

**** Meeting kicked off by Doug Cochrane at 10 AM.*

ATTENDANCE

A. REGION 2 LEADERSHIP

1. DRC (TORONTO) = **Doug Cochrane**
2. ~~RMCR (MONTREAL) = **Isabelle Lavoie**~~
3. ARC (LONDON) = **Ibrahim Semhat**
4. NOMINATION MEMBER (MONTREAL) = **Jeff Clarke**
5. NOMINATION ALTERNATE (QUEBEC) = **Guy Perreault**
6. NOMINATION ALTERNATE INCOMING (MONTREAL) = **Nicolas Lemire**
7. RVC RP (MONTREAL) = **Anthony Jonkov**
8. RVC MP (HALIFAX) = **Mark Lawrence**
9. RVC CTTC (OTTAWA) = **Chris Fudge**
10. RVC CTTC INCOMING (MONTREAL) = **Daniel Robert**
11. RVC GGAC (MONTREAL) = **Ronald Gagnon**
12. RVC HISTORY (OTTAWA) = **Rod Potter**
13. RVC WEBMASTER (LONDON) = **Tom Pollard**
14. ~~RVC SA (HAMILTON) = **Robyn Ellis**~~
15. RVC SA INCOMING (LONDON) = **Ben Oliver**
16. YRC (MONTREAL) = **Audrey Dupuis**
17. REGIONAL TREASURER = **David Benedetti**

B. REGION 2 CHAPTERS

1. NB/PEI CHAPTER PRESIDENT-ELECT = **Sharlene Innes**
2. HALIFAX CHAPTER PRESIDENT-ELECT = **Chris Theriault**
3. ~~QUEBEC CHAPTER PRESIDENT-ELECT = **Xavier Dion-Ouelett**~~
4. MONTREAL CHAPTER PRESIDENT-ELECT = **Samuel Lavoie**
5. OTTAWA CHAPTER PRESIDENT-ELECT = **Abbey Saunders**
6. TORONTO CHAPTER PRESIDENT-ELECT = **Marco Ottavino**
7. HAMILTON CHAPTER PRESIDENT-ELECT = **Frank Mesicek**
8. NB/PEI CRC CHAIR = **Dan Boudreau**
9. LONDON CHAPTER PRESIDENT-ELECT = **Khalid el Kadri**
10. WINDSOR CHAPTER PRESIDENT-ELECT = **Paul Greff**



ASHRAE Region II - Regional Planning Meeting
Saturday, April 10th, 2016
Pageau Morel Board Room
210 Boulevard Crémazie O, Montréal, QC H2P 1C6, Canada

AGENDA

- | | |
|--|------------------------------------|
| 1. Introductions – Agenda, Orlando Update | D. Cochrane |
| 2. Nominations for other positions | J. Clarke/G.
Perreault/N.Lemire |
| 3. CRC 2016 – NB/PEI | D. Boudreau |
| a) Preliminary agenda / Program | |
| b) Finances | |
| c) Registration-Hotel Rooms-Dead line | |
| d) Seed money to be paid by chapters | |
| 4. Review of President Elect. Responsibilities | I. Semhat |
| 5. Choosing Committee Chairs | Group Discussion |
| a) CTTC (C. Fudge/D.Robert) | |
| b) MP (M. Lawrence) | |
| c) SA (R. Ellis/B.Oliver) | |
| d) RP (A. Jonkov) | |
| e) YRC (A. Dupuis) | |
| f) GGAC (R. Gagnon) | |
| g) Historian (R. Potter) | |
| h) Chapter Newsletter and Website (T. Pollard) | |
| 6. RP YTD Results | A. Jonkov |
| 7. Regional Fund | D. Benedetti |
| 8. Chapter Visit update | D. Cochrane |
| 9. Wrap-Up | All |

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

Impact of Centralized Training on CRCs:

- Change: Consider Effect of centralized training on attendance at CRC.
- Gathered Data and Statistics related to attendance at CRCs and Centralized Training.
- Surveyed past membership promotion and Research Promotion Committee chairs to get feedback on experiences.
- To present findings at 2016 Winter Conference.

Mega CRC – Team Discussion

- Good Idea, but may lose motivation & funding's for smaller chapter.
- Potential for cost increase due to USD exchange rate.
- Potential for reduction in Attendance due to increase personal time commitment to travel longer distance.

Chapter Volunteerism & Engagement:

- Developing an easily replicated plan to mobilize, engage and inspire chapter volunteer to bring the message of ASHRAE's mission to the broader community.
- Identified three broad areas of further investigation (title and preliminary and descriptive only):
 - Mentoring/Rewards
 - Facilitating chapter participation/volunteering
 - ASHRAE message to broader community
- To present final report at 2016 annual conference.

Team Comment: many initiative in place now, could be more deployed in near future.

Building Performance Alliance:

- Charge: develop a strategy to create training and tools that will enable building operations staff to meet or exceed a building's design performance potential
- Held a workshop in Washington, D.C., with 11 organizations represented
- Good feedback provided on key questions
- Final committee report expected at 2016 Annual Conference

90.1 ECB, 90.1 Energy Cost Budget (ECB) Application

- A tool for modeling compliance with ASHRAE/IES Standard 90.1-2010
 - Automates calculations needed to show a building project's compliance with Standard 90.1-2010 using the Energy Cost Budget (ECB) Method
 - Input project parameters and then calculate proposed design's projected performance and compliance—no need to build your own spreadsheet.
 - Output results in Microsoft® Excel® for clients and project records
 - Learn more at 901ecb.ashrae.org

Updated TC Websites

- Goal: to simplify editing process of technical committee websites
- All sites that chose to migrate are now live; ahead of previous goal of 2016 Annual Conference
- Very positive response
- Demo available at www.ashrae.org/TCWebsiteDemo

Collaborative Software and Handbook

- Launching document collaboration software for Handbook chapters
- Allows several authors to work on a document together
- Eliminates members having to email large files
- Good record of changes
- Available spring 2016

Legionella – Standard 188

- Establishes minimum legionellosis risk management requirements for building water systems
- Less than two months after publication, portions adopted in New York City following an outbreak that left at least 12 confirmed dead and more than 120 cases of infection

IAQA Update

- Discovering more opportunities for ASHRAE/IAQA collaboration: IAQ 2016, IAQ Position Document
- Full complement of staff on board
- Implemented reciprocal membership discounts
- Current focus is on growth of IAQA through implementation of the new Strategic Plan which centers around Education & Training, Regulatory & Industry Affairs, and Member Engagement

Cold Climate Design Guide

- Kick off in Orlando with a mock curling bonspiel during the coffee break Sun morning after first tech session. Team Canada vs Team World.
- Released and available for sale at ASHRAE bookstore at winter meeting and AHR expo.
- Short course on this in Montreal on May 9 - details to follow.

What Happened At Meeting?

- RAL – because of sub regions and large geography assistant RVC's approved.
- 28 More DL approved.
- Possible future mega CRC's by combining regions. This year RAL and Region XIII doing a combined one in Oct where over 500 expected
- 2016 versions of 90.1, and 62.1 due out later this year with user manuals to follow.
- Residential committee met officially for 1st time and has another stakeholder meeting planned
- BEQ changing focus a little bit. Want to promote it as a complement to portfolio manager. Now free thru June 2017.

Make Plans to Attend!

- April 21: **ASHRAE Webcast, Making Net Zero Positive: Solving the Efficiency and Cost Paradox**
- Jun 25-29: **2016 Annual Conference**, St. Louis, Missouri
- Aug. 10-12: **ASHRAE/IBPSA-USA SimBuild 2016: Building Performance Modeling Conference**
- **Aug 26-28: Region II CRC Moncton, NB**
- Sept. 12-14: **IAQ 2016 Defining Indoor Air Quality: Policy, Standards and Best Practices**, Alexandria, Virginia, co-organized by Air Infiltration and Ventilation Centre (AIVC)
- Sept. 22-23: **2nd International Conference Efficient Building Design: Materials and HVAC Equipment Technologies**, Beirut, Lebanon
- Sept. 27–29: **AHR Expo Mexico**, Monterrey, Mexico

B. NOMINATIONS:

***** Presented by Jeff Clarke, Nicolas Lemire & Guy Perrault.**

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											

Re-appointment of regional team members will only serve the remaining terms length, not renewed term. Rotation Changes will help maintain a good mix of experienced and new regional members for CRC and Society functions. SA & CTTC positions have been appointed. RP & MP positions will be appointed during NB/PEI CRC August 26, 2016.

REGIONAL POTENTIAL CANDIDATES		
#	CANDIDATE	CHAPTER
1	Cathy Godin	Ottawa
2	Frank Bann	Ottawa
3	Joel Primeau	Quebec
4	Jean Bundock	Quebec
5	Dan Castlellan	Windsor
6	Nikola Lamire	Montreal
7	Robyn Ellis	Hamilton
8	Jean-Gabriel Joannette	Montreal
9	Anthony Jonkov	Montreal
10	Michael Keen	Toronto
11	Francis Lacharite	Montreal
12	Mike Rosenblitt	Toronto
13	Michael Khaw	Toronto
14	Dennis Dawe	London
15	Genevieve Lussier	Montreal
16	Karl Gilroy	London
17	David Gauvin	Quebec
18	Alan Porter	Toronto
19	David Beneditti	Toronto
20	Glen Kilmer	Toronto

SOCIETY POTENTIAL CANDIDATES		
#	CANDIDATE	CHAPTER
1	Hugh Crowther	Hamilton
2	Douglas Cochrane	Toronto
3	Roland Charneux	Montreal
4	Isabelle Lavoie	Montreal
5	Darryl Boyce	Ottawa
6	Guy Perrault	Quebec
7	Rod Potter	Ottawa

* Chapter Delegates to check if these members would be interested in regional positions.

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REGIONAL VICE CHAIR (RVC) POTENTIAL CANDIDATES									
CANDIDATE	CHAPTER	CTTC	MP	SA	RP	YEA	GGAC	HISTORY	
		2016-2018	2017-2019	2016-2018	2017-2019	2017-2019	2018-2020	2016	
Steve Ramsay	Halifax	CTTC?							
Aaron Smith	Halifax	CTTC?					GGAC?		
Mark Laurence	Halifax				RP?				
John Molnar	Hamilton		MP		RP				
Francisco Mesicek	Hamilton	CTTC							
David Rasmussen	Hamilton							H?	
Jordan Foster	London	CTTC?	MP?			YEA?			
Ibrahim Semhat	London			SA?					
Ben Oliver	London			SA		later			
Eric Shaw	London						GGAC?		
Tom Pollard	London							H	
Daniel Robert	Montreal	CTTC							
Nicolas Lemire	Montreal				later				
Rejean Blais	Montreal		MP?						
Samuel Lavoie	Montreal		MP?			YEA?			
Isabelle Lavoie	Montreal						later		
Marc-André Ravary	Montreal		MP?						
Francis Lacharité	Montreal		MP?						
Laurier Nichols	Montreal							H?	
Dwight Scott	NB/PEI			SA?					
Robert Hoadley	NB/PEI				RP				
Dan Boudreau	NB/PEI				later				
Stephen Lynch	Ottawa			SA?					
Chris Fudge	Ottawa				RP?				
Christine Kemp	Ottawa				RP?				
Georges Maamari	Ottawa				later				
Adam Moons	Ottawa		later						
Rod Potter	Ottawa							H	
Jeff Watson	Ottawa		later	later		later			
Joe Della Vallee	Ottawa		MP?	SA?		YEA?			
Jacob Hough	Ottawa	CTTC?							
Abbey Saunders	Ottawa						GGAC?		
Aaron Dobson	Ottawa							H?	
Alexis Gagnon	Quebec		MP?	SA		YEA			
Jean Bundock	Quebec						GGAC?		
Guy Perrault	Quebec						GGAC		
Laurence Boulet	Quebec			later					
Mike Genin	Toronto	CTTC?	MP?			YEA			
Dave Banedediti	Toronto	CTTC							
Glenn Kilmer	Toronto	CTTC?			RP?		GGAC?		
Alekhya Kaianathphatta	Toronto			SA?		YEA?			
Marco Ottavino	Toronto	CTTC	MP	SA	RP	YEA	GGAC		
Steve Clayman	Toronto						GGAC		
Doug Cochrane	Toronto								
Alan Porter	Toronto		MP?		RP?			H?	
Emma Wildeman	Toronto		later			later			
Peter Turk	Toronto	CTTC?	later		later				
Brendan McDermott	Toronto		later			later			
Richard Manuel	Toronto							H?	
Jon Palmer	Windsor	CTTC?							
James Smith	Windsor		MP?		RP?				



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No?	means willingness confirmed
?	means willingness to be confirmed
Later	means should be considered later in the process (3 years or more)

- * Chapter Delegates to ensure members bio on Society web site is up to date.
- * Chapter Delegates to ensure members are will to serve and review possible future terms (refer to rotation chart).
- * 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	2016	2018 - 2021		
1	David Rasmussen	Hamilton	DRC	ARC	RMCR	PAST	Available 2018
2	Ibrahim Semhat	London	DRC	ARC	RMCR		2018-2021
3	Daryl Somers	London				PAST	Available 2020
4	Jeff Clarke	Montreal	DRC		RMCR	CURRENT	Available 2018
5	Isabelle Lavoie	Montreal			RMCR	N	2015 - 2016
6	Rod Potter	Ottawa					Available 2019
7	Stephen Lynch	Ottawa	DRC?	ARC?	RMCR?		
8	Guy Perreault	Quebec		ARC	RMCR	N?	
9	Doug Cochrane	Toronto		ARC	RMCR	PAST	Available 2018
10	Nicolas Lemire	Montreal	DRC?	ARC?	RMCR?	N	later
11	Joel Primeau	Québec	DRC?		RMCR?	N?	
12	Ronald Gagnon	Montreal	DRC?	ARC?	RMCR?		
13	Anthony Jonkov	Montreal	DRC?	ARC?	RMCR?		
14	Cathy Godin	Ottawa	DRC?	ARC?	RMCR?	N?	
15	Marco Ottavino	Toronto					later
16	David Beneditti	Toronto					later
17	Jean-Gabriel Joanne	Montreal					later
18	Eric Shaw	London					later
19							
20							
21							
22							
23							
24							
25	Frank Bann						NL notes but not discussed
26	Roland Charneux						NL notes but not discussed

C. REGIONAL FUNDS:

ASHRAE Region 2 will then be deemed to be Non-for-Profit with Federal Government.

Bank does not allow us to transfer money from Quebec to Ontario.

New Non-for-Profit Bank Account will need to be created.

Motion: David Banditti shall facilitate set-up of new non-profit organization bank account, not to exceed **\$1000** cost Total.



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Motion shall be electronic.

Motion will be presented during CRC by Toronto Chapter.

Voting by Chapter 20-16 Delegates required by DRC-Doug Cochrane.

ASHRAE Region 2 will be Non-for-Profit Organization with proper Banking Set-Up.

Potential Solution is to Incorporate Federally across the nation, with one Bank Account. David Banditti will investigate this solution and report back to board of director.

Non-for-Profit Incorporation in Canada - \$867.92 Net Cost for Set-Up
\$980.75 Taxes Included.

Potential Solution can setup to Incorporate Federally. David Banditti will investigate this solution and report back to DRC

D. SOCIETY AWARDS:

Deadline for submission is **May 1st**.

Example: Distinguished Service Award, Exceptional Service Award.

E. REGIONAL AWARDS:

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



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F. CRC NB/PEI – AUGUST 26, 27, & 28, 2016:

***** Presented by Dan Boudreau**

Dan Boudreau
CRC General Chair
Office: 506-857-8880
Cell: 506-869-0013
Email: dboudreau@mcw.com

Hosted at: **Delta Beausejour Hotel, Moncton, New Brunswick**

CRC 2016 Planning Committee:

- Dan Boudreau – CRC General Chair
- Gerry Waselynychuk – CRC Honorary Chair
- Sharlene Innes – Chapter Delegate/CRC Treasurer/CRC Hospitality Co-Chair
- Kevin Clannon – CRC Technology & Attendance Chair/CRC Hospitality Co-Chair
- Mike Boudreau – CRC Webmaster/CRC Registration & Reception Co-Chair
- Daniel El-Khoury – CRC Registration & Reception Co-Chair
- Jennifer Chapman – CRC Registration & Reception Co-Chair
- Dwight Scott – CRC Planning Committee Secretary
- Luc Dugas – CRC Sponsorship Chair
- Robert Hoadley – Chapter Alternate/CRC Technical Presentations & Tours Chair
- John Willden – Photography Chair
- Karin Boudreau & Melissa Banfield – CRC Companion Co-Chairs

Registration Information:

- Simple Sign-Up Registration will be going Live on May 1st, 2016
- Payment will need to be made by cheque, preferably by a single cheque from each Chapter
- An option will be available for payments from our American friends
- The Deadline for Registration and Payment will be June 30th, 2016
- A Late Registration Fee of \$25 per Registrant will be charged beyond this date

Registration Information:

- Single Event tickets will only be available once all events have been allocated to those who opt for a registration package
- Note that the **Lobster Boat Cruise** is limited to **108 people** and will go to the first 108 people who register. Single Event tickets will likely not be available for this, and not all registrants may get a seat on the boat, so register early
- A waiting list for each Event will be maintained



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CRC 2016 Approved Registration Costs:

- Full Registration Package: \$950.00
\$425.00 Registration + \$525.00 Hotel (3 nights)
- Partial Registration Package: \$650.00
\$300.00 Registration + \$350.00 Hotel (2 nights)
- Companion Registration Package: \$150.00
- Hotel Guest Rooms are based on Single or Double Occupancy, while kids under 18 stay for free
- Additional Adult Guests are \$23.00 per adult per night
- Taxes are included in all prices unless noted otherwise
- Full and Partial Registration Packages will have a Guest Room Opt-Out Option where hotel guest rooms are being shared
- Companion Registration Packages do not include Hotel Guest Room costs
- Each Registrant will be required to indicate who they plan to share a room with
- The person who anybody plans to share a room with must be registered prior to the Guest Room Opt-Out Option being available

Full Registration Package - \$950.00:

- Includes Conference Registration costs (\$425.00) and Hotel Guest Room costs for three nights (\$525.00)
- Includes all events (except companion events) and meals from everything from Friday at Breakfast through Sunday at Noon (no Sunday Lunch)
- Hotel Guest Room costs can be deducted if rooms are being shared
- Additional Room Nights can be added on the Registration through Simple Signup

Partial Registration Package - \$650.00:

- Includes Conference Registration costs (\$300.00) and Hotel Guest Room costs for two nights (\$350.00)
- Includes all events (except companion events) and meals from the Welcome Party on Friday Evening through Sunday at Noon (no Sunday Lunch)
- Hotel Guest Room costs can be deducted if rooms are being shared
- Additional Room Nights can be added on the Registration through Simple Signup

Companion Registration Package - \$150.00:

- Includes Conference Registration costs (\$150.00)
- Hotel Guest Rooms not included
- Includes All Companion Events and meals from everything from Friday at Breakfast through Sunday at Noon (no Sunday Lunch)
- Includes the Lobster Boat Cruise
- Companion Events will include a Hopewell Rocks & Bay of Fundy Coastal Tour; The Moncton Market; and Resurgo Place (more on this later)



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Single Event Tickets (If Available):

- Hopewell Rocks/Cape Enrage Bus Tour (Friday All Day)- \$110.00
- Technical Tour (Friday Morning) - \$35.00
- Presidential Address Luncheon (Friday noon) - \$40.00
- Welcome Party (Friday Evening) - \$50.00
- Moncton Market (Saturday Morning) - Free
- Awards Luncheon (Saturday Noon) - \$50.00
- Resurgo Place (Saturday Afternoon) - \$10.00
- Lobster Boat Cruise (Saturday Evening) - \$100.00

Hotel and Parking Info

Delta Beausejour Hotel
750 Main Street
Moncton, New Brunswick
E1C 1E6
Website: [www.deltahotels.com/hotels/
Delta-beausejour-hotel](http://www.deltahotels.com/hotels/Delta-beausejour-hotel)

Hotel Details:

- Newly renovated Convention Level and Guest Rooms
- Room Rate \$149.00 plus tax for Single or Double Occupancy, \$20.00 plus tax for additional person over 19
- Hotel Rate Reserved for 3 days before CRC and 3 Days after
- Room Costs will be included in the registration fees. Options will be available to share rooms

Hotel Parking:

- \$15.53 (taxes included) Self-Parking for 24hrs
- \$19.26 (taxes included) Valet Parking for 24hrs
- Unlimited in and out privileges

* Prices are subject to change and include 15% HST

Air Transportation:

- **Air Canada:**
 - 6 daily direct flights from Toronto (from \$555 pp)
 - 4 daily direct flights from Montreal (from \$630 pp)
 - 1 daily direct flight from Ottawa (from \$521 pp)
- **WestJet:**
 - 2 daily direct flights from Toronto (from \$499 pp)
 - 1 daily direct flight from Hamilton???
- **Porter:**
 - 2 daily flights from Toronto via Ottawa (from \$493 pp)

Ground Transportation:

- **By Train (Via Rail):**
3 weekly trips eastbound and westbound
(Wednesdays, Fridays, and Sundays)
(from \$503 per person from Toronto)
- **By Bus (Maritime Bus):**
2 daily trips eastbound and westbound
(from \$387 per person from Toronto)
- **By Car**

Transportation To and From Airport:

- This shall be by Taxi
- The cost from the Greater Moncton International Airport to the Delta Beausejour Hotel is approximately \$20.00
- This cost will be paid for by attendee
- Due to the expected number of attendees arriving at the same time, it is recommended that you travel in groups from the Airport to the Hotel

Companion Tours:

- Friday (All Day) – Hopewell Rocks & Bay of Fundy Coastal Tour, also featuring Cape Enrage and the Village of Alma (an all day tour which includes lunch)
- Saturday Morning - A Walking Tour to the Moncton Market and Festival Place in Downtown Moncton (350 meter walk)
- Saturday Afternoon – A Walk to Resurgo Place: Moncton Transportation Discovery Centre (750 meter walk)

Technical Program:

- Friday Morning Tour –A Tour of the 100 Year Old Highfield Street Water Pumping Station which features a diesel powered rope driven pump, which will be fired up during our tour
- Friday Afternoon Presentation – ASHRAE Distinguished Lecturer Tim McGinn

Lobster Boat Cruise: Shediac Bay

- <https://youtu.be/X3wTFd2YTUk>
- Two buses will leave the hotel promptly at 5:30pm
- Two separate sailings; one early (around 6:15pm) and one late (around 8:30pm)
- Each sailing will be capped at 54 people
- Only the first 108 people to register will be able to participate in the Lobster Boat Cruise; the rest will enjoy a meal at Captain Dan's Bar and Grill
- Optional meal choices of BBQ Chicken or Vegetarian Lasagna will be available on the boat

- When one group is out on the boat, the second group can either enjoy drinks, snacks, and entertainment at Captain Dan's Bar and Grill, or enjoy the scenery around the Pointe Du Chene Wharf

Near By Attraction:

- Cycling, Running, Walking, And Hiking On The Miles Of Trails Around The City
- Parlee Beach
- Centennial Park
- Magnetic Hill/Zoo/Magic Mountain
- Bore Park: Witness The Tidal Bore
- Professional Golf Courses
- Casino New Brunswick

Changes to Previously Approved Budget (The Bad):

- July 1st, 2016 HST increase from 13% to 15% affects almost every expense
- \$170 per guest room per night cost increased to \$175 due to HST increase
- Friday Morning Breakfast changed to Full Hot Breakfast Buffet per DRCs request
- Fundy Companion Tour costs increased due to HST increase and lunch having to be included
- All meals had a 5% adder for cost increases but 2016 pricing did not increase by the full 5% which helped to offset the HST increase
- Lobster Boat Cruise increased due to HST increase but Transportation Costs decreased
- Companion Tour #2 Transportation Costs deleted since both venues are within walking distance
- Technical Tour Transportation Costs decreased
- Miscellaneous Costs decreased
- \$3,500 of \$3,800 of Corporate Sponsorship already secured, so our total income from sponsorship will likely increase beyond the budgeted amount

CRC 2016 BUDGET: INCOME

INCOME SUMMARY	QUANTITY	BUDGET	TOTAL
Chapter Assessment	1,746	\$6.00	\$10,476.00
Full Registration	45	\$425.00	\$19,125.00
Partial Registration	40	\$300.00	\$12,000.00
Companion Registration	20	\$150.00	\$3,000.00
Late Registration Fees	0	\$25.00	\$0.00
Guest Rooms	140	\$175.00	\$24,500.0
Signature Guest Rooms	9	\$175.00	\$1,575.00
Corporate Sponsorship	1	\$3,800.00	\$3,800.00
Welcome Party Wine	1	\$1,000.00	\$1,000.00
Individual Event Tickets	1	\$1,000.00	\$1,000.00
Chapter Seed Money	1	\$5,000.00	\$5,000.00
TOTAL INCOME			\$81,476.00

CRC 2016 BUDGET: EXPENSES

HOTEL EXPENSES	QUANTITY	BUDGET	TOTAL
Hotel Meeting Rooms	1	\$3,358.00	\$3,358.00
Hotel Guest Rooms and Signature Suite	140	\$171.35	\$23,989.00
Hotel Signature Guest Rooms	9	\$217.35	\$1,956.15
Hotel Guest Rooms for DL	3	\$171.35	\$514.05
Friday Morning Breakfast	55	\$28.91	\$1,590.11
Friday Morning Break	45	\$16.49	\$742.10
Friday Pres. Luncheon	55	\$33.05	\$1,817.81

HOTEL EXPENSES (cont)	QUANTITY	BUDGET	TOTAL
Friday Afternoon Break	45	\$16.49	\$742.10
Saturday Morning Breakfast	105	\$21.05	\$2,209.73
Saturday Morning Break	80	\$16.49	\$1,319.28
Saturday Awards Luncheon	105	\$43.75	\$4,593.33
Saturday Afternoon Break	80	\$16.49	\$1,319.28
Sunday Morning Breakfast	105	\$21.05	\$2,209.73
Sunday Morning Break	55	\$16.49	\$907.01
TOTAL HOTEL EXPENSES			\$47,267.65

ENTERTAINMENT EXPENSES	QUANTITY	BUDGET	TOTAL
Welcome Party	1	\$4,000.00	\$4,000.00
Technical Tour	1	\$0.00	\$0.00
Technical Tour Transportation	1	\$345.00	\$345.00
Lobster Tales Boat Cruise	108	\$61.00	\$6,588.00
Boat Cruise Ground Transportation	2	\$747.50	\$1,495.00
TOTAL ENTERTAINMENT EXPENSES			\$12,428.00

HOSPITALITY EXPENSES	QUANTITY	BUDGET	TOTAL
Licences, Beverages, Food, Supplies, Etc.	2	\$1,200.00	\$2,400.00
TOTAL HOSPITALITY EXPENSES			\$2,400.00

COMPANION EXPENSES	QUANTITY	BUDGET	TOTAL
Companion Tour #1: Hopewell Rocks, Meals, Etc.	25	\$29.51	\$737.83
Companion Tour #1: Bus and Tour Guide	1	\$1,955.00	\$1,955.00
Companion Tour #2 and #3: Market & Resurgo Place	1	\$200.00	\$200.00
Companion Tour #2 and #3: Transportation	0	\$690.00	\$0.00
TOTAL COMPANION EXPENSES			\$2,892.83

ADMIN. EXPENSES	QUANTITY	BUDGET	TOTAL
Telephone	1	\$0.00	\$0.00
Promotional Items/Shirts	1	\$1,500.00	\$1,500.00
Printing/Photocopying	1	\$1,500.00	\$1,500.00
Signs and Placards	1	\$500.00	\$500.00
Audio Visual	1	\$1,000.00	\$1,000.00
Office Supplies/ Handouts/Postage	1	\$1,000.00	\$1,000.00
Simple Signup	1	\$750.00	\$750.00

ADMIN. EXPENSES (cont)	QUANTITY	BUDGET	TOTAL
Secretary Fees	1	\$800.00	\$800.00
Banking Fees	18	\$2.95	\$53.10
Paypal Fees	0	\$1,768.20	\$0.00
Photography	1	\$500.00	\$500.00
Welcome Party Wine	1	\$1,000.00	\$1,000.00
Seed Money Repayment	1	\$5,000.00	\$5,000.00
Miscellaneous	1	\$884.42	\$884.42
TOTAL ADMIN. EXPENSES			\$14,487.52

EXPENSE SUMMARY	QUANTITY	BUDGET	TOTAL
Dignitary and Regional Gifts	4	\$250.00	\$1,000.00
Dignitary Dinner – Region II and Society	1	\$1,000.00	\$1,000.00
TOTAL EXTRAORDINARY EXPENSES			\$2,000.00

EXTRAORDINARY EXPENSES			TOTAL
Hotel Expenses			\$47,267.65
Entertainment Expenses			\$12,428.00
Hospitality Expenses			\$2,400.00
Companion Expenses			\$2,892.83
Administrative Expenses			\$14,487.52
Extraordinary Expenses			\$2,000.00
TOTAL EXPENSES			\$81,476.00

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!!!
- 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:

1. President

The 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 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 = **Chris Fudge (Out), Daniel Robert (In).**

- Build a team (Break down responsibilities).
- Fairly Outgoing/Social (Interaction with chapters).
- Pro-Active (Do not wait until the last minutes).
- 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.

1. RVC MP = **Mark Lawrence**

- Good Excel Skills.
- Passionate about ASHRAE (Why do we ASHRAE?).
- Sales flare.
- Personal (can be approached & have the ability to approach people).
- Good Communication Skills.

2. RVC SA = **Robyn Ellis (Out), Ben Oliver (In)**

- 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.

3. RVC RP = **Anthony Jonkov**

- Chapter RP Chair = Chapter President-Elect.
- 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.

4. RVC YEA = **Audrey Dupuis**

- 35 years old and younger.
- Dynamic.
- Passionate about ASHRAE (Why ASHRAE & what values?).
- Good Communication Skills.
- Organization Skills/Party Planner.
- Social & Dynamic.

5. 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.

6. RVC HISTORY = **Rod Potter**

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

7. Webmaster & Electronic Communication = **Tom Pollard**
- Updated with Chapter Activities.
 - Have contacts.
 - Good Web Skills.

J. RESEARCH PROMOTION YTD RESULTS:

*** Presented by Anthony Jonkov.

<h2>RP - Chapter goals – YTD results</h2>				
CHAPTER	Goal	YTD (April 8)	Current % of goal	Expected Finish
Halifax	\$ 9,500.00	\$ 3,540.00	37.3 %	\$ 9,500.00
NB/PEI	\$ 12,500.00	\$ 4,640.00	37.1 %	\$ 12,500.00
Quebec City	\$ 20,000.00	\$ 11,582.00	57.9 %	\$ 22,000.00
Montreal	\$ 30,000.00	\$ 4,870.00	16.2 %	\$ 30,000.00
Ottawa Valley	\$ 27,000.00	\$ 18,900.00	70.0 %	\$ 27,000.00
Toronto	\$ 35,000.00	\$ 15,685.00	44.8 %	\$ 27,500.00
Hamilton	\$ 9,000.00	\$ 3,775.00	41.9 %	\$ 8,500.00
London	\$ 12,500.00	\$ 5,000.00	40.0 %	\$12,500.00
Windsor	\$ 6,500.00	\$ 3,550.00	54.6 %	\$ 8,500.00
TOTAL	\$162,000.00	\$ 71,542.00	44.2%	\$ 158,000.00

K. CHAPTER VISITS UPDATE:

***** Presented by Doug Cochrane.**

- Halifax: History, MP, GGAC?
- NB-PEI: DRC, MP, GGAC?
- Quebec : DRC, RMCR, RP,NOM, GGAC
- Montreal : YRC, RMCR, NOM, RP,GGAC
- Ottawa :CTTC, History, SA
- Toronto : DRC, History
- Hamilton: RP, CTTC?
- London: DRC, MP, CTTC?
- Windsor: ARC, YRC? MP?

L. CHAPTER NEWSLETTER:

Chapter shall include regional leaders (DRC, ARC, and RMCR), 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:

- To be filled online
- ONLY 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
- Deadline is **June 1st**.
- If any changes after filled out please contact Vickie Grant at ASHRAE
vgrant@ashrae.org

O. 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

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 30th**.
- 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.

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 chapters voice to the governing body of ASHRAE, the society Board of Directors (BOD)
- The RMCR represents the region on members council which reports to the BOD

W. LeaDRS PROGRAM:

Sharlene Innes – St. Louis ASHRAE Annual Conference June 25 – 29, 2016.

X. WRAP-UP:

FEEDBACK FROM REGIONAL LEADERS & CHAPTER OFFICES:

Chris – CTTC Guide with Speaker Info.

Mark – Travel Voucher!

Jeff – List of Candidates may be against society rules.

Guy – Be clear on chair responsibilities.

Tom – Check Regional Website for info.

Nicola – Guy Said it.

Audrey – Contact me if you need help or have questions about positions & Responsibilities.

Dan – Please take remaining Vouchers! Communicate your plan to attend Moncton CRC.

Ben – I will be in touch with Robyn.

Abbey – No Comments.

Rod – Good

Ron – Good

Anthony – Good

Marco – Good

Francisco – Email nomination form before deadline.

Dan – Great meeting, looking forward to CTTC.

Paul – Great meeting, Windsor Chapter is trying to re-structure, Need MP support!!!

Ibrahim – Good.

Doug – Face-to-Face meeting is important.

Khalid – Very Informative.

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