



Shaping Tomorrow's  
Built Environment Today

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***Minutes***  
**ASHRAE 2023 Summer Conference**  
**TC 1.6 Terminology**  
**Tampa, Florida- Hybrid (In-Person/Virtual)**

**Monday June 26, 2023, 9:00-11:00 AM (EST) – JW Marriott Tampa, Fowler (3)**

**ASHRAE TC 1.6 Main Meeting**

1. **Call to Order** – Meeting called to order at 9:06 AM by Cameron Labunski - Chair
2. **Welcome – Introductions of Guests: (included in Minutes)**
  - Jonathan Smith -Secretary – Voting
  - MJ Ayyampudur– Corresponding Member- Non-Voting
  - Art Hallstrom – Data Subcommittee Chair - Voting
  - Robin Bryant – Member - Voting
  - Bryan Holcomb – Corresponding Member – Non-Voting
  - Cameron Lebunski – Chair - Voting
  - Gemma Kerr – Vice Chair - Voting
  - Stephanie Mages – Corresponding Member – Non-Voting
  - Rex Camit – Webmaster - Voting
  - Jamie Yea - AHRI – Guest
  - Bryan Rock – Provisional Corresponding Member – Non-Voting
  - Tony Horton – Corresponding Member – Non-Voting
  - Roger Lautz – Standards Subcommittee Chair - Voting
  - Ron George – Guest- Author for Plumbing Dictionaries
  - Carl Peterman- Guest - sits on AHRI Committee for definitions. Want to work on harmonizing wit
- Roll Call: (included in minutes) We have quorum. 9 of 10 voting members**
3. **Ethics Review**
4. **Review of Agenda**
5. **Approval of Minutes from:**
  - a. Hybrid February 6, 2023 (Found on TC1.6 Basecamp)  
Motion to approve = JS; Second = GK, Passes = 9-0-0 CNV
6. **Chair's Report:**
  - a. TC Breakfast Update : They talked a lot about Decarb and plans to get to net zero. Nothing directly relevant to TC 1.6. Decarb is currently a big topic across ASHRAE Society. TAC chair



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gave a talk on ways to get chapters more involved. New activity form 23-AI, need to start using that one. We are supposed to submit through authoring portal, not basecamp.

- b. How to join TC 1.6 – read only on basecamp for client PCM, team members have full access.
- c. Review of Positions – Positions listed at end of this document.
  - i. [New Positions for 23-24 year are listed below.](#)
- d. **ACTIVE ACTION ITEMS:**
  - i. Have someone check definitions based on standards updates, etc. Is there a better software to do a search like a Google search to help find the logical relationship with the words instead of a simple excel file? (We can reach out to the editor and see what they recommend).
  - ii. Rex Camit – Webmaster, will update website and basecamp. This will include all past meeting minutes and current ones.
  - iii. New meeting time is 9AM -11AM on Monday. Update so ASHRAE only schedule for 2 hour room block.
  - iv. Stephanie Mages to look at Symbology in Handbook and report back. Kyle Kiesbach will help with that. Example: Heat Exchanger symbol used differently.
  - v. Art to work with Matthew Stein on looking at a new way for terms database (something instead of Excel). Web enabled database.
  - vi. Samantha Peterson to look into the possibility of adding some definitions on the side of some articles of the ASHRAE Journal of certain terms

## 7. Vice-Chair's Report – Gemma Kerr –

Presented Certificate of Appreciation to Cameron Labunski for his service. **New meeting time 8:30-10:30 AM.** Want to keep it as a Hybrid Meeting. Would like to acquire a small wireless microphone for the meetings (Robin B. volunteered). Need to have someone bring a projector (Art and Tony volunteered). Jonathan S. will provide invite to Hybrid Meeting.

## 8. Subcommittee Reports:

### a. Working file and ASHRAE Terms Online Update – Art

- i. Update Status, New Glossaries added to working file – from the previous meeting:
  - 1 Ready to do another cycle with another roughly 400 terms and removing duplicate terms.
    - a 26000 terms in working file now. Updated with new decarb terms. New definition for Built Environment. Been Published to all with 128 terms that we want to move over to online version. If approved, it goes to editor and finalized. Updated the working file of online terms. Added some ICC terms from the ICC Standard. Added air



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filtration society definitions as well. Working on seeing what other groups are defining as their terms. We have not updated yet with all of the glossary terms yet. Will do within the next 6 months.

- 2 Harmonization between different organizations might require permission from each respective organization before we bring in their terms to our working files. – Still Ongoing
- ii. ASHRAE Terms Online \\ <https://www.ashrae.org/resources--publications/free-resources/ashrae-terminology>

Updates from 26 June Meeting:

- 4500 terms currently.
- Working file has 27000 terms.
- Subgroups of the working file are now working on terminology of their interest. Decarb is the biggest example.
- Newest subgroup is air cleaning glossary. Working on harmonizing the terms.
- Acoustical terms from TC2.6 is interested in harmonizing their glossary as well.
- Should we publish who the subject matter experts are? Overall thoughts of group is yes. Place it in basecamp to where it is available to the committee.
- External organization coordination
- Not currently tracking addendums. Would help to do this.

b. **Definitions Review and updating – Gemma, Bruce & Walter – REMOVE FROM THE AGENDA as this has been completed**

c. **ASHRAE IP/SI Policy**

- i. SI vs IP – Rational Conversion Review – Walter
  - 1 Previous meeting item: Walter reported that some soft conversions might need to be rounded. Walter wants to know what number we can establish a rounding protocol. Art said no policy exists for the soft conversion “rounding” protocol. Bruce asked if TC1.6 can get involved in the Fundamentals handbook section on Conversions to expand on the guidance for IP/SI conversions. Bruce, Walter, and Stephanie will lead this effort.  
[26 June Meeting Update: Gemma, Walter, Stephanie, and Bruce will work on this. Had a few meetings and made progress, they will pick up when Bruce gets back from Antarctica.](#)



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**d. RP-1801 Journal Newsletter**

- i. Past item: Phil Naughton - Perhaps a journal article on the role terminology places in many other ASHRAE publications. I am part of MTG ACR (Air Change Rate), and we just concluded a research project RP-1833, 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. There was a significant amount of work in the RP on terminology and the etymology of many of the ventilation terms. Our MTG and its TC subgroups (i.e., Labs, Hospital, Cleanrooms, etc.) continually discuss the meaning of many ventilation terms. Having precise and consensus definitions of terms is critical to many research projects. Perhaps an article discussing this. I might be open to authoring this article or co-authoring it with some others. – Group discussed that TC1.6 supports Phil leading this effort.

[Steph Mages to reach out to Phil Naughton on this. Robin willing to help if no others can help.](#)

**e. Handbook – Bruce (Change name to Brian)**

- i. Past meeting item: Selecting a handbook chair and committee members and having those on the committee review HB content by the June meeting. Discussion by Stephanie Mages
  - 1 New authoring portal is up and running. The new portal puts everything online instead of passing documents back and forth. New Portal is an improvement over the previous portal. Portal requires email linked to Microsoft account.
  - 2 Start talking about symbology

Kyle K. willing to help out while Bruce is unavailable on the Handbook stuff.

[26 June Meeting Updates: Brian Rock is taking over this section. PDF of the drafts for revisions are now on Basecamp. Draft is in comments. Hoping for final version to be out for review in a couple of weeks. Chapter 39 Abb and Symbols has several edits, a lot of new terms and abbreviations. New short sections with common abbreviations within ASHRAE. Units and Conversions chapter 40 has new sections in it. Please send comments on the drafts!! They are going to set up another meeting in September to review. See info in basecamp from subcommittee chair....](#)



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- f. **Standards – Stephanie Mages – Efforts to change Stds Development**
  - i. Speed of ashrae terms updating (Gemma, Art)
    - 1 Working on ASHRAE terms updating.
    - 2 Flow chart for review terms exists as an internal document only.
      - a Check action items list for progress
    - 3 Roger previously reported that the flow chart needs to be taken to Standards so all Standards writing committees follow the same process that TC1.6 does in harmonization of terms. Roger to put together an item for TC Breakfast in Atlanta for presentation. Roger said he was available, starting in October.
      - a. Status of Action Item associated with this?
- g. **Programs - Kyle - Future Meetings Plans**
  - i. Previous meeting item: ASHRAE TC1.6 members, we have been asked to be peer reviewers for Winter conference papers; the list of abstracts is attached for your consideration.
    - 1 TC1.6 members are recommended to volunteer for the conference papers, with the goal being 2 papers. Gemma recommends that you indicate your interest and expertise when volunteering. All please respond to Kyle's email with the paper review request.
      - a. Kyle has asked for committee to provide reviewers from TC1.6 to participate. This committee needs to be involved with this. 1-4 hour commitment. Kyle will send out an email reminder on this. Next presentation at a meeting should be a forum style meeting. Look at doing this once every year. Kyle proposes that we do a forum next Winter meeting.

Notes from 26 June Meeting: Push off programs until Summer 24. We will discuss this more in Chicago meeting.

- b. **Communications - Web Page, BaseCamp – Rex Camit**  
**Website and basecamp have been updated.**
- c. **Research – Jaap**  
Need to look into a new search engine. Continue discussion at future meetings.
  - ii. **Liaison Reports**  
TC 2.5 has a whole set of terms they have produced, and they would like us as TC1.6 to harmonize with the rest of our terms. Will get Kent Peterson involved with this as a resource. Steph will forward definitions to Art to put into working file. Art will then send back a list of relevant terms from all other sources to Steph.



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- a. MTG: ACH – Roger  
**I will have Roger send me over a summary for the minutes.**
- b. Reharmonize refrigeration terminology between ASHRAE and IIR Bill Simpson – Not present and no updates.  
[Need to find a replacement for Bill Simpson. He is nonresponsive.](#)
- c. Liaison to Std 300-202 - Walter
  - iii. **TC 1.6 – Future Efforts / Long Term Plan**
  - a. Harmonization, Relationships, Other Organizations, Communications
    - iv. **Old Business:**
    - v. **New Business:**

vi. **Next Meeting Times:**

Year	Winter Meeting	Annual Meeting
2024	Jan 20-24 – Chicago, IL	June 22-26 – Indianapolis, IN
2025	Feb 8-12 – Orlando, FL	June 21-25 – Phoenix, AZ
2026	Feb. 2-4 – Las Vegas, NV	June 27-July 1 – Austin, TX

vii. Adjourn – [Meeting Adjourned at 10:55 by Cameron Labunski](#)

**2023-2024 - Positions:**

Chair – Carolyn (Gemma) Kerr - [TC0106@ashrae.net](mailto:TC0106@ashrae.net)

Vice Chair – Jonathan Smith

Secretary – Stephanie Mages



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Name	Voting Status	Committee Position
Walter Lenzi	Non-voting	Corresponding Member
Tony Horton	Non-voting	Corresponding Member
Steven Hammerling	Non-voting	Staff Liaison
Stephanie Mages	Voting	Secretary
Sonya Pouncy	Non-voting	Corresponding Member
Sheli Porter	Non-voting	Corresponding Member
Samantha Peterson	Non-voting	Corresponding Member
Roger Lautz	Voting	Standards Subc Ch/mtg.acr Liaison
Robin Bryant	Voting	Member Non Quorum
Rex Camit	Voting	Webmaster
PRANAV MORCHAPURE	Non-voting	Corresponding Member
Philip Naughton	Non-voting	Corresponding Member
Paolo Tronville	Non-voting	Standard Liaison
MJ Ayyampudur	Non-voting	Corresponding Member
Matthew Steen	Non-voting	Corresponding Member
Kyle Kisebach	Voting	Program Subcommittee Chair
Kristie Tiller	Non-voting	Corresponding Member
Jose Palma	Non-voting	Corresponding Member
Jonathan Smith	Voting	Vice Chair
Jesse Fisher	Non-voting	Corresponding Member



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Name	Voting Status	Committee Position
Jason Atkisson	Non-voting	Section Head
Jaime Yeh	Non-voting	Provisional Corresponding Member
Jaap Hogeling	Non-voting	Corresponding Member
Frank Rivera	Non-voting	Chapter Technology Transfer Chair
David Johnson	Voting	Research Subcommittee Chair
David Hart	Non-voting	Corresponding Member
David Bornside	Non-voting	Corresponding Member
Chris Pickens	Non-voting	Corresponding Member
Charles Dale-Derks	Non-voting	Corresponding Member
Chad Dorgan	Non-voting	Corresponding Member
Carolyn Kerr	Voting	Chair
Cameron Labunski	Non-voting	Corresponding Member
Bryan Holcomb	Non-voting	Corresponding Member
Bruce Billedeaux	Voting	Handbook Subcommittee Chair
Brian Rock	Non-voting	Provisional Corresponding Member
Birol Kilkis	Non-voting	Corresponding Member
Ayush Ayush	Non-voting	Corresponding Member
Arthur Hallstrom	Voting	Data Updating Subc h
Aaron Sorrell	Non-voting	Corresponding Member

**39 Total Committee Members**