue conducting and monitoring mentoring program for new members.	2	6/19	None	Chee	Mentor all new members, make sure they are on track and help them to achieve what they commit to. Guide for mentoring complete; ongoing mentoring in progress
Continue facilitating ASHRAE Journal articles comment and judging.	2	6/19	None	Vallort	Improve current matrix to select Article of the Year and follow up on member's ASHRAE Journal monthly review. Monthly review participation has been increased; improvement of judging tools ongoing
Additional Recommendations for Strategic Planning: None.					

SP 2014 = Strategic Plan 2014 Initiative addressed by objective