

## **ASHRAE REGION II CRC PLANING MEETING**

### **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...).
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- 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
    - ❖ ASRHAE 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.

1. DRC – 3 Years - 2015.
2. RMCR – 3 Years - 2015.
3. ARC – 1 Year - 2015.

**4. MP RVC – 3 Years - 2014.**

5. SA RVC – 3 Years - 2016.
6. CTTC RVC – 3 Years - 2016.
7. GGAC RVC – 3 Years - 2016.
8. RP RVC – 3 Years - 2016.
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				
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](mailto: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***