

Approved by Region II Leadership XX-XX-XXXX

REGION II – Eastern Canada

MANUAL OF OPERATIONS

Table of contents

1 REGION II – GENERAL INFORMATIONS..... 5

1.1 GEOGRAPHIC 5

1.2 CHAPTERS 5

2 REGIONAL STRUCTURE..... 7

2.1 REGIONAL POSITIONS 7

2.2 DRC ROLE-DUTIES-EXPECTATIONS 8

2.3 ARC ROLE-DUTIES-EXPECTATIONS..... 10

2.4 RMCR ROLE-DUTIES-EXPECTATIONS 11

2.5 ROLE-DUTIES-EXPECTATIONS COMMON TO ALL RVC POSITIONS AND YRC 12

2.6 RVC MEMBERSHIP PROMOTION ROLE-DUTIES-EXPECTATIONS RC..... 14

2.7 RVC STUDENT ACTIVITIES ROLE-DUTIES-EXPECTATIONS..... 15

2.8 RVC CCTC ROLE-DUTIES-EXPECTATIONS 17

2.9 RVC Research Promotion ROLE-DUTIES-EXPECTATIONS 18

2.10 RVC GGAC ROLE-DUTIES-EXPECTATIONS..... 20

2.11 YRC ROLE-DUTIES-EXPECTATIONS..... 21

2.12 REGIONAL HISTORIAN ROLE-DUTIES-EXPECTATIONS..... 22

2.13 REGIONAL WEBMASTER ROLE-DUTIES-EXPECTATIONS 22

2.14 REGIONAL TREASURER ROLE-DUTIES-EXPECTATIONS 23

3 REGIONAL PLANNING MEETING..... 24

3.1 Purpose of the meeting 24

3.2 Meeting Attendance..... 24

3.2 Reference Documents..... 25

4 CRC (CHAPTERS REGIONAL CONFERENCE)..... 26

4.1 CRC Dates 26

4.2 CRC FINANCES..... 26

4.3 CRC Planning Meeting..... 27

4.4 Attendance 28

4.5 Chapter Reports for the CRC 28

4.6 RVC-YRC-Historian Reports for the CRC 28

| | | |
|-----------|---|-----------|
| 4.7 | Business Meetings | 28 |
| 4.8 | CRC Motions | 29 |
| 4.9 | Chapter Operation Workshop..... | 30 |
| 4.10 | Regional Meeting at the CRC..... | 30 |
| 4.11 | Silent Auction..... | 30 |
| 4.12 | Next Year CRC..... | 30 |
| 4.13 | Reference Documents..... | 30 |
| 5 | OPERATIONAL GUIDELINES..... | 32 |
| 5.1 | NOMINATING COMMITTEE..... | 32 |
| 5.2 | HOW TO CONDUCT AN OFFICIAL CHAPTER VISIT | 32 |
| 6 | FINANCES | 33 |
| 6.1 | TREASURER | 33 |
| 6.2 | REGIONAL FUND PURPOSE | 33 |
| 6.3 | INCOMES..... | 34 |
| 6.4 | EXPENSES | 34 |
| 6.5 | APPROVED EXPENSES FOR REGIONAL LEADERS..... | 35 |
| 6.6 | BUDGET PREPARATION AND APPROVAL | 36 |
| 6.7 | REFERENCE DOCUMENTS..... | 37 |
| 7 | MISCELANEOUS..... | 38 |
| 7.1 | HONORS AND AWARDS | 38 |
| 7.2 | WEBSITE CONTENT | 41 |
| 7.3 | REGIONAL DINNER AT SOCIETY MEETING | 41 |
| 8 | APPENDIX A – PLANNING MEETING SAMPLE OF AGENDA..... | 43 |
| 9 | APPENDIX B –PLANNING MEETING SAMPLE OF MINUTES | 46 |
| 10 | APPENDIX C – SAMPLE OF CRC AGENDA..... | 58 |
| 11 | APPENDIX D – SAMPLE OF CRC MINUTES | 66 |
| 12 | APPENDIX E –SAMPLE OF A CRC BUDGET..... | 67 |
| 13 | APPENDIX F – CRC SAMPLE OF FINAL FINANCIALS..... | 69 |
| 14 | APPENDIX G – CRC HISTORICAL DATA SHEET | |

CRC HISTORICAL PROFILE FOR 2013_____

Region(s) Participating_ II_____ Dates_AUGUST 23-25, 2013_____

Host Chapter_TORONTO_____ Size of Chapter_515_____

Chairperson_DOUG COCHRANE _____ Location _TORONTO_____

Hotel__FAIRMONT ROYAL YORK_____ Room Rate_\$ 169 PLUS TAXES

| Date | # of Rooms Blocked | # of Rooms used |
|---------------------|--------------------|-----------------|
| WED/THURS AUG 21/22 | 0/12 | 2/30 |
| FRI AUG 23 | 40 | 67 |
| SAT AUG 24 | 48 | 74 |
| SUN AUG 25 | 5 | 3 |
| TOTAL | 105 | 174 |

This information will be supplied by the hotel at the conclusion of the meeting. When negotiating the hotel contract you include the following clause: No later than (30) days after the last official meeting day, the Hotel will complete a post convention report and send it to ASHRAE. Post convention report will include actual room pick-up, summary of catering revenue, percent of single vs. double and smoking vs. non-smoking rooms used, total room revenue, number of no-show wash/slippage by day. In the event that there is a master bill at Hotel, ASHRAE will consider the Hotel's invoices to be in and will withhold payment without incurring interest or penalty charges until such time as the post convention report is provided.

Package Registration Price F-\$450, P-\$ 275, C-\$275

Number Sold_F-46, P-38,C-17_____

Audiovisual Cost_\$ 5,327_____ Meeting Room Rental_\$ 5,972_+
volunteer rooms - upgrades

Number of CRC Sponsors_21_____Sponsors Total Dollars_\$ 35,000_____

CRC Regional Seed Money__\$ 10,536_(ASSESSMENT)

Returned__\$ 6,970.50_____

CRC Dollar Surplus (Deficit)__\$ 13,941_____

| WORKSHOP | Attendance | Room Set (classroom, conference, theater, rounds) Include A/V set-up |
|-----------------------|-------------------|---|
| Business Session | 39/49/38 | HOLLOW SQUARE, BANNER, FLAGS |
| Membership/YEA | 15/8 | CONFERENCE - LCD PROJECTOR |
| CHAPTER TECH TRANSFER | 15 | CONFERENCE - LCD PROJECTOR |
| Historical | 7 | CONFERENCE - LCD PROJECTOR |
| Officers | 10 | CONFERENCE - LCD PROJECTOR |
| Student Activities | 9 | CONFERENCE - LCD PROJECTOR |
| Resource | 13 | CONFERENCE - LCD PROJECTOR |
| GGAC | 9 | CONFERENCE - LCD PROJECTOR |
| Caucus Meeting | 20 | HOLLOW SQUARE, BANNER, FLAGS |
| Technical SEMINAR | 40 | CLASSROOM - LCD PROJECTOR |

..... 70

15 APPENDIX H - Sample of regional Fund Budget..... 73

16 Appendix I: Sample of regional financial statements 74

17 77

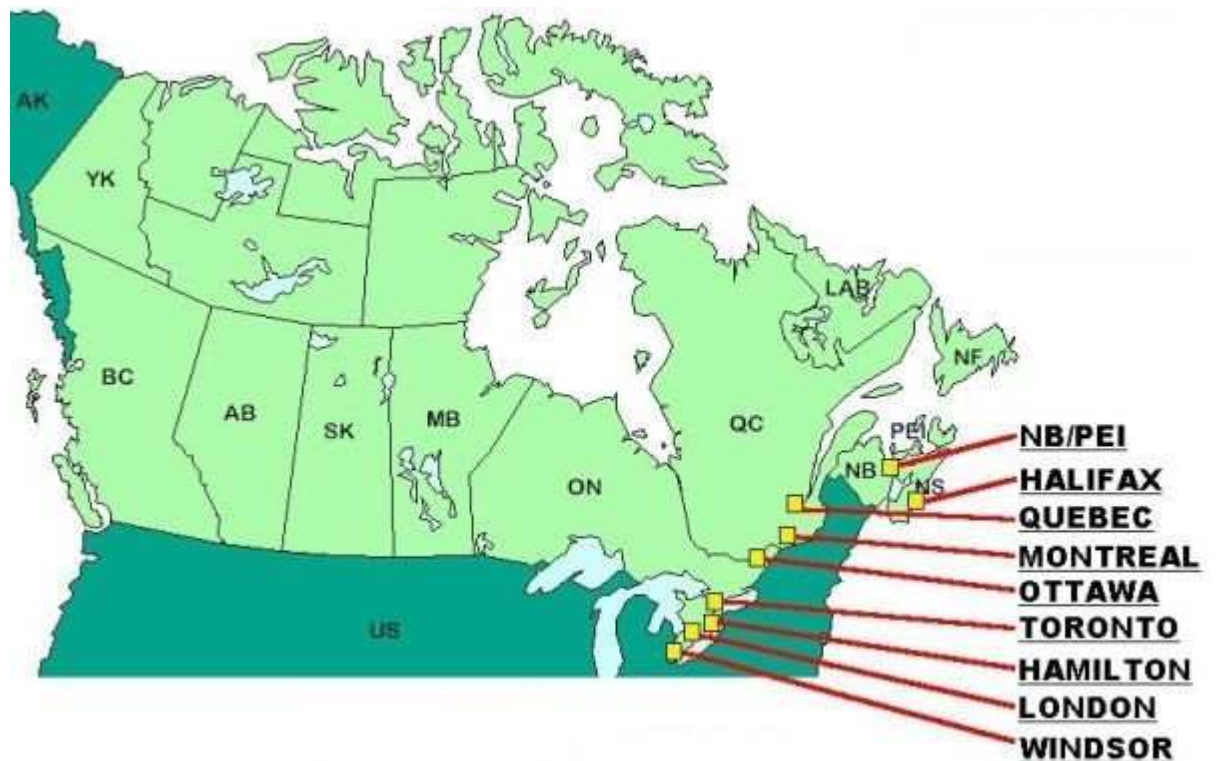
1 REGION II – GENERAL INFORMATIONS

ASHRAE is divided into 13 regions covering all continents. Eleven of those regions are mainly splitting North America. Region II covers exclusively the eastern part of Canada from Windsor, Ontario to Halifax, Nova Scotia. See map of region below:

1.1 GEOGRAPHIC

Here is the layout of Region II:

ASHRAE REGION II - MAIN CHAPTER MAP



1.2 CHAPTERS

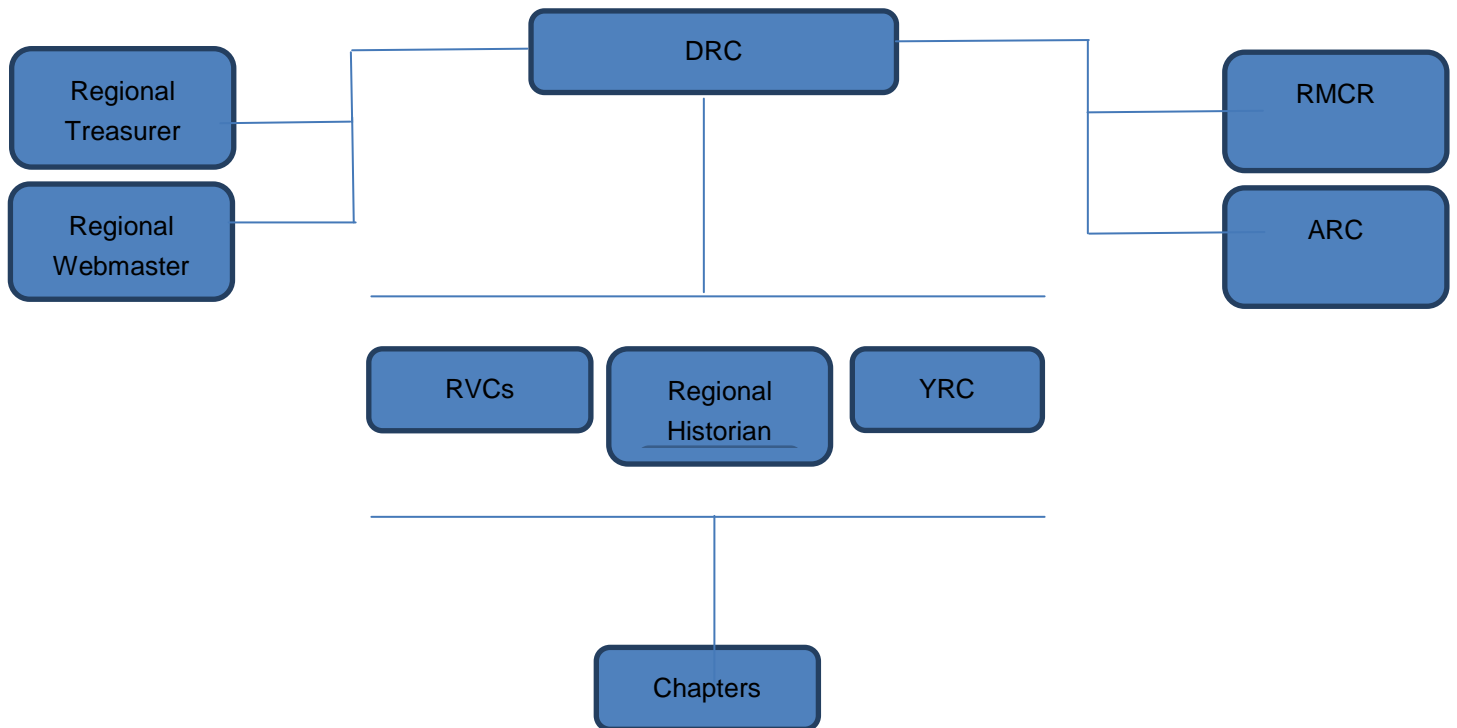
The Chapters included in Region II are the following for a total of 9 Chapters in 5 Canadian Provinces:

- ✓ Windsor (Ontario)
- ✓ London (Ontario)
- ✓ Hamilton (Ontario)
- ✓ Toronto (Ontario)

- ✓ Ottawa (Ontario)
- ✓ Montréal (Québec)
- ✓ Québec (Québec)
- ✓ NB-PEI (New-Brunswick and Prince-Edward-Island)
- ✓ Halifax (Nova Scotia)

2 REGIONAL STRUCTURE

The Region's leadership takes care of all required action concerning the Region's operation while bridging information from Chapter to Society and vice versa. While being responsible at Region level, the Officers from Region II are also responsible of representing Region II at Society meetings being voting members on miscellaneous committees. The Region's Leadership structure is shown in the diagram below:



2.1 REGIONAL POSITIONS

The following are the official regional position. Regional Officers are all considered as being part of the Regional Leadership and are official representatives of the Region when on official Chapter visits.

- Director and Regional Chair (DRC)
- Assistant Regional Chair (ARC)
- Regional Member Council Representative (RMCR)
- Regional Vice-Chair for Membership Promotion (RVC-MP)
- Regional Vice-Chair for Resource Promotion (RVC-RP)
- Regional Vice-Chair for Chapter Technology Transfer (RVC-CTTC)
- Regional Vice-Chair for Student Activities (RVC-SA)

- Regional Vice-Chair for Governmental Affairs (RVC-GGAC)
- YEA Regional Coordinator (YRC)
- Nomination Committee - Delegate
- Nomination Committee - Alternate
- Regional Historian
- Regional Treasurer
- Regional Webmaster

2.2 DRC ROLE-DUTIES-EXPECTATIONS

DRC is the head of the region and is a member of the Society Board of Directors.

The normal term is 3 years.

DRC is nominated by the Delegates of each chapter in the region during the CRC caucus meeting. The DRC is elected by the ASHRAE members during the Society Ballot.

Specific Time, Money and Task Commitments

1. Attendance at the Annual (summer) and Winter Society meeting. DRC is expected to be present from Friday to Wednesday evening for different meetings and functions.
2. Attendance at the Fall Board Meeting in Atlanta generally held for two days (Friday and Saturday) at the end of October or beginning of November.
3. DRC is expected to lead the CRC.
4. DRC is expected to organize and lead the regional planning meeting.
5. DRC is responsible to ensure all chapters of the region understand what they need to do, are well supported.
6. DRC is expected during the 3 year term to visit each chapter in the region.
7. DRC is expected to support the CRC General Chair to ensure CRC is on track.
8. DRC is expected to attend one CRC planning meeting about 6 months prior to the CRC.
9. DRC is expected to communicate on a regular basis with the chapters

| | Responsibility | RMCR | DRC Who's Term Begins after 2012 | DRC Who's Term Began 2010-2012 |
|-------|--|------|----------------------------------|--------------------------------|
| 1 | Serve on Board of Directors. (MOD 4.4.1) | | X | X |
| 2a | Serve on Members Council and represent chapters. (MOD 4.4.5) | X | | X |
| 2b | Serve on one or more committees that report to Members Council | X | | X |
| 3 | Direct, monitor and assist the Regional Vice Chairs in furthering the aims of the Society through the Standing Committees. | X | X | X |
| 4 | Insure that the Presidential theme for the current year is understood by the chapters. (Presidential Award of Excellence PAOE) | X | X | X |
| 5 | Insure the chapter presidents fully understand the Presidential Award of Excellence (PAOE) Program, as well as the objectives of the Society. (MOD 4.4.12) | X | X | X |
| 6.a. | Schedule dates for CRCs | | X | X |
| 6.b. | Inform Members Council at least three years prior to scheduled date. (CRC Manual) (03-06-29-44) | X | | |
| 7 | Conduct CRC in accordance with the <i>Manual for Conducting Chapters Regional Conferences</i> . (CRC Manual) (MOD 4.4.4) | | X | X |
| 8 | Attend a CRC in another region, if possible. (MOD 4.4.17.1 (k), 5.3.5) | | X | X |
| 9a | Hold yearly Regional Planning Meeting. | | X | X |
| 9b | Attend yearly Regional Planning Meeting. | X | X | X |
| 10 | Insure <i>Manual for Chapter Operations</i> is understood by chapter officers. (MOD 6.1.2) | X | X | X |
| 11 | Maintain communications with the chapters. (MOD 4.4.15, 6.3) | X | X | X |
| 12.a. | Assign Chapter visits | | X | X |
| 12.b. | Visit chapters yearly. (MOD 6.4.1) | | X | X |
| 13 | Establish regional committees. (MOD 6.5) | | X | X |
| 14 | Support special programs of the Society within the region. (MOD 6.6) | X | X | X |
| 15 | Analyze need for new chapters, sections and student branches. (MOD 4.4.10; Appendix D, MCO Sections 11, 12 and 14) | | X | X |
| 16 | Participate in charter ceremonies for new chapters, sections and student branches. (MOD, Appendix D, 4; MCO 12.4, 14.7; Student Branch Manual) | | X | X |
| 17 | If necessary, recommend to Members Council the need to revoke a chapter's charter based on non-performance or disregard of the Rules of the Board and the Bylaws of the Society. (MOD, Appendix D) | X | X | X |
| 18 | Monitor local chapter affiliation with other engineering councils or organizations and, if necessary, bring such activities to Members Council and the Board of Directors for approval. (MOD 6.8) | X | | X |
| 19 | Appoint a Regional Vice Chair, or the Assistant Regional Chair, as your alternate to the Board of Directors (Mandatory). (Members Council ROB, MOD 4.4.6/05-06-27-39) | | X | X |

representatives (minutes)

| | Responsibility | RMCR | DRC Who's Term Begins after 2012 | DRC Who's Term Began 2010-2012 |
|----|---|------|----------------------------------|--------------------------------|
| 20 | Appoint alternate to Members Council | | X | X |
| 21 | Appoint a Regional Historian, Treasurer, Webmaster and other regional positions (MOD 4.4.8) | | X | X |
| 22 | Follow <i>Robert's Rules of Order, Revised</i> with regard to proper conduct of a meeting. (MOD 4.2.10) | X | X | X |
| 23 | Recommend candidates to President for appointment to post of Assistant Regional Chairs. (Members Council ROB, MOD 4.4.7) | | X | X |
| 24 | Submit written reports to the council outlining regional activities and items of interest since the last council meeting and submit motions from the CRC. | X | X | X |
| 25 | Determine eligibility and approve transportation reimbursement for CRCs, chapter visits and regional planning meetings. (MCO, Appendix HH) | | X | X |
| 26 | Send "thank you" letters to chapter officers and Board of Governors' employers if requested. (05-02-07-32) | | X | X |
| 27 | Notify the President-Elect by the June Meeting each year of any chapter visit requests. (05-06-27-39) | | X | X |
| 28 | If a natural disaster occurs, determine which chapters/members in their respective region are affected and if relief is warranted. | | X | X |

2.3 ARC ROLE-DUTIES-EXPECTATIONS

The Assistant Regional Chair is recommended by the Chapters Regional Committee at the Caucus Session and by the DRC to the Society president for appointment for a one-year term. The Assistant Regional Chair position should be used as a way of preparing, training and educating a candidate for the position of DRC. [One exception: In the first year of a DRC's term, it is recommended that the immediate past DRC serve in this position for one year following the last year of being DRC, to serve in a support function for the new DRC.] In no case should an Assistant Regional Chair be reappointed to the position for more than three consecutive years. The Assistant Regional Chair shall be a Member of the Society in good standing, and shall have been a Member for three years prior to the start of his/her term. The transportation expenses of the Assistant Regional Chair to attend the regional planning meeting and the region's CRC shall be reimbursed by Society.

The duties of the Assistant Regional Chair are directed by the DRC but could include:

1. Chapter visits and monitoring of MBO performance.
2. CRC details
3. Regional newsletter
4. Monitor and assist in establishing student branches
5. Assist in chapter bylaw reviews

6. Assist in the formation of chapter sections.
7. Regional dinners
8. Regional CRC awards
9. Conduct chapter operations workshop at the CRC
10. Regional refrigeration chair
11. May fill in for the DRC at a Board of Directors meeting if the DRC is not able to attend.

2.4 RMCR ROLE-DUTIES-EXPECTATIONS

RMCR is the region representative to Members Council and is a voting member of this Council.

Members Council acts on behalf of the Board of Directors within limits of fiscal and functional authority granted to it by the Board of Directors, implement Society policy, and administer activities of the committees within its organizational structure.

This council implements BOD policy and administers activities of the assigned committees: Chapter Technology Transfer, Chapters Regional, Honors and Awards, Conferences and Expositions, Grassroots Government Advocacy, Membership Promotion, Research Promotion, Student Activities and Young Engineers in ASHRAE.

Members Council is composed of the chair (Society President Elect), the vice chairs (Society Treasurer), 14 RCMR, 4 Director at Large, staff liaison, chairs of the grass roots committee reporting to the Council.

Term of Service for RMCR is of 3 years with a yearly appointment.

Required Qualifications of the RMCR shall be Members of the Society in good standing, and shall have been Members for 3 years prior to the start of their terms. Shall have prior regional leadership experience such as RVC.

Specific Time, Money and Task Commitments

1. Attend the ASHRAE Annual (June) and Winter (January) Conferences: The Annual Conference is typically in late June and the Winter Conference is in late January.
 Transportation costs are paid by Society. See section XXX for other fees reimbursement
2. Expected to attend the Council meeting at the Annual and Winter Conferences, on Tuesday morning, from 8:00 until noon.
3. In addition, each Council member is assigned to either Region Operations subcommittee or Planning subcommittee; sometimes the subcommittees meet by conference call prior to the conference and sometimes they meet during the conference on Sunday morning starting at 8:00. Each subcommittee usually has at least one conference call prior to each Council conference call/meeting.
4. Expected to attend the subcommittee meeting that are held on the Saturday morning and Sunday morning and to
5. Fully participate in all Council, assigned subcommittees and Ad Hoc Committees meetings and complete assignments by the designated time.
6. Attend Members Council Fall meeting in Atlanta: 2 days meeting (from Thursday morning to Friday at 12:00 PM)
7. Attend Members Council Spring Conference Call
8. Submit motions from the CRC to Members Council.

9. Assist the Regional Vice Chairs (RVCs) in furthering the aims of the Society through Standing Committees.
10. Inform Members Council of scheduled CRC dates at least three years prior to scheduled date.
11. Maintain communications with the chapters and support special programs of the Society within the region.
12. Stay in close communication with the DRC on all issues relating to the regions and chapters.
13. Attend Regional CRC
14. Attend Regional planning meeting

2.5 **ROLE-DUTIES-EXPECTATIONS COMMON TO ALL RVC POSITIONS AND YRC**

2.5.1 Chapters Regional Conference (CRC) for the entire duration each year:

- i. Attend all the 3 business sessions
- ii. Attend the regional meeting on Friday morning
- iii. Report on your annual activities at one on the business session. DRC to provide the report format
- iv. Participate actively in the different discussions during the meetings
- v. Present the workshop for your committee. You will get training for this at the Annual Conference. It is important for you to coordinate your attendance with your DRC. Workshop to be of a duration of at least 4 hours and 6 hours for CTTC.
- vi. You are responsible for presentation of regional awards at the presidential luncheon. Verify with your predecessor what this consists of.
- vii. **Transportation costs are paid by Society. See section XXX for other fees reimbursement**

2.5.2 Regional planning meeting

- i. Attendance at your regional planning meeting is critical for planning the upcoming year and your regional activities.
- ii. Your responsibility is to report on your committee activities and gather input from your regional leadership.
- iii. It is also a time to discuss other regional activities such as nominations, honors, and awards.
- iv. Participate actively in the different discussions during the meetings
- v. **Transportation costs are paid by Society. See section XXX for other fees reimbursement**

2.5.3 Chapter Visits

- i. Based on need identified by the DRC in the Region, the RVC may be expected to visit 2-3 selected Chapters in their Region.
- ii. Chapter visits are also an opportunity to visit employers, give an extra workshop, attend a board of governors meeting, etc.
- iii. After the chapter visits prepare a report and send to the chapter, the DRC and the other regional leaders
- iv. Have all proposed or planned chapter visits reviewed and approved by the DRC.
- v. Transportation costs are paid by Society. See section XXX for other fees reimbursement

2.5.4 Management by Objectives (MBO)

- i. Having a plan for the Society year is an important step in helping the chapter operate effectively and efficiently.
- ii. Society leadership encourages short-term planning based on Management by Objectives (MBO).
- iii. Although the MBO process helps with short-term planning, objectives should be developed to meet Society's long-term goals.
- iv. MBO is an effective tool in attaining and measuring results. The main characteristics of MBO are:

A. Written: The MBO process requires a written plan. Once written, the document can be referred to later for comparison. The plan should be available for the parties to the goal, as well as interested or related outside observers.

B. Understandable: Each MBO should be described in simple language that is not subject to multiple interpretations. It must be clear, concise and precise.

C. Timed: Objectives must have a point of conclusion. Often, the timeliness of accomplishment is crucial to the value of the effort.

D. Measurable: Each MBO must be stated in terms that are measurable, such as dollars, units or other countable benchmarks. A complex objective can be broken down into a series of tasks that, upon their completion, become accountable benchmarks.

E. Attainable: Creating goals to impress others has absolutely no meaning as an objective. Each objective must be believable and realistic – with effort.

F. Challenging: While an objective must be attainable, it also must be challenging. If the task is too easy, the joy of accomplishment is lost and less output is attained to benefit the organization.

G. Agreed-Upon: Objectives must have the commitment of both the planner and the doer. Both parties must take ownership of the objective and agree that it is worthy, realistic and challenging.

H. Costed: For an objective to be truly evaluated and prioritized, it must have a price tag, in actual money cost, time expended, or opportunity cost. The costing of objectives allows the MBO to evolve into fiscal planning.

2.6 RVC MEMBERSHIP PROMOTION ROLE-DUTIES-EXPECTATIONS RVC

Membership Promotion Committee publicizes the aims, activities, achievements, and scientific and educational purposes of the Society to encourage qualified persons to apply for membership. The committee also monitors the Society's membership demographics and, where appropriate, adjusts or creates programs to ensure that individuals from all demographic backgrounds are being equally attracted to ASHRAE. This committee reports to Members Council.

The committee is made up of the chair, two vice chairs, 14 regional vice chairs, staff liaison, board ex officio – director at large, and coordinating officer.

Term of Service for 14 regional vice chairs is three years as recommended by each region executive session and approved by the president. The term of service for vice chairs and chair is one year each. The First Vice Chair assumes the Chair's role and the Second Vice Chair moves into the First Vice Chair's position.

Required Qualifications of the regional vice chairperson shall be Members of the Society in good standing, and shall have been Members for 3 years prior to the start of their terms.

Helpful qualifications, experience, interests or skills Promoting ASHRAE membership is very important. Another important qualification is the desire to share your personal story about becoming an ASHRAE Member and the benefits, both professionally and personally, that you have experienced. Because regional vice chairs perform training and guiding for the chapters, leadership competencies are essential. Finally, one of the most important qualifications or skills necessary would be the ability to sell. It is very difficult to sell something you do not believe in. Being able to communicate your ASHRAE experience is very important. ASHRAE offers every member the opportunity to grow both professionally and personally. You will develop public speaking, communication, and presentation skills as part of this position in ASHRAE.

Specific Time, Money and Task Commitments

1. Attend the ASHRAE Annual (June) and Winter (January) Conferences: 1. Describe what dates they need to be there. You will typically fly in on a Thursday and have meetings/events all day Friday and Saturday. You can fly home Saturday night or on Sunday morning, depending on the city and the flights available. The Saturday meeting usually ends at 3:00 PM. The Annual Conference is typically in late June and the Winter Conference is in late January. RVCs may also be required to attend Centralized Training events hosted around the globe, depending on need.

Transportation costs are paid by Society. See section XXX for other fees reimbursement

2. Sub-committee work description. The Friday meetings are for standing committee sub-committees. You will be assigned to two or more sub-committees and there will be assigned action items to each RVC between meetings. Membership Promotion Subcommittees are:

- Recruitment
 - Chapter Chair Training & Development
 - Member Communications
 - Retention
 - Executive Committee (comprised only of the chair, vice chairs, subcommittee chairs {at the discretion of the Chair}, director at large, and staff liaison)
3. All committee members are strongly encouraged to attend every subcommittee meeting, with the exception of the Executive Committee, on Friday. This allows all committee members the opportunity to participate in each subcommittee meeting prior to the full committee meeting on Saturday.
 4. Special events to be aware of at this meeting. There is typically a dinner on Friday night with your fellow committee members. The Saturday meeting is for the full committee (all RVCs from the various regions), Friday is for sub-committees but all are strongly encouraged to attend all sub-committee meetings. There may also be other receptions that are sponsored by the committee that will require your attendance.
 5. Requirements between Annual and Winter Conferences: As a subcommittee member, you will be asked to participate in one spring and one fall teleconference subcommittee meeting. The teleconference sub-committee meetings are typically one hour.
 6. Individual work load and anticipated time requirement per week. Please refer to the Membership Promotion RVC – Calendar of Duties which is on the ASHRAE Web Site. The time you invest in your duties will depend on many factors. However, as a general rule, most RVC's spend between 4-6 hours a month performing their RVC duties.
 7. Assisting Chapter Chairs during the course of the year. Often times a simple phone call is all it takes to prompt someone to act. Everyone is very busy in their personal and professional life. If you make contact with the chair you will be proactive and show them that you care. Communication to your chairs is very important. A quarterly newsletter emailed to every chair in your region gives you the opportunity to communicate important information and data to them. This may prompt communication from them. You should attempt a monthly call to all chapters, but particularly struggling chapters for encouragement and support. There are many ways to work with the chapter chairs throughout the year. Please refer to the Membership Promotion RVC – Calendar of Duties which is located on the ASHRAE web site.
 8. As Membership Promotion RVC, you will be part of something much bigger than your chapter or even your region. As part of this committee, you will meet and make friends from around the world! People you would otherwise never have met will be working with you for the common purpose of promoting ASHRAE membership. You will have access to a global network of experience you can share and learn from. You will also make many new friends and probably run in to some old friends as well. Grassroots committee work in ASHRAE is very rewarding both personally and professionally. You will develop leadership experience through your work on this committee and through your work at the local and regional level as well. Grassroots committee work is unique in that you are working for the member – all 53,000 of them. We conduct a lot of business and do a lot of work, but we also have a lot of fun doing it!

2.7 RVC STUDENT ACTIVITIES ROLE-DUTIES-EXPECTATIONS

The Student Activities Committee (SAC) is responsible for creating, coordinating, and maintaining guidelines for all official ASHRAE activities pertaining to students from the K-12 through the

college/university level. In addition, the SAC manages annual programs including the Student Design Competition, Senior Undergraduate Project Grant, and the Winter Meeting Student Program. Also, the SAC establishes criteria for, and evaluates candidates for, annual awards including the Student Branch Advisor of the Year Award and the Student Activities Achievement Award.

The committee is made up of 21 ASHRAE members; 16 of which are Regional Vice Chairs elected from each region, 3 members who represent ASHRAE within ABET, a Coordinating Officer and Board Ex-Officio.

Term of service: 3 years. Appointed each year by the Society President-Elect. 4.

Required Qualifications: All committee members must be an Associate Member or higher. Vice Chair and Chair must hold grades of Member or higher.

Helpful qualifications, experience, interests or skills: Interest and proven experience in student activities and recruitment at a local chapter level.

Specific Time, Money and Task Commitments

1. **Attend the ASHRAE Annual (Summer) and Winter Meetings:** Subcommittee meetings start on the Friday before the meeting from 10am-7pm, with a committee dinner immediately following. Saturday, the full Student Activities Committee meets from 8am-3pm.

Transportation costs are paid by Society. See section XXX for other fees reimbursement

2. **The Student Breakfast and Tour** take place on Sunday beginning at 7am with the last tour ending at 5pm. The Student Congress takes place on Monday from 10am-Noon. Most committee member's leave after this, but the Chair must be present for reporting to Member's Council on Tuesday. Annual Meetings (late June): Subcommittee meetings start Friday from 10am-7pm. The full committee meets Saturday morning from 8am-3pm. Most members leave the meeting after this time since there are no on-site student programs.
3. **Sub-committee work description:** The Friday meetings are for standing committee sub-committees. Each SAC member will be assigned to typically two of the sub-committees, and there is substantial work to be completed by each the subcommittees between ASHRAE society meetings. Following are the sub-committees: i) Design Competition ii) Grants iii) Post High iv) K-12 v) Executive vi) ABET/Accreditation
4. **Special events to be aware of at this meeting.** There is a committee dinner on Friday night with the committee members. At the winter meeting, committee members must be present and operate the Student Program, tour(s) and Student Congress.
5. **Requirements between Annual and Winter meetings:** a) Each subcommittee has a monthly conference call to keep on task with all action items assigned at each meeting.
6. **Individual Work Load and Time Requirement** i) Grants: During the Winter Meeting, the grants subcommittee is charged with reviewing between 30-45 grant applications from various universities. They rank them based on application criteria and then select between 10-12 recipients. Each grant cannot exceed \$5000 each (for a total of \$65,000 for the entire program). At the Annual Meeting, the grants committee reviews the final grant reports of those funded schools from the previous year. They then choose 5 grants to review for a write-up in an issue of Insights. The subcommittee is also charged with reviewing the criteria of the grant program in preparation for the next round of applications. This committee has monthly conference calls throughout the year.

7. **ASHRAE Design Competition:** During the Winter Meeting the design competition subcommittee discusses the logistics of the design competition for the upcoming year. They are charged with discussing the program descriptions for the various categories, with final decisions being made by the next Annual Meeting. The criteria for the competition is finalized at the Annual Meeting and posted online for students immediately following the meeting. At the Annual Meeting, committee members are also charged with judging entries from the design competition just concluding. Between the Annual Meeting and the Next Winter meeting, the committee members focus on answering questions from students and dealing with immediate problems that may arise with the current competition. The deadline for all entries is May of the following year after being posted. The committee has monthly conference calls throughout the year.
8. **K-12/STEM:** This group works to come up with ways to help members to introduce K-12 students to engineering concepts and ideas. They work to improve resources such as posters, handouts, videos and experiments. They are currently working to develop the first official ASHRAE K-12/STEM program, in addition to the activity-related materials currently supported. This committee has monthly conference calls throughout the year.
9. **Post High:** This sub-committee works throughout the year to ensure all college level students have the resources they need to become engaged in the HVAC industry. For the Winter Meeting, they plan the Student Program at the winter meeting which includes recruiting speakers, organizing the career panel, and the awards portion of the breakfast. They organize and facilitate the student tour of a local facility during the Winter Meeting. They also are charged with organizing and running the Student Congress that takes place on the Monday of the Winter Meeting. At the Annual Meeting, this committee also reviews the student branch manual for necessary changes, votes on the Student Branch Advisor of the Year Award, and begins planning the Student Program for the next Winter Meeting. New post-high program ideas or modifications are discussed at this time also. This committee has monthly conference calls throughout the year.
10. **ExCom:** This group is made up of the chair and vice-chair of the full SA committee and the chairs of each subcommittee. They oversee the duties of each subcommittee to ensure tasks/action items are completed in a timely fashion. They are also responsible for reviewing the student activities budget. This committee has monthly conference calls throughout the year.

Transportation costs are paid by Society. See section XXX for other fees reimbursement

11. **Help the Chapter Chairs during the course of the year with questions they may have.** Each Student Activities RVC is responsible for communicating with their chapter chairs during the year. Often times a simple phone call is all it takes to prompt someone to act. Everyone is very busy in their personal and professional life. If you make contact with the chair you will be proactive and show them that you care. Communication to your chairs is very important. You should attempt a monthly call to all chapters, but particularly struggling chapters for encouragement and support. There are many ways to work with the chapter chairs throughout the year.

2.8 RVC CTTC ROLE-DUTIES-EXPECTATIONS

This committee shall provide efficient and effective transfer of current and relevant information throughout the HVAC&R industry. The committee shall develop and maintain high quality and readily available tools to enable chapters to offer informative and attractive industry related information and programs to all target segments. The committee shall maintain a committee structure and membership that supports effective and enthusiastic activities by its volunteer members.

This committee shall consist of 19 voting members, including a chair, two vice chairs, 14 regional vice chairs, one Chapter Program coordinator, and one communications coordinator; in addition, 5 non-voting members, consisting of three consultants (refrigeration, energy, technical), a BOD ex officio member, and a coordinating officer are assigned.

Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.

Regional Vice Chairs shall hold Member grade or higher in the Society in good standing and shall have been Members for three years prior to the start of their terms, reside in the Region they represent, and be nominated for the position by the respective CRC.

CTTC provides an opportunity for members to learn about the Society and develop leadership skills. Members liaise with other members and committees, develop and promote committee programs, develop and present CRC presentations, assist chapters with planning and scheduling programs, promote continuing education activities, update and revise committee procedures, and maintain the committee's website.

Specific Time, Money and Task Commitments

1. Attend the ASHRAE Annual and Winter Conferences

2. CTTC meets during Society Annual Conference in late June and the Winter Conference in late January. Members attend the CTTC meeting on Friday from 8:00 a.m. to 5:00 p.m. on Friday and 8:00 a.m. to noon on Saturday. New members attend Orientation from 1:00 to 2:30 on Saturday at the Annual Conference.

Transportation costs are paid by Society. See section XXX for other fees reimbursement

3. **Sub-committee work description:** CTTC members serve on 1-2 subcommittees that meet on Friday afternoon at Society Conferences. The CTTC Operations Subcommittee include website Update, Chapter Newsletters/Journal/Insights Articles, Webcasts, PAOE, MOP/BAR, CRC Orientation, Liaison Activities. The CTTC Member Services Subcommittee includes the Distinguished Lecturer Program, Program Marketing, and CTTC Awards (Dan Mills WARD, Technology Awards, and the Chapter Program Star Award).
4. **Committee Dinner at Society meetings:** All committee members are invited to attend a “pay your own” dinner together on Friday evening.
5. **Requirements between Annual and Winter Conferences:** Subcommittee assignments and action items may require conference calls and/or email communications between conferences. Regional Vice-Chairs are expected maintain on-going communication with Chapter CTT Chairs, monitor chapter programs, PAOE, and administer CTTC Award Programs.
6. **Individual work load and anticipated time requirement per week (or month):** CTTC member may spend 1-8 hours per week on committee activities depending on their position and calendar activities.

2.9 RVC Research Promotion ROLE-DUTIES-EXPECTATIONS

The RP Committee is responsible for overseeing and coordinating all fundraising activities at the Chapter and Regional levels. Funds are raised to support five separate funds: Research, Education, ASHRAE General Fund, Endowed support (ASHRAE Foundation), YEA, and ASHRAE held Scholarships. YEA and Scholarship support began with the 2013-14 RP Campaign.

Composition of the committee: ExCom (4), Consultant (1), Committee (14), and Nonvoting Positions which include a Board ExO and ARC President/Representative.

Term of Service: a. ExCom: 4 year term: Years 1-3 serving as Vice Chair (3 Vice Chairs), Year 4 serving as Chair b. Consultant: 1 year term (typically moving on to ExCom) c. Committee: 3 year term

Required Qualifications: No required qualifications but experience as RP Chair at the Chapter level is highly desired.

Helpful qualifications, experience, interests or skills: The two most important skills that an RP Committee member needs are: a willingness to solicit funds from every type of donor (members and non-members/companies) and the ability to think beyond the needs and desires of their home Chapter/Region to see the “big picture” of ASHRAE fundraising. Even though RP-RVCs serve as a Regional representative, they must think beyond what their high performing region does easily or what’s best for their small home chapter and look at how best to engage all members, and all companies from the entire Society. They also must be willing to become actively engaged with their Chapter RP Chairs, assisting whenever possible and working with staff to better serve the volunteers.

Additional Interests & Skills: Fundraising, Public speaking, learning more about the research program of ASHRAE, actively participating in various Chapter fundraising activities, and actively participating in the training of Chapter Volunteers.

Specific Time, Money and Task Commitments

1. **Attend the ASHRAE Annual (summer) and Winter Conferences:** a) You will typically fly in on Friday afternoon and meet from 7:30am – 1pm on Saturday at the Winter Conference and from 7:30 – 3pm on Saturday at the Annual (summer) Conference. The first portion of the Annual Conference is the RP Committee Meeting and the second portion is training, brainstorming, and planning for the upcoming RP Campaign that begins on July 1. New and returning RVCs are expected to attend both sessions on Saturday during the Annual Conference. In addition to the committee meeting during the Winter Conference, RVCs are invited and encouraged to attend the President’s Luncheon on Monday. They are also encouraged to visit and speak with Regional donors at the AHR Expo. The Annual Conference is typically in late June and the Winter Conference is in late January. A complete list of future dates and locations may be found on your Membership Card.

Transportation costs are paid by Society. See section XXX for other fees reimbursement

2. **There are no standing Sub-Committees.**
3. **Special events to be aware of at these meetings.** There is a casual “Friday Night Dinner” at a local restaurant, allowing the committee to socialize together. Attendance at this dinner is not required but typically everyone comes. All RVCs are invited to attend the President’s Lunch at the Winter Conference and highly encouraged to attend if their Region has a Platinum or Golden Circle (\$10,000+) donor.
4. **Requirements between Annual and Winter Conferences:** Full RP Committee conference calls are rare but RVCs do participate in 4-5 Conference Calls with the assigned RP-Vice Chair and are encouraged to have quarterly conference calls with their chapters to check on progress. The exact schedule of Vice Chair/RVC Conference Calls are set at the June Annual Conference for the upcoming Campaign year. They are also encouraged to participate in the “Lunch & Learn” programs conducted by Staff through out the year.
5. **Centralized Training :** Outside of the CRC, and two Conferences, Region I-XII RVCs are expected to attend one Centralized Training session. These are traditionally held in Chicago (O’Hare-Rosemont area) in August and September. The exact schedule and locations are determined by the RP Committee during the Winter Conference for the upcoming Campaign year. While RVCs may not be directly responsible for training, they are responsible for coordinating and

ensuring that all of their RP Chairs attend at least one training session (a total of three are conducted) and participate in a Regional break-out and topic specific break-out sessions during the training they attend at the regional level. RVCs are expected to attend the Training review on Friday afternoon (typically beginning at 3pm) and Friday Night Dinner prior to Training. The Training schedule is set to allow all participants to depart from the training hotel area no later than 3:00pm on Saturday. Friday Night Dinner and lunch on Saturday are provided to all participants.

Transportation costs are paid by Society. See section XXX for other fees reimbursement.

6. RVCs are expected to be in regular (minimum monthly) contact with their chapters to check on status and pass along Headquarter messages and action items. In addition, they should be able to answer Headquarters' and RP-Vice Chair questions promptly. Each Campaign runs from July 1st to June 30th with the busiest months of the campaign being July – September, November-December and May-June. Contacts with Chapters should increase during these months. In addition to contacting Chapter RP Chairs, the RVC is often asked to personally contact major donors (approximately 10-20) in the Region. These personal calls should take no more than 2-3 hours in February and 2 hrs in June. Each Region is different and if there are specific questions about the exact number of calls, donors and contact schedule, please ask the ASHRAE RP Staff.
7. **The RP Committee is more than “just” Fundraising.** It's participating in one of the most important Committees of the Society. Without Research, there would be no ASHRAE – or at least not the ASHRAE of the last 100 years. Joining the RP Committee allows its members to interact with other members from all sides of ASHRAE – Technical, Research, Publication, Education, Foundation and Regional management. It's a great springboard onto many other committees, with many moving on to DRC.

2.10 RVC GGAC ROLE-DUTIES-EXPECTATIONS

The Regional Vice Chair for Grassroots Government Activities (RVC-GGAC) will be recommended by each region to serve, and formally appointed by the Society President-elect, as a voting member of the GGAC for a three- year period. This committee is responsible for grassroots activities and issues that relate to government entities beyond the scope of the U.S. federal government (i.e., U.S. state and local; provincial; and, relative to non-North American nations, national government bodies) in areas of interest to ASHRAE members in order to better coordinate efforts and understanding between ASHRAE grassroots members and local government.

The candidates for the RVC-GGAC must hold Member grade of the Society for three years prior to the start of his/her term, should have chapter level TEGA, CTTC, or Government Activities experience, should have been a past Chapter Programs, TEGA, or CTTC Chair.

Specific Time, Money and Task Commitments

1. Attend the regular meetings of this Committee at the Winter and Annual Meetings of the Society. Members attend the GGAC meeting on Friday from 8:00 a.m. to 5:00 p.m. and 8:00 a.m. to noon on Saturday. New members attend Orientation from 1:00 to 2:30 on Saturday at the Annual Conference.
 - a. Transportation costs are paid by Society. See section XXX for other fees reimbursement
2. Assist chapters in planning, coordinating, and administering government activities

3. Identify resources for chapters to use in planning, coordinating and administering these activities.
4. Coordinate communication relative to government activities at chapter and regional levels.
5. Administer this Committee's Awards Program within region.
6. Monitor PAOE for chapter governmental activities within the region.
7. Solicit entries for each award from the chapters; and forward qualified entries for Society consideration.
8. To transfer all relevant Committee materials, information, standards, etc. to the successor RVC; and serve on subcommittees, prepare for and attend any special meetings, and perform other duties as directed by this Committee's Chair.

2.11 YRC ROLE-DUTIES-EXPECTATIONS

The Young Engineers in ASHRAE (YEA) Committee shall enhance member benefits for young professional members, age 35 years and younger, by identifying, creating, and supporting activities and services focused on their needs.

Composition of the committee: The Committee should have fourteen voting members, a chair, a vice chair, a non-voting consultant, a BOD Ex-Officio, an MP Committee Liaison, an SA Committee Liaison and a Coordinating Officer.

Term of Service: Committee members serve a term of three years. Chair and vice chair serve a term of one year. Members are appointed by the president-elect.

Required Qualifications: Committee members shall be members of the Society in good standing (with a member grade of Member or Associate). Ideally, Committee members will represent the core demographic of YEA membership (35 years old and younger).

Helpful qualifications, experience, interests, or skills: A general interest in growing, developing and supporting the young professional membership of ASHRAE through creating networking opportunities, developing relevant programs, creating technical learning connections, and mentoring.

Specific Time, Money, and Task Commitments

1. Attend the ASHRAE Annual (Summer) and Winter Meetings. YEA Committee meets during Society Annual Conference in late June and the Winter Conference in late January. Members attend the YEA meeting on Saturday **from 8:00 a.m. to 3:00 p.m.**
Transportation costs are paid by Society. See section XXX for other fees reimbursement
2. Events: YEA/Student Activities Mixer: Saturday 5:00 pm-6:30 pm (Winter meeting only); YEA Hospitality Suite: Sunday 4:00 pm-6:00 pm; Committee Meeting: Saturday 8:00am – 3:00pm
3. Subcommittee work description: Four subcommittees have been created in order to carry out the mission of the YEA Committee. They shall meet and correspond at separate times from the full Committee meetings.
4. Requirements between Annual and Winter meetings. Conference calls: Conference calls are scheduled on an as-needed basis throughout the year. Depending on the subcommittee there may be one conference call per month.

5. Anticipated face-to-face meetings in spring and fall: There are no official committee meetings in spring or fall
6. Leadership Weekend Subcommittee members typically attend the Leadership Weekend events. Transportation reimbursement: Transportation only to the YEA Leadership Weekend for relevant committee members is reimbursed by staff through the travel reimbursement policy. Costs not covered by ASHRAE: Those committee members attending YEA Leadership Weekend must pay the registration fee for the event and cover their hotel and food expenses while attending.
7. Individual work load and anticipated time requirement per week (or month): All Committee members are expected to participate in YEA-related activities, and they are expected to answer all correspondence in a timely manner. Depending on the subcommittee, most members will spend about 1-2 hours per week on YEA items.

2.12 REGIONAL HISTORIAN ROLE-DUTIES-EXPECTATIONS

- Appointed by the DRC on a yearly basis
- Responsible to ensure regional history is kept and communicated
- Responsible to ensure that the regional history is publicized
- Regional Historian needs to collaborate with webmaster
- Assisting Chapter Chairs during the course of the year. Often times a simple phone call is all it takes to prompt someone to act. Everyone is very busy in their personal and professional life. If you make contact with the chair you will be proactive and show them that you care. Communication to your chairs is very important. A quarterly newsletter emailed to every chair in your region gives you the opportunity to communicate important information and data to them. This may prompt communication from them. You should attempt a monthly call to all chapters, but particularly struggling chapters for encouragement and support.
- Lead the history workshop at the CRC to ensure chapter historian understand what they will need accomplish. It is also a good opportunity to exchange on best practices.

2.13 REGIONAL WEBMASTER ROLE-DUTIES-EXPECTATIONS

Appointed by the DRC on a yearly basis

Responsible to ensure the regional website is up to date.

Put on the website at least the following info:

- CRC minutes
- List of regional awards
- CRC information
- List of regional officers
- Any relevant information for the chapters and the members of the region
- Photos of regional event
- Historical information

See Section 7 for more details on the role and responsibilities.

2.14 **REGIONAL TREASURER ROLE-DUTIES-EXPECTATIONS**

Appointed by the DRC on a yearly basis

See Section 6 for more details on the role and responsibilities.

3 REGIONAL PLANNING MEETING

A one day Regional Strategic Planning Meeting and President Elect Training is to be held between April and Mid-May of every year at a time and place selected by the DRC. DRC should consider a location that would allow everyone to arrive and leave on the same day.

A face to face meeting is recommended to allow for good discussion and optimal exchange of ideas

3.1 Purpose of the meeting

- To review the previous year activity and prepare for the coming year.
- To provide guidance to the upcoming chapter presidents on how to plan their presidency year
- To provide guidance to the upcoming chapter presidents on how best choose volunteers versus committees to be filled
- To prepare and plan for the upcoming CRC in August
- To train on the CRC Delegate and Alternate duties
- To identify potential Regional and Society leadership to prepare for the CRC caucus meetings
- To discuss any regional topic that need to be discussed prior to CRC and face to face

The preliminary meeting agenda will be on the internal web site June 1 and updated until the meeting itself.

Invitation for the meeting to be sent to participants at least 6 weeks prior to the event.

Each Regional Officer shall be ready to present their committee and the work that is required in order to help guide the president elec. in their consideration for committee chair and members.

3.2 Meeting Attendance

- Chapters Delegates for the upcoming CRC who should also be incoming chapter president
- Regional Officers incoming and outgoing in the year the meeting happens
- CRC chair of the upcoming CRC
- Potential guests if required to be notified of the date and location 1 month prior to the meeting.

Society to reimbursed transportation for:

- Incoming chapter president or other chapter officers who is designated by the chapter and approved by the DRC
- Director and Regional Chair (DRC) incoming and outgoing
- Assistant Regional Chair (ARC)
- Regional Members Council Representative (RMCR)

- Chapter Technology Transfer RVC incoming and outgoing
- Membership Promotion RVC incoming and outgoing
- Research Promotion RVC incoming and outgoing
- Student Activities RVC incoming and outgoing
- Governmental Affairs (GGAC) RVC incoming and outgoing
- YEA Regional Coordinator incoming and outgoing
- Nominating Committee Member
- Nominating Committee Alternate
- Regional Historian
- CRC General Chair
- Regional Treasurer
- Additional person at the discretion of DRC (Recommended: Regional Webmaster)

Additional Attendance

Additional attendance from anyone in the region is welcomed but will not get reimbursement from the Society of the Region.

3.2 Reference Documents

Appendix A present a sample agenda for the meeting used to guide the meeting.

Meeting minutes to be prepared and sent to the participants not later than two weeks after the meeting.

Appendix B present an example.

4 CRC (CHAPTERS REGIONAL CONFERENCE)

4.1 CRC Dates

- The Region II CRC occurs annually on the third weekend of August from Friday morning to Sunday afternoon.
- Chapters will be notified of the dates one year prior.
- CRC information will be distributed and provided through web pages 5-6 months prior to the event. Registration should start at 90 days prior to the event.

4.2 CRC FINANCES

CRC is expected to be self-supporting.

Chapters need to be aware of the costs of attending a CRC in a volunteer organization and keep the event effective and affordable. On the other hand, Chapters should not lose money on the event. Close and ongoing communications with the Host Chapter CRC Chair and the DRC regarding the CRC budget should avoid surprises.

4.2.1 Budget Approval

Following year CRC budget to be presented during CRC business meeting #3. Delegates need to approve CRC budget for the next year.

CRC Budget needs to be presented at the regional planning meeting. All change to the CRC budget from what was presented to the previous year CRC must be approved by chapter delegates at the latest by end of April.

4.2.2 CRC Registration and Lodging

Each chapter is responsible to pay for the registration and the hotel costs of the representatives it sends. This includes regional officers who are members of their chapter.

4.2.3 CRC Secretary

CRC budget to take into consideration the CRC secretary registration to the CRC. Lodging to be paid by the chapter this person belongs to.

4.2.4 Seed Money

Each chapter will be contributing 6\$ per chapter paid member in order to help finance the CRC. This amount will be collected by the Regional Treasurer by end of April every year. The Regional Treasurer will issue a payment of the same amount to the CRC in no later than during the month of May.

4.2.5 Sponsors

Every chapter should consider getting sponsorships to help organizing the CRC. All surplus to the CRC finances should be redistributed as follow: 50% to the host chapter and 50% to the regional fund. Payment to be made to the region 30 days after final financial statement submitted to the DRC.

4.2.6 Closing and Approval of final books

Final CRC finances should be completed no later than 90 days after CRC.

They should be revised by the next year CRC host chapter prior to be presented at the following CRC and approved by the Delegates.

4.2.7 Statistic Historical Document

The host chapter must produce the historic document that present the statistics of the CRC. See Appendix E for the sample.

4.3 CRC Planning Meeting

- The DRC is expected to conduct a CRC Planning Session with the Host Committee approximately four to six months prior to the CRC.
- Objective of the meeting: Review CRC details and ensure everything is aligned
- This meeting should at least include the following topics:
 - ✓ CRC financials:
 - ✓ Visit of the venue
 - ✓ Number of meeting rooms
 - ✓ Registration process
 - ✓ Presidential luncheon
 - ✓ Saturday Night Event
 - ✓ Companion Program
- If possible this meeting should coincide with a chapter meeting in order for the DRC to attend the chapter meeting as well.
- The Region will budget funds to cover the expenses including: hotel stay for the DRC and one other Regional leader at the host hotel, ground transportation to the host hotel, and lunch for the Host Committee and visiting officers.
- CRC General Chair has to send all minutes of host committee planning meetings regarding the CRC to the next years CRC General Chair.

4.4 **Attendance**

A CRC is successful because of the quality of the attendees. Sending many members to the CRC is an investment in the future of the chapters. Volunteers experienced and acquired new leadership skills at the CRC that will benefit them and the chapters.

ALL Chapters are expected to have at the minimum the following attending the CRC:

- Delegate who is usually the chapter president
- Alternate who is usually the chapter president elect.
- Committee Chairs

4.5 **Chapter Reports for the CRC**

Chapter Delegates are to submit their chapter report, list of nominations and awards 10 days prior to the meeting. CRC motions can be distributed at that time or brought to the meeting.

DRC to send the format of the report to the chapter delegates at least one month prior to the CRC.

4.6 **RVC-YRC-Historian Reports for the CRC**

Regional leaders are to submit their report 10 days prior to the meeting.

DRC to send the format of the report at least one month prior to the CRC.

4.7 **Business Meetings**

A Secretary to record the business meeting minutes need to be appointed by the DRC for each CRC.

The DRC is responsible for the conduct of the 3 business meetings to take place on Friday afternoon, Saturday morning and Sunday morning.

The minimum activities need to happen in the business meetings:

1. Approval of previous year CRC Minutes
2. Report on previous year CRC Motions
3. Review of status of previous year CRC motions
4. Society Officer Report
5. ASHRAE Staff Report
6. Chapter Reports
7. RVC, YRC AND Regional Historian Reports

8. Workshop Reports
9. Approval of previous year Regional Financial Statements
10. Approval of Regional Budget for upcoming year
11. Next year CRC preliminary budget presentation and approval
12. CRC dates and chairs for the next two years
13. Regional and Society Motions

At the minimum the following need to attend the meetings:

- Chapter Delegates
- Chapter Alternates
- DRC
- ARC
- RMCR
- RVC CTTC
- RVC MP
- RVC SA
- RVC RP
- RVC GGAC
- YEA Regional Coordinator (YRC)
- Nominating Committee Member
- Nominating Committee Alternate
- Regional Historian
- CRC General Chair
- Next year CRC General Chair
- Regional Treasurer
- CRC Secretary

Delegates and Alternates from each chapter needs to attend the 3 business meetings in order to get their transportation reimbursed by Society.

Everyone attending the CRC is encouraged to attend the business meetings.

4.8 CRC Motions

There are two types of motions that the chapter delegates can present:

- Regional motions are to recommend changes to the conduct of the region
- Society motions are to recommend changes to the conduct of the Society

Each motion needs to be submitted by a chapter delegate and seconded by a delegate from another chapter. Every attendees at the business meeting can discuss the motion on the floor but only chapter delegates can vote.

All Society motions that have passed need to be sent by the DRC to Society no later than a week later in order to be discussed prior to the Fall Members Council meeting.

All Regional motions that have passed in addition to be recorded in the CRC minutes, need to be incorporated to the Region II manual of operations and need to be added in the Appendix C of the Region II manual of operation for future reference.

Only an approved regional motion can change the way we conduct the region especially the finances.

4.9 Chapter Operation Workshop

The DRC and ARC are responsible to conduct a chapter operation workshop at the CRC. Chapter Delegates and Alternates should attend the workshop.

The workshop topics of discussion vary from year to year. It is recommended to choose topics that can benefit all chapters and engage discussion and new ideas.

If possible, the workshop should be contained within 2 hours to allow attendees to visit other workshops.

4.10 Regional Meeting at the CRC

On the Friday morning, during the first caucus meeting, the regional leaders will meet to discuss the following:

- Review CRC awards
- Review latest details of the presidential luncheon
- Review chapter visits for the upcoming year

4.11 Silent Auction

As voted at the 2013 CRC, every attending chapter has bring at least one silent auction prize for the hosting chapter to auction. Non-hosting chapters to bring silent auctions gifts of a reasonable dollar value so that the host chapter may raise some funds for ASHRAE research.

4.12 Next Year CRC

The chair from next year CRC will need to do the following:

- Present the CRC during the Presidential Luncheon
- Present the CRC budget during business meeting #3

4.13 Reference Documents

Appendix C: Sample agenda

Appendix D: Sample for the CRC minutes

Appendix E: Sample of CRC budget

Appendix F: Sample of CRC final financials

Appendix G : Sample of CRC historical data

5 OPERATIONAL GUIDELINES

5.1 NOMINATING COMMITTEE

The nominating committee composed of the nominating delegate and the nominating alternate are responsible for the following:

- Guide the Delegates in selecting upcoming regional leaders and Society leaders during the CRC caucus
- Ensure that the Delegates fully understand the importance of work they need to accomplish
- During the regional planning, engage a discussion in order to identify potential candidates for regional positions

5.2 HOW TO CONDUCT AN OFFICIAL CHAPTER VISIT

- Every chapter visit needs to be approved by the DRC prior making the visit and prior to make travel arrangement.
- A chapter visit has to benefit the chapter and the chapter must see a value in the visit of a regional representative.
- A chapter can decide that it would more beneficial to receive the visit of a different leaders
- Chapter visits objectives
 - a. See what the chapter is doing
 - b. Provide support to chapters
 - c. See the chapter board dynamic
 - d. Exchange with the volunteers to see what they are doing
- Plan a chapter visit that will coincide with a board meeting and with a chapter meeting
- During a chapter visit, consider the following:
 - a. visit employers
 - b. give a workshop
 - c. visit universities and colleges
- When a regional leader visit a chapter, the leader represent the entire region
- Prepare a visit report. Send it to the chapter, the DRC and the other regional leaders

Transportation costs are paid by Society. See section XXX for other fees reimbursement

6 FINANCES

6.1 TREASURER

6.1.1 Appointment

The Region II treasurer is named by the DRC. Term of office is typically 3 years the same as the DRC and is aligned with Society year.

The Regional Treasurer is appointed by the DRC and may serve as a member of the Regional Executive Committee (EXCOM). The Regional Treasurer may be a position that is held in addition to another post such as Assistant Regional Chair (ARC) as determined by the Region.

6.1.2 Duties

The Regional Treasurer is responsible for the receipt, safekeeping and disbursement of region funds and for keeping proper records. These records should be sufficiently detailed to facilitate necessary comparisons with the region's budget at intervals and to form the basis for a new region-operating budget each year.

The Regional Treasurer is responsible for preparing the annual budget for the region. The budget should include funds to cover all and only expenditures that have been approved by the Chapters Regional Committee. The Regional Treasurer maintains a file with the notes and calculations used in determining budget line items for future reference. The Regional Treasurer will prepare a budget for the new fiscal year and send it to the delegates no later than one week prior to the CRC. After determining the funding requirement, the Regional Treasurer will calculate the chapter assessments using paid members data (not including Student and Life members).

The Regional Treasurer shall prepare an annual financial report soon after the end of the fiscal year on June 30 and send it to the all delegates. The Regional Treasurer shall present the same report accompanied by all records and receipts, to the Audit Committee. The audited report and comments by the Audit Committee shall be presented to the delegates at the CRC Business Meeting as an agenda item. Approval shall be required prior to the new fiscal year budget approval.

6.2 REGIONAL FUND PURPOSE

The regional fund exists to support Region II activities such as CRC, planning-president elect training and regional officers.

The Region should adopt a "Guidelines for Regional Finance" document (Example attached) This is intended to be a "living" document and periodically updated as required to keep it current. Additionally, all financial related motions related to the authorized expenditures shall be maintained in a separate file and update annually after the CRC as required.

The Chapters Regional Committee should approve investment of the region funds. The region has better control of its expenses if it prepares a budget for its own use for comparison and control purposes. Preparing the budget is one of the most important administrative activities the region can do because it represents a concise written statement of the region's goals and intentions for the coming year. More than a financial base, it is a map of the current philosophy of the Chapters Regional Committee.

The Regional Treasurer should maintain a file with the notes and calculations used in determining budget line items for future reference. This will be invaluable when comparing actual versus estimated income and expenses and when preparing the next year's budget. Budgets should be designed to balance. That is, estimated expenses should equal estimated income. Furthermore, budgets should be conservative, with over-estimated expenses and under-estimated income.

The Chapters Regional Committee should establish the arrangements for the safekeeping of the region funds and withdrawal of said funds.

Items that are budgeted for and approved by the CRC, can be paid by a request to the Regional Treasurer who will sign the check. Items that are not budgeted will require the DRC to approve the expense before it is incurred and before the Treasurer signs the check.

The person signing the check must be different than the person approving the expense.

6.3 INCOMES

The following are income to the regional fund:

- 14\$ per chapter paid member for the exception of the NB-PEI chapter that pays XX\$ per Area Assigned Member. 6\$ of this amount to be collected from the chapters in April of every year. 8\$ of this amount to be collected from the chapters in September of every year.
- This amount will be reviewed on an annual basis in order to validate if the income is sufficient to cover the expenses. Review to be made by Regional Treasurer who will report to the DRC and the Delegates at the CRC.
- 50% of the profit of a CRC should be given back to the regional fund. Amount to vary from year to year.

6.4 EXPENSES

The following are expenses voted by the Delegates during CRC that should be paid by the regional fund:

- CRC seed money: 6\$ per chapter paid member for the exception of the NB-PEI chapter that pays 6\$ per Area Assigned Member. This is to be paid by the region to the host CRC in April of every year.
- CRC Awards: CTTC, Student branch of the year, Student Activities Chapter of the year, Golden Gavel (best chapter overall), Communication Award, Meatball Award.
- Regional Planning and President Elect Training Meeting lunch
- Bank fees
- Maximum of 600\$ per regional officer per Society meeting for hotel room expense for a maximum of 1 200\$ per year. Regional officers to be reimbursed are:

- Regional Member Council Representative (RMCR)
- Assistant Regional Chair (ARC)
- Five Regional Vice Chairs (RVC) : (include both incoming and outgoing if applicable)
 - Chapter Technology Transfer
 - Membership Promotion
 - Research Promotion
 - Student Activities
 - Governmental Affairs (GGAC)
- YEA Regional Coordinator (YRC)
- Nominating Committee Member
- Nominating Committee Alternate
- Regional Historian
- Incoming regional officers should be reimbursed only for the Annual Society meeting just preceding the beginning of their term.

• CRC Recording Secretary transportation to attend CRC

- Once a year attendance from a representative of Region II to the ASHRAE YEA Leadership Weekend. Expenses to be reimbursed are: Transportation, Registration and Lodging up to a maximum of 1 200\$. YRC to coordinate the application and selection process. See Regional officer's duties for details.
- Participation to the LEADers program of a YEA representative from Region II at each Society meeting. Expenses to be reimbursed are: Transportation, Registration to the meeting and XXX night of lodging up to a maximum of XXXX\$. YRC to coordinate the application and selection process. See Regional officer's duties for details.

6.5 APPROVED EXPENSES FOR REGIONAL LEADERS

| Regional Officer Obligation | Lodging | Meal | Transportation | Parking-Ground Transportation | Registration |
|--|----------------------------|-------------------------------------|-----------------------------------|---|-------------------------------------|
| Chapter Visit by Regional Officer | Host Chapter for one night | Host Chapter for the ASHRAE meeting | Society per transportation Policy | Other. Nor the region or Society Expectation that chapter would arrange transport | Other. Nor the region or Society |

| Regional Officer Obligation | Lodging | Meal | Transportation | Parking-Ground Transportation | Registration |
|----------------------------------|---|---|-----------------------------------|-------------------------------------|------------------------------------|
| CRC | Home Chapter | Home Chapter | Society per transportation Policy | Other. Nor the region or Society | Home Chapter |
| Society Meeting | Region II up to 600\$/meeting; 2 meetings/year except RMCR which would be up to \$1000/ mtg | Other. Nor the region or Society | Society per transportation Policy | Other. Nor the region or Society | Other Nor the region or Society |
| Regional Planning Meeting | | Breakfast and Lunch to be provided by the region. | Society per transportation Policy | Other. Nor the region or Society | N/A |

Other=Home chapter, Employer or regional officer.

6.5.1 REIMBURSEMENT PROCESS

Except for the CRC seed money for which the regional treasurer sends the check directly, the Regional Reimbursement Form should be filed in. **Appendix XXX** contains a sample of the form.

6.6 BUDGET PREPARATION AND APPROVAL

6.6.1 Fiscal Year

The fiscal year of the region is considered as extending from July 1 to June 30, coinciding with the fiscal year of the Society. **The books should be for the same period.**

6.6.2 Changing of Regional Treasurer

Transfer of materials and funds from the outgoing regional treasurer to the incoming regional treasurer takes place after the books close and after the annual audit is complete. **Generally this transfer occurs between the Sept 1 and Sept 30, after the CRC**

6.6.3 Budget Preparation

The DRC and Regional Treasurer will prepare the Regional Budget prior to the CRC. The budget will be presented by the Treasurer to the Delegates and approved by the Delegates during a Business Meeting.

The budget is to include, as a minimum, all the planned expenses.

The treasurer CRC report will also include a recommendation for Chapter Dues assessment and the beginning and ending fund balances to include a prior year distribution of funds summary.

6.6.4 Fund Reserve

The fund should have a reserve of \$XX at all time. Annual budget should be calculated accordingly.

6.6.5 Format of the financial Reports

Financial report should be in the format of Income Statement and Balance Sheet as voted by the Delegates at the 2014 CRC in order to clarify and homogenize the financial reporting such that the process is more easily audited and more efficiently tracked.

This will aid in the financial budgeting process allowing a more real-time tracking of financial position and a future looking accounting of payables and receivables spread between two documents. This process will reflect Generally Accepted Accounting Practices (GAAP) and as such will provide greater transparency in the financial reporting of the organization.

6.6.6 FINANCIAL YEARLY AUDIT

One person appointed by the CRC Chair will be responsible to perform the regional fund audit. The person will report on the Sunday business meeting at the CRC.

The Treasurer will provide complete information on all Regional checking and savings account(s) in the prior year so that an audit can be conducted. During the audit, the Treasurer should have any supporting documentation requested by the audit committee during the audit process. The Treasurer needs to respond to all questions to the complete satisfaction of the audit committee during the audit process.

6.7 REFERENCE DOCUMENTS

Appendix H: Sample of regional Fund Budget

Appendix I: Sample of regional financial statements

7 MISCELANEOUS

7.1 HONORS AND AWARDS

Region II is recognize in the ASHRAE SOCIETY as being very dynamic and members oriented. The following awards are usually awarded each and every year during the Presidential lunch or dinner, held during CR.

i. CHAPTER TECHNOLOGY TRANSFER COMMITTEE (CTTC)

CTTC ALLEN HANLEY PLAQUE FOR THE BEST CTTC CHAPTER CHAIR:

- This award has been presented since 1997 and was name in memory of an outstanding Montreal ASHRAE member who was involved in many ASHRAE technical activities. The award is selected by the Region II Regional Vice-Chair of the Society CTTC Committee and is based on a number of factors.

ii. RESSOURCE PROMOTION COMMITTEE (RESEARCH, RP)

- **Top Five RP Award** - This is a Society-wide competition involving all Chapters in 14 regions world-wide. This award recognizes the top five Chapter RP Chairs in ASHRAE globally with winners selected from four assigned Chapter size groups: Chapters of 1-99 Society Members; 100 to 248; 250 to 499; and 500 + Society Members.
- **Full Circle Award** – This full circle chevron is won when all the Chapter Executive Officers invest a minimum of \$100 in ASHRAE Research Canada. Chapters winning have their names published in Insights in February as well as listed in the October Journal.
- **High Five Certificate** – This award is for consistency in fund-raising activities. To win, a Chapter must have raised the most money in the past for the last five years and have had highs in four of the preceding years. This award in now redesigned to be a certificate.
- **Chapter Treasury Ribbons** – This award is for Chapters making significant contributions to research: Gold for contributions greater than \$10,000; Silver for \$5000 to \$9999; and Bronze for \$2,500 to \$ 4,999.
- **Goal Certificates** – This is for the Chapter RP Chair volunteers. There are three ways to win: 1) for exceeding Chapter goal; 2) for establishing a new Chapter High Five – highest result in past five years; 3) for exceeding the Chapter’s challenge goal (High Five plus five percent).
- **Challenge Goal** – This is for Chapters that raised a minimum of five percent over the highest amount raised in past five years).

- **Hayward Murray RP Trophy*** (Regional Award) - This is a regional award and is named after the individual who initiated the paperwork to form a Canadian corporation called ASHRAE Research Canada (ARC) so businesses in Canada would have the same opportunity as in the USA for using their investment as a tax deduction.

iii. STUDENT ACTIVITIES COMMITTEE (SAC)

- **Best Student Activities Committee** - is not based solely on the PAOE points accumulated during the year. The RVC looks at improvement over prior years, the quality of the activities organized for students, the dynamism of the SA committee and the overall impact on students in the Chapter are all factors considered in this award.
- **Best Student Branch** of the year - each Chapter submits their choice of the best branch within their Chapter territory to the RVC. The RVC then looks at each submission for the branch's participation in the ASHRAE program, plus the quality of the activities organized within the branch and finally the impact on the students.

iv. PRESIDENTIAL AWARD OF EXCELLENCE COMMITTEE (PAOE)

- **PAOE Award** – Minimum points achieved in four of the following five categories: Chapter Operations, Chapter Technology Transfer, Membership Promotion, Research Promotion and Student Activities – Chapter receives a PAOE certificate plus a PAOE red chevron for their banner.
- **Special Citation Award** (ribbon) – Achieved minimum in four of five categories, with a minimum of 5000 points in total for all categories – the Chapter receives a special citation blue ribbon for their banner.
- **STAR Award Gold Pin** - PAR achieved in all five categories – the Chapter receives a star award gold pin for their banner and the PAOE certificate is upgraded and has “star award” embossed on left top corner of the certificate.
- **Honor Roll** – Chapter has achieved and received the PAOE award certificate and red emblems for achieving par in at least four categories for four prior consecutive years. The award is 1) an upgraded PAOE certificate with “Honor roll” embossed in upper left corner of certificate plus 2) a silver grey/ blue chevron for the awards banner with “Honor Roll” highlighted.
- **High Honor Roll** – Chapter achieved the STAR award level with PAR points in five categories for more than four consecutive years. The award is 1) an upgraded PAOE certificate with “High Honor Roll” embossed in the upper left corner of the certificate and 2) a High Honor Roll blue on royal blue chevron with “High Honor Roll” highlighted for the Chapter banner.

v. HISTORICAL COMMITTEE

ASHRAE HISTORICAL GOLD RIBBON AWARDS

As a first step, the chapter historian must do a five year or more complete history of a chapter to get the initial award. Then history can be expanded into other categories. The Regional historian submits the region's best submission for a Society Lou Flagg Historical Award. The award is a certificate for the Chapter Historian and a gold ribbon for the chapter awards banner. Gold can be won for paper on history of person, process, building, etc as well. NB won 2 for this category in recent years

vi. MEMBERSHIP PROMOTION COMMITTEE (MP)

The **MEMBERSHIP PROMOTION AWARDS** are based on PAOE. The two awards consist of a certificate for the chapter membership promotion chair and a ribbon for the banner.

BLUE ribbon – Chapter with the highest PAOE points

RED ribbon – Chapter with the second highest PAOE points

GREEN ribbon – Chapter with the greatest percentage of online transactions for new and renewing members in honour of sustainability

vii. YOUNG ENGINEERS IN ASHRAE COMMITTEE (YEA)

This Committee has been created very recently. Thus, no regional award have yet been established.

viii. REGIONAL AWARDS:

- **Regional Communication Award** – this award is given by the DRC for the Chapter which communicates the most with the DRC. It is a discretionary award with the evaluation based on several factors: CRC participation, Chapter newsletters addressed to and received by DRC, MBO sent in to DRC, reporting regularly on the progress of the MBOs, a Chapter budget sent to DRC, and ensuring all Chapter minutes are forwarded to and received by DRC.
- **Regional Meatball Travelling Award** - this award is based on travel distance times the attendees at the conference and was started by then Society President Barney Burrows in October 1988 while at the CRC in Chicoutimi, PQ. London, Canada was the first winner in 1988.
- **Regional Golden Gavel Award** – is selected by DRC and is awarded to the chapter with the greatest PAOE points, plus chapter must met or exceed par in all categories except history, has shown an increase in PAOE over previous year. With such an extensive criteria, this award is NOT presented every year if all these conditions are not met.

ix. REGIONAL AWARDS OF MERIT AND CHAPTER SERVICE AWARDS:

7.2 WEBSITE CONTENT

Location: <http://region2.ashraeregions.org/>

The regional website should at least include the following info:

- CRC minutes
- List of regional awards
- CRC information
- List of regional officers
- Any relevant information for the chapters and the members of the region
- Photos of regional event
- Historical information
- News about the region

7.3 REGIONAL DINNER AT SOCIETY MEETING

The DRC or anyone named by the DRC is responsible to organize the dinner

A regional dinner where everyone from region II attending the Society Annual and Semi-Annual meeting is organized twice a year.

Attendance from the regional officers is strongly recommended.

Invitations including restaurant detail should be sent by e-mail at the latest two weeks before the Society meetings. Invitations to be sent to the regional officers and all the chapter presidents. Chapter President should forward invitation at the chapter level. Invitations should also be posted on the Regional WebPages/Chapter Newsletters/Webpages.

Signing sheet should be posted in the Society meeting registration area on a board dedicated to the regional dinners.

Dinners to take place on the Sunday during the Winter meetings to avoid conflict with AHRI Expo related activities and on the Monday at the Summer meetings.

Regional dinner locations should be nice locations, relatively quiet and cost affordable. A typical price is \$40/person all inclusive. Separate checks are very important.

Region II does not pay for the regional dinner: each person attending the regional dinner is responsible to pay for self.

Approved by Region II Leadership XX-XX-XXXX

8 APPENDIX A – PLANNING MEETING SAMPLE OF AGENDA

Example of Meeting Agenda

- | | |
|---|-------------------------|
| 1. Introductions – Agenda | I. Lavoie |
| 2. Regional Leadership Discussion | D. Underwood |
| 3. Nominations for other positions | D. Cochrane / J. Clarke |
| 4. CRC 2014 - London | K. Girloy |
| a) Preliminary agenda / Program | |
| b) Finances | |
| c) Registration | |
| 5. Review of President Elect. Responsibilities | I. Lavoie |
| 6. Choosing Committee Chairs | Group Discussion |
| a) CTTC (C. Fudge) | |
| b) MP (I. Lavoie) | |
| c) SA (R. Ellis) | |
| d) RP (D. Somers / A. Jonkov) | |
| e) YEA (A. Smith / A. Dupuis) | |
| f) GGAC (D. Cochrane) | |
| g) Historian (G. Menzies / R. Potter) | |
| 7. Regional Leadership Program for Seattle Summer Meeting | A. Smith |
| 8. Chapter Visits Update | I. Lavoie |
| 9. Wrap-Up | |

9 APPENDIX B –PLANNING MEETING SAMPLE OF MINUTES

Regional Planning-President Elect Training Meeting

Example of Meeting Minuts

AGENDA:

1. Regional Leadership Discussion: how to insure continuity?
2. Nomination for Regional and Other Positions in Preparation for CRC
3. CRC 2014 – London.
 - a. Preliminary Agenda / Program.
 - b. Finances.
 - c. Registration.
4. CRC 2015 Hamilton Overview
5. Review of President Elect. Responsibilities.
6. Choosing Committee Chairs
 - a. CCTC.
 - b. MP.
 - c. SA.
 - d. RP.
 - e. YEA.
 - f. GGAC.
 - g. Historian.
7. Regional Leadership Program.
8. Chapter Visits Update

Chapter and Regional Leadership Discussion.

- Speaker: David Underwood, ASHRAE Treasurer.
 - ❖ “Chapter where it is all start? Everyone has responsibility to develop leaders within our chapters. ASHRAE is \$27 Million Dollars Organization, \$7M goes to ASHRAE Research.”
 - ❖ ASHRAE is an army of volunteers; we belong to important part of a society that helps develop sustainable and comfortable space in various buildings.
 - ❖ During CRC Caucus, there is an opportunity to name the regional leadership team and other leadership positions at the society level (DAL, VP, President....).
 - ❖ ASHRAE is Grassroots Society! 53,000 members worldwide. Activity at chapter level is important.

- We need to find ways keep and recruit new members to serve at the chapter level
 - ❖ Nominating Committee – Find the chapter members that would be a good fit and available to serve at the chapter level.
 - ❖ ASHRAE Lunch and Learns at the larger companies and facilities – To attract young engineers and get them involved in the chapter activities. It is the starting block!
 - ❖ YEA Activities – Help attract graduate engineers and EIT to Local ASHRAE chapter.
 - ❖ VITAL – Value in Technical A Leaders.
 - ❖ Bottom Line is “Continuity!”
 - ❖ YEA Leadership Weekend – Help to attract young members in the industry.
 - ❖ Student Activity – Get them involved in ASHRAE before YEA and Industry.
 - ❖ Make the chapter meeting FUN! Make the social activity FUN! Make the chapter look like a CLUB! Something individuals like to do during the meeting (Sport, Tour...).

- We need to find ways to inform the people involved at the chapter level of what is going on at the regional and society level of we want them to one day serve at the region or higher
 - ❖ ASHRAE Career Fair – May be hold it at the yearly CRC to present the different regional positions
 - ❖ Importance of attending the CRC Business Session for everyone to know what happens at regional level and society level.
 - ❖ For the upcoming CRC, have every RVC to present her or his role at the regional level during the workshop.
 - ❖ Make it a rule – All Society Officers shall lead different group at different tables at the CRC presidential lunch-dinner
 - ❖ Speak about the CRC during the first meeting of the chapter year – Provide a summary of events and list of activities in order to inform what went on.

Nominations for Regional Positions.

The names listed below are ideas of potential that have been brought forward during the discussions. Each chapter is responsible to validate with the candidates to seek if the interest is there. The objective is not to start every year with a blank page and also to start identifying early potential candidates. If we start early we can prepare to have strong regional leaders. **Note to keep in line with all regions and committees we need to stick to dates below and cannot change year. If there is a change they would only do terms listed below only.**

1. DRC – 3 Years - 2018.
2. RMCR – 3 Years - 2018.
3. ARC – 1 Year - 2016.
4. **MP RVC – 3 Years - 2017.**
5. SA RVC – 3 Years - 2016.
6. CTTC RVC – 3 Years - 2016.
7. GGAC RVC – 3 Years - 2018.
8. RP RVC – 3 Years - 2017.

9. Nominating Alternate – 1 Year (Can serve up to 5 years).

- Major role of CRC is to develop nominations for society positions.
- “Chapter Service Award” – most likely applicable to all chapter presidents but need to update Bio.
- “Michael Khaw” resigned from MP RVC due to Family Reason.
- “Darryl Boyce” – nominated for FY2015-2016 VP Society.
- “David Underwood” – Automatically nominated for FY2015-2016 President Society.
- Committee Nomination at Society Level – Look at chapter members to fill Society committees.
- Action: Publish the Nomination Committee Form to chapters to help complete the positions before CRC meeting.

Overview of potential candidates for DRC-ARC-RMCR positions

| Candidate | Chapter | DRC | ARC | RMCR | Year |
|-----------------|----------|-----|-----|------|--------|
| Doug Cochrane | Toronto | Yes | Yes | | 2015 |
| Joel Primeau | Quebec | No | No | ? | 2015 |
| Rod Potter | Ottawa | | Yes | | 2015 |
| Jean Bundock | Quebec | | | ? | 2015? |
| Guy Perreault | Quebec | | | ? | 2015? |
| Jeff Clarke | Montreal | ? | ? | ? | ? |
| David Rasmussen | Hamilton | Yes | Yes | | 2016 |
| Cathy Godin | Ottawa | ? | ? | | 2018 ? |
| Frank Bann | Ottawa | ? | ? | ? | |
| Derek Vakaras | London | ? | ? | ? | ? |
| Hugh Crowther | Hamilton | No | No | No | |
| Dan Castellan | Windsor | ? | ? | ? | ? |
| Stephen Lynch | Ottawa | | | | |

| Candidate | Chapter | DRC | ARC | RMCR | Year |
|-----------------|----------|-----|-----|------|------|
| Isabelle Lavoie | Montreal | No | No | Yes | 2015 |
| Ibrahim Semhat | London | | Yes | | 2018 |
| Daryl Somers | London | Yes | Yes | | 2020 |

Potential Candidates for **DRC** – Starting in **2015**:

1. **Doug Cochrane, Toronto.**
2. **Jeff Clarke, Montreal.**
3. **David Rasmussen, Hamilton.**
4. **Cathy Godin, Ottawa.**
5. **Frank Bann, Ottawa.**
6. **Derek Vakaras, London.**
7. **Hugh Crowther, Hamilton.**
8. **Dan Castellan, Windsor.**
9. **Stephen Lynch, Ottawa.**
10. **Rod Potter, Ottawa.**
11. **Ibrahim Semhat, London.**

Potential Candidates for **ARC** – Starting in **2015**:

1. **Joel Primeau, Quebec.**
2. **Rod Potter, Ottawa.**
3. **Ibrahim Semhat, London.**
4. **David Rasmussen, Hamilton.**
5. **Cathy Godin, Ottawa.**

Potential Candidates for **RMCR** – Starting in **2015**:

1. **Isabelle Lavoie, Montreal.**
2. **Guy Perrault, Quebec.**
3. **Joel Primeau, Quebec**
4. **Jean Bundock Quebec.**

RMCR: Regions Members Council Representative represents the region on the Members Council (3 years position new for 2013-2014).

Potential Candidates for **MP** – Starting this year **2014**:

1. **Mark Lawrence - Halifax.**
2. **James Smith – Windsor.**
3. **Rejean Blais – Montreal.**

Potential Candidates for **CCTC** – Starting in **2016**:

1. **Daniel Robert, Montreal.**
2. **Michael Keen, Toronto.**
3. **Mike Boudreau, NB-PEI.**
4. **Steve Ramsay, Halifax.**

Potential Candidates for **SA** – Starting in **2016**:

1. **Ben Oliver, London.**
2. **Steve Lynch, Ottawa.**
3. **Michael Mc Avenue, Toronto.**
4. **Marilyn Rancourt Ouimet, Montreal.**
5. **Dwight Scott, NB-PEI.**
6. **Mike Boudreau, NB-PEI.**
7. **Ibrahim Semhat, London.**

Potential Candidates for **RP** – Starting in **2017**:

1. **Chris Fudge, Ottawa.**
2. **Marco Ottavino, Toronto.**
3. **Robert Hodley, NB-PEI.**
4. **Mark Lawrence, Halifax.**
5. **Nicolas Lemire, Montreal.**
6. **Ibrahim Semhat, London.**
7. **Dan Boudreau, NB-PEI.**
8. **Christine Kemp, Ottawa.**
9. **Patrick St-Onge, Ottawa.**

Potential Candidates for **GGAC** – Starting in **2017**:

1. **Jean Bundock, Quebec.**
2. **Eric Shaw, London.**
3. **Kashyap Desai, Ottawa.**
4. **Aaron Smith, Halifax.**
5. **Christian Roy, Montreal.**
6. **Bill Davis, Windsor.**

CRC 2014 – London – AUG 22, 23 & 24, 2014.

- Presentation by **Karl Gilroy – CRC Chair London Chapter.**
- Location: **Oakwood Inn Resort, Grand Bend, ON**
- Beach Front Resort Atmosphere.
- CRC Registration Website to be online soon
- Hotel Registration Separately – Website Link or Phone.
- Hotel must be booked **before June 21, 2014.**
- Registration Package:
 - ❖ Presidential Dinner and Award Ceremony – **Friday** Night.
 - ❖ **Saturday** Night: Team building activity, bonfire on the beach, Open to Ideas.
- Hotel Guest Cost: **\$235/Night**, including Meal s& Breaks.
- Double Occupancy - **\$330/Night**, including Meals and Breaks.
- Deluxe Room – 2 Nights before and after for **\$179/Room** (No Meals).
- YEA/MP Combined Work Session – No, set up as separate sessions.
- Financial Summary – numbers are based on past Toronto CRC.
- Region Contribution for CRC to London Chapter = **\$10,536.**
- Photography – Frame Delegate and Presidents Photo

- **CRC Schedule:**
 - ❖ Technical Tour on day 1 (or DL Session)? – To be confirmed.
 - ❖ Karl to send Isabelle the Schedule for Isabelle to add a third column to add who should be attending.
 - ❖ Hotel Check-in and Check-out time – To be checked.

- **Next Year 2015 Region II CRC – Hamilton, ON**
 - ❖ Date: **August 21, 22 & 23 – 2015**
 - ❖ Location:
 - Niagara Falls, ON (Price are High!).
 - **Hamilton, ON** (3 choices: Crown Plaza, Sheraton, and Homewood Suites).
 - ❖ Transportation: **Hamilton Airport.**
 - ❖ Sponsorship: **Not done** in the past, will try to obtain sponsors.

Review of President Elect. Responsibilities

- Select your team early.
- Invite YEA & New members and students to chapter meeting.
- Make sure committee chairs know their responsibilities and commitment.
- Explain job requirements.
- Do not downplay the job requirements or time involved.
- Attendance at CRC and Centralized Training (MP, YEA, RP).
- Stress the importance of working committees.
- Choosing Committee Chairs:
 - ❖ **CTTC** – Chris Fudge
 - Chapter Program.
 - Technical Award.
 - Team Building.
 - Hard Deadline.
 - Persistence.
 - Communication.
 - Technology Transfer.
 - ❖ **MP** – Open to Candidate
 - Retain Existing Memberships.
 - Attract New Memberships.
 - Delinquency List Management.
 - Explain what ASHRAE offers members?
 - Align with other societies within local and region.
 - Networking Leader.
 - Mail Merging.
 - ❖ **RP** – Darryl Somers
 - Past President is the best person to do this position.
 - Passionate about ASHRAE.
 - Know ASHRAE and can sell it to others.
 - Telephone Campaign – Works the best!
 - Consulting Engineers can be effective in collecting RP Money.
 - Get the Money Early!!!
 - ❖ **SA** – Robin
 - Student Design Competition.
 - Student Awards & Grants.
 - K-12 Students.
 - Communication Skills.
 - Active Student Participation at Chapter Activities.
 - SA chair shall introduce student members to other groups.
 - Organizing Technical Tour & Fun Events.
 - Discounted Rate for Food & Registrations.
 - ❖ **GGAC** – Doug Cochrane
 - Coordinate activities between Local Government Offices and ASHRAE.
 - Establish Local ASHRAE Chapter as resources.

- Affiliated with other societies.
- Knowledge of ASHRAE Standards and Policies.
- Industry Contacts.
- ❖ **YEA** – Aaron Smith
 - Student Design Competition.
 - Hold Social and Technical Activities (at least 2 annually).
 - Team Work.
 - Well Connected to Student Chapters and Activities.
 - Identify Future Chapter Leaders.
 - Communication Skills.
 - YEA Leadership Weekend.
 - Explain ASHRAE & Structure on Chapter, Region and Society Levels.
- ❖ **HISTORY** – Rod Potter
 - Motivated and Passionate about Chapter past Events & History.
 - Direct Link between Historian & Web-Master.
 - Add Historical Records on the Chapter Website.
 - History Digger.
 - Ideally have a good Camera and take photos during chapter events.

Regional Leadership Program

- YEA Leadership Weekend Attendees – Potential for YRC Position.
- Leadership Program - Started in Chicago, YEA Member will shadow one of the Society VP, to learn about ASHRAE and networking. It was suggested to implement this at regional level, and then YRC was born. Leaders Program in region works the same as society, YRC will shadow DRC to learn about ASHRAE and prepare them as future leaders.
- Candidate for Leadership You – person held position at society/regional level, Attended YEA Leadership Weekend and society winter or summer meeting.
- Starting in 2014-2015, Region 2 will support the YRC trip to society meeting.
- Email for YRC application.

Manual of Chapter Operation

- Under development. Nicolas Lemire, Montreal chapter is working on it. Should be ready before next CRC
- Isabelle to send chapter delegates information before the CRC for review

Chapter Information Questionnaire

- To be filled online.
- Must contain all the chapter positions.
- You can add people in vacant positions at any time throughout the year.
- For any issues: CIQ_questions@ashrae.org
- **Deadline is June 1, 2014.**
- Isabelle is to send a reminder to chapter offices.

Chapter Calendar of Activities

- Used as a road map.
- Can include board meetings and activities.

Chapter Meetings

- Hub of chapter activities.

Board Meeting Minutes

- Send to DRC and regional offices.

Board of Governors

- Size varies per chapter.
- Serve as your advisory body.

Liability Insurance & Special Event

- ASHRAE provide Comprehensive General Liability Insurance for chapters in US and Canada only.
- Not necessary for these chapters to obtain their own general liability insurance.
- Special events are covered by an additional policy provided by ASHRAE and paid for by the chapter.
- Contact Vickie Grant at Society Headquarters prior to any special events to see if your chapter needs additional coverage.

ASHRAE Commercialism Policy

- Make sure the policy is read by Technical Presenter and chapter program chair.

POAE

- Presidential Award of Excellence.
- Deadline is June 30 each year.
- POAE language can be improved.
- It is not meant as score keeping system

DRC & Regional Team

- There to support you!

Upcoming Regional Chapter Visits

- Darryl – Toronto in May
- Isabelle – Hamilton in May

- Aaron – Ottawa in May

Have a big meeting to plan for next year program, may be special event to attract many people.

Make sure the chapter meeting start at solid time and finish at pre-determined time.

THE END.....

Meeting Adjourned at 4:00 PM.

Prepared by: Ibrahim Semhat, London Chapter

10 APPENDIX C – SAMPLE OF CRC AGENDA

Agenda Overview

Day 1 Friday August 22, 2014 ([Details>>](#))

| ALL DAY | HISTORY DISPLAY | Front Lobby |
|---------------|-------------------------------|---|
| 08:00 - 17:30 | CRC Registration | Lobby |
| 09:00 - 09:30 | Orientation Session | Huron Room (room to be split into 2-25) |
| 09:30 - 11:45 | Caucus Session | Huron Room North (25 – person) |
| 09:30 - 11:45 | DRC/ARC/RVCs Regional Meeting | Huron Room South (25- person) |
| 09:30 - 11:00 | Technical Seminar Tour | Ice Cultures |
| 9:30 - 9:45 | Break | Huron Room South |
| 12:00 - 13:00 | Lunch | Oak Dining Room |
| 13:15 - 17:00 | Business Meeting #1 | Huron room – (open) |
| 15:15 - 15:30 | Break | |
| | | |
| 18:00 - 21:00 | Presidential Meal/ Awards | Terrace Room & deck |
| 21:00 - ??? | Hospitality Suite Open | Executive Cottage |

Day 2 Saturday August 23, 2014 ([Details>>](#))

| | | |
|---------------|----------------------------------|--|
| ALL DAY | HISTORY DISPLAY | Lobby |
| 07:30 - 17:30 | CRC Registration | Lobby |
| 07:00 - 08:30 | Breakfast | |
| 08:30 - 09:45 | Business Meeting #2 | Huron room (open) |
| 09:45 - 10:00 | Break | Huron Room |
| 10:00 - 11:45 | Committee Workshop (CTTC Part 1) | Main Lodge A |
| 10:00 - 11:45 | Executive Session #1 | Huron (25 set up) |
| 12:00 - 13:00 | Lunch | Oak Dining Room |
| 13:15 - 17:00 | Committee Workshops | Various Rooms (See Detailed Agenda) |
| 15:00 - 15:15 | Break | Huron Room |
| 17:00 - 18:45 | Dinner | Oak Dining Room |
| 19:00 - 21:00 | Team Building | Scavenger Hunt – Oak Dining Room |
| 21:00 - ??? | Hospitality Open | Suite Executive Cottage |

Day 3 Sunday August 24, 2014 ([Details>>](#))

| | | |
|------------------|---------------------------------------|--|
| 07:00 - 09:00 | Breakfast | Oak dining Room |
| 07:30 - 08:45 | Executive Session #2 (if required) | Huron Room (25 set up) (Closed Session) |
| 09:00 - 12:00 | Business Meeting #3 | Huron Room (open) (Open to All) |
| 10:00 - 10:15 | Break | |
| 12:00 - 13:00 | CRC Debriefing | Huron Room (Open to All) |

Detailed Agenda

Day 1 Friday August 22, 2014

| ALL DAY | HISTORY DISPLAY | Lobby |
|---------------|-------------------------------|---|
| 08:00 - 17:30 | CRC Registration | Lobby |
| 09:00 - 09:30 | Orientation Session | Huron room (open) (Open to All) <ol style="list-style-type: none"> 1. Welcome Remarks - I. Lavoie 2. Introduction - All 3. Appointment of the recording secretary - I. Lavoie 4. Review and approval of the business meetings agenda - I. Lavoie 5. Presentation of today's later events - K Gilroy 6. Picture (DRC, Delegates and Alternates) for Regional Historian |
| 09:45 - 11:45 | Caucus Session | Huron room (25 setup) <ol style="list-style-type: none"> 1. Delegates and Alternates - D. Cochrane/ J. Clarke |
| 09:45 - 11:45 | DRC/ARC/RVCs Regional Meeting | Huron room (25 setup) <ol style="list-style-type: none"> 1. Chapter visit planning 2. Review of Awards 3. Region II Manual of Operations |
| 09:30 - 11:00 | Technical Seminar Tour | Ice Cultures |
| 9:30 - 9:45 | Break | Huron Room |

12:00 - Lunch Oak Dining Room
13:00

| | | |
|------------------|---------------------|--|
| 13:15 - 17:00 | Business Meeting #1 | Huron Room (open) or Terrance Room (Open to All) |
| | | <ol style="list-style-type: none"> 1. Call to Order - I. Lavoie 2. Approval of 2013 CRC Minuts - I. Lavoie 3. Report on 2013 CRC Motions - J. Primeau 4. Reading of any prepared Motions for 2014 CRC - J. Primeau 5. Society Officer Report DAL - D. Boyce 6. ASHRAE Staff Report - M. Owen 7. ASHRAE Research Canada - D. Boyce 8. Chapter Reports (5 min. each) 9. Regional Statistics - J. Primeau 10. Meeting adjournment - I. Lavoie |

15:15 - Break Huron Room
15:30

18:00 - Presidential Meal/Awards Terrance Room
21:00

21:00 - ??? Hospitality Suite Cottage
Open

Day 2 Saturday August 23, 2014

| | | |
|------------------|---------------------|--|
| ALL DAY | HISTORY DISPLAY | |
| 07:30 - 17:30 | CRC Registration | Lobby |
| 07:00 - 08:30 | Breakfast | Oak Dining Room |
| 08:30 - 09:45 | Business Meeting #2 | Huron Room (open) (Open to All) |
| | | <ol style="list-style-type: none"> 1. Call to Order - I. Lavoie |

| | | |
|------------------|-----------------------|--|
| | | <ol style="list-style-type: none"> 2. RVC Reports (5 min. each) <ol style="list-style-type: none"> a. CTTC – C. Fudge b. SA – R. Ellis c. GGAC – D. Cochrane d. RP – A. Jonkov e. Historian – R. Potter f. YEA – A. Dupuis g. MP – M. Lawrence 3. Update on AIQA-ASHRAE Collaboration – T. Wentz & K. Rawhouser 4. Update on Region II Manual of operations – N. Lemire 5. Meeting adjournment – I. Lavoie |
| 09:45 10:00 | - Break | |
| 10:00 - 11:45 | Committee Workshops | <ul style="list-style-type: none"> • Main Lodge A |
| 10:00 - 11:45 | Executive Session # 1 | <p>Huron Room (25 setup)</p> <ol style="list-style-type: none"> 1. Delegates and Alternates – D. Cochrane/ J. Clarke |
| 12:00 13:00 | - Lunch | Oak Dining Room |
| 13:15 17:00 | - Committee Workshops | <ul style="list-style-type: none"> • Main Lodge A: Technical Transfer Part 2 • Main Lodge B: Research Promotion • Clubhouse Loft: Student Activities • Private dining Room: History • Cottage?: Membership Promotion & YEA • Huron Room (25) - Chapter Operations • ?? Suite?? - Grassroots Government Affairs |
| 15:00 - 15:15 | Break | Huron Room |
| 17:00 – 18:45 | Dinner | Oak Dining Room |

| | | |
|---------------|------------------|-------------------------|
| 19:00 - 21:00 | Team building | Outside activity |
| 21:00 - ??? | Hospitality Open | Suite Executive Cottage |

Day 3 Sunday August 24, 2014

| | | |
|---------------|-----------|-----------------|
| 07:00 - 09:00 | Breakfast | Oak Dining Room |
|---------------|-----------|-----------------|

| | | |
|---------------|------------------------------------|--|
| 07:30 - 08:45 | Executive Session #2 (if required) | Huron Room (25 set up) 1. Delegates and Alternates – D. Cochrane/ J. Clarke |
|---------------|------------------------------------|--|

| | | |
|---------------|---------------------|--|
| 09:00 - 12:00 | Business Meeting #3 | Huron (open) 1. Workshop Reports including Motions from workshops – Workshop Delegates (5 min. max) a. CTTC b. SA c. GGAC d. RP e. YEA f. MP g. Historian 2. Report from Executive sessions – J. Clarke 3. Regional Fund - I. Lavoie (on behalf of Y. Trudel) a. Approval of 2013-2014 Final Financial Statements audited by London chapter – P. Cook b. Approval of 2014-2015 Budget 4. 2015 CRC budget presentation and approval (London Chapter) – D. Rasmussen 5. Motions – J. Primeau 6. DRC/RVC Chapter visits schedule for the year 7. New business – I. Lavoie a. What to put on the regional website to make it more useful for the chapters? 8. CRC dates for the next two years – I. Lavoie |
|---------------|---------------------|--|

| | | |
|----------------|------------------|--|
| | | <ul style="list-style-type: none"> a. Hamilton : Aug. 21-23, 2015-2nd week of Sept. – Chair: David Rasmussen b. NB-PEI : 3rd week - August 2016 – Chair: Dan Boudreau c. Montréal : 3rd week – August 2017 <p>9. Final remarks - I. Lavoie 10. Meeting adjournment – I. Lavoie</p> |
| 10:00 10:15 | - Break | Huron Room |
| 12:00 13:00 | - CRC Debriefing | Huron Room |

11 APPENDIX D – SAMPLE OF CRC MINUTES

12 APPENDIX E –SAMPLE OF A CRC BUDGET

Budget

Revenues

| | Quantity | Amount | Total |
|-------------------------|----------|------------|--------------------|
| Chapter Assessment | 1459 | \$6.00 | \$8,754.00 |
| Full registration | 40 | \$250.00 | \$10,000.00 |
| Partial Registration | 30 | \$175.00 | \$5,250.00 |
| Companion Registration | 12 | \$150.00 | \$1,800.00 |
| Corporate Sponsorship | 10 | \$300.00 | \$3,000.00 |
| Hamilton Chapter - Wine | 1 | \$1,000.00 | \$1,000.00 |
| Individual tickets | 30 | \$45.00 | \$1,350.00 |
| chapter support | 1 | \$1,500.00 | \$1,500.00 |
| Total Revenue | | | \$32,654.00 |

Notes:

- Hotel Rooms: \$230/night
 - Includes meals
- Golf \$48.50 with cart
- 5 breakout rooms
- 45 minutes from YXU

Expenses

| | Qty | Amount | Total |
|-------------------------------|-----|------------|--------------------|
| Breakout Rooms | 5 | \$150.00 | \$750.00 |
| extra meeting rooms | 2 | \$450.00 | \$900.00 |
| Hotel Rooms Full Registration | | | \$0.00 |
| Room upgrades | 4 | \$175.00 | \$700.00 |
| CRC Promotional material | 1 | \$750.00 | \$750.00 |
| Welcome Party | 1 | \$1,000.00 | \$1,000.00 |
| Presidents Meal | 1 | \$1,500.00 | \$1,500.00 |
| Presidents Wine | 1 | \$1,000.00 | \$1,000.00 |
| Presidents Entertainment | 1 | \$1,000.00 | \$1,000.00 |
| Awards Luncheon | | | \$0.00 |
| Technical Tour | 1 | \$1,500.00 | \$1,500.00 |
| Companion Tour | 1 | \$1,500.00 | \$1,500.00 |
| Individual event expenses | 100 | \$40.00 | \$4,000.00 |
| Hospitality Expenses | 2 | \$2,800.00 | \$5,600.00 |
| Coffee breaks | | | \$0.00 |
| Photography | 1 | \$800.00 | \$800.00 |
| Printing, mailing photocopy | 1 | \$1,500.00 | \$1,500.00 |
| Audio / Visual | 1 | \$3,000.00 | \$3,000.00 |
| Transportation | 1 | \$3,000.00 | \$3,000.00 |
| Gifts | 1 | \$800.00 | \$800.00 |
| Office Supplies | 1 | \$800.00 | \$800.00 |
| Recording Secretary | 1 | \$500.00 | \$500.00 |
| Misc | 1 | \$2,000.00 | \$2,000.00 |
| Total Expenses | | | \$32,600.00 |

APPENDIX D CRC 2014 LONDON



REGION II 2013 CRC Toronto CHAPTER 116



13 APPENDIX F – CRC SAMPLE OF FINAL FINANCIALS

Actual vs. Budget April 13th,2014

A.J. Porter

| TORONTO ASHRAE REGION II CRC 2013 AUG 23-25,2013 | | | | | | | |
|--|--------|--------|---------------|---|-------------------|---------------|-----------------|
| BUDGET | | | ACTUAL | | | | |
| | Amount | Number | Budget | | Amount | Number | Actual |
| REVENUES | | | | REVENUES | | | |
| 1 Chapter Assessment | \$6 | 1756 | \$10,536 | 1 Chapter Assessment | \$6 | 1756 | \$10,536 |
| 2 Full Registration | \$450 | 40 | \$18,000 | 2 Full Registration | \$450-475 | 46 | \$20,850 |
| 3 Partial Registration | \$275 | 35 | \$9,625 | 3 Partial Registration | \$275-300 | 38 | \$10,775 |
| 4 Companion Registration | \$275 | 15 | \$4,125 | 4 Companion Registration | \$275-300 | 17 | \$4,775 |
| 5 Individual events | | | \$1,000 | 5 Individual events | \$100,150,120,175 | 24 | \$2,960 |
| 6 Hotel Rebate | | | \$4,000 | 6 Hotel Rebate | | | \$8,013 |
| 7 Sponsorships | | | 15,000 | 7 Sponsorships | | | \$ 35,000 |
| 8 Chapter Assistance | | | \$5,000 | 8 Chapter Assistance | | | \$5,000 |
| 9 Wine (from London Chapter) | | | \$1,000 | 9 Wine (from London Chapter) | | | \$1,000 |
| | | | TOTAL | | | TOTAL | \$98,909 |
| | | | \$68,286 | | | | |
| EXPENSES | | | | EXPENSES | | | |
| 1 Meeting Rooms | | | \$4,972 | 1 Meeting Rooms(Incl Rooms for volunteers-upgrades) | | | \$11,352 |
| 2 Food & beverage | | | \$38,000 | 2 Food & beverage | | | \$35,463 |
| 3 Audiovisual | | | \$5,000 | 3 Audiovisual | | | \$5,327 |
| 4 Companion Tours | | | \$2,400 | 4 Companion Tours | | | \$2,323 |
| 5 Promotional Material | | | \$2,000 | 5 Promotional Material | | | \$2,765 |
| 6 Room Upgrades - society officers | | | \$1,000 | 6 Room Upgrades - society officers | | | \$2,811 |
| 7 Thurs night welcome dinner - Society,DRC | | | \$1,000 | 7 Thurs night welcome dinner - Society,DRC | | | \$1,266 |
| 8 Hospitality Suite | | | \$2,000 | 8 Hospitality Suite | | | \$2,768 |
| 9 Administration costs | | | \$1,000 | 9 Administration costs (incl volunteer fees) | | | \$4,579 |
| 10 Secretary Fee | | | 500 | 10 Secretary Fee | | | \$450 |
| 11 Gifts for society guests | | | \$350 | 11 Gifts for society guests | | | \$350 |
| 12 Sat Dinner | | | \$10,000 | 12 Sat Dinner | | | \$15,514 |
| | | | TOTAL | | | TOTAL | \$84,968 |
| | | | \$68,222 | | | | |
| | | | EXCESS | | | EXCESS | \$13,941 |
| | | | \$64 | | | | |

50% RETURNED TO REGION \$6,970.50

A. J. Porter

14 APPENDIX G – CRC HISTORICAL DATA SHEET

CRC HISTORICAL PROFILE FOR 2013_____

Region(s) Participating_ II_____ Dates_AUGUST 23-25, 2013_____

Host Chapter_TORONTO_____ Size of Chapter____515_____

Chairperson_DOUG COCHRANE _____ Location _TORONTO_____

Hotel__FAIRMONT ROYAL YORK_____ Room Rate_\$ 169 PLUS TAXES

| Date | # of Rooms Blocked | # of Rooms used |
|---------------------|--------------------|-----------------|
| WED/THURS AUG 21/22 | 0/12 | 2/30 |
| FRI AUG 23 | 40 | 67 |
| SAT AUG 24 | 48 | 74 |
| SUN AUG 25 | 5 | 3 |
| TOTAL | 105 | 174 |

This information will be supplied by the hotel at the conclusion of the meeting. When negotiating the hotel contract you include the following clause: No later than (30) days after the last official meeting day, the Hotel will complete a post convention report and send it to ASHRAE. Post convention report will include actual room pick-up, summary of catering revenue, percent of single vs. double and smoking vs. non-smoking rooms used, total room revenue, number of no-show wash/slippage by day. In the event that there is a master bill at Hotel, ASHRAE will consider the Hotel's invoices to be included and will withhold payment without incurring interest or penalty charges until such time as the post convention report is provided.

Package Registration Price F-\$450, P-\$ 275, C-\$275
 Number Sold_F-46, P-38,C-17_____

Audiovisual Cost_\$ _5,327_____ Meeting Room Rental_\$ 5,972_+
 volunteer rooms - upgrades

Number of CRC Sponsors__21_____ Sponsors Total Dollars_\$ 35,000_____

CRC Regional Seed Money__\$ 10,536_(ASSESSMENT)

Returned__\$ 6,970.50_____

CRC Dollar Surplus (Deficit)__\$ 13,941_____

| WORKSHOP | Attendance | Room Set (classroom, conference, theater, rounds) Include A/V set-up |
|-----------------------|-------------------|---|
| Business Session | 39/49/38 | HOLLOW SQUARE, BANNER, FLAGS |
| Membership/YEA | 15/8 | CONFERENCE - LCD PROJECTOR |
| CHAPTER TECH TRANSFER | 15 | CONFERENCE - LCD PROJECTOR |
| Historical | 7 | CONFERENCE - LCD PROJECTOR |
| Officers | 10 | CONFERENCE - LCD PROJECTOR |
| Student Activities | 9 | CONFERENCE - LCD PROJECTOR |
| Resource | 13 | CONFERENCE - LCD PROJECTOR |
| GGAC | 9 | CONFERENCE - LCD PROJECTOR |
| Caucus Meeting | 20 | HOLLOW SQUARE, BANNER, FLAGS |
| Technical SEMINAR | 40 | CLASSROOM - LCD PROJECTOR |

| | | |
|-----------------------|------------------|---------------|
| Refrigeration | | N/A |
| CATERING | Guarantee | Actual |
| Welcome Party | 80 | 80 |
| Luncheon/AWARDS LUNCH | 35/95 | 40/95 |
| Banquet | 100 | 115 |

cc: DRC, ARC, Regional Historian, Future CRC Chairs, ASHRAE Headquarters

15 APPENDIX H - Sample of regional Fund Budget

| 2014-2015 Region II Budget | | | | Notes |
|--|---------|---------|---------------------|--|
| Description | Members | Dues | Budget | Use of 2013-2014 Chapter dues Paying Members |
| Incomes | | | | |
| Chapter Assessment Dues | 1816 | \$ 7.00 | \$ 12,712.00 | Payable by chapter in April 2015 |
| Regional fund dues | 1816 | \$ 8.00 | \$ 14,528.00 | Payable by chapter in August 2014 |
| CRC 2014 Surplus Income | | | | |
| Total Income | | | \$ 27,240.00 | |
| Expenses | | | | |
| | | | Budget | |
| Planning Meeting | | | \$ 400.00 | Lunch |
| ARC/RVC/ Regional Leaders Hotel Reimbursement for Winter Meeting (Chicago) | | | \$ 6,000.00 | 10 regional officers @ 600\$/officer/year DRC Hotel is covered by Society |
| RMCR Hotel Reimbursement for Society Meetings | | | \$ 600.00 | 1 RMCR starting at the June 2015 Meeting |
| ARC/RVC/ Regional Leaders Hotel Reimbursement for Annual Meeting (Seattle) | | | \$ 6,000.00 | |
| Other Travel Expenses | | | \$ 550.00 | For Regional Historian Chapter visits |
| CRC 2015 - Seed money | | | \$ 10,986.00 | 6\$ per chater paid member |
| Regional Awards Plaques | | | \$ 650.00 | 7: 2 for SA, 1 for YEA, 1 for CTTC, 2 for Chapter Ops, Meatball |
| Miscellaneous | | | \$ 100.00 | |
| Bank Service Charges | | | \$ 100.00 | |
| Account Transfer Fee | | | \$ - | |
| YEA Week-End expenses | | | \$ 1,250.00 | |
| LeaDRS Program | | | \$ 2,500.00 | |
| Total Expenses | | | \$ 29,136.00 | |
| Profit (Loss) | | | \$ 1,896.00 | |

16 Appendix I: Sample of regional financial statements

CRC 2014 Region II, London, Ontario

August 2014

This report is to summarize the activities during the above financial period 2013/14 for the Region II Fund.

The invoices were based on (motion R-1 A5-04) \$6.00/per member and the previous years member count, and \$ 1.00/ per member for the Regional Fund.

A total amount of \$14, 327.50 was collected during this period and deposit for the end of June 2014. At that time the accounts receivable was \$6,475.00 for total revenue of \$ 20,802.50. The amount of \$ 6 475.00 was collect in July.

When we deduct the total expenses of \$7 264.83 the final closing balance is \$29,489.21 at the end of June 2014.

At closing time, there was still an amount of \$ 10 986.00 to be paid to the London Chapter for the following CRC. This amount was paid early July.

The difference between the budget and the fiscal year activities come from the fact that we had more revenues coming from the 2013 CRC. Details are in the summary report.

This report is forwarded to the next CRC host chapter in 2014 to be audited. After approval, the signed copy should be return to the Regional Treasury for records.

Prepared and submitted by: _____ Date:

Yves Trudel, Regional Treasurer

Audited and approved by: _____ Date:

Please return a signed copy after the approval.

ASHRAE REGION II

ANNUAL FINANCIAL SUMMARY REPORT

Period: July 1st, 2013 - June 30th, 2014

| DESCRIPTION | CREDIT | DEBIT | BALANCE |
|--|--------------------|-----------------|---------------------|
| Opening balance for this period | | | 22 786.54 |
| INCOMES: | | | |
| Chapter's Assessment Dues and Regional fund | 6342.00 | | |
| 50 % of 2013 Toronto CRC Profits | 6970.50 | | |
| | | | |
| 2012-2013Accounts receivables | 1 015.00 | | |
| Total Incomes: | 14 327.50 | | 37 114.04 |
| EXPENSES: | | | |
| RVC/DRC Expenses (travel) | | 3 600.00 | |
| DRC/RVC Expenses | | 514.97 | |
| CRC Expenses 2013 | | 1 199.50 | |
| Bank Service Charges | | 88.40 | |
| Yea Week-End expenses reimbursement | | 2 221.96 | |
| | | | |
| Total Expenses: | | 7 624.83 | |
| CLOSING BALANCE: June 30th 2014 | | | 29 489.21 |
| Accounts Payable | | | \$10 986.00 |
| | | | |
| Account Transfer Costs | | 0.00 | |
| 2014 London CRC | | 10 986.00 | |
| | | | |
| Account Closed and Money Order Sent to DRC | | | N/A |
| | | | |
| Accounts Receivable | | | 6 475.00 |
| HAMILTON, QUÉBEC, TORONTO, NB/PEI | | | |
| Windsor Chapters Assessment dues paid in July | | | |
| | | | |
| | \$ 6 475.00 | | \$ 24 978.21 |

ASHRAE REGION II REGIONAL FUND

Financial Institution: Caisse Populaire Cap-Rouge
Branch: 1111, Bvl Chaudière, Québec, Québec, G1Y-3T4
Account # 60932, Transit # 20426

BY: Yves Trudel, Regional Treasurer

Date: _____

Audit By: _____

Date: _____

