

1981

Montreal

No awards

1979 - beginning of Golden Gavel award
(AL OAKES)

Move CRC to Fall.

MONTREAL CHAPTER A.S.H.R.A.E.

Chapter Officers 1980-81

President DENNIS BANNING
President-Elect JEAN-GUY LAHAIE
Vice-President JOSEPH CUCCIA
Secretary PIERRE TURCOTTE
Treasurer HENRY GITELMAN

Board of Governors

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MARTIN CARRIERE ZAVEN SARKISSIAN
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Vice-President CLINTON W. PHILIPPS
Vice-President RICHARD P. PERRY
Treasurer ROBERT O. McDONALD
Secretary ANDREW T. BOGGS
Presidential Representative JOHN H. ROSS

REGION II OFFICERS

Chairman AL OAKES
Education GEORGE TAKATA
Energy Management LLOYD ALGIE
Membership GEORGE BUCKLER
Research Promotion GEORGE F. CARSCALLEN
Nominating Committee Member GEORGE MENZIES
Nominating Committee Alternate .. CLIFTON R. MORRISON



CONFERENCE COMMITTEE

Chairman JEAN-GUY LAHAIE
Vice-Chairman DENNIS BANNING
Technical Program Committee JOE CUCCIA
Finance Committee HENRY GITELMAN
Publicity Committee MARTIN J. CARRIERE
Reception & Registration Committee ... FRED KRUMREICH
Accommodation &
Arrangement Committee DENNIS BANNING
Social Functions Committee GILLES RHEAULT
Ladies Committee PIERRE GOUPIIL

*John - 5064
May - 2079
Geo 8014
135 Chap Ter (5000 Blvd of France)
41000 + member
April 18 cont
June 23
40 Shirley Beaches*



*82-83
May 23/26
Practice alt. 7 notes*

*82-84
May 23/26
Apr. alt. alt. alt.*

*84-85
Alt. alt.
Jan alt.*

86 November

A. S. H. R. A. E.

24 th Annual

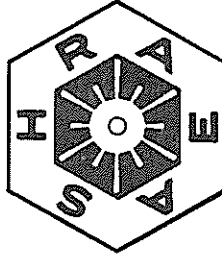
Region II Conference
American Society

of

Heating, Refrigeration

and

Air Conditioning Engineers, Inc.



May 27, 28, 29, 30, 1981

Hotel Sheraton Mont-Royal

Montreal, Quebec

Host

Montreal Chapter

Conference Chairman

JEAN-GUY LAHAIE

REGION II

Chapters Regional Conference

A G E N D A

NOTE: All registration in Hospitality Room

Wednesday, May 27, 1981

1:00 PM - 8:00 PM Registration - Hospitality Room
Suite no: 6084
and 6085

Refreshments

7:00 PM Meet and mix meeting -
Hospitality Room

Dinner at restaurant of your choice
Transportation provided by local hosts.

Thursday, May 28, 1981

7:00 AM - 8:00 AM Breakfast indoctrination session
with Society Officers, Regional Offi-
cers, Delegates and Alternates -
Laurentian Room

8:00 AM - 9:00 AM Caucus for Delegates, Alternates
and Nominating Committee only -
Laurentian Room

8:00 AM - 9:00 AM Society Officers and Regional Offi-
cers familiarization meeting -
Alpine Room

9:15 AM - 11:45 AM First Business Session
- Sheraton Centre Room

10:20 - 10:30 AM Coffee break

12:00 - 12:30 PM Cash bar - Salle Dorée

12:30 PM - 1:15 PM Lunch

- Salle Dorée
- Welcome word from
City of Montreal

1:15 PM - 2:00 PM First Technical Session

- Salle Dorée
- Guest Speaker:
M. LIONEL BOULET
Directeur IREQ

2:15 PM Buses leave for Industrial Visit
- IREQ Varennes (institut de
recherche du Québec)

5:30 PM Buses arrive at Hotel

6:30 PM - 7:30 PM Cocktails
- Laurentian Room

7:30 pm Entertainment

Friday, May 28, 1981

8:30 AM - 11:45 AM Chapter Operation Workshops
- Sheraton Centre Room 8:30 AM

Workshops in:

- Sheraton North Room
- Sheraton South Room
- Quebec Room
- Alpine Room

12:00 - 12:30 PM Cash Bar
- Salle Dorée

12:30 - 2:00 PM Presidential Luncheon

- Guest Speaker:
CHARLES F. SEPSY
President of A.S.H.R.A.E.

2:15 PM - 5:30 PM Committee Workshop
- Sheraton Centre

Membership - Sheraton
North Room
Education - Sheraton
South Room

Research - Quebec Room
Energy - Alpine Room

6:00 PM Montreal Tour
- Buses leave Hotel

7:00 PM Festin des Gouverneurs
- Ile Ste-Helene

- Recreation of the 17th Century.
Colorful historic adventure in food
and entertainment.

- Celebrated and served in the style
and setting enjoyed by the Gover-
nor of New France and his noble-
men in 1681.

Note: Hospitality Room open until 1:00 AM

Saturday, May 30, 1981

8:00 AM - 9:00 AM Executive Session
Alternates and Delegates only

- Breakfast Meeting
Laurentian Room

9:30 AM - 11:45 AM (Second Business Session
Resolution and Closing remarks
Sheraton Centre Room)

12:00 Noon Check out of Hotel Sheraton
Mont-Royal

- Have a SAFE JOURNEY HOME!

LADIES PROGRAM

Thursday, May 28, 1981

9:30 AM Talk Show - CBC
12:00 - 1:15 PM Lunch
- Salle Dorée

2:00 PM - 4:30 PM Tour of Jardin Botanique - Montreal
(Botanical Garden Visit)

Friday, May 29, 1981

9:30 AM - 12:00 Visit - Maison des Vins
12:00 - 2:00 Presidential Luncheon
2:00 - 6:00 Shopping
6:00 Festin des Gouverneurs
- Ile Ste-Helene

GENERAL INFORMATION

1. Registration fees

Delegates and Alternates \$80.00

Includes, Reception, Thursday and Friday
Luncheons, Entertainment, Tours and
Festin des Gouverneurs

Ladies \$35.00

Includes, Reception, Thursday and Friday
Luncheons, Entertainment, Tours and
Festin des Gouverneurs

2. Separate Tickets

Thursday Luncheon \$15.00

Friday Luncheon \$15.00

Festin des Gouverneurs \$30.00

Friday Bus Tour \$ 7.00

Cocktails \$10.00

Bus for IREQ \$ 7.00

Received from Oakes Jan 23/82
Xerox for G. Menzies
L. Algie.

CHAPTERS REGIONAL COMMITTEE MEETING

May 27, 28, 29, 30 1981
HOTEL SHERATON, MOUNT-ROYAL
MONTREAL, QUEBEC

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APPENDIX "F"	ENERGY MANAGEMENT
APPENDIX "G"	MEMBERSHIP WORKSHOP
APPENDIX "H"	EDUCATION COMMITTEE WORKSHOP

CHAPTERS REGIONAL COMMITTEE MEETING
 May 27, 28, 29, 30 1981
 HOTEL SHERATON, MOUNT-ROYAL
 MONTREAL, QUEBEC

PARTICIPANTS

REGIONAL OFFICERS

Alan Oakes	Regional Chairman
Lloyd Algie	Regional Vice Chairman Energy
George Takata	Regional Vice Chairman Education
George Carscallen	Regional Vice Chairman Research Promotion
George Buckler	Regional Vice Chairman Membership

NOMINATING COMMITTEE

George Menzies
 Cliff Morrison

DELEGATES AND ALTERNATES

Gary Brown	Jim Moar	Halifax
Dave Potter	Gerry Forsythe	Moncton
Denis Quimper	Jules Lebel	Quebec City
Jean-Guy Lahaie	Joseph Cuccia	Montreal
Roy Beckmen	Dalt M ^C Intyre	Ottawa Valley
Henry Ramsey	John Tuck	Hamilton
Bill Rutherford		London

SOCIETY VISITORS

Charles Senne	Society President
Richard Perry	Society Vice President
John Ross	Presidential Representative
Paul Conrad	Chairman Research Promotion
M. Turaga	Vice Chairman Education

CHAPTER VISITORS

Halifax	F. Weldon	Membership Chairman
Halifax	Gerald Doyle	Education Vice
Halifax	Laurie Conrod	Education Chairman
Moncton	Ray Lloyd	Visitor
Quebec	H. Dery	Energy Chairman
Quebec	Az Servant	Visitor
Quebec	Glenn Parks	Education Ch.
Quebec	Francois Langlais	PIC Comm
Montreal	J. Pierre Bedard	Research Chairman
Montreal	C. Rheault	Visitor
Montreal	S. Trak	Education
Montreal	M. Bellerose	Energy
Montreal	M. Carriere	Membership
Montreal	F. Krumreich	Membership
Montreal	D. Banning	President
Montreal	M. Slone	Visitor
Montreal	J. Hirsh	Membership
Montreal	R. Cote	Reception
Montreal	P. Goupil	Reception

CHAPTER VISITORS

Montreal	H. Gitelman	Treasurer
Montreal	E. Shama	Publicity
Montreal	L. Nichol	Energy
Ottawa Valley	Ray Young	Research Chairman
Ottawa Valley	Jacob Klassen	Visitor
Ottawa Valley	Keith Murfin	Education Comm. Chair
Ottawa Valley	R.J. McKee	Visitor
Ottawa Valley	M. Acton	Visitor
Ottawa Valley	J. Kennedy	PIC Comm.
Ottawa Valley	Simon Jol	B. of G.
Ottawa Valley	John Beckolay	B. of G.
Ottawa Valley	R. Wegmen	B. of G.
Toronto	Dieter Heins	Education, Vice
Toronto	Bob Pender	Membership Chairman
Toronto	R.E. Reed	Energy Management
Toronto	Grant Wilson	PIC Comm.
Toronto	T. Kilmer	Visitor
Toronto	J. Fox	Historian
Toronto	D. McCurdy	Past President
London	Chuck Sharp	Research Chairman
London	Peter Golem	Education Comm. Chairma
London	Ron Granger	Membership Comm. Ch.

The first business session was called to order by Chairman Oakes at 9:15 a.m., Thursday, May 28, 1981. Mr. Oakes indicated he would be following the agenda published. (Appendix A)

Society officers and Regional officers were introduced by the chairman. Delegates and alternates and the Chapter guests introduced themselves. A welcome address was given by Dennis Banning, President of the Montreal Chapter.

President Sepsy stressed the importance of the CRC meeting and that people should take this opportunity to communicate ideas.

Mr. Perry reported briefly on Society's achievements, in the last year.

John Ross, reported that through our efforts the name of ASHRAE is becoming familiar with the press, in both Canada and the USA. He indicated some announcements that had been carried.

Chapter Reports

All of the delegates had circulated written reports which they referred to in the verbal highlights.

Gary Brown, Delegate, Nova Scotia:

He highlighted the work done by the Education committee, re-establishment of liaison with university and a Student award programme. He also reported a successful seminar on Off-Oil Energy. The Chapter Publicity committee also kept active in making ASHRAE known to the public in the province.

D. Potter, Delegate, New Brunswick:

This year again, he feels that there was a low attendance at meetings compared to total membership, despite all efforts put in Program.

The chapter adopted the calendar year as their fiscal year, which did not prove successful, so they switched back to the regular one. A positive note: financially the Chapter had a surplus which was attributed to a Bursary Programme and the Product Show, which was a very successful event this year.

Denis Quimper, Delegate, Ville de Quebec:

He mentioned that the Chapter has reached its major goal in developing closer links with members outside the immediate region of Quebec City. One representative of the Lac St-Jean region was elected on the Board of Governors. The membership committee was active and managed to reduce the delinquent list to 9. The student contest was a success, the same for meeting attendance which increased by 25%. Innovations: past presidents' night and table-top-displays.

Jean-Guy Lahaie, Delegate, Montreal:

He reported a good year. The Ladies' Night was introduced and it was a success, as well as the Energy Seminar held in April. The meeting attendance increased and the Chapter historian has organized a filing system for important documents. Research Promotion: \$8,500.

R. Beckman, Delegate, Ottawa Valley:

He mentioned the difficulty for the Membership committee to track down delinquents. Education: a plant tour was organized. Energy: organized a seminar which was successful in March, also helped in making ASHRAE known to the public. Research: \$6,700.

Norm Johnson, Delegate, Ontario:

He pointed out that most objectives were realized. He mentioned a low meeting attendance and managed to keep finances healthy. They are working on changing the name to "Toronto Chapter". The Energy seminar in November was a success. Research: \$10,200. Established good liaison with Chapters by means of attending their meeting, to be maintained for next year.

Henry Ramsey, Delegate, Hamilton:

He indicated that two scholarships were granted. Table-top-display was active at each regular meeting. He distributed a list of nine resolutions proposed by the Chapter.

W.A. Rutherford, Delegate, London Canada:

He indicated problems with participation of Chapter members. Meeting attendance as well as membership in local Chapter dropped off. However, Society membership has increased and delinquent list is at zero. Research expects to reach its goal. Publicity was active: three announcements were printed. Energy: in the process of implementing an Energy Award Programme.

John Fox, Regional Historian took the floor. He talked about Chapter Charters. They should be treasured and deposited in provincial archives of each province. He mentioned that guidelines for Gold Ribbon will be distributed to all chapters. He resigned as Historian for Region II.

Mr. Takata reported that there were problems with getting reports from committee chairmen. There will be a Student Paper Awards sponsored by Society.

L. Algie reported that chairmen did a good job and that the "Bible" for Energy Management will be Friday

Membership

G. Buckler reported the good cooperation from/chairmen.

G. Carscallen reported communication's problems. The figures concerning research are higher than last year, but did not reach the goal. He thanked everyone for their efforts.

Meeting adjourned at 12:20 P.M. for lunch, and a talk on Hydro Development in Quebec. The talk was followed by a tour of the Quebec Hydro Research And Test facilities.

The Chapter Operations Workshop was called to order by Chairman Oakes at 8:30 A.M. on Friday May 29th.

George Menzies gave a report on the activities of ASHRAE Research Canada "Appendix B" attached.

Bill Rutherford discussed the preparation of articles for the Journal. He handed out this information discussing the highlights.

Chairman Oakes discussed monitoring Chapter performance - "Appendix C".

After a break the meeting broke up into four smaller meeting "Think Tank Workshops" - "Appendix D".

Following the Presidential Luncheon the four committee workshops commenced at 2:15 P.M.

Research Promotion	George Carscallen	Appendix "E"
Energy Management	Lloyd Algie	Appendix "F"
Membership	George Buckler	Appendix "G"
Education	George Takata	Appendix "H"

The second business session was called to order by Chairman Oakes at 8:30 A.M., May 30th, 1981.

1. Chairman Oakes asked that the minutes of The Region II CRC 1980 be approved as circulated. Moved by Bill Rutherford, Second by Dave Potter. Motion Carried.
2. Halifax Chapter - Gary Brown reported that Newfoundland has enough members at present assigned to Halifax Chapter to form their own Chapter. It is their intention to work through Regional Chairman A. Oakes to have St. John's Newfoundland obtain its own Chapter. Mr. Oakes was requested to copy all communications with St. John's to Halifax Chapter President.
3. Discussion of The Minutes - Bill Rutherford asked an update of Lloyd Algie's assignment to report on Golden Gravel Award.

A. Oakes responded that when he became Regional Chairman that he had visions of striving towards such goals, but discovered that upon taking office he realized that attaining Presidential Award was difficult enough, and there were more important matters to pursue so the matter was dropped.

4. George Henzies completed all assignments of the Nominating Committee and has forwarded the report to Head Quarters.

Morton Slone is the new alternate Nominating Committee Member.

The following dates for upcoming CRC's were approved:

Fiscal Year 1981-82	Halifax	May 19-21	1982
1982-83	Quebec City	May 25-28	1983
1983-84	Toronto	May 23-26	1984
1984-85	Ottawa	May	1985

5. The following resolutions were presented to the meeting:

Hamilton - Henry Ramsey moved the following resolutions.

- A. Seconded by Gary Brown. From Section 10.2, "Allocation of Dues for Research". It is hereby moved that \$3/society member residing in Canada, be allocated to ASHRAE Research Canada, from the member dues income. No Vote.
- B. Seconded by Jean-Guy Lahaie. Relative to the purchase of various publications from Headquarters, it is hereby moved that Headquarters accepts major credit cards in addition to cash as a method for purchasing ASHRAE publications. Motion Carried.
- C. Seconded by Norm Johnson. In order to publicize the ASHRAE Transactions, it is hereby moved that a set of up-to-date Transactions be provided free of charge to each chapter for persual by members at chapter meetings. Vote 6 in favour - Carried.
- D. Seconded by Bill Rutherford. In order to assist each Chapter's CRC Action Committee, it is hereby moved that each attendee to a CRC be provided with the minutes of the Meeting within 60 days of the Meeting. Vote - unanimous.
- E. Seconded by Roy Beckmen. In order to help the incoming Chapter Officers with their objectives, it is hereby moved that the PAOE criteria established by each Society President be published and distributed on or before the President takes office (July 1). Motion withdrawn by H. Ramsey and mover.

- F. Seconded by Dave Potter. In order for members to have a better understanding of the activities of the various Society Committees, it is hereby moved that up-to-date information be published regularly in the Journal on these committees with at least one summary being printed annually on each Standing or Special Committee. Vote - 6 In Favour - Motion Carried.
- G. For various publicity reasons, it is hereby moved that ASHRAE Headquarters supply chapters with several sizes of the ASHRAE logo (up to 24") in sheet and poster form. Motion Dismissed.
- H. Seconded by Gary Brown.

Preamble

In 1978, student ASHRAE membership fee was \$10.00, Canadian funds, in 1979 it became \$15.00 US funds, in 1981 it will become \$20.00 US funds (which is just under \$25.00 Canadian funds including bank or post office commission). Besides the extra cost, the floating exchange rate complicates the collection process.

The student membership in ASHRAE commences when the application is processed and approved, and terminates on June 30 of the following year, irrespective of admission into the society. A student joining the society in September will receive a Fundamentals Handbook but will be extremely fortunate if he is on the membership roles in October and receives an ASHRAE Journal in November, which works out to about a 7-8 month membership at a cost of \$25.00.

The three most popular technical societies for students pursuing a mechanical or technology career are ASME (American Society of Mechanical Engineers), CSME (Canadian Society of Mechanical Engineers), and SME (Society of Manufacturing Engineers). Student membership fee for ASME is \$9.00 Canadian funds, for CSME is \$9.00 Canadian funds, or for combined ASME/CSME membership is \$17.00 Canadian funds, and for SME is \$7.00 Canadian funds. In all three societies, the student membership is for 12 months and students receive a monthly publication, similar to the ASHRAE Journal.

Not Withstanding The Fact That:

- i) When the dues were accepted in Canadian funds the Canadian dollar enjoyed a premium or was close to par
- ii) The dollar value of the ASHRAE Fundamentals Handbook is in excess of the difference in membership fees, it

becomes exceedingly more difficult to attract student members into ASHRAE. In order to keep ASHRAE student membership competitive with other technical societies offering student membership, it is proposed that:

Student membership be for 12 calendar months from the date the application is approved. Vote - 7 In favour 1 Against.

I. Seconded by Roy Beckmen. Student membership fees for students attending Canadian educational institutions be \$23.00 Canadian Funds. Vote - All Favoured 8.

J. Submitted by: ASHRAE LONDON CANADA CHAPTER

Proposed: That ASHRAE adopt a policy of providing funds to each chapter allotted on the basis of area membership, and that these funds be allocated from society membership dues, and the amount allocated be 10% of society dues.

Discussion: The strength of ASHRAE lies in its Chapter structure and committee organization. It is vital to the future of the society that the quality of our membership be maintained at its present high standard. In order to ensure that talented new members are attracted to the Chapters and to society committees it is imperative that we improve communications with them. One very positive method of improving communications with prospective chapter members, and enticing them to become involved in ASHRAE is through the medium of chapter newsletters, and other related mailings.

London Canada Chapter costs for mailings to chapter members only was approximately \$14.00 per chapter member for the 1980-81 year. Chapter membership dues are already too high, and are listed as a contributing factor to our recent loss of members. The additional expense of sending chapter mailings to all area members can not be afforded by the Chapter.

The high cost of these mailings is partly caused by the relatively small chapter size. (50 members), and would be reduced for a larger membership base.

The allotment of funds from society, based on area membership, would permit improved communications between the chapter and all area members. This in turn would increase chapter membership, and member's ability to contribute to ASHRAE.

London - Motioned by Bill Rutherford. Seconded by Henry Ramsey. Vote Favoured - Unanimous. Motion Carried.

K. Resolution from New Brunswick Chapter. Motion by Dave Potter. Seconded by Roy Beckmen. That ASHRAE undertake to implement a system of automatic upgrading of individual membership status. Vote - Unanimous.

- L. Submitted by Halifax Chapter Resolution #1.
All Chapter Presidents receive copies of all communications directed to Chapter Committee Chairmen. Seconded by Norm Johnson. Vote - Unanimous.
- M. Halifax Chapter Resolution #2.
The CRC; to be held in Halifax May 19, 20, 21, 1982 will commence with registration at 1200 Hrs., Wednesday May 19, and the caucus session will start at 1600 Hrs. Seconded by Dave Potter. Vote - Unanimous.
6. Following the resolutions there was general discussion on the value of the CRC with all unanimously agreeing that the CRC especially the workshops were very beneficial.

George Buckler who is completing his third year as Regional Vice Chairman Membership thanked the meeting for their Chapter support he had received. He was warmly applauded and thanked by the meeting.

The meeting also made special thanks to the Host Chapter (Montreal) and in particular Jean-Guy Lahaie and F. Krumreich.

Roy Beckmen moved the meeting be adjourned. Seconded by Bill Rutherford. Meeting closed at 10:45 A.M.

AGENDA

CRC REGION II - May 27-30, 1981, Montreal, Quebec

Wednesday, May 27, 1981

- 7:00 p.m. - Reception Hospitality Room, Suite 6084-85. Hosts in attendance to help you arrange your dinner, or other plans for Thursday night.

Thursday, May 28, 1981

- 7:00 a.m.
Laurentian Room - Breakfast Indoctrination Session for all registered at CRC.
- Report Special Committee

- Alan Oakes
- Mal Turaga
- Geo Carscal
- Geo Menzies

- 8:00 a.m.
Laurentian Room - Caucus - Delegates, Alternates, Nominating Committee

- 8:00 a.m.
Alpine Room - Familiarization meeting for all others registered at CRC

- Alan Oakes

- 9:15 a.m.
Sheraton CTR Room - First Business session
- Call to order
- Welcome host chapter
- Appoint recording secretary
- Introducing head table
- Roll call: Delegates, Alternates, Chapter guests
- Introduction of visitors
- Approval Minutes: 23rd Annual CRC Moncton
- Remarks President ASHRAE
- Remarks Vice-president ASHRAE
- Remarks Canadian Presidential Rep.
- Chapter reports - oral overview of chapter highlights, problem areas

- Alan Oakes
- Denis Bannir
- Alan Oakes
- Alan Oakes
- Delegates
- Alan Oakes
- Alan Oakes
- Chuck Sepsey
- Dick Perry
- John Ross
- Delegates

- 11:30 a.m. - Report regional committees
- Report President ASHRAE Res. Canada

- Regional V/C
- Geo Menzies

- 12:30 p.m.
Salle Doree - Lunch - All registered to CRC
- Remarks City Montreal
- Remarks ASHRAE Vice-president

- MC Jean-Guy Lahaie
- Dick Perry

- 1:15 p.m.
Salle Doree - Technical session

- Jean-Guy Lahaie

- 6:30 - 7:30 p.m.
Laurentian Room - Reception prior to an open evening

- Jean-Guy Lahaie

1:00 a.m. - Close Hospitality Room - Jean-Guy La...

Friday, May 29, 1981

8:30 a.m. - Chapter operations workshop
Sheraton Centre - 1. Historical committee - John Fox
2. Journal committee - Bill Rutherford
3. Monitoring and guiding chapter performance - Alan Oakes

10:30 a.m. - Chapter "Think Tank" - see attached Workshop Sheet

12:30 p.m. - Presidential Lunch - MC Alan Oakes
Salle Doree Dick Perry
John Fox

2:15 p.m. - Committee workshops
Sheraton Centre - Report morning workshop - each Chairmar

3:00 p.m. - Membership workshop - Geo Buckler
Sheraton North
- Education workshop - Geo Takata
Sheraton South
- Research Promotion - Geo Carscall
Quebec Room
- Energy Management - Lloyd Algie
Alpine Room

3:15 p.m. - Meeting Public Information - Grant Wilson
Suite 6084 Committee

6:00 p.m. - Tour Montreal - Festinades - Jean-Guy La...
Suite 6084 Gouverneurs. Informal night on the town.

1:00 a.m. - Close Hospitality Room - Jean-Guy La...

Saturday, May 30, 1981

8:00 a.m. - Executive Session Breakfast - Geo Menzies
Laurentian Room Delegates, Alternates, Nominating Committee

8:30 a.m. - CRC Critique - Alan Oakes
Sheraton CTR Room Regional V/C, Society Visitors, Workshop Chairman, Chapter Chairman

9:30 a.m. - Second Business Session
Sheraton CTR Room - Workshop reports - Regional V/C
- Report nominating committee - Geo Menzies
- Resolution - Toronto Chapter - Norm Johns
- Committee Report - CRC committee - Cliff Morris
- CRC 1982 Halifax - Gary Brown
- Annual Meeting - Toronto 1982 - Norm Johnson
- Closing Remarks - Alan Oakes

12:00 noon - Close Hospitality Room - Jean-Guy La...

ASHRAE RESEARCH CANADA

Director's Report

The following details cover the period since our last Annual Meeting in May, 1980.

We presently have two active research projects in Canada. These are:

- RP241 with the University of Manitoba for \$95,650 which will identify condensable gases in waste heat exhaust for better evaluation of the corrosive effects and performance characteristics of air-to-air heat exchangers, and
- RP247 with Concordia University in Montreal for \$63,750 which will study a solar heat pump heating system with a latent heat storage for cold climates.

These projects plus earlier ones brings the total dollars committed to Canadian ASHRAE research since 1968 to \$290,218. Grants-in-aid for graduate students brings this total to \$316,418.

In August of 1980, selected individuals from ASHRAE's Research and Technical Committees and Headquarters visited with officials in Ottawa to encourage greater government participation in our research activities. Both the Director General of the Federal Science Centre and the Director of Renewable Energy Mines & Resources were contacted. The sessions have not resulted in any direct contributions to our programs to date.

Other government contacts were also made specifically to the Federal Cabinet via the Honourable John Munro, in an effort to get the Federal Tax Act changed to allow individuals in Canada contributing to Canadian research to obtain a tax deduction. Their reply has been distributed at this meeting.

At the same time, correspondence with ASHRAE Headquarters on the same topic has produced some results. Currently, Canada and the U.S.A. are in the midst of ratifying a reciprocal financial agreement which our Headquarters advises will permit Americans as individuals to contribute to ARC. It is possible the reverse may also apply.

In February, 1981, our revised Bylaws received Ministerial approval, yet getting the periods out of our name has not been accomplished yet.

In March, the first bilingual research promotion receipt form was printed and distributed.

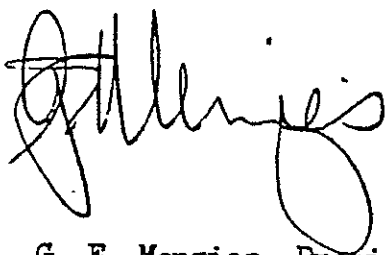
In April, the first all Canadian flyer detailing ARC was published.

At this time, your Directors are studying the annual income and expenses statements since ARC was incorporated in 1972. Several expense allocations are in question.

For the eighth successive year, Revenue Canada have advised us that we are not liable for any provincial and federal taxes.

Finally, this meeting with Region XI's CRC is the first cycle with the ARC's Annual Meeting rotating between the East and the West. If this practice is continued, future ARC Annual Meetings will be as follows:

1982: Halifax, N.S.	May 19 or 21	with Region II's CRC
1983: Regina, Sask.	May, 1983	with Region I's CRC
1984: Toronto, Ont.	May 23 or 26	with Region II's CRC
1985: Winnipeg, Man.	May 1985.	with Region I's CRC



G. E. Menzies, President

MONITORING AND GUIDING CHAPTER PERFORMANCEStep 1 Complete July 15

Meet with your board and members individually and get commitment.

- A. Point out conditions of employment as they apply
 1. Full member
 2. Attending chapter and Board of Governors meeting
 3. Attending CRC
 4. His committee responsibility
 5. Etc.
- B. Explain your broad goals in his area of responsibility.
- C. Ask for his evaluation of this committee and his committee goals by (set date.)
- D. Explain how you would like to operate Board of Governors meetings and monitor his committee performance.

Step 2 Complete by August 30

Have report from each member of Board indicating overall committee goals and the steps along the way that will meet the goal. Each step must have a time frame.

This report should be approved by your Board of Governors.

Step 3 Complete September 30:
Committee Evaluation Book

All reports put in a separate binder for each Board of Governors member. Booklet becomes "Committee Evaluation Book", each member of Board has one. Each report has an Evaluation Page which is filled in at each Board of Governors meeting and becomes a concise committee report - with only problem areas discussed at Board meetings. You have many items to cover at a Board of Governors meeting without doing committee work.

Step 4 September 30

Evaluation Report - 2 samples are attached but each report will depend on the committee goals and each of its objectives set to meet these goals that year. The Committee Evaluation Report must reflect each objective or step.

For example: Education Committee's goal is to increase faculty liaison. By 2 before May 30.

Objective 1

Meet with all Potential Liaisons by November 30 to discuss ASHRAE. (Note that the exact number at this time may be unknown).

Objective 2

Follow-up with an "Invitation to join" ASHRAE and the local Chapter by January 31. (The number in this case may be four)

Objective 3

Invite those with potential to be guests at the March Chapter Meeting. The actual number of potentials may have to be adjusted at this time. (Only three may look like "hot candidates").

Objective 4

Follow-up with a telephone or personal call by April 15.

If you meet all Objectives, you should have done your best to achieve the Goal.

Each objective and time frame should be on the Evaluation Report.

You know until objective 1 has been reached you have no chance of obtaining the goal - so if #1 is missed push it back a month but do it then, not at the end of the year.

Some reports are simple and are basically comments by the Board to the committee.

Your Regional V/C will be trying to set chapter goals and objectives this afternoon. It's a good time to start on a Committee Evaluation Report. They can assist.

Step 5 Monitoring - every month

What you do when a committee falls off the rails is an individual approach that requires no comments from me other than to say - with this system you know.

- the rest of your Board knows including the particular member.

- it's in the open - discuss it.

- don't forget your Regional V/C - they love an excuse to visit.

- don't forget your past Presidents and other Board of Chapter members, if you want advice or help.

Step 6 Reporting - Make it the duty of one Board member to do all the reporting for your chapter to the Society - the V/C and Regional Chairman.

This means

- Mailing all chapter and Board of Governor minutes to Society and Regional Chairmen.
- Sending a copy of your Chapter Evaluation Book to the Regional Chairman (and other Chapter Presidents).
- Sending each Regional V/C a copy of his Committee Evaluation Report - monthly.
- Sending the Regional Chairman a copy of all your monthly Committee Evaluation Reports.

And finally don't forget to have the Reporting Committees Evaluation Sheet in your Committee Evaluation Book.

Bob McKee 04/17

APPENDIX D

WORKSHOP GUIDE

To: Chairman and Guests Re: Committee Workshops
Chapter Think Tank Workshop

Over are names of those officially part of your workshop. The names marked * will be reporting to C.R.C. critique session on effectiveness of workshops and how they can be improved. They will also be responsible for taking attendance at your workshops.

- Think Tank Workshop
1½ hrs.
- Agenda topic will be given to chairman prior to workshop.
 - Leave 30 minutes or more for chapter problems not on agenda.
 - Think Tank is for dialogue between the two chapters: Use regional V/C and society guests to encourage this.
 - Comments from chapter chairman attending should be through delegate or alternate if possible. The idea is dialogue between incoming presidents to get them enthused, and to give ideas to chapter executive.
 - Summarize comments for workshop report Friday 2:15 p.m. Appoint secretary.
 - Encourage dialogue in hospitality room during committee workshop Friday afternoon if chapter committee chairman or Board of Governors representative is at committee workshop.
 - Study chapter report from the chapters participating in your Think Tank session before workshop.
- Committee Workshop
- Find name of official chapter representative to your workshop.
 - Study chapter written reports and committee reports prior to workshop. Don't ask for verbal chapter report. Each delegate already has them besides, 8 x 8 minutes = 1 hour of workshop gone. Unless you have last years committee chairman his comments are second hand.
 - Use last years activities to build next year. refer to reports.
 - Encourage dialogue, meetings, correspondence between chapter committee chairmen during chapter year.
 - Help each chapter representative to set goal at workshop. Use your committee report form. With goal set, show how objects must be laid out and met on the way to reach goal.
 - Each representative should leave workshop with these set and confirmed.

FRIDAY WORKSHOPS - Suggested Attendance

"Chapter Think Tank" 10:30

<u>Chapters</u>	<u>Room</u>	<u>Chairman</u>	<u>Official Guests</u>
Ottawa Toronto	Alpine	GILLES RHEAULT	* PAUL CONRAD Geo Menzies
Montreal Halifax	Sheraton North	Bob McKee	Dick Perry * Geo Carscallen
Quebec City Hamilton	Sheraton South	Ray Young	* MAL TURAGA Lloyd Algie
London Moncton	Quebec	Mike Acton	Chuck Sepsey * Geo Buckler

Committee Workshops Sheraton CTR 2:15

<u>Committee</u>	<u>Room</u>	<u>Chairman</u>	<u>Official Guests</u>
Res. Promotion	Quebec	Geo Carscallen	PAUL CONRAD * GILLES RHEAULT
Energy Man.	Alpine	Lloyd Algie	* Bob McKee J. KLASSEN
Membership	Sheraton North	Geo Buckler	Dick Perry * MIKE ACTON
Education	Sheraton South	Geo Takata	Chuck Sepsey * MAL TURAGA

REPORT OF THE RESEARCH COMMITTEE WORKSHOP
HELD FRIDAY, MAY 29th, 1981

REGION II C.R.C.

MONTREAL

- 1.- George Carscallen, Vice-Chairman, Research Promotion, opened the meeting at 2.30 P.M.
- 2.- Gilles Rheault was designated to act as Secretary for the meeting.
- 3.- Each attendant identified himself and indicated his function.
- 4.- The Vice-Chairman mentioned that \$36,000.00 have been collected for research and that according to various reports he had received we will have \$41,000.00 before the closing of the campaign at the end of June. He congratulated each Chapter for a job well done.
- 5.- Paul Conrad stressed the importance of sending the money to the head office in Atlanta before the end of June underlining the fact that the authorizations for the various projects are dependent upon the amount of money already collected and registered.
- 6.- Promotional material
 - It was mentioned that the Research binder was a very good working tool and that it should be used by all local chairmen. Each Chapter has only one of these binders on hand.
 - A.S.H.R.A.E. Research Canada will foot the bill for the printing of the small pamphlets and J.P. Bédard from the Montreal Chapter offered to translate it into French.
 - Big color brochures being quite expensive, it was suggested to use them only for our large accounts.
 - It was stated that the present Research slide presentation is much too American oriented. A proposition was made to ask Winnipeg and/or Concordia Universities to prepare a new kit including about a dozen slides on the current project.
- 7.- Vice-Chairman - Strategy
 - The Vice-Chairman indicated that he will prepare a list of all large accounts and indicate which Chapter will be responsible for collecting monies from each of them (based on location of head office).
 - He suggested that our largest account be solicited first, and because of that company's budget target date, preferably before December.

SEP 24 1981

- He further suggested that we enlarge our range of potential donors by going after banks, maintenance people, etc.
- In order to help the Chapters he asked Paul Conrad to send each Chapter a list of current projects and the amounts allotted to each in the last 10 years including, if possible, a résumé of the results of these studies.
- A motion was presented to have a list of Canadian donors made up.

8.- General Information

- It was stated that the print-out shows the donor's name and amount contributed.
- Even if we prefer to receive a unique donation from any one company it is possible to split the amount amongst the various Chapters.

9.- Cheques handling procedure

It was found upon enquiry that each Chapter handled cheques differently. Consequently, the following procedure was proposed:

- a) Cheques be sent to the Chapters.
 - b) Mailed out to A.S.H.R.A.E. Research Canada.
 - c) Cheques be sent to Atlanta.
 - d) Atlanta cash cheques 8 days after receipt.
- 4.00 A.S.H.R.A.E. Research Canada
- Due to the recent move from New York to Atlanta there is no longer any staff looking after Research. Therefore, cheques should be sent to Atlanta to the attention of Richard Wright.
 - The absence of staff in Atlanta also explains the delays in the reception of print-outs experienced by the Chapters.

10.- Receipt forms

- Presently, the following two forms are in use:
 - a) Preprinted standard receipts from headquarters.
 - b) Bilingual Canadian receipts.
- Distribution of copies:
 - One to contributor
 - One to Chapter Chairman
 - One to Atlanta

SATURDAY, MAY 26, 1979

- 8:30 am: - Third Business Session
- Discuss future dates for Region II CRCs and their locations (including alternate locations)
 - Report by Cliff Morrison from the Executive Session:
 - (1) Society Officers Regional Recommendations. Confidential - not to be announced. Nominating Committee Member and Alternate to verify that selections have been made.
 - (2) Region II Nominating Committee Member and Alternate selections for 1979-1980 to be announced and recorded in Meeting minutes.
 - (3) Honours and Awards - Statement required to the effect that Honours and Awards recommendations have been considered and/or made. Specific recommendations and are not be announced.
 - (4) Region II Vice-Chairmen Recommendations - These to be conveyed to Regional Chairman on a Confidential basis.
 - (5) Other Society Committee Members Recommendations To be conveyed to Regional Chairman on a confidential basis.
 - New Business Resolutions which result from the previous day's workshop which require approval by the CRC for the Regional Chairman to take to the Regions Central Meeting in Detroit in June 1979
 - New Business - resolutions from the floor
- 11:00 am: - Adjournment of 22nd Annual Region II CRC

/cm

THURSDAY, MAY 24, 1979

for gift purposes as awards to speakers and students at the current educational discount rate (which is 40% of list - ROB 450-002-004) by removing the last phrase "at the current educational discount rate" and replacing it with "at the current student rate for additional volumes" (stated in ROB 452-002-002) (which is currently \$10.00) plus postage and exchange

✓
That each of the key V-C (4) has an asst be designated by the CRC.
5:00 pm: - Adjourn

Thursday evening open - please take this free time to enjoy our beautiful city. Your hotel is within walking distance of the University, the downtown area (stores open until 9:00 pm), the Mendel Art Gallery, and many fine restaurants. For those who wish, a tour is available of the Central Control and Monitoring System (CCMS) at the University of Saskatchewan, at 7:30 pm.

FRIDAY, MAY 25, 1979

8:30 am: - Concurrent Workshops - Please note if your Chapter Chairman is not representing your Chapter in Saskatoon, then the Chapter Delegate must attend on his behalf at one workshop while the Chapter Alternate must attend the other workshop. Visitors to any Workshop welcomed. It is essential we practice this procedure as the Regional Vice-Chairman has material essential to his area of interest which a chapter requires for the upcoming year's operation.

- Energy Management - Kirk Bavis (plus officials from Federal Government)

- Research Promotion - Paul Conrad - assisted by Joe Cuba, ASHRAE Director of Research, John Ross, ARC President, Al Oakes, R.P. Vice Chairman for the Society

12:15 pm: - Lunch - Sheraton Centre - Guest Speaker Dr. George Green, Ashrae Fellow, of the College of Engineering U of S.

1:30 pm: - Tour of New HVAC facility

3:00 pm: - Concurrent Workshops:
Membership: George Buckler
Education: Mal Turaga

5:00 pm: - Adjourn

6:00 pm to 8:00 pm: - Local members will entertain guests in their homes for cocktails.

8:00 pm: - Banquet and Dance - Sheraton Complex

THURSDAY, MAY 24, 1979

- 10:30 am: - Chapters Reports Continue, followed by
- Regional Vice Chairmen reports (oral overview only)
- 4:03
4:06
4:22
- Kirk Bavis: Energy Management
- George Buckler: Membership
- Paul Conrad: Research Promotion
- Mal Turaga: Education
- 12:00 - Golden Gavel Award - Concept to be introduced by Al Oakes incoming Region II Chairman
- 12:30 pm: - Chapter Luncheon - Top of the Inn. This luncheon will be attended by delegates, alternates, wives, local members and any and all interested guests. Chapter meeting will be chaired by Brian Crowhurst, Saskatoon Chapter President. Guest speaker will be Mr. Hugh McMillan, President of Ashrae, who will deliver the Presidential Address entitled "The Future of ASHRAE - A Function of Commitment of Its Members"
- 2:30 pm: - Annual Meeting - ASHRAE Research Canada - conducted by John Ross, President, George Menzies Recording Secretary---each Chapter Delegate (class "B" shareholder) and class "A" members to be present
- 3:00 pm: - Executive Session, EASTERN CHAPTERS ONLY, delegates and alternates only. Cliff Morrison supervising, assisted by Mort Slone.
- 3:30 pm: - Second Business Session
Written resolutions and other items of old business.
- As of May 4, written resolution include:
- (1) Change the time of the CRC in Region II to the fall so that Chapters will benefit from information gained at a CRC at the beginning of the fiscal year
Montreal Chapter - G. Rheault
 - (2) That headquarters mail directly to each Chapter Chairman such as Education, Membership, Research Promotion, Energy Management, Historical, pertinent correspondence rather than to the Chapter Secretary. The exception would be when the Chapter Information Questionnaire has no name or address listed for a particular Chairman, then the information would be sent to the Chapter Secretary
(Hamilton Chapter: J. Keon)
 - (3) That Society amend a portion of the Rule of the Board (ROB) 452-010-001 which states "that current issues of the ASHRAE Handbook be made available to Chapters of the Society

- In the first case (a) the contributor is sent a second receipt for tax purposes.
- It was also mentioned that if headquarters lacks informations for sending the official receipt, it will then contact the Chapter Chairman.
- It was stated further that companies should claim deduction for their donations under tax law 37.1.
- In the case of (b) it was noted that the receipt form presently in use shows a lawyer's address in Montreal. This is very hard to trace and not acceptable. Such address has been deleted from the new bilingual form.

11.- Toronto Chapter Experience

- This Chapter having had a very successful campaign its representative explained briefly their strategy.

They sent 770 letters to potential new donors; but only 18 answers were received. Another tactic was used in dealing with previous donors whereby five different types of letters were sent according to requirements with a follow-up within three weeks.

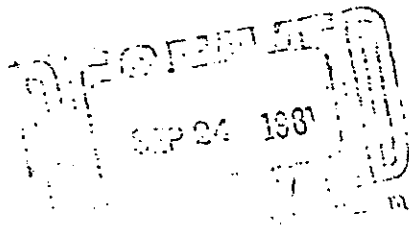
- It was felt that Chapters should develop locally all the tools they need. It costs less and it is more efficient. Thus, the Toronto Chapter designed a small plaque of recognition to be given to contributors of \$500.00 or more. This plaque cost them only \$7.00 to \$10.00.

An official presentation is made by a Chapter's officer at their monthly meetings and a photo possibly published in their newsletter.

A motion is adopted to the effect that the use of such plaque is to be extended to the whole Region.

- 12.- The meeting was adjourned with the Vice-Chairman wishing all Chapters the best of luck.

September 17, 1981.



REGION II - C.R.C.

ENERGY MANAGEMENT COMMITTEE WORKSHOP

Held in MONTREAL on May 29/81

at the SHERATON MONT-ROYAL

Send to: A. Oakes; L. Algie

Chairman: Lloyd Algie

Minutes: Bob McKee

- .1 Chapter Energy Management Guidelines were distributed.
- .2 Management by objectives as it applies to the energy committee was explained by the chairman.
- .3 Energy awards form was discussed.
- .4 Organizing an energy seminar. Slides are available to chapters free from Atlanta.
- .5 Discussion of feasibility of holding Chapter awards:
 - London felt documentation was excessive
 - Toronto tried to hold one this year and had two entries which had to be rejected
 - Quebec City tried but insufficient response for a competition
 - suggestion was made that smaller chapters promote the awards program as a Regional awards program.
 - It was moved by R.J. McKee that at the CRC Region II in 1982, a presentation be made of the Regional Energy Management Awards. Seconded by Jim Moore. Carried unanimously.
- .6 The vice-chairman of Energy Management Region II is to coordinate and advise Chapter Energy Management Chairmen of deadlines for submission of reports for the Regional Energy Management Awards. A standardized entry form was recommended.
- .7 Montreal Chapter suggests we go after energy conservation not after the points for energy conservation.
- .8 J. Klassen reviewed some of E.M.R.'s policy.
- .9 The Chairman requested Mr. Klassen's formula for cost effectiveness of building upgrading and he is to forward to chapters.

- .10 Mr. Klassen suggested everyone write the Provincial Public Works Dept. for the C.I.G.L.M.C. standards for energy calculations determined at Quebec City on June 4 & 5.
- .11 ASHRAE energy slides were shown
- .12 J. Klassen volunteered as a Chapter speaker and his address is:
Mr. J. Klassen
C.R.E.B.
Energy Mines & Resources
500 Booth Street
OTTAWA, Ontario
K1A 0E4
telephone 1-613-995-9447
- .13 D. McIntyre suggested energy use be reported on a rolling year basis.
- .14 The committee offered a vote of thanks to Mr. J. Klassen for the ideas offered today.