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TC 1.6 Terminology – Meeting Minutes

ASHRAE 2024 Summer Meeting

Monday, June 24, 2024

8:30 - 10:30 am EDT

JW Marriott Indianapolis

Room 302, 3rd Floor (and on-line)

1. Call to Order
 - a. Present in person: Gemma Kerr – VM Chair, Robin Bryant - VM Programs, Jonathan Smith - VM Vice Chair, Stephanie Mages – VM Secretary, Jaime Yeh - CM, Jason Atkisson - Section Head, Pinjala Sai Sudhir – Guest.
 - b. Online: Art Hallstrom – CM, Brian Rock - CM, Rex Camit - VM Website, Tony Horton - CM, David Johnson – VM Research. Absent: Bruce Billedeaux – CM Handbook, Roger Lautz - VM Standards (present part of the time), Kyle Kisebach - VM.
2. Welcome – Introductions of attendees
3. Roll Call of Voting Members
4. Ethics Review
 - a. 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>).
5. Review of Agenda.
6. Approval of Minutes from:
 - a. Chicago, IL, January 22, 2024
 - b. Stephanie Motions, Robin seconds. Motion passes: 6-0-1 CNV.
7. Chair's Report - Gemma:
 - a. TC Breakfast Update: Chairs breakfast PPT is in the TAC Basecamp.
 - i. The members who are rolling on and off were noted. Ideally, this committee has an odd number of members for smooth voting. Small committees can have a Quorum Member Voting, where the member does not need to be present to vote.



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- ii. Task force for Decarbonization -> Center for Decarbonization, TC 1.6 will see if there are ways we can help.
 - iii. RBC Residential Building Council – looking for presenters
 - iv. GGAC – This committee is looking for members who are subject matter experts, if you are interested in volunteering, please let that committee know.
- b. How to join TC 1.6: Email Gemma.
- c. Add all CM and voting members, VM, to Basecamp - Action item: Robin to help Rex with Basecamp structure.
- 8. Subcommittee Reports:
 - a. ASHRAE Working File and Terminology Online Update – Gemma Kerr
 - i. Note: Transitioning from Art to Gemma, as Art retires from this committee and duties.
 - ii. Terminology Subcommittee: Action item: There needs to be a written procedure for how new terms are entered. Subcommittee work: Each term is entered into Excel, work includes reviewing and process harmonization identifying subject matter experts who will define each term on an individual basis, when the term is finalized then the definition shall be added to the Terminology Online (with ASHRAE staff). Note there is some staff interaction.
 - iii. Online Terminology changes – The search engine has a major improvement, such that one can search, not with “or” but “and”.
 - iv. Working File status – The public one is available to anyone online.
 - v. Succession planning - Members of the Working File Terminology Subcommittee: Art, Stephanie, Gemma and Bruce. Will work with staff member Mary Bolton.
 - b. Brian Rock: Fundamentals Handbook Chapters 39 & 40 edits were approved at the Winter meeting (Chicago 2024). The next step is the staff, then galley proofs will be reviewed.
 - c. Handbook – Bruce Billedeaux
 - i. See Brian Rock's report.
 - d. Standards – Roger Lautz
 - i. No report.
 - e. Program -- Kyle Kisebach
 - i. Incoming Program Chair: Robin Bryant
 - ii. The next one would be for the Phoenix meeting.
 - iii. Action item to brainstorm possible programs.



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- f. Web Page, Basecamp 3 Sites (Main committee (open to all), working files (which is the terms and definitions of ALL 28,000 items (almost all have been through peer review)), and SME sites – Rex Camit
 - i. Rex has posted the meeting minutes on Basecamp and the public 1.6 website.
- g. Research – David Johnson
 - i. Attended the Research Chair's Breakfast.
 - ii. No new research items currently.
 - iii. David Johnson is the chair of TC 5.3 and is available to create co-host research within group 5, if appropriate.

9. Liaison Reports

- a. MTG: Air Change Rate (ACR) – Roger Lautz
 - i. New work statement, arraignment, and flow of the air, instead of the air changes per hour, (ACH is more relevant than other terms).
 - ii. The 1833 project is complete.
 - iii. "Evaluation of ACR": should be a technical paper and it is too large at 6,000 words. The principal investigator, PI, is the project manager who works at Clemson University.
 - iv. Art: Room, air change rates per room, based on thermal comfort, 241 in TC 9.6.- talks about pathogens, therefore, these 2 ACRs are different. The removal of the pathogen rate is the "effective air change rate".
 - v. Run by staff member Mary Bolton to coordinate.
- b. Harmonization update – Art Hallstrom
 - i. Historical note: "The 1.6 Executive Basecamp" has been removed.
 - ii. The working file of 28,000 terms and definitions, ASHRAE, plus other society's definitions. Some societies' glossaries are products that are monetized, so we keep them read-only to only on a case-by-case basis. The Original Working file - > harmonization -> ASHRAE Terms online. Basecamp

10. Section Head Report - Jason Atkinson:

- a. No AI in publications.
- b. 9.13 Space - There is a standard for living on the moon.
- c. 1.6 The Roster has been updated. Jonathan Smith to roll off and then back on.
- d. Note email for any Section issues: Sh1@ashrae.net

11. Old Business: None



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12. New Business:

- a. Modify the 3 Basecamp sites into only 1 site, with access issues for people and files, this will provide streamline efforts in the future – Robin Bryant, Rex
- b. A new article for publications: Art wanted to write an article on Air cleaning and definition harmonization. Cathy Johnson will also work on this article, and Art will lead a three-person committee. Committee: Art, Cathy, and Gemma.
 - i. Action item: Art.
 - ii. Cindy Michaels (ASHRAE staff) is the contact.
- c. A follow-up article for publications: ASHRAE Fast Facts, 1 page of verbiage, page 2 is equations, was published in IP units, now we have been tasked to provide the SI equivalent units of this 2-page paper. – Action Item Stephanie Mages to get the SI from the Handbook Online, Gemma to confirm the SI, and David Johnson – to review it.
 - i. Action item: Stephanie.
- d. Gemma sent the “Guidelines for developing good definitions” for committee review. Gemma has been involved in creating and reviewing many definitions including 90.1 and air cleaning/filters arena, not using circular references. This is a guideline for all subject matter experts and for this TC. After this is finalized, someone would present this to the PC Project Committee (PC) chairs “Method of procedures” and the PC breakfast and tell Standards.

13. Upcoming Meeting Dates:

Year	Winter Meeting	Annual Meeting
2025	Feb 8-12 – Orlando, FL	June 21-25 – Phoenix, AZ
2026	Jan 31-Feb 4 – Las Vegas, NV	June 27-July 1 – Austin, TX

14. Adjourn 10:18 am

- a. Motioned by: Robin, Seconded by: Stephanie