



**Draft Minutes**

**TC 1.6 Terminology  
Main Committee Meeting (Virtual)**

**Thursday June 11, 2020 3-4:30 PM**

1. The meeting was called to order at 3:10 pm.
2. Chair Bryan Holcomb welcomed participants. Members introduced themselves. There were no guests.
3. A roll call was conducted of voting members and officers. The results are shown below. Four of seven voting members present established a quorum. Corresponding member Jonathan Smith and Standards liaison Craig Wray were also present. Kyle sent his regrets for absence.

<b>Voting Member</b>	<b>Pres</b>	<b>Abs</b>	<b>Non-voting Officer</b>	<b>Pres</b>	<b>Abs</b>
Bryan Holcomb (Chair)	X		Bruce Billedeaux (Handbook Ch)	X	
Cameron Labunski (Vice Chair)	X		Arthur Hallstrom (Data Chair)	X	
Carolyn (Gemma) Kerr (Sec)	X		Walter Lenzi (Conversions Chair)	X	
Kyle Kisebach (Program Chair)		X	Jose Palma (Research Chair)		X
Roger Lautz (Standards Chair)		X			
Jaap Hogeling (MNO)					
Rex Camit (Webmaster)	X				
David Hart		X			
<b>TOTALS</b>	<b>4</b>	<b>3</b>			

4. The Chair briefly reviewed the ASHRAE Code of Ethics. The full version is attached at the end of these Minutes.



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5. The recently circulated Agenda was accepted with addition of report on Art's Journal article under Old Business and Secretary report on Basecamp access.

6. The Chair requested comments or concerns on content of the draft Minutes from Orlando, FL February 2020. There being none, the Minutes were approved on a motion proposed by Cameron, seconded by Rex, and with vote 4-0-0-3 (For-Against-Abstain-Absent).

7. Chair's Report:

- a. TC Chairs' Breakfast Update was provided by Bryan. ASHRAE is moving more strongly towards virtual meetings. The join-up of TCs is in progress. Further details can be found in the meeting slides posted on the TC 1.6 Basecamp site.
- b. The 2020-2021 Roster Review is covered in Section 16 below.

8. Vice-Chair's Report:

Cameron had nothing to report.

9. Terminology Updates:

Art described the process used to update the ASHRAE's online terminology. He receives all definitions from new and revised ASHRAE standards, guidelines and handbook chapters every six months and enters them in the TC 1.6 Excel Working File. All are labeled with their origin and in other ways. This file currently contains about 25,200 definitions searchable by standard or guideline number. 4500 copyrighted IIR definitions are in a separate file which can be merged for work by refrigeration subject matter experts (SMEs). After review by SMEs and harmonization, definitions approved by TC 1.6 are forwarded to ASHRAE staff, go through the Society approval process and are posted on the ASHRAE website. At present there are about 4,600 posted definitions.

The Working File is currently located in one of TC 1.6's three Basecamp areas and can be changed by anyone accessing that area. It will shortly be moved to the ASHRAE website where anyone can download it but cannot upload any changes. Re security against unapproved changes: **action item: Bruce said ISA has an open source tool for maintaining glossaries and offered to obtain more information about it.**

Art identified three action items related to the Working File:

1 – under Column B (action code), some definitions have been tagged (using "a") to be added to the ASHRAE terminology online, and some have been tagged (using "d") to be deleted from it. The TC is required to approve these changes before they are submitted to ASHRAE. Cameron proposed a motion for approval, Gemma seconded it, and it was carried by a vote of 4-0-0-3.

2 – there are 405 new definitions from a recent revision of Standard 90.1 (they are marked with "y" in column E) that



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need to be approved. **Action item: Bruce, Gemma and Walter volunteered to review these and decide which to accept to go forward to ASHRAE online terminology.**

3 – there are 204 definitions in the Working File that have been tagged with “r” in Column B by ASHRAE staff, indicating they should be removed from the file (an example of a reason for removal is one of the definitions for chilled beam. It refers to an induction unit, for which there is no definition shown in the file). The TC needs to decide whether to accept or reject these recommendations. This task was tabled because there were no volunteers to review these definitions.

Since Orlando there has been online discussion about an appropriate definition for a dedicated outdoor air system (DOAS). Art reported that he wants to replace what we had decided with the definition from the 2020 Handbook chapter on DOAS after discussion with chapter author John Murphy. Everyone was in agreement to do this.

Art noted that definitions from ASHRAE’s most recently published standards are not yet shown in the Working File but will be added in the next six months.

**10. Review ASHRAE TERMINOLGY Website – there was no action on this**

- a. <https://www.ashrae.org/resources--publications/free-resources/ashrae-terminology>

**11. Secretary’s Report:**

- a. TC leaders transition after this meeting. Confirmation of roles for next year is covered in Section 16 below.
- b. Gemma reported that she had not received any requests for Basecamp access. Art indicated that providing this service will no longer be necessary because ASHRAE is posting the Working File on its website where anyone can download it without request.

**12. Subcommittee Reports:**

- a. ASHRAE Working File and Terminology Online Update – Art Hallstrom, dealt with in Section 9 above.
- b. Handbook – Bruce  
ASHRAE Handbook liaison Kevin Gallen joined the meeting at this point and confirmed that Bruce had completed all the submission requirements for the TC’s two chapters in the 2021 Fundamentals volume. So far there has been no feedback on these from the ASHRAE Handbook committee.  
Bruce reported that he is working on making changes to the TC’s chapters in the Handbook online (which is republished every six months). This should lessen the work required for the next iteration of the hardcopy Fundamentals.



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- c. Standards – Roger – Efforts to change Stds Development  
Roger was not present and there was no report.
- d. Program - Future Meetings Plans – Kyle  
Kyle was not present and there was no report. Art mentioned that the virtual Austin conference is likely to change the way things are done in future.
- e. Web Page, BaseCamp 3 Sites:  
Rex reported that the web page is up to date except for membership which ASHRAE will take care of. The Basecamp sites are also up to date. TC members can update two of the sites (but not the IIR database).
- f. Research –  
Jaap was not present and there was no report. It is hoped that we can move forward when Jonathan takes over as Research Chair, including with the project to update Handbook chapter information that was proposed at the Orlando meeting.
- g. Rational SI-IP Units Spreadsheet Project – Birol  
Birol was not present and there was no report.

**13. Liaison Reports:**

- a. MTG: ACH – there was no report from Roger. It is possible that the MTG has not met yet.
- b. Update on IIR input to harmonize with ASHRAE – Art – done, see Old Business

**14. Old Business:**

- a. Art reported that the article he wrote on IIR and international harmonization has been reviewed and approved and will appear soon in an issue of the Journal focused on refrigeration.

**15. New Business:**

- a. Bryan noted the importance of quickly dealing with the 90.1 new definitions
- b. The TC should review ASHRAE policy on virtual meetings in the future. **Action item: Bryan will follow up on this and report back.**
- c. Re SI/IP and conversions, Walter asked if ASHRAE has a database for other languages, and if it does translations. Art responded that ASHRAE does do translations of articles, mostly to Spanish, and that Mark



Owen manages this. There is some harmonization of technical standards, using soft IP/SI conversions so that other countries can use ASHRAE documents. Other professional societies are now working on harmonization and ASHRAE needs to do more in this area. Mark Owen can provide more information on this. This situation will impact ASHRAE's metric/IP policy leading to changes in product and application standards and tighter control of conversions. Birol has some insight into what this means in Turkey.

- d. Large numbers of people have signed up for the virtual Austin conference and it looks to be successful.

**16. Roster review for 2020-21 (changeover July 1, 2020):**

- Bryan Holcomb will remain as Chair
- Cameron Labunski will remain as Vice Chair
- Carolyn (Gemma) Kerr will remain as Secretary
- Kyle Kisebach will remain as Program Chair
- Roger Lautz will remain as Standards Chair
- Rex Camit will remain as Webmaster
- Bruce Billedeaux will remain as Handbook Chair
- Arthur Hallstrom will remain as Data Chair
- Walter Lenzi will remain as Conversions Chair
- Jonathan Smith will replace Jose Palma as Research Chair

Bryan, Cameron, Gemma and Rex will remain as Voting members, Kyle, Roger and David Hart will roll off to become Corresponding members, and Bruce, Art, Walter and Jonathan will move from Corresponding to Voting member. This will give the TC eight voting members in 2020-21. In addition, Jaap will stay on as Member Non-Quorum.

**17. Next Meeting Times (hopefully to meet in person):**

Year	Winter Meeting	Annual Meeting
2021	Jan 23-27 – Chicago, IL	June 26-30 – Phoenix, AZ
2022	Jan 29-Feb 2 – Las Vegas, NV	June 25-29 – Toronto, ON

**18. The meeting was adjourned at 4:15 pm.**



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**ASHRAE Code Of Ethics** (Approved by ASHRAE Board of Directors January 30, 2013)

1.140.001.1 As members of ASHRAE or participants in ASHRAE committees, we pledge to act with honesty, fairness, courtesy, competence, integrity and respect for others in our conduct.

- A. Efforts of the Society, its members, and its bodies shall be directed at all times to enhancing the public health, safety and welfare.
- B. Members and organized bodies of the Society shall be good stewards of the world's resources including energy, natural, human and financial resources.
- C. Our products and services shall be offered only in areas where our competence and expertise can satisfy the public need.
- D. We shall act with care and competence in all activities, using and developing up-to-date knowledge and skills.
- E. We shall avoid real or perceived conflicts of interest whenever possible, and disclose them to affected parties when they do exist.
- F. The confidentiality of business affairs, proprietary information, intellectual property, procedures, and restricted Society discussions and materials shall be respected.
- G. Each member is expected and encouraged to be committed to the code of ethics of his or her own professional or trade association in their nation and area of work.
- H. Activities crossing national and cultural boundaries shall respect the ethical codes of the seat of the principal activity.