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Minutes

ASHRAE 2018 Annual Conference

TC 1.6 Terminology

Houston, Texas

Sub-committee TC 1.6: Monday June 25, 2018, 9:00-12:00

Main TC 1.6: Monday June 25, 2018, 4:30-6:15

Subcommittee Meeting

1. Welcome – Introductions
2. Roll Call – Attendees Hallstrom, Kisebach, Lautz, Labunski.
3. Chair Report
 - a. Mr. Hallstrom recapped status of ASHRAE TERMINOLGY online.
<https://www.ashrae.org/technical-resources/free-resources/ashrae-terminology>.
Location did not change with new website. Chair will try and get usage statistics for next TC meeting.
 - b. Mr Hallstrom recapped the TC 16 working file changes. Working file has moved to the Basecamp 3 “ashrae tc 16 working file” location. Access is free. Users must agree to the terms of use. Access available on request to TC 1.6 Chair or Vice Chair. (The SQL website was shut down.)
 - c. TC1.6 working file website contains many of the terms and definitions found in ASHRAE generated std and guideline glossaries plus some other TC approved sources. It has over 20,000 term entries and is updated twice annually with new **PUBLISHED** ASHRAE Standards, Guidelines, MCO changes, position documents, handbook chapters, etc. when 1.6 members find them and add them. No special publications. No draft documents. Intent of this TC offering is to make it easier for ASHRAE authors and reviewers to research terms and definitions for new or revised publications. Avoid copyright issues.
 - d. The last working file update to the Online ASHRAE Terms (code 7, 6) went to Bruce B data team in Feb 2018. They approved with changes and it went to ASHRAE Editor in May who approved them and is the process of uploading them. She will advise when this is done, and the online terms will then be used to update the working file.
 - e. Hallstrom also received newly published stds/guidelines from HQ in May. About 20 Stds and Guidelines or 900 terms. Mr Hallstrom is prepping them and adding to working file in July. The terms they replace will be made history (code 9) in the working file. There were no pictures in this update and only about 5 definitions with formulas.
4. TC discussed using more SME (Subject Matter Experts) to provide input to TC 1.6. See flowchart. When SME’s are identified, their area of interested with be determined and



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communications set up. Roger Lautz offered to generate a letter for the TC/PC to use with SME's. The first SME's will be in the hospital area.

5. TC discussed proposed guidance to the SMEs in the authoring bodies. For instance – how to search, compare, and thus help THEM decide on the terms/definitions used in their publication. If multiple authoring bodies are using the same term, the goal is to seek voluntary harmonization within ASHRAE authors. For sure, TC 1.6 and maybe Standards and Handbook would like feedback on the use of the 1.6 working file in this process. This requirement is apparently already their authors guides. Mr. Labunski offered to develop a terminology checklist form for use by TCs and PCs.
6. Mr. Hallstrom received IIR input from Mr Van Baster, ASHRAE DAL. TC 1.6 selected one word, cooling, from their feedback and developed the ashrae harmonized definition. It 1.6 version will be put into the online publication and shared with IIR. There are more terms to review. Question is when this will be done. Note: The ASHRAE – IIR Terms exchange is working well and is the model for future allied associations.
7. Mr Hallstrom talked with Mr Hogeling about developing a formal or informal term sharing relationship with REVHA. Mr Hogeling to advise.
8. TC 1.6 approved the concept of organizing ASHRAE working file terms using the ASHRAE Handbook Chapters which are source tied to TC and PCs. IIR does this. This will be a work in process for some time.
9. Formula Use in Excel was discussed again. A formula can be written in Word and moved into Excel as an OLE object but only at the start or end of a text string. Not ideal. Pictures are probably handled in the same way.

ASHRAE TC 1.6 Main Meeting

1. Meeting called to order at 4:15.
2. Roll Call – Hallstrom, Kiseback, Lautz, Holcomb, Labunski, Hogeling (attended part of meeting, Hallstrom had his proxy.) Lindsey was a guest. No other visitors.
3. Chair did ASHRAE Ethics Review
4. TC Approved Minutes from Chicago 2018 meeting. 5,0,0 CNV
5. Chair's Report:
 - a. Mr Hallstrom presented on how to join TC 1.6.
 - b. Mr Hallstrom called for volunteers for TC 2018-19 positions for next year. Result: - all positions filled. The list. Chair Mr Hallstrom, Vice Chair/Programs Mr Kiseback, Sec Mr Holcomb, Handbook Mr Billedeaux, Research Mr Palma, Standards Mr Lautz, Webmaster Mr Camit
 - c. Awards. Mr Hallstrom thanked the TC for the Hightower Award he received in Chicago.
6. Vice-Chair's Report: Workshop 6 went great Thanks to all that attended. Will reviews and summarizing this member feedback to the TC.



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7. Secretary Report – None
8. Subcommittee Reports:
 - a. Main Subcommittee Report – Mr Hallstrom showed the updates to ASHRAE Terminology.
 - b. Review of annual Terms online update. Bruce Billedeaux again volunteered to review the list with help from Jose Palma and Bryan Holcomb.
1. Marketing plan of working file use – Committee Members Hallstrom, Kiseback and Labunski to develop the plan and announcement. Mr Lautz will contact the TC and Standard Chairs via alias email as we get closer to the January meeting asking for a TC 1.6 liaison.
9. Handbook – Bruce Billedeaux is working with Handbook Committee on our two chapters in the next 2021 fundamentals version.
10. Standards – Roger Lautz. Reported ASHRAE Graphics Standard 134 has been withdrawn.
11. Program – Mr Kiseback reported Workshop 6 happened. About 24 attendees. Title was Speaking the same language: Best practices is Standards Authoring. Attendees expressed **universal support for 1.6 efforts** to harmonize terms. Kyle will review workshop recording and summarize. This feedback will help Mr Lautz marketing plan.
12. Web Page Discussion. TC site is up to date. Rex Camit from Canada is our TC webmaster.
13. Research – No report.
14. Liaison Reports
 - a. MTG: ACH – Roger Lautz. Gave update on definition of Air Change rate and why is it used.
 - b. IAQA – TC decided to drop trying to get their glossary. Mark reported in June 2018 they do not have one.
15. Old Business:
 - a. Rational SI-IP Units Spreadsheet Project – Ongoing project. From workshop, there is a great international desired for rational (hard) unit conversions in some ASHRAE publications. Mr Lautz has developed this revision to the ASHRAE IP/SI Policy.

When to use rational (nominal or industry standard) instead of soft (nearly exact) conversions from US (Imperial) units to SI (metric) units. Often, standards writers are not sure what conversion to use for metric when the standard is written in the US (or vice versa). A simple suggestion is this: 1) When the value is important regardless of the units, then use the soft (more exact) conversion with appropriate significant figures. For example, a value of 0.80 watts per square foot (W/SF) would be converted to 8.6 watts per square meter (W/m²). 2) When the value is representative of an industry standard product, then use the hard or rational conversion. For example, 3” NPS would be converted to 80 mm DN. Or, a 2x4, which is really 1.5” x



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3.5" in the US and 48 mm x 98 mm in the UK, which is sometimes called a 45-90 or 50x100. So, use the term the industry knows and can buy. When in doubt, use the soft conversion, but be sure to state if a rational equivalent is permitted.

16. New Business.

- a. TC 1.6 wants to merge the main and subcommittee meeting as use of online meetings has shortened need for physical meetings. This reduced physical meeting idea has been pushed by TAC. TC discussion led to selecting the 8-11 AM on Monday as best time for main meeting. No subcommittee. This time would get most attendance, not conflict with AHRI show or the Women in ASHRAE meeting. (TC could use more women and YEA members.) Vote on the meeting change was 6-0-0 CV. Chair Hallstrom to ask TAC to make this happen.
- b. Mr Hallstrom confirmed the 2018-19 roster TC 1.6 committee membership. 8 voting members, 10 corresponding.

17. Next Meeting Times:

2019	Jan 14 – Atlanta, GA	Jun 24 – Kansas City, MO
2020	Feb. 3, 2020 – Orlando, FL	June 29 – Austin, TX

Adjournment at 5:30 pm