



Shaping Tomorrow's  
Built Environment Today

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## TC 1.6 Terminology – Meeting Minutes

**ASHRAE 2025 Winter Meeting  
Monday, February 10, 2025  
8:30 - 10:30 am EDT**

**Hilton Orlando  
Spring Lake (Lobby Level)  
(also online – hybrid)**

1. Call to Order
2. Welcome – Introductions of attendees
3. Roll Call of Voting Members  
Attendees: Gemma Kerr (VM Chair), Jaap Hogeling (CM), Rex Camit (VM website), Art Hallstrom (CM), Jaime Yeh (CM), David Johnson (VM), Robin Bryant (VM), Stephanie Mages (VM Secretary), Brian Rock (CM), Cameron Labunski (CM), Tony Horton (CM), Jonathn Smith (VM Vice Chair), Jason Atkisson (CM Section Head), Kyle Kisebach (VM, arrived late).
4. ASHRAE Value Statement
  - a. In ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and shall avoid all real or perceived conflicts of interest. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We celebrate diverse and inclusive communities, understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and the communities our Society serves. We respect and welcome all.  
For more info, see <https://www.ashrae.org/about/governance/code-of-ethics>.
5. Review of Agenda
6. Approval of Minutes from:
  - a. Indianapolis, IN, June 24, 2024 - Moved Bryant, Smith seconded the motion. Motion was approved 5-0-0 CNV.
7. Chair's Report (Kerr):
  - a. TC Breakfast Update (Smith) attended the TC breakfast which included: TC mentoring program of YEA, automated activities form, strategic plan, decarbonization update new certification, CEC submissions are due March 5<sup>th</sup> & added a research summit, added programs chair training in the future, Gov update including grants and decarb, globalization task force. GTIC global committee.
  - b. PC Chairs' Breakfast presentation – Terminology PowerPoint Presentation by Kerr.
    - i. (Jaap) Noted it was an excellent speech by Kerr, lots of questions. It was well received. They would like additional information. AHRI – wants copy of the presentation (*later this was approved by ASHRAE*).
    - ii. It is noted that Kerr's Terminology presentation is on the ASHRAE TC 1.6 website.



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- iii. It was noted that Kyle's Definition presentation 2018 is also on the TC 1.6 website.
  - c. Roster changes for July 1
    - i. (Kerr): Gemma will roll off, Jonathan will be re-instated, Art will be back on, Tony Horton back on. No secretary slotted yet. Bruce will be retiring.
    - ii. (Kerr): This committee is grateful for all of Bruce's work on definitions and handbook. We will need a new handbook chair. Brian Rock to be the new handbook chair in the interim – we will keep it on the agenda, get a new committee and get a new chair trained up for the future.
    - iii. (Kerr): On-line roster changes will be made by Gemma in the next 3 weeks.
  - d. How to join TC 1.6 (Kerr): on ASHRAE website, click communities, committees, TC, apply for membership.
8. Subcommittee Reports:
- a. ASHRAE Working File and Terminology Online Update (Gemma Kerr):
    - i. Working File status – Note: Art has gone through and added 60 new standards.
    - ii. Data Management process: Kerr will create a rough draft of the guide of the process, then add new information to the existing pub code.
      - 1 Subject Matter Experts are chosen by TC 1.6, an ad hoc committee of a minimum of 3 members.
        - a It was noted that SME committee work can be difficult. It was noted that getting the right number of individuals on each ad hoc is important – these members should be experts in the field, with process power, it is recommended a committee size of 6.
        - b Jason recommended that the TC 1.6 committee should be voting on each SME in each ad hoc
      - 2 The ad hoc committee then reviews the term and harmonizes the definition of the term.
      - 3 The committee submits the definition to TC 1.6.
      - 4 After the definition is approved by TC 1.6,
      - 5 Then the definition is officially updated in the TC 1.6 working file,
      - 6 Then the definition is submitted to ASHRAE Staff Mary Bolton, Terminology editor to be update in the terminology online.
    - iii. Thank you, Art, for all of your hard work! Hopefully we can get you a replacement in the future.
  - b. ASHRAE Working File and Terminology Online Overview & Additional Details (Art H)
    - i. Refer to the two-page attachment titled "TC 1.6 Overview.docx" in the Basecamp TC 1.6 database, which was posted by Art H posted on Feb 10, 2025.
    - ii. Refer to the one-page attachment titled "TC 16 SME Selection .docx" in the Basecamp TC 1.6 database, which was posted by Art H posted on Feb 10, 2025.
    - iii. Note: Currently the terminology online: approximately 4,000 terms, controlled by TC 1.6 only. Currently the Chair is the only one who can give out the raw file. The definitions need to be properly referenced. The on-line terms are available at site: <https://terminology.ashrae.org/>. It is updated by ASHRAE staff twice a year.



- iv. Note: TC 1.6 Public working file: It contains roughly 18,000 terms. This is a static file. This is the file that the TC 1.6 chair may give to an Ashrae member, upon request only.
  - v. Note: TC 1.6 Internal working file: MCO in parts, BEQ, position document. 6 handbook chapters inside, external references, AHRI, DOE. It contains roughly 30,000 terms. Started in 2015. Note: There is a version of it on basecamp. Art currently updates the new versions periodically. Pub codes have been added, action codes. Note: It was brought up that the current version should always be updated on Basecamp.
  - vi. Note: Working file: When updating it is noted that word type, adjective vs noun important. Noted that IP vs US is important. Note: it has some terms locked.
  - c. Web Page, Basecamp with 3 sites (Main TC committee, working file, and the SME sites) – Rex Camit
    - i. Report: The TC website & Basecamp are up to date with the most recent meeting minutes.
    - ii. Report: Gemma Kerr's "Writing a Good Technical Definition" (word document) has been posted to the TC 1.6 Meeting Documents in the 2024-2025 calendar year.
    - iii. Rex action item: Jaime to be added as a client.
    - iv. Rex action item: needs to remove some members from the Active workgroup vs client.
    - v. Rex action item: Jaime to be added to the terminology committee especially the SME and the data management.
  - d. Handbook – Bruce Billedeaux
    - i. (Rock) Updates submitted on time. Proofs expected in February.
  - e. Standards – Roger Lautz – No report.
  - f. \*\*\* Klye: I made it to the workshop – the steps for making a definition, ASHRAE terminology online, and look at other societies.
  - g. Program – Robin Bryant: We need to be out there. We recommend submitting a program at the next winter meeting. One seminar, Gemma to chair it, topic: online terminology, Kyle on the definitions, Gemma to give a talk, part 3. Robyn to give Gemma dates for deadlines. Kerr: Did you (Bryant) go to program training? Response: Not yet.
  - h. Research – David Johnson: representative on the committee. Nothing has direct research directly related to this committee. AI will pull from ASHRAE on-line. Long-term research. A better search engine that gives a standard definition.
9. Liaison Reports
- a. MTG: ACR – Roger Lautz – No report.
  - b. Harmonization update – Art Hallstrom – see Terminology above.
10. Jason Atkison – Section Head
- a. TC you can add the presentations from TAC. Note there were many program submissions, so CEC wants to let everyone know that there were many great submissions and some had to be turned down, so re-submit for next time. Roster changes Due March 3<sup>rd</sup>. I'm here to help with RAC or CEC or Standards. No RTARS were submitted. Decarb in Chicago. Functional Group basecamp.
11. Old Business
- a. Cindy Michaels article.
    - i. Action item: Mages to email Cindy to get the item that needs to be translated.



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**12. New Business:**

- a. SI sub-committee policy, which sub-committee will this be under? Note Bruce SI was all incorporated into the most recent Handbook revisions.
- b. (Kyle) Symbols in the Handbook. ANSI standard, ASTM F-1000 is the standard. Minor review last year. Will be reviewed again with Handbook review. That ASHRAE will conform with ANSI standards as much as possible.

**13. Upcoming Meeting Dates:**

Year	Winter Meeting	Annual Meeting
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

**14. Adjourn at 10:08 am.**