



**Welcome to
Planning Meeting &
President Elect Training**

April 26, 2014, Mississauga

Objective of this meeting

- **Get prepared for the upcoming CRC**
 - Nominations
 - CRC finances, agenda and activities
- **Help you plan your upcoming year as chapter president**

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

Who are you ?

What do you do ?



Regional Leadership continuity

**David Underwood
ASHRAE Treasurer**



Regional Nomination

Doug Cochran / Jeff Clark
Region II Nominating Members

Rolling Off Dates for Regional Positions

Rolling Off Year	Position	Need to find candidates at the 2014 CRC	Length of Term
2015	DRC	X	3 years
2015	RMCR	X	1 year
2015	ARC	X	1 year
2014	MP RVC	X	3 years
2016	SA RVC		3 years
2016	CTTC RVC		3 years
2016	GGAC RVC		3 years
2017	RP RVC		3 years
	Nominating Alternate		1 year (can serve up to 5 years)

Candidates for MP - Starting this year

1. Mark Lawrence, Halifax
2. Réjean Blais, Montreal
3. James Smith, Windsor

Candidates for DRC-ARC-RMCR – Starting in 2015

Candidate	DRC	ARC	RMCR	Year
Doug Cochrane	Yes	Yes		2015
Rod Potter		Yes		2015
Guy Perreault			Yes ?	2015?
Jeff Clarke	?	?	?	?
David Rasmussen	Yes	Yes		2016
Cathy Godin	Yes	Yes		2018 ?
Frank Bann				
Derek Vakaras	?	?	?	?
Hugh Crowther	No	No	No	
Dan Castelman				
Stephen Lynch				
Isabelle Lavoie	No	No	Yes	2015
Ibrahim Semhat		Yes		2018
Daryl Somers	Yes	Yes		2020

RMCR Role

- The RMCR: Regions Members Council Representative
- New position for 2013-14 with a 3 year phase in for all regions
- Represents the region on the Members Council
- Each Region will over time define the relationship between the DRC, RMCR and the chapter presidents

Candidates for CTTC - Starting in 2016

1. Daniel Robert - Montreal
2. Michael Keen - Toronto
3. Mike Boudreau, NB-PEI
4. Mike Genin, Toronto
5. Jordan Foster, London
6. Steve Ramsay, Halifax

Candidates for SA - Starting in 2016

1. Ben Oliver, London__
2. Stephen 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

Candidates for RP - Starting in 2017

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

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



Other positions Nomination

Doug Cochran / Jeff Clark
Region II Nominating Members



CRC 2014

London August 22-24, 2014

Karl Gilroy, CRC Chair

CRC - Chapter Regional Conference

- ✓ Key regional meeting held once a year
- ✓ Each chapter is represented by a delegate who is an elected chapter officer, usually the current president and an Alternate who is the president elect
- ✓ All the regional officers and RVC's will attend
- ✓ Two Society officers generally attend
- ✓ One ASHRAE staff attends
- ✓ DRC is the chair of all business meetings
- ✓ Attendance is mandatory!!!

CRC - Chapter Regional Conference

- ✓ Chapters to report their activities for the previous year and establish goals for the coming year
- ✓ Regional officers to report their activities and plans
- ✓ Chapter delegates to submit Society and Regional motions for proper review and vote
- ✓ Society officers to inform the region of Society plans, review chapter activities within the region and participate in workshops.
- ✓ Chapter delegates to present nominees for Society and regional offices and candidates for honors and awards

CRC - Chapter Regional Conference

- ✓ Conducting chapter workshops that will educate and prepare officers and committee members to fulfill their responsibilities
 - Student Activities
 - CTTC
 - GCAC
 - History
 - Chapter Operations
 - MP
 - RP
- ✓ Conducting technical sessions on subjects that will educate as well as increase attendance
- ✓ Recognizing and presenting awards to chapters and regional members
- ✓ Socializing & networking



President Elect Training

Selecting your Chapter Volunteers

- ✓ Select your team early
 - For committee chairs and members
 - Get the help feed-back from current chapter officers, committee chairs, board of Governors, past presidents to help indentify the right people
 - Invite New and YEA Members to get involved and Students
- ✓ Invite New and YEA Members and Students to get involved
- ✓ Make sure committee chairs-members understand their commitment and responsibilities
- ✓ Consider assigning mentors for each position-Past Presidents or past committee chairs

Appointing Committee Chairs

- ✓ Explain what are the job requirements
- ✓ **Do Not** downplay the job requirements or time commitment involved
- ✓ Attendance at CRC and Centralized Training is expected
- ✓ Use letter phone call, or personal visit to explain why candidate was selected & why it is important that they get involved
- ✓ Stress the importance of working committees (more than a committee of one)

Key Committee Chairs

- ✓ Chapter Technology Transfer (includes Chapter Program, Refrigeration and Technology Awards)
- ✓ Grassroots government affairs – New Committee
- ✓ Membership Promotion
- ✓ YEA
- ✓ Research Promotion
- ✓ Student Activities
- ✓ History
- ✓ Webmaster (Electronic Comm.)
- ✓ Communications/Newsletter



Choosing Committee chairs

**CTTC, MP, SA, RP, YEA &
GCA**



CTTC

Chris Fudge, incoming RVC (2013-2016)

CTTC – Type of candidate for the job?

1. Chapter Program
2. _ Technical awards _____
3. _ Team building : able to delegate
4. Best to have someone looking after Program and someone else to look at the other activities
5. Hard deadlines : program, awards
6. Communication skills, persistence
7. Transferring technology back to the chapters
8. Organizing technical activities : webcast, ALI courses, seminars, technical tours

Membership Promotion

Open Position
Seeking RVC

MP – Type of candidate for the job?

1. Delinquency list management
2. Greet new members
3. Retain existing members
4. Communicate what's in it for members at ASHRAE
5. Do a good job at explaining what ASHRAE can do for members
6. Look for allied Societies with the chapter territory
7. Networker, leader
8. Leverage network
9. Mail merging capacity



Student Activities

Robin Ellis, RVC (2013-2016)

SA – Type of candidate for the job?

1. Student design competition
2. K-12
3. Post high
4. Awards
5. Well connected with students
6. Good communication skill to reach out to faculty and students
7. Get students to participate at chapter activities
8. Similar skills than MP are required
9. Technical background to act as a support for the design comp.
10. Speak to students about ASHRAE vs the work environment
11. Be proactive with the students
12. Welcome students at the chapter meetings
13. Introduce the students to chapter members to help exposure
14. Organize fun event for students : technical tours
15. Discounted rates for ASHRAE activities



Research Promotion

Daryl Somers, RVC (2011-2014)

Anthony Jonkov, Incoming RVC (2014-
2017)

RP – Type of candidate for the job?

1. Past president is a good candidate-Need someone with experience
2. Be passionate
3. Know ASHRAE and able to sell and explain it
4. Telephone call is powerful
5. Consulting engineers can be good to get money
6. Do not put the job on one person shoulders
7. Imagine what would not exist without ASHRAE Research (handbooks, standards,...)
8. Get the money in ASAP



YEA

Aaron Smith, YRC (2011-2014)

Audrey Dupuis, Incoming YRC (2014-2017)

YEA – Type of candidate for the job?

1. Hold social and technical sessions (at least 2 per yr)
2. Get help to organize
3. Get help to brainstorm
4. Connect with students
5. Identify future chapter leaders
6. YEA chair to be a YEA member
7. Communication skills
8. Facilitate to get the YEA more together
9. Explain what ASHRAE can do for the YEA
10. YEA leadership weekend



GGAC Chapter Chair

Doug Cochrane, RVC (2013-2016)

GGAC – Type of candidate for the job?

1. Many ASHRAE-relevant policy issues are decided at the provincial and local level
2. Chapter members are most knowledgeable about their community
3. Establish your chapter as a resource for local decision makers
4. Relationships or membership with affiliated associations –e.g. CAGBC, BOMA
5. Working Relationships with utilities, school boards, government
6. Knowledge of ASHRAE standards and policies
7. Industry contacts



Chapter Historian

Georges Menzies, Regional Historian

Rod Potter, Incoming Regional Historian

Historian – Type of candidate for the job?

1. Passionate about looking at the past
2. Past digger
3. Able to find ideas from looking at historical elements
4. Put historical records on the chapter website
5. Like to take photos
6. Has an established interest in chapter and regional histories

Manual of Chapter Operation

- ✓ One document that contains everything you always wanted to know about an ASHRAE Chapter
- ✓ The MCO is your bible - Use it!
- ✓ It is available online at
[ASHRAE.ORG/ GROUPS/ CHAPTERS](http://ASHRAE.ORG/GROUPS/CHAPTERS)
- ✓ Appendices RR1 & RR2 provide guidance roles and responsibilities of your chapter officers and committee chairs

Chapter Information Questionnaire

- ✓ To be filled online
 - ✓ Must contained all the chapter positions
 - ✓ You can add people in vacant positions at any time throughout the year
 - ✓ For any issues : CIQ_questions@ashrae.org
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- ✓ Deadline is June 1

Chapter Calendar of Activities

- ✓ Includes all your chapter activities for the year to come
- ✓ Can be used as a road map
- ✓ Can include board meetings, monthly dinners, tours, special activities
- ✓ Can also include important milestones
 - Budget acceptance
 - Chapter nominations for next year

Chapter Meetings

- ✓ Hub of chapter activities
- ✓ Chapter officers and the committee members are in charge to make the meetings interesting and instructive to all areas of membership interest and to make prospects, guests and members feel welcome and "at home."
- ✓ Plan to have themes – MP night, YEA night, Technology Awards, Research, Past Presidents, Students....
- ✓ Chapter Program is key
 - Make sure you have various topics toward the year
 - Consider having a mix of technical and non technical subjects
- ✓ Have new members, students introduced themselves

Board Meeting Minutes

- ✓ Formal minutes of each chapter's regular and Board of Governors meetings
- ✓ Please send them to DRC and Regional within three weeks of the meeting
- ✓ See Section 8 of the MCO

Chapter Elections

Duties of Nominating Committee

- ✓ Committee can be composed of a few members who know the chapter well
- ✓ Select from the members eligible to hold office
- ✓ One candidate for each office position (President, President Elect, Vice-President, Treasurer, Secretary and BOG members)
- ✓ Not less than thirty (30) days before the April meeting the Nominating Committee shall present to the Board and to the members during a chapter meeting
- ✓ Installation of chapter officers and Board of Governors
- ✓ Installation of chapter officers and Board of Governors should take place at the last meeting, prior to the start of the new society year (July 1)
- ✓ Refer to Appendix DD1 of MCO

Board of Governors

- ✓ Size vary from chapter to the other
- ✓ Should serve as your advisory body
- ✓ Should be composed of
 - Past chapter presidents
 - Future volunteer who could eventually hold a position on the chapter executive

Liability Insurance & Special Event

- ✓ ASHRAE provides Comprehensive General liability insurance for chapters in the U.S. and Canada only
- ✓ It is not necessary for these chapters to obtain their own general liability insurance
- ✓ This policy has, as additional insured, all members of the chapters, but only with respect to their liability for activities of the ASHRAE chapter
- ✓ 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 event to see if your chapter needs additional coverage

ASHRAE Commercialism Policy

- ✓ Make sure your chapter programs chair is familiar with this policy
- ✓ If you have a speaker that is new to ASHRAE and represents a company doing business with our members make sure they are aware of this policy ***before the meeting!***
- ✓ Defined in Section 5.7 of MCO

PAOE

- ✓ Presidential Award of Excellence
- ✓ A new (usually slightly revised) PAOE is sent each year by the incoming society President
- ✓ The PAOE is changed slightly each year to reflect the President of ASHRAE's theme
- ✓ The purpose is to clearly define activities that promote successful chapter activities that benefit your members
- ✓ It is not meant as a score keeping system but a tool for chapters to use in defining what is important for chapters to accomplish.
- ✓ Web reporting.
- ✓ Deadline June 30 of each year

DRC and Regional Team

- ✓ There to support you
- ✓ Available for advice and information
- ✓ DRC and RVD will maintain a close relationship with you and will help you plan your year, set your objectives, make sure you stay focused on your plans and will offer correction as necessary
- ✓ The DRC is your chapters voice to the governing body of ASHRAE, the society Board of Directors (BOD)



Regional Leadership Program for Seattle Summer Meeting

Aaron Smith
YRC



Chapter Visit Updates

Chapter Visit Updates

- Halifax : YEA, CTTC
- NB-PEI : YEA, CTTC
- Quebec : ARC
- Montreal : CTTC, DRC, GGAC ?
- Ottawa : CTTC, YEA (in May)
- Toronto : GGAC, Hist, RP (in May)
- Hamilton : SA, RP, Hist., DRC (in May)
- London : DRC, SA, MP, RP
- Windsor : RP



**Thank you for your
presence and
collaboration !!!**

See you in London !!!