

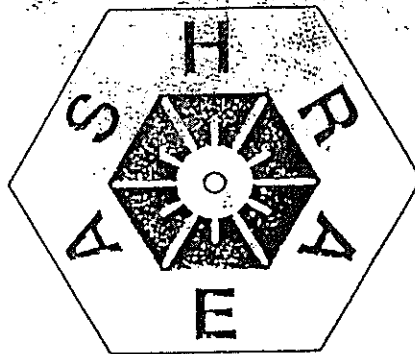
1991

MINUTES
OF
REGION II CHAPTERS' REGIONAL CONFERENCE

WINDSOR, ONTARIO

AUGUST 21 TO 24, 1991

HILTON HOTEL



REGION II - 34TH ANNUAL CHAPTERS'

REGIONAL CONFERENCE

AUGUST 21 - 24, 1991

1. FIRST BUSINESS SESSION

1.1 CALL TO ORDER

Dalton McIntyre, ASHRAE Director and Regional Chairman, called the session to order at 10:15 A.M. Thursday, August 22, 1991, in the Huron Room of the Hilton Hotel, Windsor, Ontario, and welcomed all those present.

Chairman McIntyre thanked Dan Castellan, Host Chairman of the Windsor Chapter for hosting this Conference.

The Chairman then introduced the Head Table:

- ✓ Frank Coda, Executive Director, Atlanta, GA;
- ✓ Bill Manning, Vice President, Atlanta, GA;
- ✓ Richard Charles, President Elect, San Francisco, California;
- ✓ Chairman Dalton McIntyre, Ottawa Chapter;
- Danny Castellan C.R.C., Host Chairman, Windsor, Ontario;
- Don Winkup, Secretary, Windsor Chapter; and
- Margaret Potter, Recording Secretary for the Convention.

1.2 Election of Secretary

On Motion by Greg Black and Seconded by Chris Frauley, Don Winkup of Windsor Chapter was elected Secretary for the CRC. CARRIED

1.3 ROLL CALL

The attendance sheet was passed and all present were asked to sign it.

1.4 GUESTS

John Fox, longest standing member, Norm Johnston, Previous Regional Chairman; and John Hodge.

1.5 REMARKS FROM SOCIETY OFFICERS AND STAFF

1.5.1 Frank Coda, Executive Director

Mr. Coda stated that he attended his first Canadian meeting ten years ago in Nova Scotia. He showed organigrams of the headquarters staff, and explained their duties, and the availability of their services to the members. The staff now numbers 95, and may be increased to 100 this year. The renovations to headquarters which is underway will cost \$1.8 million, and will bring the facilities up to Standard 90.1 requirements.

1.5.2 Richard Charles, President Elect

Mr. Charles said that this was his second visit to Canada this year, having been in Saskatoon in the spring. Also he was at CRC '90 in Montreal. In November he will attend a workshop for the five far eastern chapters at Hong Kong. Every second year, members from these chapters attend a CRC in North America. During his term as treasurer last year, there was a surplus of \$440,000, despite additional expenses, included a lawsuit (Gamma), which justified the increase in dues. This year he will be setting up the PAOE point schedule and is open to suggestions. He was glad to be in Windsor, and was looking forward to a great CRC.

1.5.3 Billy Manning, Vice President

Billy Manning mentioned that he also enjoyed a visit to CRC Region XI in Saskatoon, and was pleased to be in Windsor for our CRC.

1.6 APPROVAL OF CRC 1990 MINUTES

After correction of the spelling of a name, the minutes of CRC '90 were approved by a motion by G. Black and D. Robert.

1.7 There was no business arising from the minutes.

1.8 Chapter By-laws were added to item 3.4.

1.9 REGIONAL REPORTS FOR 1990-91

1.9.1 Norm Johnson - Past Regional Chairman

Mr. Johnson stated that it was a pleasure to be back and see all of the smiling faces in the room. He said that in 1990-91 we fell short for research promotion in some chapters. He sees much strong leadership; some small problems with cooperation and communications. Montreal Chapter had a challenge due to a change and two secretaries leaving. Toronto Chapter is continuing to gain ground with the Past President helping. Hamilton and London are leading the field. New Brunswick get things done, especially since it is a small chapter -- great job! Windsor, Saguenay-Lac St. Jean and Halifax are doing well. Mississauga is a bona fide chapter, but is showing signs of deterioration.

Most chapters circulated their Newsletters, and, in general all material was circulated well. He called for more understanding, cooperation and improvements in communications. Mr. Johnson thanked everyone present for their input, and stated that he has enjoyed his three years as regional chairman.

1.9.2 John Bissett - Education Activities

Vice Chairman John Bissett stated that there has only been a slight improvement in Educational Activities at the Chapter level for 90-91 when compared to the previous year, and that, unfortunately, too many chapters are still doing little or nothing in this area. He made special mention of extra efforts for Quebec, Ottawa Valley, and Saguenay-Lac St. Jean.

Mr. Bissett reported having visited Toronto and Halifax this year, and having attended the Educational Activities Committee meetings in both New York and Indianapolis, and that a number of videotapes are being made available for Chapter use, which will be available for viewing at this CRC, the newest one being "Careers in ASHRAE".

He is disappointed at the low number of entries this year for the 1991 Student Project Competition, only 16, despite relatively generous prizes - an expenses - paid trip to the next meeting and \$1500 for first prize, and four runners-up at \$750 each. Next year, the competition is to be expanded to provide two categories --- one for university undergraduates, and one for undergraduates in other non-degree technical programs. For the 1991-92 year, John plans to visit Hamilton and Ottawa Valley Chapters.

1.9.3 Gary Scott - Research Promotion

Vice Chairman Gary Scott stated that the research campaign in Region II concluded with the results being significantly below the goal of \$94,050. The total amount of contribution was \$61,619.00

He said he was given several reasons by Chapter Chairperson as to why this was so, most of which we have heard before, but that the recession was mentioned most frequently, and in his opinion is a valid reason why some chapters did not reach their goals.

He also stated that some chairperson had not replied to his telephone calls, letters each month, and that he was more successful when he used the fax with blanks to fill in -- 8/11 responses.

Mr. Scott is rather skeptical about the value of chapter visits. The final results of the research promotion were slightly more than 50% of goal. At present he feels a bit more hopeful for next year.

He plans to make sure that the incoming chairpersons arrive at the workshop having given some thought about next year's goals and leave with the enthusiasm needed to get on with the job. He thanked Quebec, Hamilton, London and Windsor chapter which had exceeded their goals, and hopes that they will do as well next year.

1.9.4 John Dugan - Membership Promotion

Vice-Chairman, John Dugan submitted a written report that outlined regional activities. As of June 30, 1991 the following is reported:

- 266 new members
- 232 delinquents
- 41 advancements

Chapter highlights to June 30, 1991:

- Workshop for Windsor CRC
- Three Chapters achieved 3% goal improvement
- Student membership up 15%
- Less complex application form requested
- Chapter boundary maps require updating

1.9.5 Simon Jol - Energy and Technical Activities

Vice Chairman, Simon Jol submitted his report indicating that a new manual has been prepared for the Chapter Chairperson.

Technical award submissions are being developed by Ottawa and Toronto Chapters.

Some Chapters continue to hold technical seminars that have been well received.

ETA Chapter points reporting has been terrible for a number of reasons.

Mr. Jol visited three Chapters in the year.

ETA with Mexico is being developed.

Major focus suggested is increased interest in the Awards program.

1.9.6 John Pollock - Refrigeration

John Pollock presented Vice Chairman Phillip Landray's report. Progress in the region is reasonable, but response to correspondence has dropped.

Visits were made to the Quebec, Mississauga, Hamilton, and Windsor Chapters.

The August 1990 CRC workshop attendance was 100%.

Mr. Landray received the first "Ice Man" award from Region II.

Visits to Halifax and Moncton are being considered.

1.9.7 Cliff Thompson - Historical

Vice Chairman Cliff Thompson prepared report outlined correspondence to Chapter Chairmen, Historical Roster Sent to D. Taylor, M. Sloane's request of Chapters for information of "older" active Canadian Companies, and a request to attend Windsor CRC.

THURSDAY LUNCHEON SPEAKER - BILLY MANNING

At this luncheon Mr. Manning made a excellent presentation about ASHRAE, being a volunteer organization, 50,000 strong. He spoke about technical programs and research projects, seven active for \$700,000 with Canada at \$180,000.00 for 1991.

He reported also, that the Board of Directors voted to become more active in the quality of buildings and indoor environment.

Education is continuing in the forefront with \$70,000.00 approved for scholarships.

Mr. McIntyre adjourned the Business Luncheon at 1:15 p.m.

2. SECOND BUSINESS SESSION

Mr. McIntyre opened this session at 1:30 p.m. and introduced Presidential Member, Mr. John Fox, now well into his eighties.

John spoke of his years with the organization since 1929, seeing it expand and grow across Canada, having also held several offices and attended over 100 annual meetings.

2.1 CHAPTER REPORTS FOR 1990 - 1991

2.1.1 Halifax

Elmer Spencer reported a very active and successful year.

An experiment to move student night to the fall was not successful with reduced interest.

Programs included visits from J. Bissett and N. Johnson, plus Research Promotion Nights at February and May meetings and highlighted with one day seminar on Standard 90.1.

Collection of Chapter dues through Society has improved paid up position.

2.1.2 New Brunswick

Derrick Palmer reported a successful year, meeting objectives set down in their M.B.O. P.A.O.E. point total was an all-time high. They added 13 new members to the roster while holding delinquency to under 3%. A meeting was held in Saint John to assist members from this area.

Finance is a strong point raising substantial monies through a joint trade show with I.E.S. Over \$19,000.00 was awarded to Universities and Technical Institutes to provide scholarships annually. They are planning for a \$1500.00 annual scholarship program, in addition.

The financial program raised questions from the floor, and Mr. Palmer outlined the project that found the interests of 32,000 visitors.

2.1.3 Ville de Quebec

Yves Vézina reported difficulties with refrigeration because the chairman resigned, but they will do better next year. Language problems present difficulties preparing the engineering reports, and again, they will make proper presentations next year. Difficulties arose with education when they did not get the student participation they expected.

To promote membership, a golf tournament was organized. This was successful and profits were set aside for 1993 CRC. Also, a membership symposium on energy was held.

2.1.4 Saguenay - Lac - St. Jean

Real Gaudreault reported activities and achievements emphasizing programs and attendance. Education is a strong point and will contribute to future growth. Technical programs that are high quality are major contributors to strengthening the Chapter. Five Technical Programs were provided.

A social event for the ladies to encourage their participation was held.

ASHRAE research was strongly promoted through members and local employers.

Debt has been reduced considerably.

2.1.4 Continued...

Education is developing through participation from CEGEP de Jonqui re College.

2.1.5 Montreal

Magdi Assaad reported the year started well with a golf tournament, followed by the CRC, which broke even. However, membership dropped 30%, but efforts will be made for a good recovery.

Education included a successful IAQ seminar, followed by visits to colleges, universities and primary schools to enlighten students about ASHRAE.

Student contact prompted comments from D. McIntrye and C. Frauley.

2.1.6 Ottawa Valley

Christopher Frauley reported a relatively successful year despite a membership drop to 160 from 181 members. This situation has arisen from long-standing members who are retiring, but newer members are leading busy lifestyles and/or are facing pressures from work, and the unfavourable economic climate.

Keeping committees has been difficult due to membership and problems reported.

The Treasury closed with a modest surplus through some cost cutting measures. Billing dues from Headquarters was also discussed.

A successful seminar on co-generation was held with support from Utilities and Ministry of Energy. Also, two programs were devoted to refrigeration.

The Chapter will be looking to membership promotion, a student branch, and "Student Night" as means for development.

2.1.7 Toronto

Cedric Smith reported a year of change to one of strength for the Chapter, with reactivation of four committees plus a new Action Committee.

A non deficit budget was approved with no cost increases to members. Revenue exceeded expenses and a contribution to ASHRAE Research Canada is expected.

Three technology awards were a highlight for the year, plus 90 new member, 12 upgrades, and 9 life members.

2.1.8 Mississauga

Louis Doody reported a year of difficulty achieving paid up dues, but hopes to achieve same by year end. Thirty-one new members were developed and delinquents were reduced to six. Direct billing by Society was discussed.

Nine dinner meetings were held with an average attendance of 23. Ten news letters were circulated.

Research contribution reached only 1/10 of the goal.

The success of the Chapter is hampered due to a transient population. Sustaining the Chapter will be difficult and we are seeking executive assistance.

2.1.9 Hamilton

David Rasmussen reported the Chapter to be in its 32nd year. A spring golf tournament was profitable with a large turnout that produced 6 membership possibilities.

Meeting attendance is up due to dynamic speakers. Table-top displays found little participation.

The year was successful with Research increasing by 11%. A Presidential Advisory Committee is planned.

2.1.10 London

Tom Drennan reported an active and productive year. Growth and membership participation were the main themes and to achieve this Chapter Bulletins were sent to society members within a 60 mile radius along with an attractive fee schedule for out of town members. Chapter dues are attractive at \$120.00 including meals.

Technical sessions were well received, and a joint trade show produced \$2,319.00 for the Chapter, \$1,000.00 of which was donated to research.

Insufficient membership for all committees is an ongoing problem.

2.1.11 Windsor

Gregory Black reported that Windsor has an interested core group. Membership has shown some growth with guest night as a feature Energy, Education and Technical. Affairs Chairmen are involved and an Engineering Week was a highlight; joint sponsor was S.A.E.

Finances have improved, but a loan was required to finance the CRC start up. The CRC met requirements for a successful conference.

Despite a recession in the area, the year was good and continued success is anticipated.

2.2 REGIONAL MBO'S 1991 - 1992 - See Appendix B

2.2.1 Chairman

Dalton McIntyre has 13 objectives for the year along with tasks and due dates. A highlight is the Past President's Committee.

2.2.2 Educational Activities

John Bissett has 4 main objectives for the year. Significantly, 3 educational activity newsletters will be issued to the Chapters.

2.2.3 Research Promotion

Gary Scott has 6 objectives in mind and the first and foremost is 1991 - 92 research goal.

2.2.4 Membership Promotion

John Dugan reported that the objective is to get together with people, and increased emphasis on Chapter programs, plus items for the regional newsletter.

2.2.5 Energy and Technical Activities

Simon Jol has concerns about ETA points and hopes to see a better than 10% improvement. A number of visits are planned and increased Chapter activity is anticipated, particularly one technical submission per Chapter.

2.2.6 Refrigeration

John Pollock has 5 objectives for the year and of first priority is the 1991 CRC work shop.

2.2.7 Historical Committee

Cliff Thompson reported on 4 objectives including Windsor CRC, workshop, report on CRC, and attend CRC Planning Meeting.

2.2.8 Nominating Committee

Bob Morris reported that the caucus, and executive session went very well, and were completed on time.

FRIDAY TECHNICAL SESSION

This morning session provided 42 members with the opportunity to tour the Chrysler Mini Van Plant. Emphasis was placed on HVAC systems.

FRIDAY LUNCHEON SPEAKER - RICHARD CHARLES

Attendees and companions attended the Presidential Luncheon at 12:00 noon, Friday, August 23, 1991 at the Ontario Room, Hilton International.

President/Elect Richard Charles delivered the address from President Donald Rich on Quality Improvement for all programs and activities.

3. THIRD BUSINESS SESSION

On August 23, 1991 at 2 p.m. the members convened in the Huron Room of The Hilton. Chairman McIntyre opened the meeting with introductory remarks, and passed out the preliminary Chapter Visit Schedule for the Regional Chairman and Vice Chairmen for 1991 - 92.

3.1 Chapter MBO'S - 1991 - 92

The chapter delegates presented their MBO's for 1991 - 92 during this session. Details of chapter programs are contained in their report.

3.2 Motions

The following motions were presented during the Fourth Business Session:

#91-1, Chapter 037 - Hamilton Chapter

Motion: Moved by Hamilton Chapter that Headquarters in Atlanta indicate on the printout of the list of Chapter Assigned Society Members (which is routinely sent to the Membership Chairman) those who qualify for a membership grade advancement. This printout would initiate Chapter activity to promote Membership upgrading, by others qualified but not recognized by printout.

Background Information:

- A) To help identify potential upgrades.
- B) To assist Chapter in assigning contact for follow-up with upgrade.
- C) Headquarters only need to reprogram printout.

Second: Cedric Smith - Toronto Chapter

DEFEATED

#91-2, Chapter 037 - Hamilton Chapter

Motion: Moved by hamilton Chapter that Bios be supplied by each of the Region II Chapters, 60 days in advance of CRC, of all those candidates who the chapter is proposing for various regional and society positions. This would be sent to the Regional Chairman for distribution to the chapter 30 days in advance to CRC.

Background Information:

- A) For better communications.
- B) Time saver at CRC.
- C) Ensure that ASHRAE goal is fulfilled. "Position Seeks The Man".

Second: Tom Drennan - London Chapter

Amendment: David Rasmussen - Hamilton Chapter
Sent to Nominating Committee for Regional Chairman.

Second: Tom Drennan - London Chapter

REGIONAL MOTION

CARRIED

#91-3, Chapter 037 - Hamilton Chapter

Motion: Moved by Hamilton Chapter that guidelines be established for the disposition of the regional fund to which the Region II Chapters have contributed. These guidelines shall be subject to the approval of the delegates at the CRC in 1992. The Region II fund should be audited annually by the President Secretary, Treasurer of the preceding CRC Host Chapter.

Background Information:

- A) The auditing of company institutions or organized funds is an accepted practice and may be required by regulatory agencies.

Second: Magdi Assaad - Montreal Chapter

Amendment: Dalton McIntyre - DRC
Change word "should" to "shall".

Second: David Rasmussen - Hamilton Chapter

REGIONAL MOTION

CARRIED

#91-1, Chapter 015 - Ottawa Valley Chapter

Motion: Moved by Ottawa Valley Chapter that any member may submit a motion at a CRC, but it must be seconded by a delegate.

Background Information:

- A) At present, only a delegate may submit a motion. Motions can be developed through discussions at the workshops, in which case the member proposing it should have an opportunity of submitting it at the business session. Regional Officers may also wish to submit motions at the CRC, but they are not permitted to do at the present time.

Second: Cedric Smith - Toronto Chapter

Amendment: Chris Frauley - Ottawa Valley Chapter
Change word "member" to "member of CRC".

Second: Greg Black - Windsor Chapter

Routed to Regions Council, Operations Sub-Committee Meeting Oct. 1991.

CARRIED

#91-2, Chapter 015 - Ottawa Valley Chapter

Motion: Moved by Ottawa Valley Chapter that the Regional Historian annually update the Region II Historical Manual and distribute to delegates four months prior to upcoming CRC.

Background Information:

- A) To provide delegates with a historical record of previous CRC motions.

Second: Cedric Smith - Toronto Chapter

REGIONAL MOTION

CARRIED

#91-1, Chapter 016 - Toronto Chapter

Motion: Moved by Toronto Chapter that Society prepare & distribute by August 1994, a 15 minute Society History Centennial video for use at a chapter meeting with the focus directed to grass root chapter members, guests and students.

Background Information:

- A) 1994 is ASHRAE Centennial.
- B) Only Soceity has capability and information to do this.
- C) Project too expensive to attempt on a Regional or Chapter basis.

Second: Chris Frauley - Ottawa Valley Chapter

ROUTING TO CENTENNIAL COMMITTEE CARRIED

#91-1, Chapter 141 - Windsor Chapter

Motion: Moved by Windsor Chapter that the Host Chapter include in their budget the cost of the CRC package for the Regional Chairman and his companion, at Region II CRC's.

Second: Cliff Thompson - Toronto Chapter

REGIONAL MOTION

CARRIED

3.3 Regional Fund

The Regional Fund was discussed and guidelines outlined in the Hamilton Chapter motion will be implemented.

3.4 New Business

Expense forms for delegates, alternates, Vice Chairmen, Research Chairman, Nominating Committee Members and alternates to be completed and mailed to Dalton McIntyre.

Chapter By-Laws discussion was deleted from the agenda due to time constraints.

4. FOURTH BUSINESS SESSION

Mr. McIntyre opened the session at 1:30 p.m.

- 4.1 Workshop reports, and motions arising from the workshops were not read at this session on a motion by David Rasmussen, second by Greg Black.

This is a summary of the topics, SPEAKERS, CHAPTER PROGRAMS, MOTIVATION AND PUBLICITY which were monitored by Bob Morris, Cliff Thompson, Paul Conrad, and Norm Johnson.

SPEAKERS

1. How to find good speakers:
 - .1 Review newsletters from other chapters.
 - .2 Check with Atlanta for available speakers.
 - .3 Review Insights and the Journal.
 - .4 Usually sales reps can arrange for speakers from the head offices of companies that they represent.
2. How to have sufficient members on the program committee.
 - .1 Committee meets once only where topics are discussed and selected. Each member is charged to obtain a speaker for one meeting only, and is provided with all information necessary to handle that meeting.

3. How to control the speakers presentation.
 - .1 Make sure that the person in charge of the meeting follows all the recommendations in Section 5 of the manual of chapter operations. The speaker should be advised in advance in writing what is expected of him. One method is for a designated person to stand to let the speaker know that he has only another five minutes to speak.
4. How to evaluate a speaker, as requested by the PAOE form.
 - .1 Bring back the form we used to have attached to the minutes. Apparently this did cause some problems. The ETA committee is working on this at the present time.
5. Cooperation between chapters can provide information on speakers. This is particularly true of the chapters that conduct their meetings in french, and prefer that speakers can speak in the language understood by all their members.

CHAPTER PROGRAMS

1. How to increase the participation by different groups of chapter members. The quality of the technical talk at the dinner meeting seems to be the key.
 - .1 It was suggested that the technical content be quite specific at pre-dinner sessions, and more general at the dinner meeting.
 - .2 Where possible, the topic should be chosen first, and then the speaker.
 - .3 Where chapter meetings are on successive days arrangements can be made to have the same speaker.
 - .4 The program for the year should be established early, and include the first two meetings of the following year.
 - .5 Give good guidance to the speaker, i.e. SECTION 5 OF THE MANUAL FOR CHAPTER OPERATIONS.

- .6 Try to accommodate the interests of each group of chapter members throughout the year. Alternatively a theme could be chosen for the year.
 - .7 Controversial subjects create interest, such as can be presented in a panel discussion.
2. How to improve Communication.
 - .1 Newsletter to be sent to all assigned members.
 - .2 Include in roster a listing under business affiliation, as well as member names.
 - .3 Point out availability of parking and public transportation.
 - .4 Encourage informal discussions prior to the meeting.
 - .5 Know your competition. Find out what other societies in your area are doing, and try to avoid conflicting functions.

MOTIVATION

1. MOTIVATING NEW MEMBERS
 - .1 Have quality programs to which you can invite prospective members. Make sure that the program is relevant to the person you invite. The newsletter should be issued well in advance of the meeting.
 - .2 Expand our area of coverage with the program to permit inviting interested people outside our normal area.
 - .3 Initiate some kind of contest with a suitable ASHRAE type prize to encourage members to seek out new members.
 - .4 Promote the ASHRAE Handbooks, Standards, Meetings, to attract new members.
2. MOTIVATING CHAPTER MEMBERS TO VOLUNTEER for COMMITTEES
 - .1 ASK THEM, after you have set the stage to encourage the right answer.
 - .2 Give new members, small measurable jobs to do. Don't overload them with work.

.3 Use past presidents to help you solve problems.

.4 Members must enjoy the meeting, and be confident that at least one or two meetings are of particular interest to them.

.5 Make sure that all new members are introduced to as many chapter members as possible, and that they made to feel welcome.

.6 Since new members who get involved, stay, make sure that they become members of a committee.

PUBLICITY:

All eleven Chapters were accounted for, with some having more than one person present.

The major points put forth by the Chapter Representatives were as follows. I have attempted to rate them in order of importance by the various reps.:

1. A good quality newsletter on a monthly basis and to be in the hands of the Chapter Members at least seven days prior to the Chapter Dinner Meeting.

It should contain:

- The name and profile of the upcoming speaker and a brief outline of the topic he will be giving.
- News about Chapter activities both technical and social.
- News of Chapter Members who have contributed significantly to Chapter and/or regional technical functions.
- Any other topical news items.

2. Mail newsletters to:

- All assigned members first three months.
- All meeting guests of last year.
- Guests are requested to leave their calling card.

3. Publish well in advance, upcoming seminars - symposiums. Special events - regional and national functions, such as C.R.C.'s and Society Meetings.
4. Prepare and distribute to local media:
 - News releases of - Upcoming events
 - New Officers and Board Members, for the coming year, with photos.
5. The importance of a Telephone Committee to contact all Chapter Members, advising them of upcoming meetings - speaker and topic - possibly the menu for the meal.

Committee Members to call the results of their calls to one person, with the number of confirmed replies, so as tabulation can be prepared and number of meals to prepare forwarded to meeting and dinner establishment.

If secretaries are used as Telephone Committee, invite them to one meeting for dinner to reward or thank them and for them to get an understanding of ASHRAE and put a face with a name.

6. Read, understand and utilize the publication prepared by Tony Giometti and forwarded to all Chapter Presidents by Steve Comstock "A Publicity handbook for ASHRAE Chapters".

Board Meeting the same day as Chapter Meetings.

- Better for visiting Regional and Society people.
- Circulate the Agenda with starting and ending times announced.
- Start on time.
- Ensure Agenda is followed to end on time.
- Have attendees prepare in written form their reports ahead of time for presenting and handing to Recording Secretary for inclusion in the Minutes.

- Keep meeting moving - don't get bogged down with discussions not related to topic at hand.
- Chairman must be prepared for the meeting with the Agenda - be cognizant of time - starting and ending - keep the meeting moving.

1993 C.R.C. Quebec City - ville de Quebec.
August 25 - 26 - 27 - 28, 1993

4.2 Future CRC's Region II

The formula that has been established is for the CRC to end on the weekend prior to Labour Day Weekend.

Schedule of Future CRC's:

1992	Halifax	August 27 - 29
1993	Quebec	August 26 - 28
1994	Ottawa	August 25 - 27
1995	Toronto	August 24 - 26
1996	Hamilton	August 22 - 24

4.2.1 CRC '92 Halifax August 27 - 29, 1992

This CRC will be held at the Halifax Sheraton on the Waterfront, commencing at 1400 hr. The Chapter intends to solicit sponsorship of the hospitality suite, and coffee breaks to reduce costs.

On a motion by Gerard Doyle, seconded by Chris Frauley, the budget was approved. It is to be noted that this budget was based upon a \$5.00 levi per chapter member, as it was for CRC '90 in Montreal.

- 4.3 The Winter Meeting will be in Anaheim California, Jan. 25 - 29, 1992.
- 4.4 The Annual Meeting will be in Baltimore, Maryland, June 27 - July 1, 1992.
- 4.5 Cliff Thompson moved to extend a vote of thanks to Dan Castellan and the Members of his committee for a Quality CRC.

- 4.6 Dick Charles stated that this was the second CRC he had attended in Canada, and that he was very pleased with it. He said that it seemed that smaller chapters are generally more successful in conducting a CRC. He mentioned that the Windsor Star article on the CRC was accurate, and very acceptable. He thanked Region II for inviting him to attend.

ADJOURNMENT 3:03 P.M.

APPENDICES

- A. ATTENDANCE SUMMARY
- B. REGIONAL DRC MBO
- C. ASHRAE REGION II CRC'91
PROGRAM OF EVENTS
- D. HALIFAX CRC - 92 BUDGET
- E. TECHNICAL TOUR
- F. FINAL FINANCIAL STATEMENT
WINDSOR 1991 CRC

APPENDIX A

ATTENDANCE AT CRC '91 WINDSOR, ONT. AUG 22-24

CHAPTER	* DELEGATE + ALTERNATE	BUS. SESSIONS				WORKSHOPS							CA/EX	
		#1	#2	#3	#4	CHA	HIST	EA	ETA	RP	MP	REF		
HALIFAX	* E. SPENCER + R. KELLY	X	X	X	X	X					X			X/X X/X
NB/PEI	* D. PALMER + R. COLLINS	X	X	X	X	X	X	X			X			X/X A/X
QUEBEC	* Y. VEZINA + J. BUNDOCK	X	X	X	X	X		X					X	X/X X/X
SAGUENAY	* R. GAUDREULT + D. BERGERON	X	X	X	X	X			1/2			1/2		X/X X/X
MONTREAL	* M. ASSAAD + D. ROBERT	X	X	X	X	X					1/3	1/3	X	X/X X/X
OTTAWA	* C. FRAULEY + N. ARMSTRONG	X	X	X	X	X	X	X		X				X/X X/X
TORONTO	* C. SMITH + W. FINES	X	X	X	X	X						X		X/X X/X
MISSISS	* L. DOOLEY + G. FISHER		X	X		X								A/A A/A
HAMILTON	* D. RASMUSSEN + D. SOMERS	X	X	X	X	X				X			X	X/X X/X
LONDON	* T. DRENNAN + D. BOYCE	X	X	X	X	X						CH		X/X X/X
WINDSOR	* G. BLACK + T. McDONALD	X	X	X	X	X					X			X/X X/X
COMMITTEE	REG. OFFICERS													
EDUCATION	J. BISSET	X	X	X	X	X			VC					
ETA	S. JOL	X	X	X	X					VC				
RESEARCH	G. SCOTT	X	X	X	X	X					VC			
MEMBERSHIP	J. DUGAN	X	X	X	X							VC		
REFRIG.	J. POLLOCK	X	X	X		X							VC	
HISTORICAL	C. THOMPSON	X	X	X	X	X	CH			1/2				
NOMINATING	R. MORRIS P. CONRAD	X	X	X		X								X/X X/X
DRC	D. MCINTYRE	X	X	X	X	X			1/5	1/5	1/5	1/5	1/5	
FAST DRC	N. JOHNSON	X	X	X	X	X								
SECRETARY	D. WINKUP	X	X	X	X	X	1/6	1/6	1/6	1/6	1/6	1/6	1/6	
CHAIRMAN	D. CASTELLAN	X	X		X						1/5		CH	
	OFFICIAL GUESTS													
PRES-ELECT	R. CHARLES	X	X		X	X		X	X					
VICE-PRES.	B. MANNING	X	X	X	X	X	X	X	X					
EXEC. DIR.	F. CODA	X	X	X	X	X						X		
	OTHER GUESTS													
CENT. OK.	M. BEDA		X	X						X				
N.E. OK.	C. MORSE										X			
B.C.	D. KISELBACH										X			
IOWA	M. ALLEN										X			
SASKATOON	W. DEAN										X			
STAFF AT.	T. ANDERSON										X			

APPENDIX A

PAGE 2

CHAPTER	ATTENDEE	BUS. SESSIONS				WORKSHOPS							
		#1	#2	#3	#4	CHA	HIST	EA	ETA	RP	MP	REF	
HALIFAX	G. DOYLE	x	x	x	x			x					
HALIFAX	D. RAFUSE			x	x	x				CH			
HALIFAX	R. THIBAUT												x
NB/PEI	G. FAHIE									CH			
NB/PEI	B. SLEMIN								x				
NB/PEI	A. GALLANT												CH
QUEBEC	D. POTVIN					x				CH			
QUEBEC	R. COURTEMANCHE					x							x
QUEBEC	Y. TRUDEL					x				CH			
QUEBEC	C. LESSARD					x					CH		
QUEBEC	M. BOUCHARD					x				ch*			
OTTAWA	B. LANDRY									CH			
OTTAWA	G. KERR										x		
OTTAWA	K. UGWU									ch*			
OTTAWA	J. SCOTT												CH
TORONTO	JOHN FOX	x	x	x			x						
TORONTO	J. HODGE	x	x	x		x	x						
TORONTO	R. CHAFFEY										x		
TORONTO	M. CHIARELLI											CH	
TORONTO	M. BUTLER									x			
TORONTO	D. GREEN				x					CH			
TORONTO	W. CHALMERS												CH
MISSISSAUGA	C. MCGUGAN												CH
HAMILTON	R. BATES				x						CH		
HAMILTON	G. MENZIES						x						
HAMILTON	J. THORNE											CH	
HAMILTON	W. OVINGTON									CH*			
LONDON	P. ZIEBART							x					
LONDON	D. JOHNSON											x	
LONDON	D. GLENDON									CH			
WINDSOR	F. FRABOTTA											CH	

NOTE: ch+ Program Chairman
 ch* Technical Chairman

APPENDIX B

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING
ENGINEERS, INC.

MBO - DRC - REGION II - FY 1991-92

Prepared 91-06-20

OBJECTIVES	MEASUREMENTS, or TASKS	DUE DATE	STATUS 91-08-1
1. Conduct CRC '91 Windsor, 91-08-22	Visit Windsor, check details	91-07-09	COMPLET
	Plan Business Sessions.	91-08-22	COMPLET
	Plan chapter Workshops.	91-07-26	50% COM
	Advise participants.	91-07-26	COMPLET
	Follow-up procedures.	91-09-27	
2. Visit Chapters	Chapter visit sch. to RVC's	91-07-05	COMPLET
	Schedule to Chapter Presidents	91-07-19	AT CRC
	Report forms to RVC's	91-07-05	AT CRC
3. Chapter Sections	Two chapters to form Sections	92-01-10	
4. Past President's Committee	Each Chapter to form a Past President's Committee.	91-09-30	
5. Regional News	Each Chapter Newsletter to include a Regional News item.	91-10-15	
6. Chapter Committee members appointed.	Chapter president to appoint committee members as well as the chairmen. ie. no ONE-MAN committees.	91-09-15	
7. Chapter Program Quality.	Eliminate commercialism. Obtain evaluation by 10% of attendees. (President's Theme)	92-01-15	
8. Student Branches	Two new student branches to be sponsored by chapters not having any to date.	92-01-15	
9. Member Promotion	Ask each member to sign up one new member. Send them application forms with dues notice.	91-09-15	
10. Research Prom.	25% of goal in 1991	91-12-31	
11. Member Speakers	Chapters to provide speakers for other societies, to encourage students to take maths and sciences, and to promote HVAC&R	92-01-15	
12. Regional Fund	Appoint regional treasurer and/or finance committee	91-08-23	AT CRC
13. Regions Council	CRC report to Regions Council at Winter meeting	92-01-26	

ASHRAE REGION II CRC '91 - PROGRAM OF EVENTS

APPENDIX C

Revision No. 7

HILTON INTERNATIONAL
WINDSOR, ONTARIO CANADA

DATE: 19-Aug-91

<u>TIME</u>	<u>EVENT</u>	<u>LOCATION</u>
<u>WEDNESDAY 21-Aug-91</u>		
17:00 - 22:00	REGISTRATION	2nd FLOOR LOBBY
20:00 - 22:00	HOST RECEPTION	ONTARIO ROOM COCKTAILS
22:00 - 01:00	HOSPITALITY SUITE	19th FL., RM. 1913
<u>THURSDAY 22-Aug-91</u>		
07:00 - 18:00	REGISTRATION	2nd FLOOR LOBBY
07:00 - 08:00	PRE-CAUCUS BREAKFAST	ONTARIO ROOM DEL / ALT
08:00 - 10:00	CAUCUS MEETING	ERIE/HURON ROOMS DEL / ALT
08:00 - 10:00	REGIONAL OFFICERS MEETING	RIVER RUNNER ROOM VICE CHAIR.
10:00 - 10:15	COFFEE BREAK	2nd FLOOR LOBBY
10:15 - 12:00	FIRST BUSINESS SESSION	ERIE/HURON ROOMS
12:00 - 13:30	BUSINESS LUNCH	ONTARIO ROOM CASH BAR
13:30 - 15:30	SECOND BUSINESS SESSION	ERIE/HURON ROOMS
15:30 - 15:45	COFFEE BREAK	2nd FLOOR LOBBY
15:45 - 18:00	CHAPTER ORIENTATION WORKSHO	RIVER RUNNER ROOM ALL GUESTS
18:30 - 19:30	COCKTAILS	ONTARIO/ERIE ROOM CASH BAR
19:30 - 01:00	REGIONAL AWARDS BANQUET	ONTARIO/ERIE ROOM CASH BAR
23:00 - 01:00	HOSPITALITY SUITE	19th FL., RM. 1913 ALL GUESTS
<u>FRIDAY 23-Aug-91</u>		
08:00 - 18:00	REGISTRATION	2nd FLOOR LOBBY
08:00 - 12:00	TECHNICAL SESSION (TOUR)	Chrysler Mini-Van Plant
12:00 - 14:00	PRESIDENT LUNCHEON	ONTARIO ROOM CASH BAR
14:00 - 15:30	THIRD BUSINESS SESSION	ERIE/HURON ROOMS
15:30 - 17:30	EXECUTIVE SESSION	ERIE/HURON ROOMS DEL / ALT
15:30 - 17:30	REGIONAL OFFICERS MEETING	RIVER RUNNER ROOM VICE CHAIR.
	DINNER @ RESTAURANT OF YOUR CHOICE	
21:00 - 01:00	HOSPITALITY SUITE	19th FL., RM. 1913 ALL GUESTS
<u>SATURDAY 24-Aug-91</u>		
07:00 - 16:00	REGISTRATION	2nd FLOOR LOBBY
07:00 - 08:00	ANNUAL MTG RESEARCH CANADA	HURON ROOM 1 DELICHAP.
08:00 - 12:30	WORKSHOPS	
	- RESEARCH & PROMOTION	HURON ROOM
	- MEMBERSHIP	ERIE ROOM
	- REFRIGERATION	ROOM 313
	- EDUCATION & CHAPTER PROGRAMS	ROOM 2105
	- ENERGY & TECHNICAL ACTIVITIES	ONTARIO ROOM
	- HISTORIAN	ROOM 309
10:30 - 10:45	COFFEE BREAK	2nd FLOOR LOBBY
12:30 - 13:30	LUNCH ON YOUR OWN	
13:30 - 15:00	CLOSING, SUMMARY & ADJOURNMENT	HURON ROOM

ASHRAE REGION II CRC '91 - COMPANION PROGRAM

APPENDIX C

Revision No. 7

HILTON INTERNATIONAL
WINDSOR, ONTARIO CANADA

DATE: 19-Aug-91

TIME

EVENT

LOCATION

WEDNESDAY 21-Aug-91

17:00 - 22:00	REGISTRATION	2nd FLOOR LOBBY
20:00 - 22:00	HOST RECEPTION	ONTARIO ROOM COCKTAILS
22:00 - 01:00	HOSPITALITY SUITE	19th FL., RM. 1913

THURSDAY 22-Aug-91

08:00 - 18:00	REGISTRATION	2nd FLOOR LOBBY
08:30 - 12:00	----- ESSEX COUNTY BUS TOUR -----	
12:00 - 13:30	----LUNCH AT THE NAVY YARD RESTAURANT----	
13:30 - 16:30	----- ESSEX COUNTY BUS TOUR -----	
18:30 - 19:30	COCKTAILS	ONTARIO/ERIE ROOM CASH BAR
19:30 - 01:00	REGIONAL AWARDS BANQUET	ONTARIO/ERIE ROOM CASH BAR
21:00 - 01:00	HOSPITALITY SUITE	19th FL., RM. 1913 ALL GUESTS

FRIDAY 23-Aug-91

08:00 - 18:00	REGISTRATION	2nd FLOOR LOBBY
08:00 - 12:00	-----FREE TIME-----	
12:00 - 14:00	PRESIDENT LUNCHEON	ONTARIO ROOM CASH BAR
14:00 - 17:30	-----FREE TIME-----	
	DINNER @ RESTAURANT OF YOUR CHOICE	
21:00 - 01:00	HOSPITALITY SUITE	19th FL., RM. 1913 ALL GUESTS

SATURDAY 24-Aug-91

08:00 - 16:00	REGISTRATION	2nd FLOOR LOBBY
09:30 - 12:30	-----FREE TIME-----	
12:30 - 13:30	LUNCH ON YOUR OWN	
13:30 - 15:00	CLOSING, SUMMARY & ADJOURNMENT	HURON ROOM

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APPENDIX E

ASHRAE - CRC '91

TECHNICAL TOUR

Friday, August 23, 1991 (8:00 a.m. - 11:30 a.m.)

Location: Chrysler Canada Ltd. - Windsor Assembly Plant

Subject: Assembly of Chrysler Mini Van

In 1981 the plant was completely renovated for this new vehicle. New paint spray booths, grinding, sanding, vehicle test and other air supply and exhaust systems were installed.

AGENDA

8:00 A.M. Hilton International
Bus Departure - 42 Attended

Arrival at Chrysler
Introductions and Presentation
by Chrysler Management

Guided Tour

11:20 A.M. Departure for Hilton

APPENDIX F

CRC'91 FINAL REPORT ON INCOME AND EXPENSES
Showing a comparison of projected and actual values

	ESTIMATES	BUDGET	ACTUAL
REVENUES			
Chapter assess. (4.50/mem.)	1170 pers	5265.00	5328.00
Society Contribution	1500US	1800.00	1726.95
Corporate Sponsors		2400.00	3255.00
Registrations:			
Single @ \$ 165	20 pers	3300.00	3649.94
@ \$ 180	10 pers	1800.00	900.00
Double @ \$ 220	27 couples	5940.00	2640.00
@ \$ 250	5 couples	1250.00	428.26
Partial Registrations		700.00	3035.48
Bank Interest & misc.		45.00	71.60
TOTAL REVENUES		22500.00	21035.23
EXPENSES			
Hotel: (total expenses)			17504.08
Meeting rooms		800.00	664.12
Meals: Thurs. Break.	26 pers.	260.00	451.61
Thurs. Lunch	50 pers.	1500.00	515.20
Thurs. Banq.	100 pers.	7500.00	5662.56
Fri. Lunch	75 pers.	3000.00	1831.99
Reception (Wed.)	60 pers.	420.00	1194.29
Hospitality/Companion Room		240.00	102.08
Hospitality room food/drink		750.00	494.88
Guest rooms (2)		480.00	560.87
Printing/postage		1500.00	1868.05
Equipment rentals		600.00	0.00
Transportation		300.00	193.30
Coffee break beverages		900.00	628.90
Companion Events		1500.00	904.45
Technical Session		300.00	117.70
Gifts/flowers		800.00	324.00
Recording secretary		1100.00	592.86
Bank Service Charges		50	10.45
Committee exp's. (Meetings & Hosting)		0	707.07
Miscellaneous (Baseball game)		500.00	679.70
TOTAL EXPENSES		22500	17504.08
REBATE TO WINDSOR		0	1765.57
REBATE TO REGION II (Halifax)		0	1765.57

17504.08
253115

253114

The Windsor Chapter presents the following;

ASHRAE REGION II CRC '91 - BUDGET (preliminary)

	Date:	05-Feb-90
	Revision No.	0
		BUDGET
<u>REVENUES</u>		
Chapter Assessment (\$4.50 per member)	\$4.50 x 1170	\$5,265.00
Society Contribution	\$1500.00 US	\$1,800.00
Corporate Donations	-	\$1,000.00
REGISTRATION		
Package (Member)	\$165.00 x 20	\$3,300.00
Package (Spouse)	\$90.00 x 0	\$0.00
Package (Spouse / Member)	\$220.00 x 32	\$7,040.00
Package (Member) - late	\$180.00 x 10	\$1,800.00
Package (Spouse) - late	\$100.00 x 2	\$200.00
Package (Spouse / Member) - late	\$250.00 x 5	\$1,250.00
Host Reception	-	-
Thurs. Breakfast	-	-
Thurs. Lunch	\$25.00 x 4	\$100.00
Thurs. Dinner \ Entertainment	\$100.00 x 2	\$200.00
Fri. Breakfast	-	-
Fri. Lunch	\$25.00 x 4	\$100.00
Sponsors - Coffee Breaks	\$200.00 x 3	\$600.00
- Hospitality Suites	\$200.00 x 3	\$600.00
- Cocktail Reception	\$200.00 x 1	\$200.00
Bank Interest	-	\$45.00
TOTAL REVENUE		<u>\$23,500.00</u>
<u>EXPENSES</u>		
Hotel Space, Meeting Rooms		\$1,000.00
Hotel Meals - Thurs. Breakfast	30 x \$10.00	\$300.00
- Thurs. Lunch (cash bar)	75 x \$25.00	\$1,875.00
- Thurs. Dinner (cash bar)	100 x \$35.00	\$3,500.00
- Thurs. Entertainment	100 x \$50.00	\$5,000.00
- Fri. Breakfast	10 x \$10.00	\$100.00
- Fri. Lunch (Presidential)	100 x \$30.00	\$3,000.00
Cocktail Reception (cash bar)	90 x \$5.00	\$450.00
Hospitality Suite - Room	3 x \$120.00	\$360.00
- Food & Drink		\$150.00
- Alcohol & Mix		\$600.00
Gifts		\$500.00
Guest Rooms	6 x \$120.00	\$720.00
Printing, Mailing, Postage, Photocopies		\$1,500.00
Equipment Rentals		\$600.00
Transportation		\$300.00
Hotel Coffee Breaks	40 x \$7.50 x 3	\$900.00
adies Events		\$1,500.00
Technical Session		\$300.00
Bank Service Charges		\$45.00
Miscellaneous (flowers etc.)		\$300.00
Contingency (G.S.T.)		\$500.00

ASHRAE REGION II CRC '91 - PROGRAM OF EVENTS (preliminary)

Revision No. 0

TON INTERNATIONAL
WINDSOR, ONTARIO CANADA

DATE: 28-Jan-90

WEDNESDAY 21-Aug-91

TIME	EVENT	LOCATION	# OF GUESTS
09:00 AM - 08:00 PM	REGISTRATION	2nd FLOOR LOBBY	ALL GUESTS
01:00 PM - 02:00 PM	OFFICAL WELCOME & CRC ORIENTATION		CASH BAR 70
02:00 PM - 03:15 PM	FIRST BUSINESS SESSION		60
03:15 PM - 03:30 PM	COFFEE BREAK		60
03:30 PM - 06:30 PM	DEL / ALT CAUCUS		30
07:00 PM - 08:00 PM	HOST COCKTAIL RECEPTION		CASH BAR 90
08:00 PM - ?	DINNER @ RESTAURANT OF YOUR CHOICE		

HOSPITALITY SUITE ROOM - ???

THURSDAY 22-Aug-91

TIME	EVENT	LOCATION	# OF GUESTS
09:00 AM - 08:00 PM	REGISTRATION	2nd FLOOR LOBBY	ALL GUESTS
07:00 AM - 08:30 AM	BREAKFAST		
08:30 AM - 10:00 AM	SECOND BUSINESS SESSION		60
10:00 AM - 10:15 AM	COFFEE BREAK		60
10:15 AM - 12:30 PM	THIRD BUSINESS SESSION		60
12:00 PM - 02:00 PM	LUNCHEON		CASH BAR 75
02:00 PM - 03:30 PM	EXECUTIVE SESSION		DEL \ ALT 40
03:30 PM - 05:30 PM	CHAPTER ORIENTATION WORKSHOPS		ALL MEMBERS 60
05:30 PM - 06:30 PM	VISIT WITH FRIENDS		
06:30 PM - 07:30 PM	COCKTAILS		CASH BAR 100
07:30 PM - -	REGIONAL AWARDS BANQUET & ENTERTAINMENT		CASH BAR 100

HOSPITALITY SUITE ROOM - ???

FRIDAY 23-Aug-91

TIME	EVENT	LOCATION	# OF GUESTS
09:00 AM - 05:00 PM	REGISTRATION	2nd FLOOR LOBBY	ALL GUESTS
07:00 AM - 08:30 AM	BREAKFAST		
08:00 PM - 09:00 PM	ANNUAL MTG. - ASHRAE RESEARCH CANADA		1 DEL \ CHAPTER 15
09:00 PM - 12:30 PM	WORKSHOPS - EDUCATION		20
	- MEMBERSHIP		20
	- RESEARCH & PROMOTION		20
	- ENERGY & TECHNICAL AFFAIRS		20
	- REFRIGERATION		20
	- PROGRAM		20
	- HISTORIAN		20
10:30 AM - 10:45 AM	COFFEE BREAK		60
12:30 PM - 02:30 PM	PRESIDENTIAL LUNCHEON		CASH BAR 100
02:30 PM - 04:30 PM	TECHNICAL SESSION		75
04:30 PM - 05:00 PM	CLOSING, SUMMARY & ADJOURNMENT		75

HOSPITALITY SUITE ROOM - ???

ASHRAE REGION II CRC '91 - LADIES PROGRAM (preliminary)

Revision No. 0

ON INTERNATIONAL
WINDSOR, ONTARIO CANADA

DATE: 28-Jan-90

WEDNESDAY ²¹
21-Aug-91

TIME	EVENT	LOCATION	# OF GUESTS
09:00 AM - 08:00 PM	REGISTRATION	2nd FLOOR LOBBY	ALL GUESTS
01:00 PM - 02:00 PM	OFFICAL WELCOME & CRC ORIENTATION		CASH BAR
02:00 PM - 07:00 PM	YOUR OWN TIME		
07:00 PM - 08:00 PM	HOST COCKTAIL RECEPTION		CASH BAR
08:00 PM - ?	DINNER @ RESTAURANT OF YOUR CHOICE		
	HOSPITALITY SUITE	ROOM - ???	

THURSDAY ²²
22-Aug-91

09:00 AM - 08:00 PM	REGISTRATION	2nd FLOOR LOBBY	ALL GUESTS
07:00 AM - 08:30 AM	BREAKFAST		
09:00 AM - 12:30 PM	-----LADIES EVENT-----		25
12:30 PM - 02:00 PM	LUNCHEON		CASH BAR
02:00 PM - 05:30 PM	-----LADIES EVENT-----		25
05:30 PM - 06:30 PM	VISIT WITH FRIENDS		
06:30 PM - 07:30 PM	COCKTAILS		CASH BAR
0 PM - -	REGIONAL AWARDS BANQUET & ENTERTAINMENT		CASH BAR
	HOSPITALITY SUITE	ROOM - ???	

FRIDAY ²³
23-Aug-91

09:00 AM - 05:00 PM	REGISTRATION	2nd FLOOR LOBBY	ALL GUESTS
07:00 AM - 08:30 AM	BREAKFAST		
09:00 AM - 12:30 PM	-----LADIES EVENT-----		25
12:30 PM - 02:30 PM	PRESIDENTIAL LUNCHEON		CASH BAR
02:30 PM - 04:30 PM	TECHNICAL SESSION OR SHOPPING		
04:30 PM - 05:00 PM	CLOSING, SUMMARY & ADJOURNMENT		
	HOSPITALITY SUITE	ROOM - ???	

ASHRAE REGION II CRC '91

Date: 28-Jan-90
 Revision No. 0

REGISTRATION PACKAGE

EARLY

LATE
 after July 21,

	EARLY	LATE after July 21,
Package (Member)	\$165.00	\$180.00
Package (Spouse)	\$90.00	\$100.00
Package (Spouse / Member)	\$220.00	\$250.00

PARTIAL COSTS

HOST RECEPTION & REGISTRATION	\$20.00	\$20.00
THURS. BREAKFAST	\$10.00	\$10.00
THURS. LUNCH	\$25.00	\$25.00
THURS. DINNER & ENTERTAINMENT	\$100.00	\$100.00
FRI. BREAKFAST	\$10.00	\$10.00
FRI. PRESIDENTIAL LUNCH	\$30.00	\$30.00
TECHNICAL SESSION	\$5.00	\$5.00
LADIES EVENTS - ***** 1 *****	?	?
- ***** 2 *****	?	?
- ***** 3 *****	?	?