

MEETING MINUTES

ASHRAE TC 1.6 Chicago, IL

January 23, 2012 4:15 – 6:30 PM

Hilton Medinah (7)

Members Present	Year Apptd	Members Present	Year Apptd	Members Absent
<b>VOTING MEMBERS:</b>				
D. Bornside - Chair		S. LeViseur		B. Kilkis – VM,Program
B. Billedeaux – Vice Chair		R. Montgomery		L. Drake – VM
Lautz – Secretary		V. Penar -Section Head		A. Hallstrom - VM
C. Dale-Derks – Research, Standards		M. Vaughn – Staff, Video Attendee		
J. Hogeling –NQM, Handbook		S. Wayland – PCM, Video Attendee		
J. Leach				
		K. Thraslen – Tech		

**I. CALL TO ORDER**

- a. Chair (Bornside) called the meeting to order at approximately 4:15 pm.
- b. This meeting is an authorized test of using video technology for meetings.

**II. INTRODUCTION OF MEMBERS AND VISITORS**

- a. Vic Penar, Section Head
- b. Kay Thraslen – Technical Council
- c. Scott Wayland and Mike Vaughn attended by web camera

**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 (Leach, Dale-Derks, 5-0-0 CNV).

## V. CHAIR REPORT

### a. TCC breakfast

- i. High Tower Award
- ii. Youth Mixer (YEA) – TAC sponsored event to informally introduce young engineers to ASHRAE technical committees and other activities.
- iii. Google Groups is set up for this committee.
- iv. Need to update the website
- v. February 13 would be the date for forum submission.
- vi. Future ASHRAE meetings will have all attendees paying admission for the technical program. Admission will be reduced to about \$400 for everyone. In addition, presenters will be offered a discounted (about \$100) admission. This raised some questions as to whether presenters who only present and do not attend the technical programs would be charged. This prompted concern and discussion.
- vii. Members are to be reminded that they cannot represent the committee in any public statements. Only Board approved Position Statements may be used, otherwise it needs to be made clear that it is a personal opinion.
- viii. Government Activities will be separated from CTTC.

## VI. COMMITTEE REPORTS

### a. Handbook (Billedeaux):

- i. Fundamentals Chapter 37, Abbreviations and Symbols (due June 7, 2012)
    1. Check NIBS NCS 5.0 for new abbreviations in CAD
  - ii. Fundamentals Chapter 38, Units and Conversions (due June 28, 2012)
  - iii. Bruce will take first pass and have ready for review February 28, 2012
  - iv. Vote in San Antonio
- b. **Research** (Dale-Derks) – None
- c. **Program** (Kilkis – not present) - None
- d. **Website** (Billedeaux) – Bruce will check on using Google not ASHRAE.
- 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) – Draft was published for advisory review and received 7 comments. These have been reviewed and necessary corrections made. The data will all be moved to the Wiki. Chuck asked Roger to contact Mike Woodford to see about ending this committee.

## VII. LIAISON REPORTS

### a. Section Head

- i. Asked for first draft of July 1, 2012 roster on Thursday with final due February 25.
- ii. Asked for activity sheet by 9 AM Tuesday.
- iii. 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 create a Chair for a Wiki Maintenance Sub-committee (Leach, Billedeaux, 5-0-0 CNV)
- b. Chair appointed Chuck Dale-Derks as Chair of Wiki Maintenance Sub-committee
- c. The next meeting of the committee will be Monday, June 25, 2012 at the ASHRAE Annual meeting in San Antonio, TX

## X. ADJOURNMENT

- a. Adjournment by Chair at 6:06 PM. (Lautz, Billedeaux, 5-0-0 CNV).