



Shaping Tomorrow's  
Built Environment Today

1791 Tullie Circle, NE · Atlanta, Georgia 30329-2305 · Phone: 404.636.8400 · Fax: 404.321.5478 · www.ashrae.org

**Agenda**  
**ASHRAE 2023 Winter Conference**  
**TC 1.6 Terminology**  
**Atlanta, Georgia- Hybrid (In-Person/Virtual)**

**Monday February 06, 2023, 8:00-12:00 PM (EST) – Omni CNN Center Atlanta, Pecan (M3-North); Meeting time to change to Monday's 9-11 AM Moving Forward**

**ASHRAE TC 1.6 Main Meeting**

1. Call to Order – Meeting started at 8:01 by Cameron Labunski

2. Welcome – Introductions of Guests:

Wei Zo

Chun Han Li

Corey Metzger – New Section 1 Head

Roll Call:

Cameron Labunski – Chair – Voting

Gemma Kerr - Vice Chair - Voting

Jonathan Smith - Secretary - Voting

Samantha Peterson – Prov. Corresponding Member – Non-Voting

Stephanie Mages – Corresponding – Non-Voting

Brian Holcomb – Corresponding – Non-Voting

Robin Bryant – Member - Voting

Kyle Kiesbach - Program Subcommittee Chair - Voting

Art Hallstrum – Data Subcommittee Chair - Voting

Brian Rock - Prov. Corresponding Member – Non-Voting

Tony Horton – Member – Voting

Matt Steen – Prov. Corresponding Member – Non-Voting

3. Ethics Review

4. Review of Agenda

5. Approval of Minutes from:

a. Hybrid June 26, 2022 (Found on TC1.6 Basecamp)

i. Motion to approve: RB Second: JS Minutes approved unanimously.

6. Chair's Report:

a. TC Breakfast Update.

i. Gemma Kerr received the George B. Hightower Technical Achievement Award.  
GOOD JOB GEMMA!!! Society is slowly adding a lot of Decarbonization resources.



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There have been some changes to the manual of procedures. They are asking for more balanced committees, more diverse, etc. TC 1.6 has a very well diversified group. We have contractors, engineers, manufacturers, etc. ISITF has been created.

- b. How to join TC 1.6 –
  - i. Word of mouth is spreading the committee is growing with more participation than ever.
- c. Review of Positions – Positions listed at end of this document.
  - i. Positions are noted below
- d. **ACTIVE ACTION ITEMS:**
  - i. Have someone check definitions based on standards updates, etc. Is there a better software to do a search like a Google search to help find the logical relationship with the words instead of a simple excel file? (We can reach out to the editor and see what they recommend).
  - ii. Rex Camit – Webmaster, will update website and basecamp. This will include all past meeting minutes and current ones.
  - iii. New meeting time is 9AM -11AM on Monday. Update so ASHRAE only schedule for 2 hour room block.
  - iv. Stephanie Mages to look at Symbology in Handbook and report back. Kyle Kiesbach will help with that. Example: Heat Exchanger symbol used differently.
  - v. Art to work with Matthew Stein on looking at a new way for terms database (something instead of Excel). Web enabled database.
  - vi. Samantha Peterson to look into the possibility of adding some definitions on the side of some articles of the ASHRAE Journal of certain terms.

**7. Vice-Chair's Report – Gemma Kerr –**

**8. Subcommittee Reports:**

- a. **Working file and ASHRAE Terms Online Update – Art**
  - i. Update Status, New Glossaries added to working file – from the previous meeting:
    - 1 Ready to do another cycle with another roughly 400 terms and removing duplicate terms.
      - a 26000 terms in working file now. Updated with new decarb terms. New definition for Built Environment. Been Published to all with 128 terms that we want to move over to online version. If approved, it goes to editor and finalized. Updated the working file of online terms. Added some ICC terms from the ICC Standard. Added air filtration society definitions as well. Working on seeing what other



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groups are defining as their terms. We have not updated yet with all of the glossary terms yet. Will do within the next 6 months.

- 2 Harmonization between different organizations might require permission from each respective organization before we bring in their terms to our working files. – [Still Ongoing](#)
- ii. ASHRAE Terms Online \\ <https://www.ashrae.org/resources--publications/free-resources/ashrae-terminology>
  - i. [Art moves to update standards Robin Seconds 8-0-0; motion passes](#)
- b. **Standard 90.1 – Definitions Review and updating – Gemma, Bruce & Walter – Completed**  
[Item will be removed from agenda moving forward. Just remove 90.1 and leave the rest.](#)
- c. **ASHRAE IP/SI Policy**
  - i. SI vs IP – Rational Conversion Review – Walter
    - 1 Previous meeting item: Walter reported that some soft conversions might need to be rounded. Walter wants to know what number we can establish a rounding protocol. Art said no policy exists for the soft conversion “rounding” protocol. Bruce asked if TC1.6 can get involved in the Fundamentals handbook section on Conversions to expand on the guidance for IP/SI conversions. Bruce, Walter, and Stephanie will lead this effort.  
[Update: Three meetings over the fall, rounded up small tables of soft and hard conversions, making progress.](#)
- d. **RP-1801 Journal Newsletter**
  - i. Past item: Phil Naughton - Perhaps a journal article on the role terminology places in many other ASHRAE publications. I am part of MTG ACR (Air Change Rate), and we just concluded a research project RP-1833, Literature Review for Evidence of the Basis for Specified Air Change Rates (ACR) for Cleanrooms, Laboratories, laboratory animal facilities, and health care facilities with medium to high ACR. There was a significant amount of work in the RP on terminology and the etymology of many of the ventilation terms. Our MTG and its TC subgroups (i.e., Labs, Hospital, Cleanrooms, etc.) continually discuss the meaning of many ventilation terms. Having precise and consensus definitions of terms is critical to many research projects. Perhaps an article discussing this. I might be open to authoring this article or co-authoring it with some others. – Group discussed that TC1.6 supports Phil leading this effort.



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Update: No progress on article. Looking to set up an occasional 1 column article, etc. couple 100 words. Maybe add some definitions on the side of some articles of certain terms. Possibly put in the margins of the Journal, or a small insert in the article, etc. This will help with understanding the article. – Samantha Peterson will take this on.

**e. Handbook – Bruce**

- i. Past meeting item: Selecting a handbook chair and committee members and having those on the committee review HB content by the June meeting. Discussion by Stephanie Mages

- 1 New authoring portal is up and running. The new portal puts everything online instead of passing documents back and forth. New Portal is an improvement over the previous portal. Portal requires email linked to Microsoft account.

- 2 Start talking about symbology

Update: See Action Item List above for plan for symbology moving forward.

**Kyle K. willing to help out while Bruce is unavailable on the Handbook stuff.**

**f. Standards – Roger – Efforts to change Stds Development**

- i. Speed of ashrae terms updating (Gemma, Art)

- 1 Working on ASHRAE terms updating.

- 2 Flow chart for review terms exists as an internal document only.

- a Need small section of Journal to use existing definitions, if they don't fit, make new definition. Also list what makes a good definition. Kyle and Gemma to meet and discuss this soon.

- 3 Roger previously reported that the flow chart needs to be taken to Standards so all Standards writing committees follow the same process that TC1.6 does in harmonization of terms. Roger to put together an item for TC Breakfast in Atlanta for presentation. Roger said he was available, starting in October.

- a This we are going to wait on this until Kyle and Gemma have something ready to go and their action item is completed. Present when ready.

**g. Programs - Kyle - Future Meetings Plans**

- i. Previous meeting item: ASHRAE TC1.6 members, we have been asked to be peer reviewers for Winter conference papers; the list of abstracts is attached for your consideration.

- 1 TC1.6 members are recommended to volunteer for the conference papers, with the goal being 2 papers. Gemma recommends that you indicate your



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interest and expertise when volunteering. All please respond to Kyle's email with the paper review request.

- a. Kyle has asked for committee to provide reviewers from TC1.6 to participate. This committee needs to be involved with this. 1-4 hour commitment. Kyle will send out an email reminder on this. Next presentation at a meeting should be a forum style meeting. Look at doing this once every year. Kyle proposes that we do a forum next Winter meeting.
- b. **Communications** - Web Page, BaseCamp – Rex Camit
  - i. Website was under Art's name, so Rex got that correct and Rex will follow up to make sure the change is formalized. – Action Completed Item will be removed
- c. **Research** – Jaap See email he sent for update.
  - ii. **Liaison Reports (No Current Updates)**
    - a. MTG: ACH – Roger
    - b. Reharmonize refrigeration terminology between ASHRAE and IIR Bill Simpson – Not present and no updates.
    - c. Liaison to Std 300-202 - Walter
    - iii. **TC 1.6 – Future Efforts / Long Term Plan**
      - a. Harmonization, Relationships, Other Organizations, Communications
      - iv. **Old Business:**
      - v. **New Business:** Need to look at web-enabled database instead of excel. Matt Steen to look into this. It has been included in the action item list above.

vi. **Next Meeting Times:**

Year	Winter Meeting	Annual Meeting
2023	Feb 4-8 – Atlanta, GA	June 24-28 – Tampa, FL
2024	Jan 20-24 – Chicago, IL	June 22-26 – Indianapolis, IN
2025	Feb 8-12 – Orlando, FL	June 21-25 – Phoenix, AZ

vii. Adjourn Meeting Adjourned by Cameron Labunski at 10:30 AM

**2022-2023 - Positions:**

Chair - Cameron Labunski - TC0106@ashrae.net  
Vice Chair – Carolyn Kerr  
Secretary – Jonathan Smith



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<b>Name</b>	<b>Voting Status</b>	<b>Committee Position</b>
Aaron Sorrell	Non-voting	Corresponding Member
Ahmed Kashef	Non-voting	Research Liaison
Arthur Hallstrom	Voting	Data Updating Subc ch
Ayush Ayush	Non-voting	Provisional Corresponding Member
Birol Kilkis	Non-voting	Corresponding Member
Bruce Billedeaux	Voting	Handbook Subcommittee Chair
Bryan Holcomb	Non-voting	Corresponding Member
Cameron Labunski	Voting	Chair
Carolyn Kerr	Voting	Vice Chair
Chad Dorgan	Non-voting	Corresponding Member
Charles Dale-Derks	Non-voting	Corresponding Member
Chris Pickens	Non-voting	Corresponding Member
Craig Messmer	Non-voting	Tac Chairman
David Bornside	Non-voting	Corresponding Member
David Hart	Non-voting	Corresponding Member
David Johnson	Non-voting	Research Subcommittee Chair
David Meredith	Non-voting	Section Head
Frank Rivera	Non-voting	Chapter Technology Transfer Chair
Jaap Hogeling	Non-voting	Corresponding Member
Jesse Fisher	Non-voting	Corresponding Member
Jonathan Smith	Voting	Secretary
Jose Palma	Non-voting	Corresponding Member
Kristie Tiller	Non-voting	Corresponding Member
Kyle Kisebach	Voting	Program Subcommittee Chair
Matthew Steen	Non-voting	Provisional Corresponding Member
MJ Ayyampudur	Non-voting	Provisional Corresponding Member
Paolo Tronville	Non-voting	Standard Liaison



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<b>Name</b>	<b>Voting Status</b>	<b>Committee Position</b>
Philip Naughton	Non-voting	Provisional Corresponding Member
PRANAV MORCHAPURE	Non-voting	Provisional Corresponding Member
Rex Camit	Voting	Webmaster
Robin Bryant	Voting	Member Non Quorum
Roger Lautz	Voting	Standards Subc Ch/mtg.acr Liaison
Samantha Peterson	Non-voting	Provisional Corresponding Member
Sheli Porter	Non-voting	Corresponding Member
Sonya Pouncy	Non-voting	Corresponding Member
Stephanie Mages	Non-voting	Corresponding Member
Steven Hammerling	Non-voting	Staff Liaison
Tony Horton	Voting	Member
Walter Lenzi	Non-voting	Corresponding Member

**2023-2024 - Positions:**

Chair – Gemma Kerr - TC0106@ashrae.net

Vice Chair – Jonathan Smith

Secretary – Stephanie Mages