



Shaping Tomorrow's  
Built Environment Today

1791 Tullie Circle, NE · Atlanta, Georgia 30329-2305 · Phone: 404.636.8400 · Fax: 404.321.5478 · www.ashrae.org

## *Minutes*

ASHRAE 2016 Winter Conference – Orlando

### ***TC 1.6 Terminology***

***These draft minutes must be approved by this committee to be the official approved record.***

Orlando, FL, January 23–27, 2016

Sub-committee: Monday January 25, 2016, 8:00-12:00

Main TC 1.6: Monday January 25, 2016, 4:15-6:30

### **Attendees (include voting members and guests)**

<b><i>Name</i></b>	<b><i>Affiliation</i></b>	<b><i>Name</i></b>	<b><i>Affiliation</i></b>
Roger Lautz	AEI	Mr Kyle Kisebach	Kisebach Consulting
Mr Bruce Billedeaux, PE	Maverick Technologies	Jesse Fisher	
Mr Jaap Hogeling, PEng MSc ME	ISSO	Mr Jose F Palma	Titus
Mr Charles Eugene Dale-Derks	Mcclure Engineering	Mr Arthur D Hallstrom, PE BEMP	AD Hall

1. ***Call to Order***
2. ***Welcome – Introductions***
3. ***Roll Call***
  - a. Bruce, Jaap, Joe, Roger = Quorum
4. ***Review of Agenda***
  - a. Added Section Head report
    - i. Discussed how TAC works
    - ii. Roster update
    - iii. Activity forms
      1. Add comments and concerns
5. ***Chair's Report***
  - a. Announcements
  - b. Awards
6. ***Subcommittee Reports***
  - a. Terminology – Chuck
    - i. Review list of terms and affirm changes to staff



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1. Roger moved to accept the report of the subcommittee – sending the changes to ASHRAE staff, Bruce 2<sup>nd</sup>.
  2. Bruce asked for clarification of the procedure for approving terms
    - a. Chuck reported that the process is for this subcommittee to get extracts from ASHRAE staff. The subcommittee reviews and takes action. The committee approves the changes. The changes go to staff for final review and implementation. Any concerns by staff are returned to the subcommittee.
    - b. **Approved 4-0-0-CV**
  - ii. Art to update the internal file with the new terms and definitions received from ASHRAE.
  - iii. Chuck will set up the subcommittee calls as soon as Art has these updated
  - iv. Proposal to have a crowd-sourced database to collect comments
    1. Kyle shared that he has resources to help get a proposal together
    2. PUB opened the door to use this
    3. Roger motion to proceed with scoping of the development of the open comment web database of terminology by Kyle. 2<sup>nd</sup> Joe.
    4. Art to get an NDA to Kyle from Mr. Comstock to be signed by potential contractors to see the data
- 5. Approved 4-0-0-CV**
- b. Handbook – Bruce
    - i. No updates last time – republish
    - ii. Now we need a timeline to review again
      1. Graphic Symbols
  - c. Research – Jaap
    - i. None and none proposed or deemed needed
  - d. Program – Art
    - i. St. Louis:
      1. DOE Zero Building Definition
      2. EUI Presidential Ad Hoc – Rick Hermans
    - ii. Future:
      1. Database presentation
  - e. Web Page – Bruce
    - i. Bruce is keeping up
    - ii. Will add information on how to comment on a term

## 7. Liaison Reports

- a. Std 214 – Jaap: working on a standard for rating buildings
- b. TC9.6 – Roger Lautz - looking to improve consistency of terms among published health care documents, 62.1 and 55.
  - i. Suggest using the Terminology that are in the system already
- c. Standards - How can we teach the standards committees to search against the database before the standard is published
  - i. Current philosophy is to create different definitions



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1. Kyle Kisebach will approach SPLC and ask “TC1.6 encourages all standards committees to consult ASHRAE terminology at <https://www.ashrae.org/resources--publications/free-resources/ashrae-terminology> when including definitions in standards. If they observe differences between their required terms and the listed definitions, please report this to TC 1.6 for discussion and resolution.”
  2. Motion by Jaap second by Joe – **approved 4-0-0-CV**
- 8. Approval Of Minutes from – Joe 2<sup>nd</sup> Jaap 4-0-0-CV:**
- a. NYC 2014
  - b. Seattle 2014
  - c. Chicago 2015
  - d. Atlanta 2015
- 9. Old Business**
- a. New committee membership – how can we increase
    - i. Email to all members with TC information
    - ii. Download complete alias list and send to them – need to convert from PDF
    - iii. YEA
    - iv. Journal article – Roger to start and send around to others to co-author
  - b. Roger Lautz – Review ASHRAE Position Papers for definitions to incorporate
  - c. Art Halstrom – Distribute editing process documentation to committee
    - i. Bruce will put on web page
  - d. Chuck Dale-Derks – Discuss with Standards Liaison quality and value of ANSI/ASHRAE Standard 134 and option to withdraw
    - i. ASHRAE conversation did not get far
      1. No electronic publication of symbols and graphics
- 10. New Business**
- a. Review membership proposal
- 11. Next Meeting Times:**
- a. Summer Meeting: June 25-29, 2016 - St. Louis, MO  

Main TC 1.6: Monday June 27, 4:15-6:30
  - b. Wiki/APR working meeting during Summer and Winter meetings  

Monday June 27, 8:00 – 12:00
  - c. Wiki Telconf base schedule
- 12. Adjournment – Bruce motion, Joe 2<sup>nd</sup>**