

MEETING MINUTES

ASHRAE TC 1.6 San Antonio, TX

June 25, 2012 4:15 – 6:30 PM

Hilton Republic C (4)

| Members Present                     | Year Apptd | Members Present                   | Year Apptd | Members Absent         |
|-------------------------------------|------------|-----------------------------------|------------|------------------------|
| <b>VOTING MEMBERS:</b>              |            |                                   |            |                        |
| D. Bornside - Chair                 |            | S. LeViseur                       |            | B. Kilgis – VM,Program |
| B. Billedeaux – Vice Chair          |            | R. Montgomery                     |            | L. Drake – VM          |
| Lautz – Secretary                   |            | V. Penar -Section Head            |            | A. Hallstrom - VM      |
| C. Dale-Derks – Research, Standards |            | M. Vaughn – Staff, Video Attendee |            |                        |
| J. Hogeling –NQM, Handbook          |            | S. Wayland – PCM, Video Attendee  |            |                        |
| J. Leach                            |            |                                   |            |                        |
|                                     |            | K. Thraslen – Tech                |            |                        |
|                                     |            |                                   |            |                        |

**I. CALL TO ORDER**

- a. Chair (Bornside) called the meeting to order at approximately 4:20 pm.

**II. INTRODUCTION OF MEMBERS AND VISITORS**

- a. Roll Call 6 of 8 voting members present
- b. Jose Palma, visiting, PCM
- c. Bill McQuade, in coming for TAC.

**III. REVIEW OF AGENDA**

- a. No changes to the agenda were made

**IV. APPROVAL OF PREVIOUS MINUTES**

- a. Meeting minutes were read. Motion to approve minutes as corrected (Leach, Dale-Derks: 5-0-0-3 CV).

## V. CHAIR REPORT

### a. TCC breakfast

- i. High Tower Award
- ii. Youth Mixer (YEA) – TAC sponsored event to informally introduce young engineers to ASHRAE technical committees and other activities.
- iii. Website is up to date, except need to upload the minutes.
- iv. Future ASHRAE meetings will have all attendees paying admission for the technical program. Admission will be reduced to about \$400 for everyone. In addition, presenters will be offered a discounted (about \$100) admission. This raised some questions as to whether presenters who only present and do not attend the technical programs would be charged. This prompted concern and discussion.
- v. Members are to be reminded that they cannot represent the committee in any public statements. Only Board approved Position Statements may be used, otherwise it needs to be made clear that it is a personal opinion.
- vi. MTG EAS (Energy efficient Air handling System for non-residential buildings). Leach
- vii. Sub committee meetings need to go through ASHRAE to set up.

## VI. COMMITTEE REPORTS

### a. Handbook (Billedeaux):

- i. Fundamentals Chapter 37, Abbreviations and Symbols (due June 7, 2012)
  1. Check NIBS NCS 5.0 for new abbreviations in CAD
- ii. Fundamentals Chapter 38, Units and Conversions (due June 28, 2012)
- iii. Bruce will take first pass and have ready for review February 28, 2012
- iv. Vote in San Antonio

### b. Research (Dale-Derks) – None

### c. Program (Kilkis – not present) - None

### d. WebMaster (Billedeaux) – None

### e. Standards (Dale-Derks)

- i. **SSPC-134 Graphic Symbols** (Bornside) – The Chair indicated that there was no plan to amend or update and that there were no comments.

## VII. LIAISON REPORTS

- a. Art Giesler – Research Liaison – would like to get RTARs

## VIII. OLD BUSINESS

- a. **SPC-166 Terminology** (Dale-Derks) – Is disbanded. Became the Wiki.

## IX. NEW BUSINESS

### a. Handbook

- b. Bill TAC – FAQs that TCs manage. Could these be on the Wiki? No proposal at this time, but would like to have committee consider it. We already have Wiki FAQs. This can be easily incorporated and searchable as a separate Wiki? It is currently embedded on ASHRAE website, but this is not particularly usable. Having it on the Wiki will make it more transparent. A better link on the website might be a better solution. We could have a link on the Wiki as well. Could be a definition “ASHRAE FAQs”...Bill to submit a proposal.

### c. Wiki sub-committee

- i. Response to 2012-06-05 Letter to Wiki Editor (Elizabeth Warrick) for updates.
  1. **Get letter from David to insert here.**
- ii. Who is supposed to vet the proposed changes?
  1. Editor should not be making changes directly or independently.
- iii. A large number of words were added based on Standards that were not reviewed by the committee.
- iv. Etymology (source) needs to be provided.

- v. We desire harmonized definitions – not specific to a single standard, those that are too verbose, etc.
  - vi. Those used in more than one standard should be kept.
  - vii. Should we allow comprehensive download? Only for super-user/editor.
  - viii. Search – searches whole ASHRAE website. This got changed sometime in the last few days and it needs to be changed back. Did not do universal search – had to be a specific match. This needs to be fixed as well. Even mis-spelled words should come up with the correct spelling – more like Google.
  - ix. Source Standard link should go to bookstore
  - x. New standard
    1. Review the Wiki for existing definitions and use those as much as possible
    2. Submit the Standard's definitions for review against the Wiki – by staff
    3. Conflicts should be submitted to the Wiki committee. Standard has right to publish their own definitions. Wiki has the right not to accept them as a primary; they will be listed as a secondary.
  - xi. Words with secondary definitions need to be added.
  - xii. Delete “test” words.
  - xiii. References need to be associated with each separate definition.
  - xiv. History of changes needs to be tracked.
- d. Schedule for Wiki/APR meetings.
- i. Need to check differences from 166 list to Wiki and vet those.
  - ii. Meet every two weeks.
- e. The next meeting of the committee will be Monday, January ??, 2011 at the ASHRAE Winter meeting in Dallas

**X. ADJOURNMENT**

- a. Adjournment by Chair at 6:06 PM. (Lautz, Billedeaux)