



Shaping Tomorrow's
Built Environment Today

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DRAFT

TC 1.6 Terminology – Meeting Minutes

**ASHRAE 2024 Winter Meeting
Monday, January 22, 2024
8:30 - 10:30 am CST**

**Marriott Marquis Chicago
Anthropology, 2nd Floor & Online**

1. Meeting Called to Order
2. Roll Call of Voting Members

	Name	Role	Role	Roll off (Jun 30)	Present
1	Carolyn (Gemma) Kerr	Chair		2025	Y
2	Jonathan Smith	Vice Chair		2025	Y
3	Stephanie Mages	Secretary		2027	Y
4	Bruce Billedeaux	Member		2024	Y
5	Robin Bryant	Member		2026	Y
6	Roger Lautz	Member	Standards	2026	Y online
7	Art Hallstrom	Member	Data Subcommittee	2024	Y online
8	Rex Camit	Member	Website	2026	Y online
9	Kyle Kisebach	Member	Programs	2026	N
10	David Johnson	Member	Research	2027	N

3. Welcome – Introduction of other attendees:
 - a. Members: Brian Rock - PCM, Bryan Holcomb - CM, Tony Horton - CM, Matt Steen - CM, Cameron Labunski - CM, Jason Attkisson – TAC
 - b. Guests: Ryan Ray, Erica Culberson, Dan Russell, Erica Powell
4. Ethics Review - Gemma
 - 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 – Gemma. Agenda accepted with switch of items 8a and 8b to get Handbook votes done early.
6. Approval of Meeting Minutes from the meeting in Tampa, FL, June 2023
 - a. No changes to draft. Jonathan motions to approve, Stephanie seconds. Vote: 7-0-0.



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7. Chair's Report - Gemma:

- a. TC Breakfast Update
 - i. ASHRAE is committed to standards globalization through new Global Technical Interaction Committee (GTIC). This supports TC 1.6 efforts to harmonize definitions.
 - ii. ASHRAE also is strongly committed to decarbonization, moving forward fast.
- b. How to join TC 1.6: Joining TC 1.6 as a Provisional Corresponding Member (PCM) is easy using the ASHRAE website: click on *Communities, Committees, Technical Committees, and Apply for membership on a TC*. PCMs become CMs and voting members at the discretion of the TC.
- c. Review of Positions and membership. – need two new voting members, no volunteers. Robin will be updated from non-quorum member to full voting member; 2 provisional members move to corresponding members.

8. Subcommittee Reports:

- a. **Handbook** – Bruce Billedeaux
 - i. Fundamentals Chapters 39 and 40, need a vote to approve edits in order to submit to ASHRAE for publication.
 - ii. Process Note: the TC shall complete handbook edits, vote to approve edits, upload edits to authoring portal, shall complete handbook chapter checklist, and shall submit checklist to the handbook liaison and the handbook staff.
 - iii. Chapter 39: Bruce motions to approve the edits for Fundamentals Handbook, Jonathan Smith to second this motion.
 - 1 Comments: Brian Rock notes there were many edits to chapter 39 and 40. Changes include: added common abbreviations; added units; added rounding; added SI vs English; added rounding section. Note we are still looking for a duct wrap symbol. Bruce notes that this chapter includes edits which institutionalize the change away from “soft conversion & hard conversions” to Conversion vs substitution. Noted that the handbook editors now know substitution vs conversions.
 - 2 Vote 7-0-0. Motion passes.
 - iv. Chapter 40: Stephanie motions to approve the edits for Fundamentals Handbook, Jonathan Smith to second this motion.
 - 1 Vote: 7-0-0. Motion passes.
- b. **Terminology Online** – Art Hallstrom
 - i. Note: the current process is that when he gets a new term, he then finds 3 or more experts in the field, asks those individuals to harmonize the definition of the term, and they send it back. Then the term definition gets updated into the Working File, an excel spreadsheet, which currently houses over 28,000 terms.



Maintaining the file is a large job. Note: he is currently in need of a few definitions including IP.

- ii. Succession planning: Art said he needs two people to take over from him: one to work with ASHRAE staff to bring new definitions into the Working file; and one to oversee review of definitions to determine which get uploaded to ASHRAE Terminology Online. One of the ASHRAE staff, Mary Bolton, has agreed to take on ownership of the working file, an excel database. Staff will also publish approved definitions from the working file to ASHRAE terms online. This task is expected to be 6 hours annually.
 - i. Website: <https://terminology.ashrae.org/>
- iii. Plan forward: we should draw up a list of subject matter experts (SME) for term definitions.
- iv. Questions that need to be worked-out:
 - 1 #1. Who should be the source? ISO, all published ASHRAE standards and guidelines, we need to write down the sources for the working file.
 - 2 #2. How should working file move to online glossary?
 - a How to receive questions?
 - 3 #3. Should we change our format?
 - a Adjective and noun, vs noun comma adjective: standard (90.1) example: "standard air" or "air, standard".
 - 4 #4. Standardization of who the SME experts are, need a team in each subject area. We should formalize who they are. Ex: Bill Bahnfleth
 - a Action item: Jennifer in TC 2.5 has a number of terms wishing to be harmonized, this work will include air cleaning.
 - 5 #5. IIR defines their glossary from a SME, should we do that too? Gatekeepers need to be assigned from a related TC.
 - a Gemma on TC 2.3 and 2.4: example for Filters: working on harmonizing these definitions.
 - 6 #6. Should we in the working file "lock down" multi-organization definitions? For example: ASHRAE plus ISO. Add a column to note that it is "finalized".
 - a Note: Gemma explained how ISO definitions are owned by ISO, while ASHRAE's are freely available online. Should co-ordinate so all organizations change/fix at the same time.
 - 7 #7. Art suggested we create a working files subcommittee and a terms online subcommittee as outlined in (ii) above.
 - 8 Members of the Working File subcommittee: Art, Stephanie, Gemma and Bruce. Will work with staff member Mary Bolton.
 - 9 Rex also wants to be involved.



- c. **Standards** – Roger Lautz
 - i. How best to help standards was discussed. Suggested to go to the PC Chairs' Breakfast, Sunday morning, say what we do and offer to help with definitions. Roger has a conflict, cannot attend. Bruce might be able to go.
 - d. **Programs** – Kyle Kisebach
 - i. It is noted that Kyle needs to step down from this subcommittee chair. Robin volunteered to chair this subcommittee.
 - e. **Website** Basecamp, 3 Sites (Main committee, working file and SME sites) – Rex Camit
 - i. The meeting minutes and agenda are on basecamp.
 - ii. Rex to be added to one of the data management groups.
 - iii. Process note: The past meeting minutes (Tampa summer 2023) should be stated as minutes "DRAFT" from June until January, until they have been approved.
 - f. **Research** – David Johnson
 - i. No RTAR or work statements currently.
 - g. **ASHRAE IP/SI Policy**
 - i. SI vs IP – Rational Conversion Review – Bruce
 - 1 Previous meeting item: Walter reported that some conversions might need a rounding protocol. Committee: Bruce, Walter, and Stephanie
Meeting Update: Had a few meetings and made good progress, the group will pick up when Bruce gets back from Antarctica, after the January meeting.
9. Liaison Reports
- a. **MTG: ACR** – Roger Lautz:
 - i. Completed research work, note research dates from 1833-RP; it is published and ready for purchase. History of air change rates.
 - ii. New research: looking at air change rates vs quality of air.
 - iii. Interface with TC, SPLS; note we don't create terms, we collect them. We want to correct poor definitions.
 - iv. Bruce: to do: look into handbook standards, including the ARG; does it state to start with the glossary?
 - 1 Project Chairs, PC, chairs Sunday morning meeting - we should make short presentation there, we should find someone who can be there, possibly Bruce.
 - 2 Action item: Bruce to look into the ARG.
 - 3 Action item: Bruce to give the PC presentation in Indianapolis.
 - b. **Harmonization** update – Art Hallstrom
 - i. SEE above.



10. Old Business:

- a. Phil Norton article – will not happen. Removed from agenda.

11. New Business

- a. Art wanted to write an article on air cleaning on definition harmonization; Cathy Johnson to also work on this article, and Art will be the 3-person committee. Committee: Art, Cathy, & Gemma.
 - i. Action item: Art.
- b. Bryan - 241 standard: ASHRAE pays for the publication & marketing of standards, so society may have spent less on marketing this standard, because it was approved by the White House.
- c. Note that Basecamp has a list from 2019, needs a current roster of committee members. Gemma: note to all to get a current copy of the roster: go to ASHRAE website/ then My profile/ then my committees/ then access the PDF of the roster of committee members.
 - i. Action item: Rex.

12. Upcoming Meeting Dates:

Year	Winter Meeting	Annual Meeting
2024		June 22-26 – Indianapolis, IN
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

13. Adjourn

- a. Bruce first, Stephanie seconded.