



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

April 18, 2015, 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

Introductions - Agenda

I. Lavoie

Nominations for other positions

J. Clarke/G. Perrault

CRC 2015 - Hamilton

D. Rasmussen

- a) Preliminary agenda / Program
- b) Finances
- c) Registration-Hotel Rooms-Dead line
- d) Seed money to be paid by chapters

Review of President Elect. Responsibilities

D. Cochrane

Choosing Committee Chairs

Group Discussion

- a) CTTC (C. Fudge)
- b) MP (M. Lawrence)
- c) SA (R. Ellis)
- d) RP (A. Jonkov)
- e) YEA (A. Dupuis)
- f) GGAC (D. Cochrane/R. Gagnon)
- g) Historian (R. Potter)
- h) Chapter Newsletter

RP YTD Results

A. Jonkov

Chapter Visits Update

I. Lavoie

Wrap-Up

Who are you ?

What do you do ?

One thing about yourself



Regional Leadership continuity



Regional Nominations

Jeff Clarke / Guy Perreault
Region II Nominating Members

Rolling Off Dates for Regional Positions

| Rolling Off Year | Position | Need to find candidates at the 2015 CRC | Length of Term |
|------------------|----------------------|---|----------------------------------|
| June 2016 | SA RVC | X | 3 years |
| June 2016 | CTTC RVC | X | 3 years |
| June 2016 | Nominating Member | X | can serve up to 6 years |
| June 2016 | ARC | X | 1 year, can be renewed |
| June 2017 | RP RVC | | 3 years |
| June 2015 | MP RVC | | 3 years |
| | Nominating Alternate | | 1 year (can serve up to 6 years) |
| June 2017 | GGAC RVC | | 3 years |
| June 2018 | DRC | | 3 years |
| June 2016 | RMCR | | 1 year |

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, ARC and the chapter presidents

Candidates for CTTC – June 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 - June 2016

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

Candidates for RP – June 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 ARC – June 2016

1. Ibrahim Semhat
2. _____
3. _____
4. _____
5. _____



Other positions Nominations & Honors and Awards – some due May1

Jeff Clarke/ Guy Perreault

Region II Nominating Member/Alternate



CRC 2015

Hamilton
August 21-23, 2015

Dave Rasmussen, CRC Chair

Info on CRC 2015

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 – Jim Vallort Sr VP, Pat Graef Jr VP
- ✓ One ASHRAE staff attends – TBA trying to get Jeff Littleton Exec VP
- ✓ DRC is the chair of all business meetings. RMCR handles all motions, ARC handles chapter operations workshop and mc for awards. Work in progress as we share duties.
- ✓ 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
 - GGAC
 - History
 - Chapter Operations
 - MP
 - RP
 - YEA
- ✓ Conducting technical sessions on subjects that will educate as well as increase attendance
- ✓ Recognizing and presenting awards to chapters and regional members
- ✓ Socializing & networking

| Other Travel Expenses | | | | | | | | | | |
|-----------------------|----------------|-------------|---|---------------------|---|--|---|---|---|---|
| | B | C | D | E | F | G | H | I | J | K |
| Budget | | | | | | | | | | |
| | | | | | | Notes | | | | |
| | Members | Dues | | Budget | | Use of 2013-2014 Chapter dues Paying Members | | | | |
| Dues | 1816 | \$7.00 | | \$ 12,712.00 | | Payable by chapter in April 2015 | | | | |
| me | 1816 | \$8.00 | | \$ 14,528.00 | | Payable by chapter in August 2014 | | | | |
| | | | | \$ 27,240.00 | | | | | | |
| | | | | Budget | | | | | | |
| Members Hotel | | | | \$ 400.00 | | Lunch | | | | |
| ter Meeting | | | | \$ 6,000.00 | | 10 regional officers @ 600\$/officer/year DRC Hotel is covered by Society | | | | |
| ment for | | | | \$ 600.00 | | 1 RMCR starting at the June 2015 Meeting | | | | |
| Members Hotel | | | | \$ 6,000.00 | | | | | | |
| ual Meeting | | | | \$ 550.00 | | For Regional Historian Chapter visits | | | | |
| | | | | \$ 10,986.00 | | 6\$ per chapter paid member | | | | |
| y | | | | \$ 650.00 | | 7: 2 for SA, 1 for YEA, 1 for CTTC, 2 for Chapter Ops, Meatball | | | | |
| es | | | | \$ 100.00 | | | | | | |
| | | | | \$ 100.00 | | | | | | |
| | | | | \$ - | | | | | | |
| s | | | | \$ 1,250.00 | | | | | | |
| | | | | \$ 2,500.00 | | | | | | |
| | | | | \$ 29,136.00 | | | | | | |
| | | | | -\$ 1,896.00 | | | | | | |



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 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. Possible co-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 advocacy – New Name
- ✓ Membership Promotion
- ✓ YEA
- ✓ Research Promotion
- ✓ Student Activities
- ✓ History
- ✓ Webmaster (Electronic Comm.)
- ✓ Communications/Newsletter



Choosing Committee chairs

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



CTTC

Chris Fudge, RVC (2013-2016)

CTTC – Type of candidate for the job?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Membership Promotion

Mark Lawrence RVC

MP – Type of candidate for the job?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____



Student Activities

Robyn Ellis, RVC (2013-2016)

SA – Type of candidate for the job?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____



Research Promotion

Anthony Jonkov, RVC (2014-2017)

RP – Type of candidate for the job?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____



YEA

Audrey Dupuis, 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 YEA
10. YEA leadership weekend



GGAC Chapter Chair

Doug Cochran, RVC (2013-2015)

Ronald Gagnon, Incoming RVC (2015-2017)

GGAC – Type of candidate for the job?

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____



Chapter Historian

Rod Potter, Regional Historian

Tom Pollard, Incoming Regional Historian

Historian – Type of candidate for the job?

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Chapter Newsletter

Chapter newsletter

- ✓ Please ensure that everyone on the regional team is on your e-mail distribution list please
- ✓ Consider submitting articles and photos into ASHRAE insights. E.g. Halifax 50th anniversary celebration, CRC Hamilton 2015

Newsletter – Type of candidate for the job?

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

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
-
- ✓ 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 team 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 e.g. boat cruise

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, RMCR, ARC and RVC's 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)
- ✓ The RMCR is your chapters voice to Members Council which reports to the BOD



**Regional Leadership Program
LeaDRS Feed back from Chicago
Participant
Jeff Watson, London chapter**

My LeaDRS Experience - Jeff Watson, Region II

First of all, I wanted to provide a quick overview of my involvement with ASHRAE: I first joined ASHRAE in the summer of 2011 after starting a new job at a consulting engineering company in London, ON. Our company is extremely supportive of ASHRAE and is very active in the local ASHRAE Chapter. I immediately got involved with the London Chapter first serving as a co-chair for Student Activities. The following year I was the YEA Chair, before settling into the MP Chair position which I have held for the last two years.

It was this position that afforded me the opportunity to first experience ASHRAE beyond the Chapter level. I attended Centralized Training in Denver in June 2013 and after that experience I was 'hooked' and wanted to seek out more opportunities to be involved and serve ASHRAE. I have applied for the Leadership U program the past few years, but was excited to learn about the LeaDRS program during our Region's CRC. I applied to be Region II's LeaDRS participant and fortunately my application was accepted!

I cannot begin to describe how amazing the LeaDRS experience was. I was extremely fortunate to be able to shadow Region II's DRC Isabelle Lavoie during ASHRAE's Winter Conference in Chicago this past January. I have had the opportunity to meet Isabelle in the past and she truly is a remarkable, passionate, fun, dedicated and respected professional. It didn't take long for me to realize these sentiments were shared by her peers throughout the ASHRAE community.

Over the five days I was in Chicago, I shadowed Isabelle while she attended meetings related to her responsibilities. Isabelle is the Chair of the Members Council - Region Operations Sub-Committee, so I first attended the sub-committee meeting where related motions from various Chapters throughout Society were discussed and voted on. At a separate meeting for Members Council a few days later, Isabelle then presented the sub-committee report. Attending these two meetings was eye-opening and a great experience. It allowed me to witness the process involved when a Chapter makes a motion and see how it works its way up through Society. It is great to know that being a part of ASHRAE means having a voice, and that the voice is heard.

Another meeting I attended was a Board Meeting, which involved all of the Executive Committee members, the DRC and DAL's. In addition to the business meetings, I also had the opportunity to attend several social functions such as the Welcome Party, the Board's Leadership Lunch, and the President's Luncheon. These functions allowed me to meet so many new people that are involved with ASHRAE and learn about their passions as well as the numerous different ways to be involved with ASHRAE, whether it be at the Chapter, Regional or Society levels.

There was definitely a lot to digest being a LeaDRS participant, however I cannot fully express how beneficial and rewarding the experience was. Overall I was able to meet so many passionate and dedicated individuals, while learning a great deal about the inner-workings of the Society. I made new friends, as well as

ASHRAE RP



Region II RP RVC : Anthony Jonkov

RP - Chapter goals – YTD results

| CHAPTER | Goal | YTD (April 15) | % of goal |
|---------------|---------------------|---------------------|--------------|
| Halifax | \$ 9,000.00 | \$ 1,700.00 | 18.9 % |
| NB/PEI | \$ 11,500.00 | \$ 8,075.00 | 70.2 % |
| Quebec City | \$ 18,700.00 | \$ 10,925.00 | 58.4 % |
| Montreal | \$ 29,000.00 | \$ 3,525.00 | 12.2 % |
| Ottawa Valley | \$ 25,000.00 | \$ 22,785.00 | 91.1 % |
| Toronto | \$ 34,000.00 | \$ 20,602.00 | 60.6 % |
| Hamilton | \$ 8,500.00 | \$ 1,800.00 | 21.2 % |
| London | \$ 12,500.00 | \$ 2,715.00 | 21.7 % |
| Windsor | \$ 6,800.00 | \$ 2,000.00 | 29.4 % |
| TOTAL | \$155,000.00 | \$ 74,127.00 | 47.8% |

Research Promotion

- We got Regional Full Circle
- Only region to have all chapters attain Full Circle
- Ahead of last year YTD
 - \$ 53,793.00 (2013-2014 campaign)
 - \$ 74,127.00 (2014-2015 campaign)
- Chapters visited:
 - Halifax
 - NB/PEI
 - Montreal
- Problem Chapters (for RP):
 - Montreal
 - Halifax
 - Hamilton



Chapter Visit Updates

Chapter Visit Updates

- Halifax : SA
- NB-PEI : SA, RP
- Quebec : YEA, CTTC
- Montreal : MP, YRC, DRC
- Ottawa :CTTC, Historian
- Toronto : CTTC
- Hamilton DRC, GGAC
- London :
- Windsor :



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

**See you in Hamilton
August-21-23 !!!**