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TC 1.6 Terminology – Meeting Minutes

ASHRAE 2025 Summer Meeting
Monday, June 23, 2025
8:30 - 10:30 am MST

Phoenix Convention Center North
Room 222A (Level 2)
(also online – hybrid)

1. Call to Order - Gemma Kerr started meeting at 8:34.
2. Welcome – Introductions of attendees and role call of voting members
 - a. Gemma Kerr (Chair; VM)
 - b. Jonathan Smith (Vice Chair; VM)
 - c. Stephanie Mages (Secretary; VM)
 - d. Robin Bryant (VM)
 - e. Art Hallstrom (CM)
 - f. Cori Waxman
 - g. Rex Camit (Website VM)
 - h. Carrie Kelty
 - i. Josh DeYoung
 - j. Jaime Yeh (CM)
 - k. Jason Atkisson (Section Head; CM)
 - l. David Johnson (Virtual; VM)
 - m. Brian Rock (Virtual; CM)
 - n. Will Florez (Virtual)
3. ASHRAE Value Statement
 - a. In ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and shall avoid all real or perceived conflicts of interest. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We celebrate diverse and inclusive communities, understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and the communities our Society serves. We respect and welcome all.
For more info, see <https://www.ashrae.org/about/governance/code-of-ethics>.

4. Review of Agenda

Art requested to add to new Business to indicate voting members and incoming members.

5. Approval of past meeting minutes, Orlando, FL, February 10, 2025; Motion was presented by Stephanie and seconded by Robin (Vote Passed 6-0-0 CNV)

6. Chair's Report:

a. TC Breakfast Update:

- August 1 is the last submission for programs.
- Jonathan Smith gave a presentation on TC.
- There was a presentation on AI and TC1.6 has representation on this MTG – GenAI. This MTG-GenAI led by Christian Gallory, the meeting will be on Tuesday 10:30-12:30. Gemma volunteered to be AI Delegate and Stephanie volunteered to be Alternate. Motion was presented by Stephanie and seconded by Robin (Vote passed 6-0-0 CNV).
- Note: Basecamp is looking to change to only allow ASHRAE email addresses.
- OneHub is being utilized in other committees for document sharing.
- YEA committee is looking for mentors and could be an avenue for new TC members.

b. Roster changes as of July 1, 2025:

- Gemma Kerr will be rolling off Chair & committee.
- Jonathan Smith will be Chair.
- Stephanie Mages will be Vice Chair.
- Carrie Kelty will be Secretary.
- Tony Horton & Carrie Kelty will be added as voting members.
- Art Hallstrom will be reinstated as a voting member.
- Subcommittee for Handbook will be Brian Rock.

c. How to join TC 1.6

- Use the ASHRAE website: [Index | ASHRAE 1.6 Terminology](#) /
- eweb.ashrae.org/eweb/TS_ProvisionalSignup.html /
- <https://tpc.ashrae.org/?cmtKey=48cbdb71-96f7-4803-afe6-e99fc7ccf1bc>

7. Incoming Chair Report

- Jonathan noted he will be focusing on new committee members.
- Jonathan noted he will be utilizing Basecamp for document sharing.

8. Subcommittee Reports:

a. ASHRAE Working File and Terminology Online Update – Gemma Kerr

- i. Working File status – Our working file is up to date for the most recent version of standards and guidelines (Thanks Art!)
- ii. Data Management process - Art has been progressing data in this process. This committee is responsible for ASHRAE terminology and definitions. Harvesting ASHRAE's existing definitions from standards & guidelines as well as selected organizations that are referenced within ASHRAE standards & guidelines, these are then added to the terminology database, the old files of terms are archived.
- iii. New terms review for addition to Terminology Online – TC1.6 members or SMEs from outside this committee for review and approval. There is a backlog of unreviewed definitions. These recommended changes need to be approved by TC1.6 members and then the data management process can be started.
- iv. Future actions –TC1.6 members are to review the unreviewed definitions. This TC should market that this committee focus solely on definitions and should be utilized for

final review of definitions. For all unreviewed or newly reviewed definitions should include references to standards and guidelines that definition is referenced and after this TC committee has reviewed this definition with the referenced standards and guideline committees notified of this definition and feedback if a separate terminology is required for their committee. Gemma volunteered to take on the task of reviewing Art's process and writing it down. The entire committee will review this document, a follow-up virtual committee meeting will try to be scheduled this fall, so that process can be defined for use in the Vegas meeting.

- b. Web Page, Basecamp 3 Sites (Main committee, working file and SME sites) – Rex Camit – The website has been corrected for meeting time. The website includes links and meeting documents on the website. Jonathan indicated that perhaps in the future this committee breaking up the Basecamp efforts and Website volunteer efforts [It is noted that in other standing committees the Chair or staff help to update the Basecamp files].
- c. Handbook – Brian Rock – Task list: Handbook committee members are to review the chapters this TC is responsible for, Fundamentals Ch. 39 & 40, and provide any comments to Brian. Robin indicated an interest in assisting Brian on this subcommittee. Brian will work on adding all handbook documents into Basecamp.
- d. Standards – Roger Lautz – No report.
- e. Program – Robin Bryant – Two program tracks are coming up Fundamentals and Applications that might fit for this committee. Future proofing is another track that could be utilized for a program; Robin indicated this committee would need to apply before August 1. Gemma indicated a presentation on general online & history of terminology and focus on this TC; or other sources outside ASHRAE, or how to create a definition. "Know your Terms" will be presented by Robin with input from Gemma and Art. Jonathan volunteered to give the presentation on Kyle's previously presented topic.
- f. Research – David Johnson - No update on the research component. Gemma indicated that this research requirement is to just keep an ear open on ideas for a research project. Perhaps David to review any research project opportunities that other organizations have utilized for terminology.

9. TC Liaison Reports

- a. MTG: ACR – Roger Lautz – Not report.

10. Old Business – There is a translation that is requested of this committee by publications; Stephanie will contact Cindy Michaels to follow up regarding this issue.

11. New Business – Natasha will be the Section 1 head that will be the liaison with TAC.

12. Action Items:

#	ACTION	RESPONSIBILITY	STATUS
1	PEC Translation requested	Mages	Staff contact June '25
2	Document harmonization process	Kerr	On-going
3	Invite TC members to a fall meeting	Smith	Scheduled: 11/19/25

13. Upcoming Meeting Dates:

Year	Winter Meeting	Annual Meeting
2026	Jan 31-Feb 4 – Las Vegas, NV	June 27-July 1 – Austin, TX
2027	Jan 23-27 – Chicago, IL	June 12-16 – New Orleans, LA

14. Adjourn - Meeting Adjourned by Chair at 10:17.