



# MINUTES (DRAFT)

## Handbook Committee

January 29, 2017  
Caesars Palace  
Las Vegas, Nevada

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### MEMBERS PRESENT:

Forrest Yount, chair  
David Yuill, vice chair, 2017F chair  
Bass Abushakra, 2017F  
Larry Akers, 2017F  
Van Baxter, 2017F  
Sheila Hayter, 2017F  
Ramesh Paranjpey, 2017F  
Don Fenton, 2018R chair  
Jay Enck, 2018R  
Scott Fisher, 2018R  
Bill Murphy, 2018R  
Suzanne LeViseur, 2019A chair  
Bryan Becker, 2019A  
Bryan Holcomb, 2019A  
Harris Sheinman, 2019A  
Lynn Werman, 2019A  
Michael Patton, 2020S chair  
Caroline Calloway, 2020S  
Prakash Dhamshala, 2020S  
Nicolas Lemire, 2020S  
Mick Schwedler, Board of Directors Ex-Officio  
Walid Chakroun, Publishing and Education Council chair; Coordinating Officer

### STAFF PRESENT:

Heather Kennedy, Managing Editor, Handbook  
Mark Owen, staff liaison, Editor/Group Mgr., Handbook and Special Publications

### VISITORS:

Stephanie Mages  
Sonya Pouncy, Detroit Chapter  
Kris Tan, Singapore Chapter  
Ardi Yatim, Indonesia Chapter

### ADDITIONAL DISTRIBUTION:

Publishing and Education Council  
Chapter Technology Transfer Committee

**MAJOR PASSED MOTIONS**

No.	Motion
2	To modify the committee's Manual of Procedures (MOP) as shown in Attachment B.

**ACTION ITEMS**

No.	Responsibility	Action Item
1	Kennedy	Send the list of 2019A chapter due dates to Ms. LeViseur.
2	Kennedy	Investigate with the Authoring Portal hosting vendor establishing a demo or "sandbox" folder on the portal, which would be useful for showing TCs how to use the resource.
3	Yount	Pass along committee members' concerns regarding Handbook PDF content delivery changes at the PEC meeting on Tuesday

**1. Call to Order**

Mr. Yount called the meeting to order at 10:34 a.m. and noted that a quorum was present.

**2. Introductions**

Mr. Yount welcomed all attendees. Members and visitors introduced themselves.

**3. Approval of Minutes**

It was moved and seconded

**(1) to approve the minutes of the committee's June 2016 meeting in St. Louis.**

**MOTION (1) PASSED, voice vote.**

**4. Agenda Updates**

There were no additions to the agenda.

**5. Chair's Comments**

**5.1 Publishing and Education Council (PEC) update**

Mr. Yount postponed his report until agenda item 10.3.

**6. Board of Directors Ex-Officio (BOD ExO) Member Report**

Mr. Schwedler thanked the committee and gave a brief PowerPoint presentation (Attachment A) of Society announcements and news. He noted that the 2017 AHR Expo is anticipated to be the largest ever. He also requested that members who are rolling off the committee contact him regarding their desired next Society roles.

**7. Coordinating Officer (CO) Report**

Mr. Chakroun, PEC chair and CO, thanked committee members for their work. He reported that motions will be presented by the Handbook Ad Hoc Subcommittee of PEC regarding delivery methods for Handbook content.

These motions will propose shifting from CD to Internet download because many members no longer have disc drives and to save costs that will help fund better overall delivery of Handbook content to members worldwide.

## **8. Handbook Editor's Report**

Mr. Owen provided an update of information on distribution and sales for the current (2013, 2014, 2015, and 2016) Handbook volumes and ASHRAE Handbook Online. There are now approximately 12,500 active subscribers to the online edition.

Reporting on member benefit selections, Mr. Owen reported that, since the choice was introduced in March 2014, approximately 82% of renewing members have chosen to receive the print/CD edition. Another 13% chose the CD accompanied by an online subscription, with a little more than 4% (of total renewals) who chose to receive all formats—print, CD, and online—for an additional fee.

## **9. Volume Subcommittee Reports**

### **9.1 2017 Fundamentals**

Mr. Yuill reported that the volume was on schedule for June publication as planned. He congratulated and thanked the liaisons for helping get the revisions submitted in time for the new edition.

### **9.2 2018 Refrigeration**

Mr. Fenton reported good attendance at the Volume/TCs meeting. He added that probably 6 to 8 chapters will not be updated, although about 75% of chapters will receive revisions.

### **9.3 2019 HVAC Applications**

Ms. LeViseur reported that the Volume/TCs meeting was attended by more than 20 persons, and that the TCs are planning three additional potential new chapters for the volume.

Ms. LeViseur further requested that the list of chapter due dates be sent to her (**ACTION ITEM #1: Kennedy**).

### **9.4 2020 HVAC Systems and Equipment**

Mr. Patton reported attendance of eight at the Volume/TCs meeting, with many chapters represented. TCs reported planning under way. Conflicts in terminology are being resolved between chapter liaisons or reported to TC 1.6, Terminology, as needed.

## **10. Subcommittee Reports**

### **10.1 Training**

#### 10.1.1 Handbook training

Mr. Patton reported that training was conducted earlier in the morning with about 35 attendees. Much of the focus was on the new ASHRAE Authoring Portal (AAP) ([authoring.ashrae.org](http://authoring.ashrae.org)). Questions/comments covered “rogue” revisers, accepting revisions for “clean” copy, and the desire to have access restricted to certain positions within TCs.

Regarding the Authoring Portal, Mr. Patton suggested that a demo or “sandbox” folder on the portal would be useful for showing TCs how to use the resource. Ms. Kennedy will investigate this with the portal hosting vendor (**ACTION ITEM #2**).

### **10.2 Functional**

#### 10.2.1 Rules of the Board (ROBs)

Ms. LeViseur reported no changes.

#### 10.2.2 Manual of Procedures (MOP)

Ms. LeViseur presented the following motion:

**(2) to modify the committee’s Manual of Procedures (MOP) as shown in Attachment B.**

Mr. Sheinman stated that the passage in question is a direct quote from the MOP for the Technical Activities Committee (TAC), and that the change was needed to match the current TAC MOP numbering, which has changed.

**MOTION (2) PASSED, 16-0-1, chair not voting.**

10.2.3 Authors and Revisers Guide (ARG)

Ms. LeViseur reported no changes.

10.2.4 Reference Manual

Ms. LeViseur reported no changes.

**10.3 Electronic Media**

Mr. Fenton reported that the subcommittee discussed delivery media/modes for Handbook CD content. Permanent (PDF) delivery is necessary, particularly for international members, because of possibly unreliable Internet connections for accessing Handbook Online. Concerns include retaining the full functionality of the CD (e.g., links, index, search). The subcommittee recommends considering flash drives for delivery.

Mr. Yount reported that the Handbook Ad Hoc Subcommittee of PEC will be presenting motions to the council proposing changing Handbook PDF content delivery from a CD inside the print edition to a one-time Internet download. Another motion would add an unspecified mailing surcharge for members in locations outside North America. Members expressed concerns that the present CD’s functionality be retained in the download version and that no Handbook benefits be reduced or new fees introduced. One suggestion was to provide international members (or all members) with Handbook Online in compensation for the added print mailing fees. Mr. Yount said he would pass along these concerns at the PEC meeting on Tuesday (**ACTION ITEM #3**).

Mr. Fenton also reported that the subcommittee had discussed the need for liaisons to be notified when TCs had their chapters ready for submission on the Authoring Portal. Ms. Kennedy commented that the portal includes no automatic notification at present but that the editors would notify liaisons when they receive notice from the TCs.

**10.4 Strategic Planning**

Mr. Yount reported, on behalf of Mr. Yuill, who had to attend another meeting, that the subcommittee discussed (1) encouraging TCs to produce Handbook Online features by calling for them in research project (RP) deliverables, and (2) mentoring incoming committee members.

**10.5 International**

Mr. Paranjpey reported that he was the only attendee at the subcommittee’s meeting.

**11. Information Items**

**11.1 Year 2016-17 MBOs**

Mr. Yount reviewed the status of MBOs for 2016-17 (updates noted in Attachment C).

**12. Action Items**

Mr. Yount reviewed action items from the June 2016 meeting:

No.	Responsibility	Action Item	Status
1	Functional Subcommittee	Review the content on handling errors as now contained in the Authors and Revisers Guide (ARG) and Manual of Procedures (MOP).	In progress.

2	Owen	Add the ASHRAE Authoring Portal (AAP) PowerPoint presentation to Handbook Central as soon as possible at this (St. Louis) conference.	COMPLETE.
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**13. Old Business**

(None.)

**14. New Business**

(None.)

**15. Adjournment**

Mr. Yount thanked the committee for their work. The meeting was adjourned at 12:38 p.m.

Respectfully submitted,



Mark S. Owen  
Staff liaison  
Editor/Group Manager, Handbook and Special Publications

# ASHRAE UPDATE

ExO Report to Committees  
2017 Winter Conference



# AHR EXPO/ASHRAE CONFERENCE

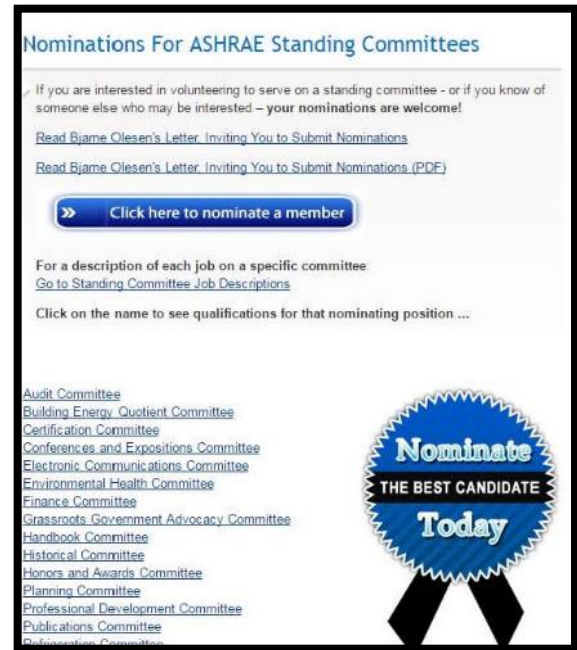
- AHR Expo
  - Record breaking exhibit space anticipated
  - More than 2,000 exhibitors and 60,000 industry professionals
  - Attendees from every state in the U.S. and 150 countries worldwide
- ASHRAE Conference
  - 2,761 attendees
  - 699 committee meetings
  - 248 presentations via 331 speakers in Technical Program





# ASHRAE WANTS YOU!

- Standing committee appointments sought for 2017-18
- Join President-Elect Bjarne Olesen as he works to “Extend Our Community,” through the global community, technical horizons and value to members
- [www.ashrae.org/nominate](http://www.ashrae.org/nominate)
- Nominations due by Feb. 17



Nominations For ASHRAE Standing Committees

If you are interested in volunteering to serve on a standing committee - or if you know of someone else who may be interested – your nominations are welcome!

[Read Bjarne Olesen's Letter Inviting You to Submit Nominations](#)


[Read Bjarne Olesen's Letter Inviting You to Submit Nominations \(PDF\)](#)

[Click here to nominate a member](#)

For a description of each job on a specific committee  
[Go to Standing Committee Job Descriptions](#)

Click on the name to see qualifications for that nominating position ...

- [Audit Committee](#)
- [Building Energy Quotient Committee](#)
- [Certification Committee](#)
- [Conferences and Expositions Committee](#)
- [Electronic Communications Committee](#)
- [Environmental Health Committee](#)
- [Finance Committee](#)
- [Grassroots Government Advocacy Committee](#)
- [Handbook Committee](#)
- [Historical Committee](#)
- [Honors and Awards Committee](#)
- [Planning Committee](#)
- [Professional Development Committee](#)
- [Publications Committee](#)
- [Recreation Committee](#)





# PRESIDENTIAL INITIATIVES – PRESIDENT’S LUNCHEON PREVIEW

- Internship Program – launched
- Chapter Opportunity Fund – funds being distributed to regions and chapters for implementation
- App Portfolio – expansion underway
- More details shared at President’s Luncheon on Monday. **Don’t miss out!**



# NEW EDUCATIONAL COURSES

- Cogeneration from the Basics through Operation
- Complying with Standard 90.1-2016
- Complying with the Requirements of Standard 62.1-2016
- New ASHRAE-Classified Refrigerants to Meet Society's Changing Needs
- Complying with Standard 90.1-2016 Appendix G
- Variable Refrigerant Flow System Design & Applications
- Design of Affordable and Efficient Ground Source Heat Pump Systems



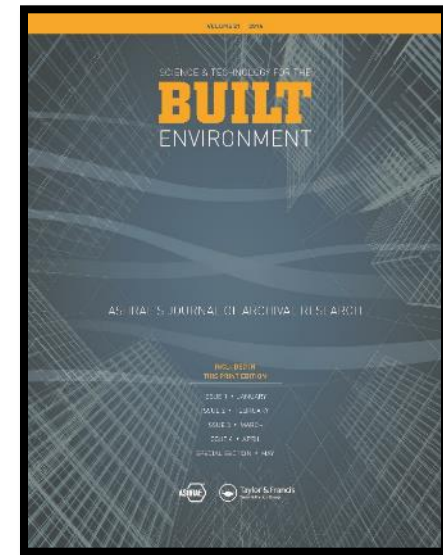
# NEW INTERNATIONAL MAILING

- New international mailing service to ensure faster and more accurate delivery of ASHRAE Journal
- Began with December 2016 issue

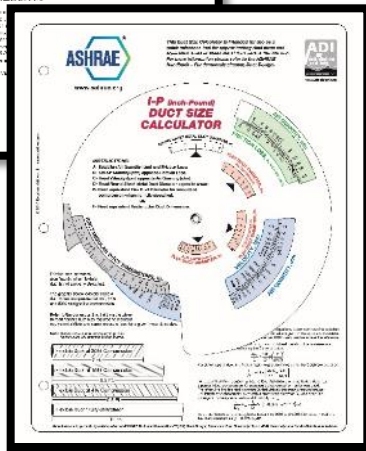
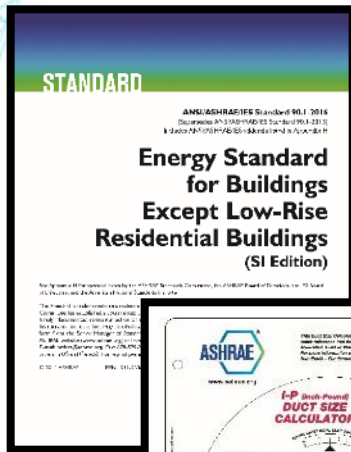


# FREE ACCESS TO STBE

- ASHRAE members now have **free** online access to *Science and Technology for the Built Environment*
- Provides comprehensive reporting of original research in science and technology related to the stationary and mobile built environment
- Available using ASHRAE member login at [www.ashrae.org/stbe](http://www.ashrae.org/stbe)



# RECENT PUBLICATIONS AND STANDARDS



- Standard 15-2016, *Safety Standard for Refrigeration Systems*
- Standard 34-2016, *Designation and Safety Classification of Refrigerants*
- Standard 90.1-2016, *Energy Efficiency Standard for Buildings Except Low-Rise Residential Buildings*
- Standard 90.4-2016, *Energy Standard for Data Centers*
- User's Manuals for Standards 55 (thermal comfort), 62.1 (ventilation) and 62.2 (residential ventilation)
- Duct Size Calculator





# UPCOMING PUBLICATIONS

- *ASHRAE Design Guide for Cleanrooms* (slated for April publication)
- *ASHRAE Design Guide for Duct Systems* (to be approved in Las Vegas)
- *ASHRAE Design Guide for Dedicated Outdoor Air Systems* (slated for June publication)
- *ASHRAE Design Guide for Air Terminal Units* (possible approval in Las Vegas)
- *Advanced Energy Design Guide for K-12 Schools: Achieving Zero Energy*



# ASHRAE CONFERENCES

- **Second International Conference on Energy and Indoor Environment for Hot Climates**, Doha, Qatar, Feb. 26-27
- **Delivering Resilient High-Performance Buildings**, Loughborough, UK, April 5-6 (in collaboration with CIBSE)
- **Sustainable Management of Refrigeration Technologies in Marine and Off-Shore Fisheries Sectors**, Bangkok, Thailand, April 6-8
- **ASHRAE Webcast**, Take Control: Using Analytics to Drive Building Performance, April 20
- **2017 ASHRAE Annual Conference**, Long Beach, Calif., June 24-28
- **ASHRAE 2017 Building Performance Analysis Conference**, Atlanta, Ga., Sept. 27-29
- **Second Developing Economies Conference**, Delhi, India, Nov. 10-11



## **Motion**

To modify the committee's Manual of Procedures (MOP) as shown in the following excerpt:

*[begin excerpt]*

2.1.2 The Manual of Procedures (MOP) for Technical Committees, Task Groups, and Technical Resource [Groups](#)~~Committees~~ states:

~~“Each TC/TG/TRG is charged with the responsibility of reviewing Handbook chapters within its field of interest and making appropriate recommendations to the Handbook Committee. The TC/TG/TRG is responsible for the technical content of these chapters, but review and revision must be coordinated with the publication schedule established by the Handbook Committee.” (Para. 3.2.1)~~

“5.5. Handbook 5.5.1. Each TC/TG/TRG is charged with the responsibility of reviewing Handbook chapters within its field of interest and with making appropriate recommendations to the Handbook Committee and the responsible TC, TG, or TRG for a specific chapter(s).

5.5.2. The TC/TG/TRGs are responsible for the technical content of these chapters, but review and revision must be coordinated with the publication schedule established by the Handbook Committee. The most authoritative reference for TC/TG/TRG handbook responsibilities and procedures is the Handbook Authors and Reviser's Guide

5.5.3. MTGs review Handbook chapters within its field of interest and make appropriate recommendations if this responsibility is part of its scope.”

*[end excerpt]*

Background: This motion corrects the reference used in the Handbook MOP from the Manual of Procedures for Technical Committees, Task Groups, Technical Resource Groups.

Fiscal Impact: None.

## Handbook Committee

MBOs for Society Year 2016-2017

Chair: Forrest Yount

Date: 31 January 2017

Objective	SP Init.	Compl. Date	Fiscal Impact	Responsible Party	Status	Comment
1. Achieve 10 percent improvement in each volume revision score over previous volume score.	3	6/20	None	Chair, liaisons	Staff provided revision history. 2017F revisions in edit; results pending. 2018R, 2019A, 2020S review/revision in progress.	To remain relevant, Handbook chapters must be kept up to date. <i>Measure:</i> TCs regularly updating content as recorded in revision history reported by liaisons, staff.
2. Identify opportunities and risks in Handbook content areas.	3	6/17	None	Volume Subcoms; liaisons; Chair; staff	Staff provided revision history. Data under evaluation by liaisons; communicating to TCs.	To remain relevant, Handbook must meet users' needs. This objective is to identify those needs and the steps needed to meet them. <i>Measure:</i> areas needing attention identified.
3. Improve recognition of contributors to Handbook content.	2A	6/17	None	ExCom	Contributors list available from staff.	Volunteer recognition is important for supporting Handbook development. <i>Measure:</i> recognition given to contributors.
4. Pilot annual revision cycle with selected TC(s) to update ASHRAE Handbook Online.	2A	6/20	None	ExCom	TC 7.9 to pilot early revisions to their Ch 43 in 2019A. To present lessons learned 6/17.	Agile methodology--small sprints vs. 4-year cycle. Gain lessons learned, to help TCs better use volunteer time. <i>Measure:</i> TC(s) participate and report experience.
5. Solicit and receive feedback on new ASHRAE Authoring Portal.	2A	1/17	None	Training Subcom	Portal launched 6/17. Now 160 users, with requests to use by others.	Action to improve use of TC volunteer time. <i>Measure:</i> feedback received.
<b>Additional Recommendations for Strategic Planning:</b> None.						

**SP Init.** = Strategic Plan 2014 Initiative addressed by objective

FY: mso 31 January 2017