

**Draft Minutes**

**TC 1.6 Terminology  
Main Committee Meeting  
Hilton Orlando, Thornton Room (Lobby level)  
Monday February 3, 2020 8-11 AM**

1. The meeting was called to order at 8:10 am.
2. No-one participated electronically.
3. Chair Bryan Holcomb welcomed attendees. Members and guests introduced themselves and a sign-up sheet was passed round.
4. A roll call was conducted of voting members and officers. The results are shown below. Six of eight voting members were present. Also present were three corresponding members, one PCM, three guests and ASHRAE Handbook liaison Kevin Gallen.

<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 (MNQ)	X*				
Rex Camit (Webmaster)	X				
David Hart		X			
TOTALS	6	2			

\* Jaap was present at the start but left for another meeting. He gave his proxy vote to the Chair

5. The Chair briefly reviewed the ASHRAE Code of Ethics. The full version is attached at the end of these Minutes.
6. No new items were added to the Agenda.
7. The Minutes from Kansas City, MO June 2019 were approved (proposed Roger Lautz, seconded Cameron Labunski, vote 5-0-0-2, CNV (For-Against-Abstain-Absent, Chair Not Voting)).

8. Chair's Report:

- a. TC Chairs' Breakfast Update: Bryan will post the slide presentation from this meeting to Basecamp. Action items: the TC roster update form and the activities form are due Tuesday evening. TAC is to oversee the TC re-organization, and guest Robin Bryant, who is part of the TAC team, gave a quick review of the situation: Society is trying to streamline with some restructuring at Society and Regional level, but no TCs will be eliminated. Her report is expected by the Summer meeting. There will likely be no Impact on TC 1.6.
- b. 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. The most important 2020 open position is Research Subcommittee Chair. Jonathan Smith, currently a PCM, offered to take this on. He will move to voting member after the Summer meeting. Bruce Billedeaux, Art Hallstrom and Walter Lenzi will also move to VM. David Hart and Kyle Kisebach will move from VM to CM.

9. Vice-Chair's Report – Cameron had nothing to report.

10. 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 and enters them in the TC 1.6 Basecamp working file. All are labeled with their origin to allow searching. This file currently contains about 25,000 definitions. After review by subject matter experts (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 4,500 posted definitions.

**Action item: Art will send out the next package of new definitions to the TC for review within two weeks of receipt.** This may include new definitions from a revision of Standard 90.1 which need to be dealt with quickly because this is a frequently used standard.

The package of commissioning standards is currently undergoing major revision and new nomenclature and definitions are expected. **Action item: Roger will keep track of the changes to facilitate the TC 1.6 response.**

The Basecamp working file is intended to be accessible to anyone who wants to extract definitions. The current process requires people who are interested to ask for access to the TC 1.6 Basecamp. An alias email account for requests has been set up to allow the Secretary to deal with them. **Action item: Gemma will keep a record of who requests access and report to the TC at the Winter and Summer meetings.**

External organizations also produce definitions relevant to ASHRAE, including IIR, NIST, and REHVA (Jaap is the REHVA liaison). An increasing part of the TC's work is expected to involve trying to harmonize ASHRAE's definitions with those organizations. This work requires SMEs in several subject areas (more are needed), and is complicated by reluctance of some organizations to share because, for example, their definitions are part of documents that they sell.

An issue for future discussion is that TC 1.6 does not have a process for sun-setting definitions.

11. ASHRAE & NIST- there was no update.

12. For information, the ASHRAE TERMINOLOGY Website link is:

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

13. Secretary's Report – Gemma had nothing to report.

14. Subcommittee Reports:

- a. ASHRAE Working File and Terminology Online Update – Art noted that he is working on an article for ASHRAE Journal at their request. He does not have a timeline for completion.
- b. Handbook – Bruce reported that there is not enough time to perform a thorough update of Chapter 39 *Units and Conversions* before the submission deadline for the Fundamentals volume. Verifying sources and checking significant figures will take place in time for the following edition. Source verification will require a small research project. **Action item: Jonathan will prepare an RTAR for this with help from Gemma.** Bruce handed out copies of the current version of the chapter, noting that one of the changes will be to replace all decimal points (or commas as used in the European Union) by spaces. This is now ASHRAE policy for all documents. Chapter 38 *Abbreviations and Symbols* and Chapter 39 are due to be submitted to ASHRAE on June 6, 2020. Both were approved for submission with non-substantive changes (proposed Bruce Billedeaux, seconded Cameron Labunski, voted 5-0-0-2, CNV).  
TC 1.6 is responsible for part of the SI Guide for HVAC&R, and changes will need to be made to it in line with changes to the Handbook Chapters. **Action item: Bruce will find out who is responsible for makes changes to the Guide and whether we need to vote to approve inclusion of the TC 1.6 changes.**  
Beth Tomlinson reported that she is working on a new chapter on climate technology with TC 2.5 and requested help with developing terminology. **Action item: Gemma agreed to liaise with Beth on this.**
- c. Standards – Roger reported that efforts to improve Standards Development are ongoing.
- d. Program - it was decided to postpone submission of programs until the ASHRAE reorganization is complete. Bruce would like to organize a seminar on conversions and substitutions. Conversions are exact numerical equivalents (1/2 inch = 12.7 mm) and substitutions practical equivalents (1/2 inch and 13 mm bolts).
- e. The TC has three BaseCamp Sites. These are:
  - Main committee**, where Minutes, roster etc. reside;
  - Working file**, where the terminology database is stored: and
  - Subject Matter Expert (SME)** area. This is controlled access, but not used at present.

Art has been controlling the three sites but wants to move their management to webmaster Rex Camit. They are currently all up to date.

- f. Research – There was no report from Jaap.
- g. Rational SI-IP Units Spreadsheet Project – this should be included in the research on substitutions and conversions.

**15. Liaison Reports**

- a. MTG: Air Change Rate (ACR) – Roger is the TC’s unofficial liaison to the MTG. He reported on progress with their project RP-1833 *Key Terms Consensus Definitions for Literature Review for Evidence of the Basis for Specified Air Change Rates (ACR) for Cleanrooms, Laboratories, Laboratory Animal Facilities, and Health Care Facilities with Medium to High ACR* for which he is the Principal Investigator. The PMS Chair is Phil Naughton from TC 9.11. The aim of the project is harmonization of ventilation terminology. Roger is working on Task 1 (of 4) which is a literature review of key terms worldwide, and the good news is that they are mostly similar to one another. A technical paper will be presented in Chicago if the project is completed in time.
- b. IIR input to harmonize with ASHRAE – Art reported no progress.
  - i. Terms discussion starting with cooling

**16. Old Business** – it was decided to retain the shorter meeting time of 8-11 am at the June meeting.

**17. New Business** – there was none.

**18. Confirm 2019-20 roster committee membership** – the 2020-2021 roster will be the same as 2019-2020 but with the changes listed in Section 8c.

**19. Future Meeting Dates:**

Year	Winter Meeting	Annual Meeting
2020		June 27-July 1 – Austin, TX
2021	Jan 23-27 – Chicago, IL	June 26-30 – Phoenix, AZ
2022	Jan 29-Feb 2 – Las Vegas, NV	June 25-29 – Toronto, ON

**20. The meeting was adjourned at 10 am.**

**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.