

*\*\*\* Meeting kicked off by Doug Cochrane at approximately 10:00AM.*

## **ATTENDANCE**

### **A. REGION 2 LEADERSHIP**

1. DRC (TORONTO) = **Doug Cochrane**
2. RMCR (MONTREAL) = **Isabelle Lavoie**
3. ARC (LONDON) = **Ibrahim Semhat**
4. NOMINATION MEMBER (MONTREAL) = **Nicolas Lemire**
5. NOMINATION ALTERNATE (MONTREAL) = **Isabelle Lavoie**
6. RVC RP (MONTREAL) = **Mark Lawrence**
7. RVC MP (HALIFAX) = **Genevieve Lussier**
8. RVC CTTC (MONTREAL) = **Daniel Robert**
9. RVC GGAC (MONTREAL) = **Ronald Gagnon**
10. RVC HISTORY (LONDON) = **Tom Pollard**
11. RVC WEBMASTER (LONDON) = **Tom Pollard**
12. RVC SA INCOMING (LONDON) = **Ben Oliver**
13. YRC (MONTREAL) = **Alexis Gagnon**
14. REGIONAL TREASURER = **David Benedetti (Over the Phone)**

### **B. REGION 2 CHAPTERS**

1. NB/PEI CHAPTER PRESIDENT-ELECT = **Robert Hoadley**
2. HALIFAX CHAPTER PRESIDENT-ELECT = **Dan Egilsson**
3. ~~QUEBEC CHAPTER PRESIDENT-ELECT = **Dave Bouchard**~~
4. MONTREAL CHAPTER PRESIDENT-ELECT = **Simon Khaled**
5. OTTAWA CHAPTER PRESIDENT-ELECT = **Adam Graham**
6. TORONTO CHAPTER PRESIDENT-ELECT = **Peter Turk**
7. HAMILTON CHAPTER PRESIDENT-ELECT = **Ian Hill**
8. LONDON CHAPTER PRESIDENT-ELECT = **Phil Cook**
9. WINDSOR CHAPTER PRESIDENT-ELECT = **Paul Greff**
10. MONTREAL 2016 CRC CHAIR = **Isabelle Lavoie**
11. WINDSOR 2017 CRC Chair = **James Smith**

**AGENDA**

- |  |                                  |
|--|----------------------------------|
| 1. Introductions – Agenda, Las Vegas Update    | D. Cochrane                      |
| 2. Nominations for other positions             | N. Lemire/I. Lavoie              |
| a) CRC 2017 – Montreal                         | I. Lavoie                        |
| b) Preliminary agenda / Program                |                                  |
| c) Finances                                    |                                  |
| d) Registration-Hotel Rooms-Dead line          |                                  |
| e) Seed money to be paid by chapters           |                                  |
| 3. Review of President Elect. Responsibilities | I. Semhat                        |
| 4. Choosing Committee Chairs                   | Group Discussion                 |
| a) CTTC (D. Robert)                            |                                  |
| b) MP (M. Lawrence, G. Lussier)                |                                  |
| c) SA (B. Oliver)                              |                                  |
| d) RP (M. Lawrence)                            |                                  |
| e) YRC (A. Dupuis/A. Gagnon)                   |                                  |
| f) GGAC (R. Gagnon)                            |                                  |
| g) Historian (T. Pollard)                      |                                  |
| h) Chapter Newsletter and Website (T. Pollard) |                                  |
| 5. RP YTD Results                              | D. Cochrane/M. Lawrence          |
| Regional Fund/Budget/Audit                     | D. Benedetti (phone)/D. Cochrane |
| Chapter Opportunity Fund                       | D. Cochrane                      |
| Chapter Visit update                           | D. Cochrane/I. Semhat            |
| Wrap-Up  | All                              |

### **A. UPDATE FROM ASHRAE WINTER MEETING & PRESIDENTIAL AD-HOC:**

Doug presented the idea of the Society President visiting our Region 2 for special events, like chapter's past president night, chapter anniversary, and so on. These can be combined and scheduled between chapters and can be on consecutive nights.

GGAC AD-HOC committee will be reaching out to Ottawa Chapter during their visit to Canada Federal government for support and suggestions.

#### Objective of today's meeting:

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

#### *Presentation by Doug Cochrane titled DRC Report to Chapters 2017 Winter Conference.*

#### Las Vegas AHR Expo/ASHRAE Conference Updates:

- AHR Expo
  - Over 500,000 sqft exhibit space
  - More than 2,000 exhibitors and over 68,000 industry professionals
  - Attendees from every state in the U.S. and 150 countries worldwide
- ASHRAE Conference
  - 2,761 attendees
  - 699 committee meetings
  - 248 presentations via 331 speakers in Technical Program

#### Presidential Initiatives & President's Luncheon Updates:

- Internship Program – launched
- Chapter Opportunity Fund – funds being distributed to regions and chapters for implementation
- App Portfolio – expansion underway

#### New Educational Courses Update:

- Cogeneration from the Basics through Operation
- Complying with Standard 90.1-2016
- Complying with the Requirements of Standard 62.1-2016
- New ASHRAE-Classified Refrigerants to Meet Society's Changing Needs
- Complying with Standard 90.1-2016 Appendix G
- Variable Refrigerant Flow System Design & Applications
- Design of Affordable and Efficient Ground Source Heat Pump Systems



**ASHRAE Region 2 - Regional Planning Meeting**  
Saturday, April 1, 2017  
Pageau Morel Board Room  
210 Boulevard Crémazie O, Montréal, QC H2P 1C6, Canada

New International Mailing Initiative:

- New international mailing service to ensure faster and more accurate delivery of ASHRAE Journal
- Began with December 2016 issue

Free Access to STBE :

- ASHRAE members now have **free** online access to *Science and Technology for the Built Environment*
- Provides comprehensive reporting of original research in science and technology related to the stationary and mobile built environment
- Available using ASHRAE member login at [www.ashrae.org/stbe](http://www.ashrae.org/stbe)

Recent Publications and Standards:

- Standard 15-2016, Safety Standard for Refrigeration Systems
- Standard 34-2016, Designation and Safety Classification of Refrigerants
- Standard 90.1-2016, Energy Efficiency Standard for Buildings Except Low-Rise Residential Buildings
- Standard 90.4-2016, Energy Standard for Data Centers
- User's Manuals for Standards 55 (thermal comfort), 62.1 (ventilation) and 62.2 (residential ventilation)
- Duct Size Calculator

Upcoming Publications:

- ASHRAE Design Guide for Cleanrooms (slated for April publication)
- ASHRAE Design Guide for Duct Systems (to be approved in Las Vegas)
- ASHRAE Design Guide for Dedicated Outdoor Air Systems (slated for June publication)
- ASHRAE Design Guide for Air Terminal Units (possible approval in Las Vegas)
- Advanced Energy Design Guide for K-12 Schools: Achieving Zero Energy
- ASHRAE 90.1-2016 user's manual

Member Update:

- 12 TC's used remote participation at winter meeting. 4 more slots to be added in Long Beach
- RMCR added to DSA/ESA point tally form
- Society looking at possible revamp of winter and summer meetings, combined CRC's, regional alignment, better use of volunteer time
- Apr 8 first time Chapter Leadership Academy
- DSA/ESA pins to be redesigned to newer smaller shape
- A2L refrigerant research well underway
- 2018 handbook instead of cd will be on line pdf
- 2020 handbook if want print copy will be extra charge
- ASHRAE 125<sup>th</sup> anniversary in 2019-2020. Stay tuned for more details.
- Technology portal for access to journal articles and research papers
- Continuation of improving technology to make it easier for members to get information they need
- Motion to Board to create new region in Europe



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Region 2 Recognition:

- Darryl Boyce, Ottawa – Society Treasurer Nominee
- Michel Bernier, Montreal – elevated to Fellow
- Kurt Monteiro, Toronto – Technology award 1<sup>st</sup> place for new health care design – Humber Regional Hospital
- Julien Allard, Montreal – Technology Award 1<sup>st</sup> place for new industrial facilities- STM
- Claude Dumas – Montreal – Milton Garland Refrigeration Award
- Ryerson University – Toronto, 1 of top 2 schools for research grant program
- George Menzies – Hamilton – 50 year distinguished member

ASHRAE Conferences:

- **Second International Conference on Energy and Indoor Environment for Hot Climates**, Doha, Qatar, Feb. 26-27
- **Delivering Resilient High-Performance Buildings**, Loughborough, UK, April 5-6 (in collaboration with CIBSE)
- **Sustainable Management of Refrigeration Technologies in Marine and Off-Shore Fisheries Sectors**, Bangkok, Thailand, April 6-8
- **ASHRAE Webcast**, Take Control: Using Analytics to Drive Building Performance, April 20
- **2017 ASHRAE Annual Conference**, Long Beach, Calif., June 24-28
- **ASHRAE 2017 Building Performance Analysis Conference**, Atlanta, Ga., Sept. 27-29
- **Second Developing Economies Conference**, Delhi, India, Nov. 10-11

Upcoming Region 2 Events:

- **Regional Planning Meeting/ President –Elect Training, Montreal, Apr 1**
- **Day on the Hill, Ottawa (trying for Wed –Thurs June 7, 8)**
- **2017 ASHRAE Annual Conference Regional Dinner (combined with Region XI)**, Long Beach, California, Mon June 26 –details to follow
- **Chapters Regional Conference (CRC), Montreal, Aug 25-27 (Alt Hotel Griffintown)**
- **RP Centralized Training Chicago Sep 15-16**
- **2022 ASHRAE Annual Meeting, Toronto (June 2022) in celebration of chapter's 100<sup>th</sup> anniversary**

**B. NOMINATIONS:**

\*\*\* *Presented by Nicolas Lemire & Isabelle Lavoie.*

Rolling off Dates for Regional Positions are shown below:

Revised Rotation											
Grassroots Committees - Regional Vice Chair Positions											
8-Mar-16											
20 terms change											
									Number Rolling On/Off by Region		
As of June 30	Info Rec'd	DRC	CTT	SAC	RP	MP	GGAC	YRC	2016	2017	2018
Region I		2018	2018	2016	2017	2016	2017	2016	3	2	2
Region II		2018	2016	2016	2017	2017	2018	2017	2	3	2
Region III		2018	2016	2016	2017	2017	2018	2017	2	3	2
Region IV	X	2016	2017	2018	2016	2018	2017	2017	2	3	2
Region V		2016	2017	2018	2018	2016	2017	2018	2	2	3
Region VI		2016	2017	2016	2017	2018	2018	2016	3	2	2
Region VII	X	2017	2017	2018	2016	2018	2016	2017	2	3	2
Region VIII		2017	2018	2016	2018	2016	2017	2018	2	2	3
Region IX	X	2017	2018	2017	2018	2016	2016	2016	3	2	2
Region X	X	2017	2018	2017	2016	2018	2016	2017	2	3	2
Region XI		2018	2017	2017	2018	2016	2016	2018	2	2	3
Region XII	X	2016	2018	2017	2016	2017	2018	2016	3	2	2
Region XIII		2016	2016	2018	2017	2017	2018	2017	2	3	2
RAL		2017	2016	2017	2018	2018	2016	2018	2	2	3
2016		5	4	5	4	5	5	4	One year earlier		
2017		5	5	5	5	4	4	6	One year later		
2018		4	5	4	5	5	5	4			
Number Rolling On/Off by Committee											

When a replacement of an appointment of regional team members is necessary, the new RVC will only serve the remaining term's length (will not be a renewed term as this would also effect Society dates). Rotation of the RVC changes will help maintain a good mix of experienced and new regional members for CRC and Society functions. RP & MP positions were appointed during last year NB/PEI CRC.

New RMCR position also to be considered. It was suggested that RMCR for the 3 years does not need to be the same person. The past DRC could do the 1<sup>st</sup> year to assist the incoming DRC and ARC as they would both be new. Then the 2<sup>nd</sup> and 3<sup>rd</sup> years could be new person to introduce them to Society and Region responsibilities so they would be prepared for a position as ARC.

<b>REGIONAL POTENTIAL SOCIETY CANDIDATES</b>			
#	CANDIDATE	CHAPTER	Position?
1	Hugh Crowther	Hamilton	not currently
2	Cathy Godin	Ottawa	to be verified
3	Frank Bann	Ottawa	to be verified
4	Joel Primeau	Quebec	to be verified
5	Jean Bundock	Quebec	to be verified
6	Dan Castleman	Windsor	to be verified
7	Nicolas Lemire	Montreal	
8	Robyn Ellis	Hamilton	focus on chapter for now
9	Jean-Gabriel Joannette	Montreal	NL will talk to him
10	Anthony Jonkov	Montreal	2020 and on
11	Michael Keen	Toronto	to be verified
12	Francis Lacharite	Montreal	2020 and on
13	Mike Rosenblitt	Toronto	RVC?
14	Dennis Dawe	London	RVC?
15	Genevieve Lussier	Montreal	RVC MP for now
16	Karl Gilroy	London	RVC?
17	David Bennedetti	Toronto	Regional Treasurer...
18	Doug Cochrane	Toronto	DAL, VP, other
19	Ronald Gagnon	Montreal	DRC?
20	Jeff Clarke	Montreal	DRC?
21	Aaron Smith	Halifax	to be verified
22	Benjamin Oliver	London	2019 and on

- \* Chapter Delegates to check if these members would be interested in regional positions.
- \* Chapter Delegates to ensure member's bio on Society web site is up to date.
- \* Chapter Delegates to ensure members are willing to serve and review possible future terms (refer to rotation chart for rol on/off dates).
- \* Chapter Delegates to be prepared to discuss candidates at CRC Caucus sessions.

REGIONAL LEADERSHIP POTENTIAL CANDIDATES							
	CANDIDATE	CHAPTER	DRC	ARC	RMCR	NOMINATING	COMMENT
			2018 - 2021	2018	2018 - 2021		
1	David Rasmussen	Hamilton	DRC	ARC	RMCR	PAST	Available 2018
2	Ibrahim Semhat	London	DRC	ARC	RMCR	NOMINATING	2018-2021
3	Daryl Somers	London	DRC		RMCR	PAST	Available 2020?
4	Jeff Clarke	Montreal	DRC		RMCR	PAST	Available 2018
5	Isabelle Lavoie	Montreal				CURRENT	NOM-ALT
6	Stephen Lynch	Ottawa					
7	Guy Perreault	Quebec		ARC	RMCR	PAST	
8	Doug Cochrane	Toronto		ARC	RMCR	NOMINATING	if need be for training
9	Nicolas Lemire	Montreal				CURRENT	NOM-DEL
10	John Molnar	Hamilton		ARC			
11	Francis Lacharité	Montreal					2020 and on
12	Ronald Gagnon	Montreal	DRC	ARC	RMCR	NOMINATING	
13	Daniel Robert	Montreal	DRC	ARC	RMCR	NOMINATING	2020 and on
14	Anthony Jonkov	Montreal					2020 and on
15	Chris Fudge	Ottawa					2020 and on



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REGIONAL VICE CHAIR (RVC) POTENTIAL CANDIDATES										
	CANDIDATE	CHAPTER	CTTC	MP	SA	RP	YEA	GGAC	HISTOI	COMMENTS
			2019-2022	2017-2020	2019-2022	2017-2020	2017-2020	2018-2021	2016	
1	Steve Ramsay	Halifax								2020 and on
2	Aaron Smith	Halifax	CTTC?					GGAC		
3	Marc Rossignol	Halifax					YEA			
4	Conan Baker	Halifax				RP				
5	David Rasmussen	Hamilton							H?	
6	John Molnar	Hamilton				RP				
5	Jordan Foster	London	CTTC?			RP?	YEA			later
6	Ibrahim Semhat	London	CTTC	MP	SA	RP		GGAC		
7	Ben Oliver	London		MP!	SA		YEA			SA 2016-2019
8	Jeff Watson	London		MP						on the list
9	Eric Shaw	London						GGAC		no go
11	Tom Pollard	London							H	
12	Daniel Robert	Montreal	CTTC							
14	Nicolas Lemire	Montreal								
16	Samuel Lavoie	Montreal		MP?			YEA?			No go
17	Isabelle Lavoie	Montreal								?
47	Anthony Jonkov	Montreal	CTTC							2020 ad on
43	Geneviève Lussier	Montreal		MP	SA!					MP 2017-2020
49	Mai-ahn Dao	Montreal			SA		YEA?			
60	Roland Charneux	Montreal							H?	
18	Mike Boudreau	NB/PEI	CTTC?							No go
20	Robert Hodley	NB/PEI	CTTC			RP		GGAC		
21	Dan Boudreau	NB/PEI				RP				no go
50	Daniel El-Khoury	NB/PEI					YEA?			
56	Kevin Clannon	NB/PEI							H?	
22	Stephen Lynch	Ottawa			SA?					no go
23	Chris Fudge	Ottawa								no go
24	Christine Kemp	Ottawa				RP?				no go
25	Georges Maamari	Ottawa				RP?				
26	Adam Moons	Ottawa		MP?						No go
27	Kashyap Desai	Ottawa						GGAC?		no go
28	Rod Potter	Ottawa								
48	Jacob Hough	Ottawa	CTTC?							2022 and on
45	Joe Della-Valle	Ottawa					YEA			
57	Aaron Dobson	Ottawa							H?	2022 and on
53	Adrienne Mitani	Ottawa			SA?					2020 and on
29	Alexis Gagnon	Quebec		MP	SA!		YEA			YRC 2017-2020
30	Jean Bundock	Quebec						GGAC?		No go
31	Guy Perrault	Quebec						GGAC		No go
44	Jean Bundock	Quebec				RP?				
32	Mike Genin	Toronto	CTTC				YEA			
33	Dave Bennediti	Toronto	CTTC							
34	Glenn Kilmer	Toronto	CTTC			RP		GGAC		
36	Alekhya Kaianathphatta	Toronto			SA					
37	Marco Ottavino	Toronto	CTTC			RP		GGAC		
38	Steve Clayman	Toronto						GGAC		
39	Doug Cochrane	Toronto								
46	Peter Turk	Toronto	CTTC							
55	Abhishek Khurana	Toronto	CTTC?							
52	Sharon Godlewski	Toronto			SA?					
59	Alan Porter	Toronto							H?	
40	Jon Palmer	Windsor	CTTC?							No go
41	James Smith	Windsor		MP						2018 and on
42	Bill Davies	Windsor						GGAC?		no go

**C. REGIONAL FUNDS:**

Group discussed **2016-2017** Regional Budget and agreed on showing previous 2-year actual financial data to provide clear understanding of regional budget trend.

2016-2017 ASHRAE Region II Budget (as of Feb 25/2017)						
Description	2014-2015 Actual	2015-2016 Actual	Due Paying Members	Dues	2016-2017 Budget	Notes
<b>Incomes</b>						
Chapter Assessment Dues		\$ 11,648.00	1748	\$ 7.00	\$ 12,236.00	Use of 2015-2016 Chapter dues Paying Members
Regional fund dues	\$ 13,312.00		1748	\$ 8.00	\$ 13,984.00	Payable by each chapter in April
overpayment reimbursement (CRC Hamilton)		\$ 1,816.00				
CRC Surplus		\$ 3,898.94 from Hamilton			\$ 337.26 from Moncton	any profit shared between chapter and region
<b>SubTotal Income</b>	<b>\$ 43,000.00</b>	<b>\$ 30,674.94</b>			<b>\$ 26,557.26</b>	
Chapter Opportunity Fund	N/A	N/A			\$ 12,397.55	New and same amount for 2 years in CAD \$ (\$9,750USD)
<b>Total Income</b>	<b>\$ 43,000.00</b>	<b>\$ 30,674.94</b>			<b>\$ 38,954.81</b>	
<b>Expenses</b>						
Planning Meeting	\$ 390.70	\$ -			\$ 450.00	Lunch for planning meeting
ARC/RVC/Regional Leaders Hotel Reimbursement for Winter Meeting	\$ 2,800.00	\$ 7,372.71			\$ 6,000.00	10 regional officers @ 600\$/officer/mtg (based on \$200/night 3 nights); DRC Hotel is covered by Society
		Seattle Orlando			Las Vegas	
RMCR Hotel Reimbursement for Society Meetings	\$ 0.00	\$ 600.00			\$ 2,000.00	RMCR required for subcommittee mtg on weekend but members council on Tues so 5 nights at \$200/night for 2 meetings
ARC/RVC/Regional Leaders Hotel Reimbursement for Annual Meeting	\$ 6,800.00	\$ 708.00			\$ 7,800.00	3 new incoming RVC's so adds \$1800 (\$600 x 3) to \$6,000
		Chicago St Louis			Long Beach	
Other Travel Expenses					\$ 750.00	For Regional Historian Chapter visits and other travel
CRC - Seed money	\$ 23,668.00	\$ 10,476.00	1748	\$ 6.00	\$ 10,488.00	per chapter paid member
Regional Awards Plaques	\$ 504.94	\$ 666.68			\$ 750.00	7 awards: 2 for SA, 1 for YEA, 1 for CTTC, 2 for Chapter Ops, Meatball
Miscellaneous	\$ -	\$ -			\$ 100.00	
Bank Service Charges	\$ 103.90	\$ 99.15			\$ 100.00	
Ontario Account Transfer Fee & set up	\$ -	\$ -			\$ 1,250.00	need to get registered in Ontario for bank transfer
YEA Week-End expenses	\$ 848.85	\$ 856.22			\$ 2,200.00	now doing 2 per year
LeaDRS Program	\$ 1,594.72	\$ 1,641.63			\$ 2,750.00	now doing 2 per year; if shadowing DRC should be there Fri-Wed so 5 nights at \$200/night plus airfare, registration
<b>SubTotal Expenses</b>	<b>\$ 36,711.11</b>	<b>\$ 22,420.39</b>			<b>\$ 34,638.00</b>	
Chapter opportunity fund	N/A	N/A			\$ 12,397.55	New and same amount for 2 years in CAD \$
<b>Total Expenses</b>	<b>\$ 36,711.11</b>	<b>\$ 22,420.39</b>			<b>\$ 47,035.55</b>	
<b>Profit (Loss)</b>		<b>\$ 8,254.55</b>			<b>-\$ 8,080.74</b>	
	June 30/2015	June 30/2016				
<b>JUNE 30 - bank balance with adjustments for accounts payable/receivable</b>	<b>\$ 36,503.64</b>	<b>\$ 45,988.19</b>				

Chapters received invoices for payment to Region 2 fund for dues assessments.

**D. SOCIETY AWARDS:**

Deadline for submission is **May 1, 2017.**

Example: Distinguished Service Award, Exceptional Service Award.

**E. REGIONAL AWARDS:**

Regional Award of Merit and Chapter Service Awards to be completed by CRC meeting.

**F. CRC MONTREAL – AUGUST 25 - 27, 2017:**

**\*\*\* Presented by Isabelle Lavoie**

- **Alt Hotel Griffintown**
- Boutique Hotel opened in 2015
- Nested in the trendy Griffintown neighborhood
- At the entrance of downtown
- Steps away from the Lachine Canal and Old Montreal
- Many Nearby Restaurants
- Rooms with one or two beds
- Ecofriendly building including geothermal system
- Entire conference floor to be ours for the CRC
- With beautiful “different” views of Montreal
- Hotel room at **\$159** per night + taxes
- Conference Registration: \$450 for full, \$350 partial, \$250 companion – to be done by web site
- Need to complete Hotel registration separate from CRC registration; hotel code is posted on the CRC registration web page to get the reduced room rate
- **Registration and Payment due by June 1** or late payment charges

**AGENDA:**

**Friday**

- Business Meetings: AM & PM
- YEA Program
  - AM: HVAC Essential Training by Joel Primeau
  - PM: Technical visit at Jetée Alexandra
- Presidential and Award Dinner at the hotel
- Companion Activities in the PM: BotaBota Spa afternoon in Old Montreal

**Saturday**

- Business Meetings: AM
- Committee workshops: PM
- Evening Social at Montreal Fine Arts Museum
- Companion Activities: AM&PM including lunch: walking tour of Montreal

**Sunday**

- Business Meeting: AM

**Saturday Dinner with Vegas Style Wine Tasting Game**

- Wine tasting by Sommelier Jessica Harnois
- Learn the basics and the technique: from visual, olfactory and taste analysis
- Blind tasting of pre-selected wines
- Use of poker chips to guess the taste tag, the grape, whether it originates from the Old or the New World, the origin country and the vintage. The participant with the most chips wins!
- Don't need to be a wine connoisseur to play; blind tasting is a testing challenge even for the most renowned sommelier in the world

Our Montreal CRC Objectives:

- Maximize inter-chapter exchanges: everyone to arrive on Friday
- High number of YEA Participants
- Welcome families
- Have chapter send as many people as possible: CRCs are good volunteer motivator!
- Have a CRC where everyone feels at home

**G. 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 attend
- DRC is the chair of all business meetings
- **Attendance is mandatory for all business sessions and caucus!!!**
- 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
- 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 at luncheon
- Socializing & networking

**H. REVIEW OF PRESIDENT-ELECT RESPONSIBILITIES:**

*\*\*\* Presented by Ibrahim Semhat.*

**1. President**

The Chapter's President's responsibilities typically include:

- A. Overseeing the conduct and supervision of all activities of the Chapter during his or her term of office.
- B. Presiding at all meetings of the chapter and of the chapter's Board of Governors (BOG).
- C. Developing a calendar of events for the Chapter's operating year.
- D. Attending the CRC.
- E. Chairing CRC preparation committee by:
  - i. Developing motions
  - ii. Preparing the Chapter CRC report
  - iii. Proposing Region and Society officer candidates and award recommendations
- F. Leading the Chapter's strategic planning.
- G. Disseminating information from Region and Society to the Chapter.
- H. Preparing meeting agendas, assuring that all meetings start and end on time, and accomplishing scheduled events.
- I. Delegating and coordinating duties for relevant Chapter activities to individuals and committees.
- J. Stimulating and maintaining enthusiasm among

## **2. President-Elect and Vice Presidents**

Each Chapter elects a President-Elect and one or more Vice Presidents. The responsibilities of the President-Elect and each Vice President typically include:

- A. Assuming the next highest position in the event it becomes temporarily or permanently vacant.
- B. Serving on the Chapter's BOG.
- C. Assuming other duties assigned to them by the Chapter President or the BOG.
- D. Attending President-Elect training.
- E. Attending the CRC.
- F. Additional duties of the President-Elect typically include appointing committee chairs who will serve during his/her Presidential year.

### **A. Selecting your Chapter Volunteers**

- a. Select your team early.
- b. Invite New and YEA Members and Students to get involved.
- c. Make sure committee chairs-members understand their responsibilities
- d. Assign mentors.

### **B. Appointing Committee Chairs:**

- a. Explain job requirements.
- b. Do not downplay the job requirements.
- c. Attendance at CRC and Centralized Training (RP, SA & MP Chairs).
- d. Use letter, phone call or personal visit to explain why candidate was selected and why it is important that they get involved.
- e. Stress the importance of working committees (more than a committee of one).

**C. Key Committee Chairs:**

- a. CTTC (includes Chapter Program, Refrigeration and Technology Awards).
- b. GGAC – New Name: **Grassroots Government Advocacy Committee**
- c. MP.
- d. YEA.
- e. RP.
- f. SA.
- g. HISTORY.
- h. WEBMASTER (ELECTRONIC COMMUNICATION).
- i. COMMUNICATIONS/NEWSLETTER.

**I. COMMITTEE CHAIRS SELECTION PROCEDURE:**

1. RVC CTTC = **Daniel Robert**

- Build a team (break down responsibilities).
- Fairly Outgoing/Social (interaction with chapters).
- Pro-Active (do not wait until the last minutes); set program before beginning of year
- Take care of chapter program to get members out to the meetings
- Organized (many deadlines to meet).
- Contacts (well Connected).
- Identify Chapter Technical Interests.
- Program Planning Meeting.
- Not afraid of conformation (commercialism policy).
- Good Communication (do not rely of emails).
- Have Energy & Drive.
- Get CTTC info package early.
- Get award submission and judge them.
- Select DL for chapter technical sessions early and arrange; get approval from RVC
- Have a backup plan for meetings in case a speaker needs to cancel
- CTTC shall be present at all chapter meetings.

2. RVC MP = **Mark Lawrence**

- Good Excel Skills (Data Minding)
- Passionate about ASHRAE (Why do we ASHRAE?).
- PAOE for MP Co-chair, focus on retention.
- Sales flare for Recruitment.
- Personal (can be approached & have the ability to approach people).
- Good Communication Skills.

- Good Program
- Membership to ASHRAE should be more than just the handbooks
- Chair position might be good for a new member as they would then get to know others
- Work with SA for the “Smart Start” program for new student members transition

3. RVC SA = **Ben Oliver**

- Approachable by Students.
- Connection with Faculty/Students.
- Sales Flare.
- Know ASHRAE well.
- Make it Fun & Rewarding.
- Good Communication Skills (Students, Faculty, Chapter).
- Act as an advocate.
- Organize Events (Technical Tours).
- Closer to student age.
- Mentor.
- SA & YEA committees should be working together.
- Get students and members to spread out at meeting for more discussion vs all at same table

4. RVC RP = **Anthony Jonkov (Out), Mark Lawrence (In)**

- Chapter RP Chair normally past Chapter President
- Passionate about ASHRAE (Why do we ASHRAE?).
- Person with pride.
- Outgoing.
- Good contacts.
- Organized.
- Natural Leader.
- Pro-Active.
- Build a plan (coordinate with Society).
- Good Communication Skills.
- Do not be afraid of rejection.
- Make phone calls.
- Contribute to ASHRAE Research.
- Be Innovative.

5. RVC YEA = **Audrey Dupuis (Out), Alexis Gagnon (In)**

- 35 years old and younger.
- Passionate about ASHRAE (Why ASHRAE & what values?).
- Good Communication Skills.



**ASHRAE Region 2 - Regional Planning Meeting**  
Saturday, April 1, 2017  
Pageau Morel Board Room  
210 Boulevard Crémazie O, Montréal, QC H2P 1C6, Canada

- Organization Skills/Party Planner.
- Social & Dynamic.
- Work with SA to get new members moved into ASHRAE and with “Smart Start” program

6. RVC GGAC = **Ronald Gagnon**

- Technical & Politically Aware (both ASHRAE & Legislation).
- Passionate about ASHRAE.
- Good Communication Skills.
- Good Network.
- Forward going and Pro-Active.
- Able to work with sister organizations.
- Diplomatic.
- Should already be familiar with regulations and ASHRAE standards

7. RVC HISTORY = **Tom Pollard**

- Good use of Technology.
- Passionate about ASHRAE History.
- Good link between Historian & Web Master.
- Digitize Chapter History.

8. Webmaster & Electronic Communication = **Tom Pollard**

- Updated with Chapter Activities.
- Have contacts.
- Good Web Skills.
- Need to have other chapter chairs submit information

**ASHRAE Region 2 Opportunity Funds**

All Region 2 Chapter Officers and Leadership Team,

Based on the number of applications that were received and last regional discussion, see below, the result of our regional opportunity funds submissions (totaling **\$12,397.55**):

Amounts allocated this year (so far)

1. Ottawa - **\$1,100**
2. Windsor - **\$3,500**
3. Hamilton - **\$2,000**
4. Quebec - **\$2,000**

The remaining opportunity funds (**\$3,797.55**) will be distributed to chapters with the farthest distance to next 2017 Montreal CRC. It was suggested to select chapters like London, Windsor and Halifax. This suggestion



was made by Montreal Chapter to help encourage participation at CRC meetings. The selected Region 2 Chapters and approved YEA Candidate supported CRC visits are as follows:

- **Windsor** – 2 YEA Candidates to CRC 2017
- **London** – 1 YEA Candidate to CRC 2017
- **Halifax** – 1 YEA Candidate to CRC 2017

Budget Sponsorship per person is **\$1000**

Chapters to select additional people who can attend the CRC over who they would typically send.

**J. RESEARCH PROMOTION YTD RESULTS:**

*\*\*\* Presented by Nicolas Lemire on behalf of Anthony Jonkov.*

<b>RP - Chapter goals – YTD results</b>			
CHAPTER	Goal	YTD (April 8)	Current % of goal
Halifax	\$ 10,000.00	\$ 5,775.00	57.8 %
NB/PEI	\$ 13,500.00	<b>\$ 2,343.00</b>	17.4 %
Quebec City	\$ 20,500.00	\$ 7,856.00	38.3 %
Montreal	\$ 31,000.00	<b>\$ 6,475.00</b>	20.9 %
Ottawa Valley	\$ 29,000.00	\$ 12,920.00	44.6 %
Toronto	\$ 36,000.00	\$ 15,660.00	42.9 %
Hamilton	\$ 9,500.00	\$ 3,550.00	37.4 %
London	\$ 13,000.00	<b>\$ 3,150.00</b>	24.2 %
Windsor	\$ 7,000.00	\$ 2,135.00	30.5 %
<b>TOTAL</b>	<b>\$170,000.00</b>	<b>\$ 59,864.00</b>	<b>35.2%</b>

**K. CHAPTER VISITS UPDATE:**

\*\*\* Presented by Ibrahim Semhat.

ASHRAE REGION II OFFICER CHAPTER VISITS SCHEDULE	NB/PEI	HALIFAX	QUEBEC	MONTREAL	OTTAWA	TORONTO	HAMILTON	LONDON	WINDSOR	COMMENT
Doug Cochrane - DRC			X/60's Year	X/CRC PLANNING	X	HOME	X			Montreal + CRC Planning Meeting Combined, Quebec Chapter 60's Year Celebration
Isabelle Lavoie - RCMR				HOME						
Ibrahim Semhat - ARC						X	X	HOME	X/FREE	
Daniel Robert - CTTC	X/C	X/C	X/FREE	HOME		X/FREE	X/FREE			Toronto/Hamilton - April 2017, Quebec Dec 2016, NB-PEI/Halifax TBD
Mark Lawrence - MP		HOME	X						X	
Ben Oliver - SA					X/FREE			HOME	X	Quebec - Dec 5th, 2016 Celebration
Anthony Jonkov - RP				HOME		X/FREE		X/FREE	X/FREE	
Audrey Dupuis - YRC		X		HOME	X					
Ronald Gagnon - GGAC	X/C	X/C		HOME	X/FREE					Ron to coordinate with Mr. David Underwood
Nicolas Lemire - Nominating Alternate			X/FREE	HOME						
Guy Perreault - Nominating Chair			HOME							
Tom Pollard - History							X/RF	HOME	X/RF	
Dave Benedetti - Treasurer						HOME				

\* X/C = Combined Visit  
 \*\* X/FREE = Not in Budget  
 \*\*\* X/RF = Split with Regional Funds  
 \*\*\*\* Visit are paid by Society for 10 chapter visits

**L. CHAPTER NEWSLETTER:**

Chapter shall include regional leaders (DRC, ARC, and RCMR), Regional vice Chairs and all Chapter Presidents on chapter newsletters and events.

Communication is KEY to our region's success!

**M. 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
- Appendices RR1 & RR2 provide guidance roles and responsibilities of your chapter officers and committee chairs

**N. CIQ (Chapter Information Questionnaire):**

- To be filled online
- ONLY the chair names on CIQ will get reimbursed for travel by Society.
- Be sure to put names of people that are going to CRC or Centralized training.
- 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](mailto:CIQ_questions@ashrae.org)
- Deadline is **June 1<sup>st</sup>**,
- If any changes after filled out please contact Vickie Grant at ASHRAE [vgrant@ashrae.org](mailto:vgrant@ashrae.org)

### **O. CHAPTER MEETINGS:**

- Hub of chapter activities
- Plan to have Chapter officers and the committee members 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" 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

### **P. 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

### **Q. BOARD OF GOVERNORS:**

- Size vary from one 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

### **R. 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

**S. 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

**T. PAOE:**

- Deadline **June 30<sup>th</sup>**.
- 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 required by the Chapters and RVCs.

**V. DRC AND REGIONAL TEAM:**

- There to support you
- Available for advice and information
- DRC 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 chapter's voice to the governing body of ASHRAE, the Society Board of Directors (BOD)
- The RMCR represents the region on member's council which reports to the BOD

**W. LeaDRS PROGRAM:**

Long Beach California ASHRAE Annual Conference June 24 – 28, 2017.

**X. WRAP-UP:**

All Attendees confirmed that the Montreal CRC planning meeting was informative and Chapter Delegates and Alternates will use information and ideas presented to lead their Region 2 Chapters to success.

*\*\*\*Meeting Adjourned at 4 PM by Doug Cochrane.*