

MEETING MINUTES

ASHRAE TC 1.6 Montreal, Quebec

June 23, 2012 4:15 – 6:30 PM

Fairmont Bellechasse (3)

Members Present	Year Apptd	Members Present	Year Apptd	Members Absent
VOTING MEMBERS:				
R. Lautz - Chair		B. Billedeaux – Secretary		B. Kilgis – VM,Program
D. Bornside– Vice Chair		V. Penar -Section Head		L. Drake
				S. LeViseur
C. Dale-Derks – Research, Standards				R. Montgomery
J. Hogeling –NQM, Handbook				
		A. Hallstrom - Visitor		
		C. Dorgan - Visitor		

- I. **CALL TO ORDER**
 - a. Chair (Lautz) called the meeting to order at approximately 4:15 pm.
- II. **INTRODUCTION OF MEMBERS AND VISITORS**
- III. **REVIEW OF AGENDA**
 - a. No changes to the agenda were made
- IV. **APPROVAL OF PREVIOUS MINUTES**
 - a. Meeting minutes were read. Motion to approve minutes as read (Bornside, Dale-Derks, 3-0-0 CV).
- V. **CHAIR REPORT**
 - a. **TCC breakfast**
 - i. Thank you letters are available
 - ii. High Tower Award – 9/1/11 Tech leadership
 - iii. Youth Mixer (YEA) – TAC sponsored event to informally introduce young engineers to ASHRAE technical committees and other activities.
 - iv. Due dates for program submittals are: August 12 Forum and Seminar, September 26 San Antonio Paper Abstracts, February 13 San Antonio Forum and Seminars.
 - v. Multidisciplinary Task Group (MTG) will be forming. The purpose is to promote discussions that transcend Technical Committees.

VI. COMMITTEE REPORTS

- a. **Program** (Kilkis – not present, Lautz reporting)
 - i. Programs with speakers who score less than 3.5 three times will be asked to complete some speaker training prior to speaking again.
 - ii. TCs will have more oversight
 - iii. Themes will be discontinued
- b. **Handbook** (Billedeaux):
 - i. Acronyms need updating.
- c. **Research** (Dale-Derks) – None
- d. **Website** (Billedeaux)
 - i. Google Groups is going away.
 - ii. Need training on using ASHRAE website
 - iii. New contract for web hosting with ASHRAE
 - iv. If there are problems contact Mike Palcheck
- e. **SSPC-134 Graphic Symbols** (Bornside) - The Chair indicated that there was no plan to amend or update and that there were no comments.
- f. **SPC-166 Terminology** (Dale-Derks) – Finished third first pass. Ready to publish.
- g. **Wiki** (Ad Hoc, Dale-Derks):
 - i. Recommended taking on line and having free to use.
 - ii. ASHRAE will have right to place content, but no external adds
 - iii. English only – glossary, words, acronyms
 - iv. Internal ASHRAE staff editor
 - v. What is process/roadmap for Wiki/166/1.6? Create Sub-committee of TC1.6
 - vi. Set up preferred definitions (166) with secondary definitions from other sources listed. Encourage use of preferred by all SPC and GPCs.
 - vii. PUB will handle functionality and appearance of site, and sub-committee is responsible for technical content.
 - viii. Motion by David to support Ad Hoc in using entire 166P as source for definitions; Jaap seconded. Passed 3-0-0 CV.
 - ix. Suggestion was made that XCOM merge with Wiki

VII. LIAISON REPORTS

- a. Section Head
 - i. Suggested using the Help Wanted posting on ASHRAE website to solicit membership for the committee.

VIII. OLD BUSINESS

- a. None

IX. NEW BUSINESS

- a. Motion to support public review and publication of Standard 166P (Bornside, Hogeling, 3-0-0 CV).

X. ADJOURNMENT

- a. Adjournment by Chair at approximately 6:00 PM. (Bornside, Hogeling 3-0-0 CV).