



Shaping Tomorrow's  
Built Environment Today

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**Draft Minutes**

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

**January 14, 2021 3-5PM**

1. The meeting was called to order at 3:05 pm.
2. Chair Bryan Holcomb welcomed participants. Attendees introduced themselves. There were three guests: Larry Smith (TAC VC); Michael Schmeida (Gypsum Association, first time attendee) and Debra Callaway. Also two provisional corresponding members: Stephanie Mages and Kristie Tiller. Kevin Gallen, the Fundamental Handbook Liaison, joined the meeting later.
3. A roll call was conducted of voting members and officers. The results are shown below. Five of eight voting members were present, establishing a quorum.

<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		Kyle Kisebach (Program Chair)	X	
Cameron Labunski (Vice Chair)	X		Roger Lautz (Standards Chair)		X
Carolyn (Gemma) Kerr (Sec)	X		Jonathan Smith (Research Chair)	X	
Bruce Billedeaux (Handbook Ch)		X			
Rex Camit (Webmaster)	X				
Arthur Hallstrom (Data Chair)	X				
Walter Lenzi (Conversions Chair)		X			
Jaap Hogeling (MNQ)		X			
TOTALS	5	3			

4. The Chair briefly reviewed the ASHRAE Code of Ethics. The short version is shown below, and the full version is attached at the end of these Minutes.
  - a. *In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment,*



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*integrity, collaboration, volunteerism and diversity, and we shall avoid all real or perceived conflicts of interest.*

(Code of Ethics: <https://www.ashrae.org/about/governance/code-of-ethics>)

(Core Values: <https://www.ashrae.org/about/ashrae-s-core-values>)

**5. Review of Agenda** – there were no additions or changes to the distributed Agenda.

**6. Approval of Minutes from:**

- a. Virtual “Austin” June 11 2020 (Found on TC1.6 Basecamp)  
The draft Minutes were circulated for comments in the Fall. After minor changes the file was posted to Basecamp. The posted Minutes were approved on a motion proposed by Cameron, seconded by Rex, and with vote 4-0-1(CNV)-3 (For-Against-Abstain-Absent).

**7. Chair’s Report:**

- a. TC Breakfast Update (Cameron attended in place of Bryan)
  - i. Re-Organization of TC Input was positive. Larry Smith, who is Chair of the Re-Organization committee, reported that a variety of opinions were received, and that TCs differ widely in size, activity level and need for change. In future, TCs will be regularly evaluated for functional health. At present, TC 1.6 is in good shape, and our input is needed by Society;
  - ii. Need to get report / recap from breakfast to committee – there were no items from this meeting with likely major impact on TC 1.6;
  - iii. Organic Reorganization - Larry Smith confirmed that TC 1.6 is not suitable for join-up with other committees. However, Section 10 will probably collapse into two TCs;
  - iv. Option to maintain virtual meeting format moving forward? - Larry Smith indicated that there is a strong need to continue with virtual meetings, but that some face-to-face meetings will be needed to facilitate informal dialogue, brainstorming and walk-in attendance. Also, he is a strong supporter of having virtual attendance capability for all future face-to-face meetings;
  - v. Dates and deadlines for program and research submissions were as usual and can be found on the ASHRAE website.

**8. Vice-Chair’s Report** – Cameron had nothing to report.

**9. Terminology Updates – Process to update online version – Art**



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- a. New Glossaries from recently published standards have been added to the custom file of over 25K records. The ASHRAE terminology database on the website now contains more than 3900 approved terms;
- b. AHRI Glossary Review – there was no update;
- c. Art reported on updates to the custom file: pub code 3 has been added to external terms in the custom database that are useful to ASHRAE. REHVA terms with status 8 have not been included at the request of REHVA. The discussion regarding DOAS unit/system has been resolved. The issue of the filter definition not covering all applications is not yet resolved. Gemma asked to be added to any review group on this topic as she is a member of the cognizant TCs;
- d. Database update and release will be coming next few weeks;
- e. Need to review 209 terms rejected by ASHRAE – **Action item: Bryan agreed to lead the review and complete by the next meeting.**

#### 10. Standard 90.1 – Definitions Review – Bruce, Gemma & Walter

- a. **Action item: Gemma agreed to take the lead and work with Bruce, Walter and Kyle to complete by next meeting. Action item: Art will supply a working file containing all of the 90.1 definitions.**

#### 11. Review ASHRAE TERMINOLGY Website:

- a. <https://www.ashrae.org/resources--publications/free-resources/ashrae-terminology>  
Rex reported that people seem happy with this website.

#### 12. ASHRAE IP/SI Policy

- a. Review with Publications and Mark Owen. Art commented re Chapter 51 that conversions (soft substitutions) should be done by authors of submitted documents, not left to ASHRAE staff;
- b. Get International View and Input. Larry Smith asked Art how he wanted to move forward on the issues of distinguishing and enforcing conversion/substitution which typically show up in dual-unit publications. Art responded that these issues need an international perspective (such as REHVA) for resolution.

#### 13. Subcommittee Reports:

- a. ASHRAE Working File and Terminology Online Update – Reporting was covered by Art Hallstrom under item 9 above, but some issues arising were discussed here. Art asked Larry Smith for advice on dealing with items that need harmonizing but are outside committee members' expertise to make a decision. Art also wanted to know whether we should be submitting justification to TAC when choosing one of a large number of competing definitions to go on the website. Larry had no immediate answer to either of these questions and asked for an email to



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be submitted to TAC requesting input. **Action item:** Art will send an email to TAC covering these issues;

- b. Handbook – Bruce was absent. Kevin Gallen notified the TC that everything was submitted as required and that ASHRAE is now working on the galleys;
- c. Standards – Roger – there was no report. In future we should try to get written reports from absentees;
- d. Program
  - i. Kyle said we need to raise awareness of the TCs work, and recommended presenting an update of activity since the Dallas workshop (where efforts on harmonization and other issues were discussed). **Action item:** Kyle will put together a Workshop on old and new issues for presentation in January 2022. Potential topics include conversion/substitution, harmonization, and new material on disinfection;
- e. Web Page, BaseCamp 3 Sites (Main committee, working file and SME sites) – Rex reported that the member list accessibility issue has been dealt with by ASHRAE. He also noted that all relevant documents should be posted on Basecamp;
- f. Research – Jonathan Smith is new in the position and did not present a report
  - i. Glossary Support Software – Art is still interested to see if there is a useful alternative to Excel for the custom database.
- g. Rational SI/IP Units Spreadsheet Project – Birol was not present and there was no report.

#### 14. Liaison Reports

- a. MTG: ACH – there was no report because Roger was not at the meeting.

#### 15. Old Business:

- a. Review Virtual Meetings Policy – It was agreed that the TC supports having some virtual meetings to reduce travel requirements.
- b. SI/IP Conversions Multiple Language Update – Walter is working on this but has not completed it yet.

#### 16. New Business:

- a. 2021-2022 Positions Review Confirmation
  - i. Cameron – Chair, confirmed
  - ii. Gemma – Vice Chair, confirmed
  - iii. Kyle is not interested in becoming Secretary. Stephanie expressed interest. Bryan indicated he wanted to talk to Roger and Bruce before making a decision.

#### 17. Next Meeting Times:



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Year	Winter Meeting	Annual Meeting
2021		June 26-30 – Phoenix, AZ (most likely virtual)
2022	Jan 29-Feb 2 – Las Vegas, NV	June 25-29 – Toronto, ON

**18.** The meeting was adjourned at 4:10 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.