1993

ASHRAE

36th Annual Conference

C.R.C. 1993

Region II

September 16-18, 1993

Ville de Québec

Québec

Revised 1994-09-20 by D.J. Mc

CRC'93 MINUTES OF BUSINESS SESSIONS

INDEX

FIRST BUSINESS SESSION September 16, 1993

1.1 CALL TO ORDER, ELECTION OF SECRETARY and ROLL CALL

Dalton McIntyre, D.R.C. Region II, called for the appointment of La Ville de Québec as the official secretary of C.R.C. 1993.
Motion by Toronto chapter seconded by Halifax chapter:
That the secretary of the ASHRAE Chapitre La Ville de Québec be the official secretary of C.R.C. 1993, Region II.
Vote: Unanimous. Pierre Guillmette assumed this position.

The DRC called roll as recorded on the attendance sheet.
Nominating Committee member, Paul Conrad, was present for the Caucus; he was not present at this moment in the proceedings.

The DRC introduced the head table;
Frank Rosa, visitor, Central New York Chapter
John Dugan, Assistant Chairman, Region II
Neil Patterson, ASHRAE President
John Blossom, ASHRAE Vice-President
Bob Cappelleti, D.R.C., Region V
Frank Coda, ASHRAE Executive Director Atlanta Staff

The DRC reminded those present that it was most important to sign the attendance sheet for each session. For the delegate and alternate, presence means 50 points for your chapter; absence from any one meeting at a C.R.C. means minus 100 points for a net loss of 50 points for the chapter.

1.2 APPROVAL OF CRC'92 MINUTES and BUSINESS ARISING FROM THEM

The DRC called for the approval of the minutes of CRC'92.
Motion by London chapter, seconded by Hamilton chapter:
That the minutes of the CRC'92 be accepted.
Vote: unanimous
No business arising from the minutes was reported.

1.3 ADDITIONS OR MODIFICATIONS TO THE AGENDA

No additions or modifications were called for at this time.
The DRC clarified that motions and resolutions are part of the 3rd Business Session and that motions will be read at the end of the 2nd Business session so that they can be discussed at workshops.

1.4 REPORTS and M.B.O.s

1.4.1 D.R.C. - Dalton McIntyre

The DRC report is under tab #3 in CRC'93 binder.
With reference to the Saguenay Lac-Saint-Jean chapter's request for a Sabbatical for a year, Frank Coda, Atlanta, advised that it would be best to word a motion, not as a request for a sabbatical from the Society, but to request a waiver of the rules of the Board of ASHRAE to permit it to remain inactive for this year.

1.4.2 R.V.C. Educational Activities - Tom McDonald

The EA RVC report is under tab #4 in CRC'93 binder, to which a two page handout has been added.

Neil Patterson commented that student resume books are published by some student branches because students are interested in the job market. This activity encourages young people to get into the industry.
Tom McDonald replied that both the Toronto and London groups were doing that. The idea will be presented at the EA workshop.

1.4.3 R.V.C. Research Promotion - Dan Castellan

The RP RVC report is under tab #7 in the CRC'93 binder.

1.4.4 R.V.C. Membership Promotion - Norm Johnson

The MP RVC report prepared by John Dugan is under tab #6 in the CRC'93 binder.

Norm Johnson offered to mail a copy of his MBO's since they were not in the binder.
John Dugan, past RVC for MP commented that over a three-year period, the total growth was a negative 1.5 %, which is the same across Society.

1.4.5 R.V.C. TEGA - Laurier Nichols

Only one chapter report is available; the others have not been received from the previous chairman. An affirmation was given by the current chairman of his commitment to this activity. He has expertise in seminar development that he plans on putting to use. At least two chapters will be visited this year. He aims for direct communications with all chapter TEGA Chairmen to have reports on their activities. At the TEGA workshop information will be given in regard to a new programme, an award in Government Affairs.
Dalton McIntyre commented that contact with the previous TEGA RVC was not achieved. A great deal of improvement is needed in this area.

1.4.6 R.V.C. Refrigeration - John Pollock

The Ref RVC report is under tab #8 in the CRC'93 binder.

Dalton McIntyre asked if there were any suggestions for a successor, but non were provided.

1.4.7 Regional Historian - Clifford Thompson

The Reg historian's report is under tab #9 of the CRC'93 binder.

Delegates and alternates were advised to take a look at the memorabilia display in the registration lobby of La Ville de Québec which includes photos and the original charter. Each chapter should have a similar exhibit at the Ottawa C.R.C..
A suggestion from the floor that each chapter's historian serve as pivot point for the dispersal of information to the Centennial Committee was accepted as an action item for each chapter.

1.4.8 Nominating Committee - Member, Paul Conrad

The DRC asked if he was receiving enough names. Confidence was expressed in the delegates' ability to solve any problems that might arrise.

At this point in time, 4:30 p.m., Sept. 16, 1993, the approved agenda for the First Business Session of Region II's C.R.C. was completed. The ensuing reports and address were added, as presented, into this session's agenda.

1.5 C.R.C. BINDER - Dalton McIntyre

Each chapter and chairperson was asked to provide a report in 25 copies for insertion in the CRC binder. Delegates are now asked to remove the committee reports from the binder and give them to their representatives attending the workshops. If, however, no one attends a workshop, the material should be given to the committee chair in the chapter.
An R.V.C. commented that the idea was great provided the reports were brief.

1.6 REGION II ROSTER 1993-94 - Dalton McIntyre

The roster is under tab # 25 in the CRC'93 binder. Page 1 lists the regional chairs and C.R.C. chairs. ^Note that C.R.C. 1997 is in Hamilton. Chapter executives and the existing Board of Governors are listed on Pages 2 and 3. Chapter committee, chairpersons and historians are listed on Pages 4 and 5. A confirmation was asked for the names of the Halifax and Windsor Historians. Cliff Thompson asked that the Windsor Historian confirm address, fax and phone in writing. Dalton McIntyre requested that he be advised of any corrections.

1.7 ANNOUNCEMENTS

1.7.1 C.R.C. Delegates

All C.R.C. Delegates and Alternates are expected to attend the Chapter Operations Workshop, which will include a review of the Chapter Calendar of Events under tab #26 in the CRC'93 binder.

1.7.2 C.R.C. 1993 Evaluation

Quebec C.R.C. 1993 evaluations can be handed in at the end of the C.R.C. or mailed or faxed.

1.7.3 Theme nights

Chapters were requested to identify theme nights so that all RVCs could plan on being in attendance when their specialty was the theme. The DRC volunteered that he had this information from New Brunswick/P.E.I., Windsor and Ottawa. It was suggested that theme night dates could be discussed in workshops.

1.7.4 Documents Availability

Delegates were advised by Dalton McIntyre that extra copies of documents were available if needed. Two binders, were available for perusal. They contained all material received this year by the Regional Chair, such as, Chapter minutes, newsletters, Board of Governors minutes, and chapter information forms. The DRC invited the Toronto Chapter to consult these binders for correct chapter minutes format. Toronto responded that this was an action item at their last Board meeting.
President Neil Patterson announced that a chapter software package is in production which will have a standard format for chapter meeting reports. According to Frank Coda, Society Staff, support for the programme will be provided by data processing in Atlanta, at least by responding to questions.

1.8 ACTIONS ON MOTIONS FROM C.R.C. 1992 - DALTON MCINTYRE

1.8.1 Regional Motion

The regional motion to have chapter assessment contributions paid 90 days in advance of the C.R.C. resulted in only the Hamilton Chapter following the procedure. Hamilton remarked that the cheque was not cashed for four months.

1.8.2 Membership Information

The motion that membership information could be available in French, but not the actual application form, was modified by the Region's Council to be that membership information could be provided in any language and the application form in English. It is up to the members to translate it for prospective members.

1.8.3 Motion for Modification

The motion for the modification of the guidelines for the Golden Ribbon Award was carried at Halifax but rejected by the Society's History Committee. Society accepts an honest effort to get a history started. The RC and the Historian determine if it is honest. Regional Historian, Cliff Thompson, pointed out that the Society's History Committee wanted to stress that a chapter's first Gold Ribbon had to be a chapter history, not a history of a firm, buildings or people. Again, the thought was expressed that there will be a completed history from all chapters for the Centennial Year.

1.8.4 Motion for Substitution

The motion regarding the substitution of attendees at C.R.C.s and the authorization of their eligibility to be reimbursed for the cost of transportation was solved by taking into account that this involved only the Research Promotion and Membership Promotion Chapter Chairmen. The region level does not sign for them. Research Promotion's transportation is paid for by the Research Promotion Group. Membership Promotion is paid for by the Membership Member Council. Research Promotion may accept a justifiable substitution and Membership Promotion will not accept substitutions.

1.8.5 Motion on Reporting Procedure

The motion requesting the Presidential Newsletter to include reporting procedure, instructions and approximate dates for chapter reports to the Region was turned down because this is the responsibility of RVCs.

1.8.6 Motion on Revoking a Chapter Charter

The motion regarding the revoking of the Mississauga Charter was approved by the Board and all assigned members are assigned to Toronto. In regard to a question concerning funds, The treasurer was identified as Linton Murray. ASHRAE Research Toronto should receive any funds that remain.
Norm Johnson suggested that this be an action item and volunteered to follow up for the funds, Approximately $ 600.00 are involved.
In addition, the Hamilton and Toronto Chapters would like to confirm that the old boundary, Highway 25, be reinstated. Note that the Hamilton Chapter was not affected by the initiation of the Mississauga Charter, only Toronto.
Furthermore, any member can designate to what chapter he wants to be assigned.

1.8.7 Motion on Transfer

The motion that the ASHRAE Board of Governors, through the Technology Council, consider the transfer of chapter programming support from the Technical, Energy and Government Activities Committee to the Refrigeration Committee was defeated at Regions' Council

1.8.8 Motion on Assistance

The motion that the ASHRAE TEGA VC contact the appropriate federal government office and offer ASHRAE assistance, within their discretion, to establishing a uniform language for all of Canada in the handling of C.F.C. and allied problems was considered a regional motion, not a motion for the Regions' Council.

1.8.9 Motion on Buildings

The motion that residential and multi-residential buildings be added to the categories included in the Technology Award activities covered by P.A.O.E. was implemented this year.

1.8.10 Motion on Software Package

The motion that ASHRAE Atlanta study the development and cost to the chapters of a PC software package for use by the chapter secretary to facilitate the preparation of minutes by simply filling in the "blanks" was referred to the software package sub-committee and is the item in production.

1.9 SOCIETY REPRESENTATIVE REPORT - FRANK CODA - ASHRAE ATLANTA

Frank Coda noted the importance of communication at this meeting and wanted it understood that he wanted to be accessible even though he was unable to communicate in French.

1.9.1 Personnel

The Atlanta staff is comprised of about 90 individuals, the Washington office, three. The two objectives of staff are: to support the volunteer structure and to make the volunteer time investment worthwhile.

1.9.2 Responsibilities

Staff responsibilities include using professional expertise to help the Society achieve its goals and to run the Society in a business like fashion. Society is an information transfer system, more like a publishing house than an engineer's office. ASHRAE staff expertise is in areas such as accounting, publishing, and standards' writing. Staff is not involved in technical policy but provides support services not germane to the Society mission.

1.9.3 Brief History

ASHRAE, a technical society founded in 1894, is the amalgamation of two societies in 1959, A.S.H.S.V.E. and ASRE. ASHRAE, as such, came into being in 1959. The U.S. government classifies ASHRAE as a 501C3, a technical and educational organization. ASHRAE is non-profit. Trade associations have a proprietary interest. ASHRAE exists for the benefit of the public. Due to our classification, we receive a better postal rate, an important consideration for an information transfer system.
Differences exist between trade, professional and technical societies; individuals make up technical societies. ASHRAE is one of 7000 societies in the U.S.
ASHRAE is a business in the Atlanta area and is the proprietor of a building containing 30,000 square feet of office space. It has been at its present location since 1981 and this edifice was totally renovated two years ago to Standard 90 specifications at a cost of $ 1.8 million. "We practised what we preach."
N.B. An overhead was used to project two pie charts which showed sources of the Society's money and expenditures. The charts reflect the fiscal year ending June 30, 1993. The overheads were given to Dalton McIntyre following the presentation to be attached to the minutes.

1.9.4 Revenues

Membership dues represent $4 million (29 %). Dues alone would not sustain the Society. Membership represents the customer base of the Society and its technical voice.
Exposition income in Chicago was $ 1.6 million (11.5 %). Advertising was a factor here. This income goes to the Research Fund. In addition, about $ 80,000 yearly goes to the Education Fund. A re-negotiated contract accounts for some of the 1993 increase.

The contributions and the special projects of the grass roots annual campaign in the regions was $ 1.4 million (10.3 %). Advertising this year was $ 2.268 million (16 %). Advertising depends on the show. The show is very important to the Society. The quality and quantity of the distribution of your magazine gets advertising money.
Copy sales and subscriptions account for $ 2.788 million (20 %).
Interest and investments were $ 371,000 (2.7 %).
Registration fees and meeting and educational fees brought in $ 1.431 million.
Total Income June 30, 1993 was $ 13,936,586.00.

1.9.5 Expenses

Salaries, taxes and benefits were $ 3.783 million (27 %).
Salaries are administered by a nationally recognized system called Haye. It establishes internal and external equity.
Publication costs were $ 2.268 million (16 %).
Research and special projects amounted to $ 2.306 million (16 %).
Committee and staff travel represent $ 1.044 million (7.5 %).
ASHRAE is unique in that it provides transportation to meetings such as C.R.C.s, Standing and General Committees. Most societies provide this only for their Boards or Special committees. This aspect accounts for the high level of volunteer participation by ASHRAE members, a strong asset of ASHRAE.
Meetings and seminars account for 5.2 % of the cost.
Postage and computer costs represent approximately 10.2 %.
Depreciation of the building and taxes represent 4.6 % of the cost. In the State of Georgia only churches have tax relief. We pay property taxes.
Professional services such as legal and accounting represent 1.1 % of the cost.
Administration costs and others represent 4.3 %.
In 1993, there was a surplus of $ 977,000.00. The surplus was a combined surplus of the General and Research Funds. Publications contributed to this greatly. Media costs were also well controlled.

1.9.6 Questions and Answers About the Financial Report

A question was raised on the interest on investments.
Interest on investments is from the reserve portfolio and the cash flow. Investments are in mutual funds, commercial paper such as Treasury Notes and investment guidelines assure that we are into triple A rated bonds; 50 % of our portfolio has to be insured. It is difficult and nearly impossible to get investments of $ 4 million or $ 5 million completely insured. It isn't wise either because you are not taking advantage of the market. The investment philosophy is conservative.
It was pointed out that a reserve is required for research work in progress.
There is a ratio of .3:1 minimum that has to be maintained between reserves and expenditures for a rainy day. Our reserves give income. This is prescribed by Society rules and operating procedures.
There is an Investment Sub-Committee, which includes the Society Secretary, Controller and six or seven volunteers. Atlanta is steward of the Society's money.
A question was raised if the reserves were in surplus.
The reserves are not in the surplus. The reserves are in the assets of the balance sheet.
A question was raised if there was a committee to take care of the surplus.
The response was that was that the Board of Directors performs this duty. At the end of the year, the Executive Committee recommends to the Board of Directors where to put the surplus.
In part the surplus was the result of income from the exhibition which was high; advertising from it varies between odd and even year shows.
A question was raised as to the limit of reserves for a non-profit organization.
In Canada, such reserves are limited. Non-profit reserves are not limited in the U.S. It is crucial that the reserves are used for the non-profit purpose of the organization.
Staff organization was reviewed. The administrative staff consists of six members for liaison with the elected volunteer leadership, staff management and international relationships with other societies and organizations outside the U.S. and Canada.

The Washington office of three serves as a technical information resource for government. It has included Canadian interests under the TEGA Committee. Support is provided to the TEGA Committee. It issues up-dates, odes issue-tracking and provides liaison with various government agencies, trade associations and technical societies. Jim Cox has headed it since 1981.
Membership Services is headed by Carolyn Kettering. It handles membership promotion, the processing and maintenance of records, issue reports and records at the chapter level; in addition, they handle meeting, promotion and arrangements. They handle chapter support. Newsletters and minutes should be sent here.
A staff directory indicates with whom to liaison.
Richard Wright directs the Technology Department; he has been with ASHRAE since 1981 and takes care of domestic and international standards through I.S.O. and A.N.C.Y., administers the research projects and tracks them, handles research promotion, supports the technical committee structure and responds to technical inquiries. There is an average of 500 technical inquiries monthly.
Tom Anderson, Research Promotion manager, will kick-off Research Promotion at the workshop.
Steve Comstock, who has been with the Society since the seventies, heads the Communications and Publications Department. The department handles advertising in the publications and public relations.
Tony Giometti is the PR staff person. This department handles all the publications, promotions and production including the Journal, Handbook and Insights. Typesetting is in-house.
We are moving from a typesetting operation to a PC-based publication system. We are converting typesetting people to editorial types; the editor is becoming a graphics type of an individual. This department also includes a library with a full-time librarian for historical and archival information.
Dale Wilson heads the Education Department formed this year; previously it was a section. We hope to have 50 or 60 courses available within the next five years. Three staff members handle professional development seminars, both in-house and external and correspondence courses.
Administrative Services and Finance is handled by Walt Glasser. This involves the controller's office and the entire data processing organization.
Key staff members, except Walter Glasser, are rotated to most of the regions for meetings.
Newsletter advertising will be dealt with at a later time in this C.R.C..
An invitation was reiterated to see the Society's facility in Atlanta.

1.10 REGION V CHAIRMAN - ROBERT CAPPELLETTI

Mr. Cappelletti compared his drive through Southern Québec to his area, Region V. His region includes the States of Michigan, Indiana and Ohio. In his work on behalf of ASHRAE, he serves on the Operations Sub-Committee of the Region's Council. He wanted to call to the attention of the group the Calendar of Events that Region II's D.R.C., Dalton McIntyre, developed. In his estimation, it is a good tool for chapters to use.

1.11 POINT OF ORDER

It was announced that ASHRAE Research Canada would meet at 7:00 am on Friday, as indicated in the agenda. Both delegates and alternates should attend. A motion to delay the start of this meeting to 7:30 the program for the Business sessions had been advanced, was ruled out of order.

The First Business Session ended at 5:28 pm.

SECOND BUSINESS SESSION September 17, 1993

2.1 ADDRESS BY ASHRAE STAFF REPRESENTATIVE

See 1.9 - Presentation by Frank Coda.

2.2 CHAPTER REPORTS 1992-1993 and M.B.O.'s 1993-1994

2.2.1 Halifax Chapter - Paul Aucoin

The report by chapter president Robert Kelly is under tab #11in the CRC'93 binder.
DRC comments:
East Coast Crier - some improvement in content, but should be sent out earlier.
B of G minutes - format is good, not sent out monthly as required, last two are missing.
Chapter meeting minutes - not sent out monthly as required, all arrived June 30th by fax.
Chapter Information Form - received two months late.
September newsletter contained different names for Historian and Membership Promotion Chair.
Paul Aucoin advised that a Centennial Committee will be formed before the next meeting.

2.2.2 New Brunswick/P.E.I. - Alyre Gallant

The report by chapter president Brien Storey is under tab #12 in the CRC'93 binder.
DRC comments:
The Herring-Choker was very good, an improvement over other years; it should be mailed out earlier;
All minutes - very good and were received promptly;
Chapter Information Form - received two weeks late; should use the latest format.
Alyre Gallant advised that Chapter Historian is the Chairman of the Centennial Committee. A committee will be in place at the next meeting.

2.2.3 Chapter 013 "La Ville de Québec" - Denis Fortin

The report by chapter president Jean Bundock is under tab #13 in the CRC'93 binder.
MBO's for 1993-94 are:

to increase membership by 5%;
to obtain the High Five for the Research Fund;
to plan an activity with another regional society;
to plan a meeting around the new rules concerning refrigerant CFC;
to posibly establish a new chapter section in Chicoutimi.

DRC comments:
The last objective would be discussed later in the agenda.
INFOBEC is well done, received promptly and a "great service to members". However, a disclaimer, a statement saying neither the Society nor the Chapter accepts responsibility for the correctness of the translation in the publication, would be prudent.
Correspondence is answered promptly and all minutes are received regularly.
The Chapter Information Form - received three weeks late.
Regional Historian, Cliff Thompson, had already received the minutes of the first meeting of the Centennial Committee.
Neil Patterson, complimented the Chapter on their work with student members and the fact that they have seven faculty liaisons. This, he said, is "outstanding". He noted that an effort be made to convert student members into "associate members" as they approach the end of their program. He said "They are the future of your chapter!"

2.2.4 Montréal Chapter - Roland Charneux

The report by chapter president Daniel Robert is under tab #14 in the CRC'93 binder.
M.B.O.'s for 1993-94 are:

to increase Society membership by 2 %, growing to 300 members;
to continue to participate in shows to give visibility to ASHRAE;
to liaise with three colleges and three universities, to provide information on student awards and student branch formation;
to present three technical seminars and provide information on technical awards;
to distribute summaries of monthly technical sessions to members who attended and to survey members on topics/issues of interest;
to provide up-dates on refrigeration legislation and organize technical seminars;
to separate membership dues from meals; Finance software will be modified because the GST and TPS/TVQ is different on meals and membership;
to start the Research Campaign in November and have two Research Promotion theme nights: We will be having new activities;
to have Past Presidents write about their experiences; the Montrealer will feature historical highlights;
to up-date presentation and content of our newsletter;
to use name tags identifying the individual and his employer;

DRC comments:
Complimented him on the clear objectives in the report.
Chapter Information Form - received one week late;
all Chapter meeting minutes were received in July;
the February, March and April minutes of the Board of Governors are missing.
Allan Hanley was identified as the Chair of the Centennial Committee with past presidents such as J.-P. Bédard as members.
the latest issue of the Montrealer; the content was excellent, but it contained advertising that did not conform to Society norms. The DRC indicated that it had to revert to what is permitted, business card advertisements.
Thomas McDonald, stated that P.A.D.E. points did not reflect all that had been accomplished in this domain because 300 points were lost because the Educational Activities report was faxed a month late. The Delegate's comment "Can they be transferred to this year?" evoked laughter from all present.
To a question on a student branch, the response given was that there are eighteen signed students to establish a student branch at l'École Polytechnique.

2.2.5 Ottawa Valley Chapter - Ross McIntyre

The report by chapter president Neil Armstrong is under tab #16 in the CRC'93 binder.
M.B.O.'s for 1993-94 are:
to publish in advance for the year the speakers/topics in the Capital Communiqué. The September issue listed them for September, October and November; theme nights for the year were listed as well;
to use good programmes to entice people to find out about us as a Chapter;
to have committee chairmen develop and plan programmes, seminars and technical sessions;
to increase membership by 10 % and reduce delinquencies;
to have a Refrigeration Forum in February with four major refrigeration companies to discuss in an open forum which way they are heading with the CFC issue.
to organize a spousal night in February.
DRC comment:
Capital Communiqué - content very good; received promptly;
minutes of the Board of Governors - August to March, arrived in April the rest have not arrived.
minutes of chapter meetings - up to May were received in May.
The Chapter Information Form - was received two months late;
The D.R.C. acknowledged that the theme nights for 1993-94 were already published.

2.2.6 Toronto Chapter - John Hodge

The report of chapter president Bill Fines is under tab #17 in the CRC'93 binder.
The M.B.O.'s for 1993-1994 are:
to address the technical, social, financial and personal aspects of Chapter operations;
to reconcile the two groups on the Board of Directors since some are more non-traditional in outlook;
to aid each committee to reach its goals;
to promote interaction with other groups;
to mobilize our past presidents who have become dormant.
DRC comments:
the Gazette - a model newsletter, but it carried an advertisement which is not allowed by ASHRAE.
Minutes of the B of G - format good, received promptly; attachements may not be necessary if the minutes reflect the important points.
The Delegate replied that the Secretary at the business meeting has begged for written reports. It provides a more complete report.
Minutes of chapter meetings - only cover sheets received.
The Delegate explained that the Toronto Chapter is now aware of the form required for chapter minutes.
Correspondence response - good;
Chapter Information Form - never received;
The reply indicated that it was faxed to the D.R.C. and the Chairman of C.R.C. 1993 on the same day.
The D.R.C. allowed that Yves Trudel gave him one when he was in Québec.
Pre-dinner tutorials, sometimes called technical sessions in other chapters. They are a good pre-dinner activity. Theme nights and tutorials have been established for this year.
The question was raised why Research Promotion was down $ 10,000.00 from last year, when it was $33,000.00. The response cited the state of the economy. Technical sessions provide some of this but general corporate contributions are down. Advice was offered to make sure that the Research Promotion Chair attends the workshop to find out how Darryl Boyce of London and the Windsor Chapter exceeded their goals.
Norm Johnson intervened adding that as a member of the Research Promotion Committee, he had twelve corporate contacts to make. A contribution was received from one. Corporations have a policy to discontinue promotion at this time. "We are down $ 10,000.00, but not from lack of trying." Johnson Controls is an example of a heavy contributor in the past who gave zero this year.
Dalton McIntyre shared his recent experience in working for Research Promotion for his Chapter in which he found that the list supplied by Atlanta had not been updated in the recent past by Chapter.
Neil Patterson verified that the numerical increase from 823 to 958 was a result of the assimilation the Mississauga Chapter.

2.2.7 Hamilton Chapter - Wilfred Laman

The report by chapter president Wilfred Laman is under tab # 18 in the CRC'93 binder.
M.B.O.'s 1993-1994 are:
to find a new meeting location;
to include in the October newsletter, Airways, a complete list of topics and speakers for the year;
to have at least seven table top displays at meetings during the year;
to have a Ladies' Night and Pas Presidents' Night in December;
to have each grass root committee assign one more vice-chairman;
to assist the Historical Committee in meeting their goals.
DRC comments:
Airways - contained good content and arrived promptly;
All minutes - received promptly and were very good;
Chapter Information Form - was received one week early, and response to correspondence is good.
It was affirmed that George Menzies would attend the Historical Workshop.

2.2.8 London Chapter - Owen Glendon

The report of chapter president Owen Glendon is under tab #19 in the CRC'93 binder.
M.B.O.'s for 1993-94 are:
to renew our membership drive and increase membership by 5 %;
to continue to work with students; our student membership increased last year;
to fill two committee chairs O Refrigeration and Historian.
track closely individual chair goals;
to carefully determine what topics will be presented for programme;
to offer a technical seminar in the Spring.
We have already received contributions for this year's Research Promotion Campaign.
D.R.C. comments:
Every chapter is expected to have a minimum of six meetings per year with technical presentations as the main feature.
Newsletter - content good, received promptly;
All minutes - very good, and received promptly;
Chapter Information Form - received 10 weeks late;
The chapter Historian is being replaced.

2.2.9 Windsor - Donald Winkup

The report of the chapter president Tom McDonald is under tab #20 in the CRC'93 binder.
M.B.O.'s for 1993-94 are:
to change the meeting location to a better facility for the members;
to hold a combined technical/golf field day to attract membership;
to continue Board of Governor meetings in June, July and August to facilitate programme planning;
to hold separate Board of Governor meetings prior to regular monthly meetings to increase attendance;
to reformat the newsletter to increase interest and change the posting date due to postal service delays in the county.
DRC comments:
Newsletter - the new format and the promptness of its delivery, are great;
All minutes - format good, and received promptly;
Chapter Information Form - arrived two weeks late; a revision was received September 2nd.

2.2.10 General Comments

A reminder was given to all chapters that both the DRC and Atlanta should be advised of changes in chairs or the executive board. Also a Centennial Committee should be in place in October.
Cliff Thompson asked all chapters to take care to note the correct mailing address that a particular person wants used. The example cited was that Atlanta's mailing address for George Menzies did not agree with the one noted by his Chapter on information forwarded to him.
Thomas McDonald, asked that the Educational Chair of each chapter sends him their M.B.O.'s because he was going to use them as a guideline in awarding the Educational Plaque next year. He cited the example of those outlined by the Ottawa Valley Chapter.
Dalton McIntyre emphasized that the R.V.C. needs information provided by the chapter to establish your P.A.D.E. point schedule. He added that if joint meetings are held, points cannot be claimed unless this information is published in your newsletter. The name ASHRAE has to be on all notices of the meeting. Either the R.V.C. or Atlanta has to be informed for your chapter to receive points. The DRC has received reports of joint meetings that were not advertised as such in chapter newsletters. Meeting plans for the year have to be published before December to earn P.A.D.E. points and that this aids members to prepare to attend future meetings.

2.3 READING OF THE MOTIONS

The motions were read so that they could be discussed in pertinent workshops before being brought back to the Third Business Session. There was no discussion. The meeting was adjourned at 09:40 hr.

THIRD BUSINESS SESSION September 18, 1993

3.1 RESOLUTIONS/MOTIONS FROM CHAPTER AND WORKSHOPS

The D.R.C. opened the session at 2:09 pm with the Saguenay-Lac-Saint-Jean Chapter present and the Halifax Chapter absent; he noted that 50 P.A.D.E. points were lost to a chapter for each member missing a session.

3.1.1 Windsor Chapter (Chapter 141) - Donald Winkup

* Motion No. 93-01, by Windsor, seconded by London
That all future Region II C.R.C.'s have incorporated in the program (a non-conflicting) time of a minimum of six hours for the Research Promotion Workshop.
Background information: If this cannot be done, workshop will be removed from the C.R.C. Research Promotion Chairman must attend six-hour workshop to be reimbursed from Atlanta.
Discussion: Transportation costs are reimbursed by Atlanta. The D.R.C. added that the Ottawa Valley Chapter told the R.V.C. that provision was made to have the workshop in two sessions at CRC'94, half on Friday and half on Saturday, the Friday session to be held possibly during a technical tour time slot.
R.V.C. Membership indicated that this organization created a planning conflict in the programme. The CRC'94 Planning Committee will have to deal with it.
The mover amended the motion to delete "(a non-conflicting)" Accepted by seconder.
Vote: Nine in favour. Carried. Regional Motion

3.1.2 London Chapter - Owen Glendon - Chapter had no motions.

3.1.3 Hamilton Chapter - Wilfred Laman

* Motion 93-1-037 by Hamilton, seconded by Toronto chapter.
That within 30 days of the adjournment of the Annual Chapters Regional Committee Meeting, the Society President announce their regional Vice-Chairman appointment and that their information be sent directly to the chapter president within the region affected.
Background information: We have never officially received confirmation on who was appointed by Society President to be Regional Vice-Chairmen. E.G. No one in Hamilton Chapter knew that Norm Johnson took over R.V.C. Membership.
Discussion: Norm Johnson commented that the change had been noted on the Regional Roster. The D.R.C. added that nominees selected by the President Elect and the D.R.C. could not be announced until after their confirmation at the Winter Meeting. Frank Coda added that they had to meet the Society criteria for the appointment. The crux of the matter is that there is a long delay between the C.R.C. and the official announcement.
Vote: Eight in favour, one abstention. Carried. Regional Motion

* Motion 93-2-037 by Hamilton, seoconded by NB/PEI
That each Region II Vice-Chairman (who conducts a C.R.C. Workshop) forward to each Region II chapter, their report, recommendations and/or resolutions from their workshop within 30 days following the C.R.C.
Background information: Some chapters do not have enough attendance for all the workshops and the chapter committee chairmen are unaware of key resolutions and ideas discussed at the workshops.
Discussion: The D.R.C. asked for confirmation that this meant that the R.V.C.s issue a newsletter following the C.R.C. He added he favoured the motion.
Norm Johnson spoke against the motion because it favours chapters not sending members to workshops. An intervention from the floor noted that this is a volunteer organization and that this idea is good for the benefit of the chapters.
Wilfred Laman amended the motion to read "within 30 working days", accepted by seconder.
Vote: Eight in favour, one abstention. Carried. Regional Motion.

* Motion 93-3-037 by Hamilton, seconded by Montréal chapter.
That prior to a C.R.C. date or location change, each chapter delegate of the C.R.C. who voted on the date and location be given an opportunity through a letter ballot to vote for a change to either the date or location of the next C.R.C. and that the decision for the change be based on a majority ballot from the C.R.C. delegates.
Background information: The moving of this C.R.C. without consensus (sic) of chapters.
Discussion: The D.R.C. pointed out that the date for this C.R.C. was fixed at Halifax. Norm Johnson added that the vote to have C.R.C. 1993 in August was fixed at the C.R.C. before Halifax. The vote is two years in advance. A visiting member added that it is a business procedure to officially note the location, time and place of the next meeting in the minutes of the business session. It is an agenda item.
The change of this meeting from August to September was with the approval of the D.R.C. without seeking approval from the delegates who were involved in the original vote of C.R.C. 1993 dates.
The Motion was amended to omit "who voted on the date and location" by the mover, and accepted by the seconder.
Vote: Eight in favour, one opposed. Carried. Regional Motion.

* Motion 93-4-037 by Hamilton, and seconded by Montréal chapter.
That the Society Director and D.R.C. advise chapters in writing or by fax by May 30th or 90 days prior to C.R.C. on what expenses the Society will cover for the upcoming C.R.C.
Background information: Hamilton Chapter did not know that Membership travel was covered.
Discussion: The D.R.C. reported that this is all covered in writing @ the Delegate, Alternate, Research Promotion Chairman and Membership Promotion Chairman.
Frank Coda pointed out that the Chapter Operation Manual, Appendix, pg.196, lists transportation reimbursement policy for C.R.C. Chapter Membership Chair is every other year.
Result: The motion was withdrawn.

* Motion 93-5-037 by Hamilton, and seconded by London chapter.
That Region II Vice-Chairman TEGA provide annually "hot" topics and speakers lists for all Region II to be forwarded to the chapters on of before July 1 to assist in chapter programming.
Background information: The U.S. publishes a topic list and speaker list but it does not benefit the Canadian chapters.
Discussion: In the workshop, the R.V.C. TEGA agreed to do this if the chapters forwarded Speaker Performance Evaluations to him.
he D.R.C. noted that the TEGA R.V.C. is expected to do this, there have been problems in the recent past.
Insights does not always include speakers at chapter levels.
This is to benefit just Region II. Laurier Nichols affirmed he will try to do this.
Vote: Unanimous. Carried. Regional Motion.

* Motion 93-6-037 by Hamilton, seconded by Windsor chapter.
That the D.R.C. be commended for his efforts in improving the reporting format for this year's C.R.C. and that this current format be voted on annually by the delegates to ensure its continuance.
Background information: In the past there were volumes of paper generated which could not be utilized by other chapters.
Vote: Unanimous. Carried. Regional Motion

3.1.4 Toronto Chapter

* Motion II-16-1 by Toronto, and seconded by Ottawa Valley chapter.
That Society publish descriptions of the functions performed by each Society committee.
Background information: Chapter personnel are unfamiliar with most Society committee functions. Availability of this information will facilitate the recruitment of chapter personnel into Society committee work by letting them know the type and amount of work they would be expected to perform.

Discussion: Frank Coda pointed out that there is a Society manual with a guide on procedures for each standing committee of the Society.
John Hodge pointed out that such documentation is not in chapter hands.
An extract is needed.
Frank Coda clarified that, what was sought, was actually the scope of the committee. He indicated that, if such documentation existed, he did not know where it was at this point in time or even if it was for external distribution.
Insights listed committee members and committees annually, not necessarily committee scope.
A Society member, assisting at this session, said that a document existed in the past for the Nominating Committee Members and that it gave the scope of each committee and member criteria.
Frank Coda said that he would have the staff liaison, Carolyn Kettering look into it.
It was indicated all chapters wanted it.
Vote: Unanimous. Carried. Regions Council/Operations Committee.

3.1.5 Ottawa Valley - Ross McIntyre

* Motion No. 1. by Ottawa Valley, seconded by Hamilton chapter.
That P.A.D.E. points for C.R.C. Attendance shall also include an additional category based on the travel distance of each Chapter to the C.R.C. location.
The formula shall be:

$$\text{No. of Chapter Attendees} \times \frac{\text{Distance in Miles **}}{50} \text{ or } \frac{\text{Distance in km}}{80}$$

** Based on the latest AAA or CAA mileage records.
Background information: Not all Chapters are capable of subsidizing each attendee's travel and hotel expenses, thus people are not as enthusiastic about attending the C.R.C.'s. Even the travel expense portion paid by Society for the Delegate, Alternate, Research Chairman and Membership Chairman is only a small portion of each individual's overall cost. More importantly not all regions have the same area .Thus some chapters travel over ten times the distance of others to each C.R.C. This extra effort should be recognized.
Discussion: Clarification was sought on the "50" and "80". The reply was to make numbers manageable.
The status of the Barney Burros Award was noted. It was established for the people not covered for ASHRAE travel to a C.R.C. It goes to the chapter with the largest number of people whose travel was not covered to attend the C.R.C.
The motion does not cover people whose travel is reimbursed.
Dalton McIntyre asked for the criteria for the award. A record search for criteria was indicated.
Vote: Unanimous. Carried. Recommendation to the P.A.D.E. Committee of Regions Council.

* Motion No. 2. by Ottawa Valley, and seconded by Toronto chapter
P.A.D.E. points for C.R.C. Attendance shall recognize the Chapter Committee Member's Attendance at a workshop when Chapter Committee Chairman cannot attend.
The chapter shall provide a written submission to the Regional Chairman one month prior to the C.R.C. indicating the name of the person who will substitute for the Committee Chairman.
The points will be awarded as follows:

Chapter Committee Chairman	100 pts. ea.
Chapter Committee Members (registered)	75 pts. ea.

Background information: ASHRAE is a non-profit volunteer organization with little or no chapter subsidization. The P.A.D.E. points systems should recognize th individual sacrifices made by membership especially in this recessionary period.
Vote: Unanimous. Carried. Regions Council PADE Subcommittee.
Clarification: Following the vote on this motion, Frank Coda reminded those present that this could only go as a recommendation to the President Elect from the P.A.D.E. sub-committee of the Regions Council. The President Elect does not have to accept the motion for his or her programme. This is a R.H.I.P. situation (Rank Has Its Privileges.

* Motion No. 3. by Ottawa Valley, and seconded by Montréal chapter
The Educational Committee shall be sent a detailed list of student members with the following information:
- university or college institute;
- program;
- program year; and
- date of graduation.

This list shall be updated on a monthly basis by the Membership Committee (sic)
Background information: The information sent to the Membership Committee on student members is often incomplete. Society should separate the student membership information from the basic membership. This information should indicate university or college, the student attends, their major and their expected graduation year (sic). This information shall be helpful in organizing and monitoring student chapters.
Discussion: The D.R.C. indicated that the information is contained in the student applications but not available on computer print-outs.
Frank Coda verified that the motion addressed the Chapter Education Committee and Membership Committee. Carolyn Kettering, Chapter Liaison & Society Staff, and her department will handle this; he indicated that what is printed out depends on what is fed to the computer.
The Motion was amended to read "The Chapter Educational Committee" and "the Chapter Membership Committee" by the mover and accepted by the seconder.
Vote: Unanimous. Carried. Regions Council and Education Council

* Motion No. 4. by Ottawa Valley, and seconded by Toronto chapter.
That Society develop a brief "how-to" guide for Chapter treasurers. This would be incorporated in a future edition of the Chapter Operation Manual, Section 3. It would include enough basic accounting methods and procedures to help those Chapter treasurers with little or no accounting experience.
Background information: An excessive burden is put on a volunteer auditor when bookkeeping is not performed in accordance with accepted accounting practices. This would provide more effective and convenient bookkeeping and auditing at the chapter level.
Discussion: Attention was called to the fact that the size of the chapter and the amount of dollars it handles would determine what information was needed. Small chapter needs are different from large chapter needs.
Frank Coda found the concept fine. Society would find it difficult to "home cook" guidelines; Walter Glasser in Atlanta is available to help you with your needs. Society could also get you in touch with Canadian C.P.A.s. There are differences with Canadian procedures and Society does not have this expertise on staff.
Comments from the group included: "You are voted into an engineering society for your engineering capabilities, not your accounting capabilities." The Treasurer is a position vacated first once a member moves up to President.
Wilfred Laman added that there are some generic software packages such as Quick and Five which can help a treasurer balance his books.
The mover added that standardization is sought to help an incoming treasurer.
John Dugan said that when budget was discussed in the workshop, it was pointed out that chapters need a treasurer's monthly report, a standard format that gives a commonalty in reporting. All need to be off the same song sheet.
Vote: Unanimous. Carried. Regions Council

3.1.6 Montréal Chapter - Roland Charneux

* Motion #1 by Montréal, and seconded by Hamilton chapter.
That the Society study urgently and find a solution for Canadian Members who have to pay taxes (GST, etc.) on handbooks for which the value is not defined.
The motion was withdrawn because the Ville de Québec intended to present a similar motion.

* Motion #2 by Montréal, seconded by Hamilton chapter.
That advertising be authorized in Chapter Newsletters for financing its printing and mailing. Profits, if any, should be transferred to ASHRAE Research Canada.
Background information: French-speaking chapters need to translate and diffuse information which is not actually available in French from Society newsletter is the best communication tool of the chapter.
Producing a more complete and attractive newsletter in 1993 involves costs which chapters cannot afford.
In the month of August, the society journal contains 79 % advertising pages.
Fiscal Impact: Additional revenues for producing better newsletters which would reflect the vitality of the Society. There is no fiscal impact for the Society but it would permit the Chapter to produce a better newsletter.
The newsletter, Montréaler, was available for perusal. Costs for the Montréaler include:

Mailing: $ 5000.00
Printing $ 8000.00

Advertising is a chapter mandate, not a by-law.
Discussion: Frank Coda said that the prohibition against advertising is a rule of the ASHRAE Board; he did not think it was in the by-laws. He offered the following information:
The practice was perhaps instituted to keep publications from becoming too commercial.
In the U.S., if your advertising is more than $ 1000.00 in income, you have to file a 990T form with the Internal Revenue Service to account for this income. You do not necessarily have to pay tax on this income as it depends on your expenses. It is unrelated business income. Note that, at the Society level, "we justify all those incomes rationalized through expenses in the way we account for them". We have not yet paid income tax on this, but they are "hot on our heels".
The policy also might have been made so advertising would not interfere with efficiency at the Society level.
Society versus Chapter could have been part of the discussion; the rule is very old.
At the Society level, you find national and international accounts.
Advertising is a quality and quantity issue.
At the local level, we see local companies and regional distributors, it is not a serious threat to Society income. The Society needs to discuss if the policy in effect is the policy of the future. The issue can be revisited.
The mover clarified that it is not a tax issue in Canada or one related to non-profit status, our newsletter is simply local advertising.
Attention was called to the cost of translating French articles for three chapters. Pierre Lavoie said he did a lot of that himself.
The Montréaler's advertising is not to make a profit, but to pay costs; anything above this would go to ASHRAE Research. Space is needed to offer translated articles like other groups do in the region. It is a norm in the Montréal area. It costs money to have space.
To get members to pay $ 70.00 subscription, they have to receive something worthwhile.
The mover said that it is their policy never to have over 50 % of the space devoted to advertising..
Frank Coda advised that you could not treat chapters differently. The local issue is that the newsletter does not get too commercial. It is a matter of discretion. He sees the basic issue as a chapter financial issue.
The mover requested that a copy of the Montréaler be attached to the motion when it goes to Atlanta.
Vote: Seven in favour, one opposed, one abstention. Carried. Regions Council

* Motion #3 by Montréal, seconded by Hamilton chapter
That the society, make every possible effort, to verify the membership lists
Background information: In the Montréal list, we found in members lists:
- Two Montreal, Ontario;
- one Montreal, Illinois;
- one Montreal, New Brunswick; and
- one Montreal, New York

This represents 1 % of the membership.

Fiscal impact: Chapters lose members.
Discussion: The D.R.C. advised chapters to alert Atlanta of such problems. Frank Coda called the motion a "mother and apple pie" issue. He said a call to his office could be as effective. He said computers do not make mistakes, it is what they are given; there is still a human element. Society has problems with accuracy.
A comment was made that this was discussed as a problem in Halifax. It helps when there is a chapter number on the membership form.
Vote: Seven in favour, one opposed, one abstention. Carried. Regions Council

* Motion #4 by Montréal, seconded by Ottawa Valley chapter.
That for the next 100 years there should be no more negative P.A.D.E. points for any considerations.
Background information: For the first year (1993-1994), there is negative P.A.D.E. points.
The society is based on volunteers who are doing their best. If for any reason, they are not able to make an activity or to assist to a session, there should be no coercive measures, which are opposed to volunteer service. If activities like the C.R.C. have to force participation, there is a major problem in the Society.
Discussion: This motion is similar to Motion 2, Chapter 15. Philosophically, it means we oppose negative points.
Vote: Unanimous. Carried. Regions Council PADE Subcommittee.

3.1.7 Saguenay-Lac-Saint-Jean - Pierre Lavois

* Motion #1 by Saguenay-Lac-Saint-Jean, seconded by le chapitre de la Ville de Quebec
The Saguenay Chapter asks for a waiver of the rules of the Board for the next ten months.
Background information: In the past two years, some governors withdrew from the Board for job related problems. We need time to restructure our Board of Governors. This motion is made after a ballot from the members of the chapter.
Discussion: Cliff Thompson wondered if this could be accomplished in the time frame. Pierre Lavoie responded that they have two choices: reorganize or become a section of le chapitre de la Ville de Québec. The D.R.C. suggested that the motion should be modified "to suspend chapter operations for the next ten months".
The Motion was amended to read "to suspend operations for the next ten months." accepted by the seconder.
Vote: Unanimous. Carried. Regions Council and, if passed, to the Board of Directors.

3.1.8 Chapitre de La Ville de Québec - Denis Fortin

* Motion #1 by Québec,
To expand the boundary of "La Ville de Québec", chapter 013, to cover the territory of the Saguenay-Lac-Saint-Jean chapter.
The motion was withdrawn because the issue has been dealt with in a previous motion.

* Motion #2 by Québec, seconded by Ottawa Valley chapter.
^That the Society should issue information on a procedure concerning the GST and Provincial tax.
Background information: Federal and Provincial law (in Québec) state that the administrators are personally responsible that these regulations are respected.
Fiscal impact: Federal and Provincial authorities could claim 5 % for TPS (Probably the same for Québec Province) on each annual amount of the financial operation plus an interest and a penalty charge.
Discussion: The mover explained that an accountant's study was the basis for the motion. Dalton McIntyre said that he understood that the chapters want him to seek advice on this. Alyre Gallant reminded those present that the GST was discussed in Halifax. He added that chapters have responsibilities and some accounting firms suggest they may be in trouble.
Frank Coda asked if this was related to chapter operations. It was explained that chapters need help in collecting and reporting GST and TPS to the governments involved.

Roland Charneux said that a Canadian C.P.A.is needed to help chapters with revenues of $30,000.00 or more. Some chapters are treating events separately but this is playing with fire. He added that the Montréal Chapter follows the rules and pays:

4 % TVQ and 7 % GST on dues

10 % TVQ and 7 % GST on meals.

In addition a GST number has to be on all bills.

Frank Coda was offered a copy of the rules for these taxes; it will be forwarded to him. Dalton McIntyre asked that he be sent one as well. Frank Coda will ask Walter Glasser at Society about this.

Vote: Unanimous. Carried. Regions Council.

* Motion #3 by Québec, seconded by Hamilton Chapter.

That ASHRAE consider developing a standard establishing guidelines for procedures and levels of cleanliness of the complete heating, ventilating and air conditioning system.

Background information: Consultants are often asked to write specifications in this matter and no ASHRAE standard exists.

Vote: Unanimous. Carried. Regions Council

* Motion #4 by Québec, seconded by Montréal chapter.

A TEGA award based on PAOE(1991-1992) should be given to the last year's chairperson Denis Potvin.

Background information: In 1991-1992, the TEGA Chairman was to receive the PAOE for his work. This was approved at the Halifax C.R.C. The TEGA Region V.C. came to Québec with an Energy Award instead of the PAOE.

Discussion: It was not the current R.V.C. TEGA.

Vote: Unanimous. Carried. Regional Motion

* Motion #5 by Québec, seconded by London chapter.

That Society should mail in the future the ASHRAE Handbook in Canada with the following particulars:

A) Declare value under minimum $ 19.99 Canadian Funds

B) GST exempt code #65.

Background information: By doing so, Canadian members will avoid being charged a 7 % GST and duty. These are the latest postal duty regulations. Also, very recently, the post office added a minimum handling charge of $5.00 Canadian to all import material under the minimum declared value of $ 20.00.

Discussion: Frank Coda offered the information that he was surprised to see the motions concerning this issue at the Second Business Session. He called his staff on 9/17 and they were not aware of the problem. He read to us a letter, dated September 9 1993, that Steve Comstock, ASHRAE Director of Communications and Publications, sent to Roland Charneux, Montréal Chapter Delegate. The letter said:

"When we spoke about a month ago, you suggested that ASHRAE stamp the value of its Handbook on its packing carton in Canadian shipments. While your inquiry has made us all more aware of the intricacies of shipping into Canada, we are not yet aware of any way to resolve all the problems some members are having.

"Since the GST went into effect in January 1991, all book shipments to Canada have been made by the U.S. Postal Service. Prior to that UPS was often used, but since the GST went into effect, all shipments going into Canada via carriers are inspected and subject to the GST.

"Generally, small packages that come into Canada via U.S. Postal Service are considered mail. If it's considered mail, you don't have a problem, and it's given a cursory look in terms of GST billing.

"In speaking with U.S. and Canadian postal officials, typically only 1 in 20 packages is actually inspected. Of course, this depends on the province and the number of pieces of mail received on any given day.

We have been advised that stamping value on the outside of the carton would only draw attention to our shipments and would result in more packages being inspected. Also, the value is at $ 118.00 U.S., price of the Handbook sent to non-members, not the cost of a copy sent to a Canadian members. Stamping value would not satisfy the Canadian requirements anyway.We would have to prepare a custom's invoice showing country of manufacture and to place the invoice in every carton. Our conclusion is that at present we should continue our present practice.

To do more would slow the delivery for all Canadian members and we don't want to do that.
"I am, however, asking our Handbook printer to continue to explore the shipping alternatives. If you or other members have comments or further suggestions, I would appreciate knowing them."
The comment was made that one out of 20 equals 5 % of membership is affected by the problem. However the Society cannot put a $ 19.99 invoice in the mailer.
Customs have established its value at $ 200.00 and charged GST and duty accordingly. A suggestion was offered that it could be stamped Educational Material/No Commercial Value; there has been no problem with educational material including video tapes. This would also eliminate the $ 5.00 Federal Duty issue.
NAFTA should have a bearing on this.
Frank Coda said that Society is aware of the problem and working on it. Regions Council cannot solve this. He suggested that the motion should not be sent forward.
It was indicated that ASHRAE Research Canada is only an address, not an office. It cannot be used for drop-shipping. Before the GST came into effect, we did do drop-shipping.
Again, the comment was made that if it is printed in the U.S., it should be covered under the Free Trade Agreement and there has been no trouble bringing pamphlets printed in the U.S.
Action: The motion was withdrawn with the approval of the seconder.

Point of Order: Roland Charneux asked that since this motion was withdrawn, he would like to reactivate the Montréal Chapter's first motion which was withdrawn because of the motion to be tabled by La Ville de Québec Chapter. The Hamilton Chapter offered to second this if it was possible to do at this point in the agenda.
Some consultation took place and Dalton McIntyre suggested that it be considered an action item by staff.

3.1.9 New Brunswick/P.E.I. Chapter, Alyre Gallant, no Motions

3.1.10 Halifax Chapter, Paul Aucoin, no Motions.

3.2 ACTION ITEMS, DALTON MCINTYRE, none presented.

3.3 BRIEF REPORTS ON WORKSHOPS

R.V.C. Research Promotion, Dan Castellan,
The workshop went well, but 30 % of the participants were "lost" after lunch. We have a motion from the workshop which Ottawa will address next year.
Participants were "lost" because the length of time had not been defined. They understood that it would take place in the morning. In a meeting two weeks ago, all chairmen were told that it was in the morning, only.
Dalton McIntyre commented that the workshop motion can be referred to the PADE Committee who would refer it to the President who would decide what he wanted to do.

Due to time constraints, Dalton McIntyre asked the other R.V.C.'s and Regional Historian to send Chapter Committee Chairman a report with a copy to him.

3.4 REGIONAL FUND STATUS AND FUTURE USE

Dalton McIntyre called attention to the Memorandum, dated 9/14/93, on the status of the Regional Fund and a proposal to use some of the money to reimburse Regional Officers' expenses at C.R.C.'s, and the Annual and Winter meetings which they are required to attend.
Sources of funds for the Regional Fund is a chapter assessment of 50c per chapter member per year plus half the surplus of each C.R.C.

The proposal recommends the folowing level of funding available for officers for this year of operation:

Regional Vice-Chairs	max	$ 500/year
Nominating Committee Member and Alternate	max	$ 300/year
Regional Historian	max	$ 200/year
Assistant Regional Chair	max	$ 200/year

It is assumed that where a company is willing to subsidize these costs for an employee, reimbursement would not be requested. A reimbursement voucher has been developed for the treasurer who administers funds.

The point was made that the numbers do not reflect income. C.R.C.'s are not expected to make money. The D.R.C. replied that this is a one-year motion and possible since there is money in the fund. This would cover the C.R.C. package, but only the registration fee at Society events.

It was moved by Hamilton, and seconded by Windsor chapter:

That Regional Officers' request for reimbursement for attending required Society events be honoured during the fiscal year 1993-1994 to the following maximum levels: Regional Vice-Chairs ($ 500), Nominating Committee Member and Alternate ($ 350), Regional Historian ($ 200) and Assistant Regional Chair ($ 200). Society events are C.R.C.'s, the Winter Meeting and the Annual Meeting; only registration, not hotel, expenses are allowed.

Vote: Eight in favour. Carried. Regional Motion.

Clarification: A technical question was raised on the meaning of the term fiscal year. Dalton McIntyre explained that this referred to this C.R.C., the Winter Meeting in New Orleans and the Annual Meeting in Orlando.

3.5 FUTURE C.R.C.'s WHEN AND WHERE

The issue of when C.R.C.'s are held was raised. The vote was 7/1 in favour of August.

The DRC pointed out that two years before it is your turn to host a C.R.C., you have to ask if there is agreement that it be held in September if this is best for your chapter.

The C.R.C. schedule is:

Month	Year	Chapter	Chairman
August	1994	Ottawa Valley	G. Bourbonnière
August	1995	Toronto	J. Ovens
August	1996	London	D. Boyce
August	1997	Hamilton	

The question was raised when was this CRC rescheduled to September? The DRC indicated that it had been approved at CRC'92 in Halifax after much discussion. George Menzies said that the "when and where" of C.R.C.'s should not be restricted to the Executive Session, so that all attendees can have this information.

Special Motion #1 by London chapter, seconded by the Hamilton chapter.

That the 1996 C.R.C. be held in London.

Vote: Unanimous

Special Motion #2 by the Hamilton chapter, seconded by the Toronto chapter.

That the Executive Session Worksheet Region II (pg. 4, item 7) involving the location and time of C.R.C.'s be brought into Open Session from Executive Session.

Vote: Unanimous

3.6 MISCELLANEOUS ITEMS

3.6.1 P.A.O.E. Program for 1993-1994

President Neil Patterson said that he tried to minimize the changes. There are P.A.O.E. points for history since this is part of the Centennial. The Membership goal is 3 % growth and there are some incentives for the chapters, which should be useful.

The Refrigeration Committee did not want the changes which were made in their PADE schedule, but realize that there must have been a communication problem.

3.6.2 TRAVEL VOUCHERS

Membership Promotion and Research Promotion transportation reimbursement request goes directly to their repective ASHRAE committee. The Regional Vice-Chairmen send their transportation forms to the D.R.C. who will approve them and forward them to Atlanta. Current reimbursement is 0.28c per mile and the cheque will be issued in U.S. funds.

3.6.3 Communications

To try to improve communications, the DRC advised that he had received signed documents from each chapterindicating that each Regional Officer was on their mailing list for this year.

3.6.4 CRC'94 - Ottawa - Budget Approval

Ross McIntyre presented the budget for the C.R.C. 1994 Chairman Guy Bourbonniére. Committee members are: Paul Baker, Simon Jol, Dale Gaudet, Marc Carriére, Dana Bourbonniére and the Ottawa Valley Chapter President.
The hotel contract has been signed, and meeting rooms allocated.
Sub-committee positions as chairman have been filled and presently members are being sought for committee responsibilities.
Since the CRC'94 Committee intends to have invitations forwarded with May chapter newsletters to all members, it was suggested that they advance their date to mid-April to accommodate those chapters with May meetings. It was also suggested to the chapter that all members receive an invitation, not just chapter members.
Full registration will be $180; Chapter registration (local members) $140 and companions $125, including the Friday banquet. Rooms will be $110 plus tax; the cost of discount rates for a chapter group will be explored.
Frank Coda explained that Society does not get involved with corporate rates at a local level; however, Society could work through a national or international agency. ASHRAE does have a corporate rate for local hotels in Atlanta.
A Wednesday/Pre-C.R.C. Golf Outing is being considered. There is also an Ottawa River Boat Tour that may be considered.
Special Motion #3 by Ottawa Valley chapter, seconded by London.
That a preliminary balanced budget of $ 25,400.00 be accepted for CRC'94.
Vote: Not Recorded, but implied unanimity.

3.6.5 C.R.C. Evaluation Form

Dalton McIntyre reminded members to return the C.R.C. 1993 Evaluation Form to him.

3.7 CLOSING COMMENTS

Dalton McIntyre thanked M. Yves Trudel, CRC'93 Chairman for the hospitality and good organization engineered by his committee, and also Denis Fortin, President of La Ville de Québec Chapter. M. McIntyre a remercié l'équipe de la Ville de Québec en francais.
President Neil Patterson said he enjoyed attending meetings where members had fun while still accomplishing a lot. He extended his thanks to all concerned.

3.8 CLOSING OF C.R.C. BUSINESS

Special Motion #4 by Hamilton Chapter, seconded by all.
This C.R.C. is adjourned.

ATTENDANCE AT CRC'93 QUEBEC, QUE. SEPT 16-18 1993

CHAPTER	* DELEGATE + ALTERNATE	BUS. SESSIONS #1	#2	#3	WORKSHOPS CHA	HIST	EA	TEGA	RP	MP	REF	CA/EX
HALIFAX	* P.AUCOINE	x	x		x							x/x
	+ D.MORRIS	x	x		x		x					x/x
NB/PEI	* A.GALLANT	x	x	x	x							x/x
	+ R.COLLINS	x	x	x	x							x/x
QUEBEC	* D.FORTIN	x	x	x	x							x/x
	+ R.DOLLARD	x	x	x	x							x/x
SAGUENAY	* P.LAVOIE			x								/x
MONTREAL	* R.CHARNEAUX	x	x	x	x							x/x
	+ M.ROBERT	x	x	x	x							x/x
OTTAWA	* R.McINTYRE	x	x	x	x							x/x
	+ P.deGAGNE	x	x	x	x							x/x
TORONTO	* J.HODGE	x	x	x	x							x/x
	+ A.THORARINSON	x	x	x	x							x/x
HAMILTON	* W.LAMAN	x	x	x	x							x/x
	+ A.ROCCO	x	x	x	x		x					x/x
LONDON	* D.GLENDON	x	x	x	x							x/x
	+ P.ZIEBART	x	x	x	x							x/x
WINDSOR	* D.WINKUP	x	x	x	x							x/x
	S.KOUTSONIKOLAS	x	x	x	x							x/x
COMMITTEE	REG.OFFICERS											
EDUCATION	T.McDONALD	x	x	x	x		x					
ETA	L.NICHOLS	x	x	x	x			x				
RESEARCH	D.CASTELLAN	x	x						x			
MEMBERSHIP	N.JOHNSON	x	x	x	x					x		
REFRIG.	J.POLLOCK	x	x	x	x						x	
HISTORICAL	C.THOMPSON	x	x	x	x	x						
NOMINATING	P.CONRAD	x	x									x/x
	J.BISSET	x	x	x	x		x					x/x
DRC	D.McINTYRE	x	x	x	x		x	x	x	x		
ARC	J.DUGAN	x	x	x	x	x	x					
SECRETARY	P.GUILLEMETTE											
CHAIRMAN	Y.TRUDEL	x		x								
OFFICIAL GUESTS												
PRESIDENT	N.PATTERSON	x	x	x			x					
VICE-PRES.	J.BLOSSOM	x	x	x	x	x	x					
EXEC.DIR.	F.CODA	x	x	x			x	x		x		
OTHER GUESTS												
SASK	W.DEAN								x			
STAFF	T.ANDERSON								x			
DRC REG V	R.CAPPELLETI	x	x			x						
CENT NY	F.ROSA	x						x				

CHAPTER	ATTENDEE	BUS. SESSIONS			WORKSHOPS						
		#1	#2	#3	CHA	HIST	EA	TEGA	RP	MP	REF
HALIFAX	R.KELLY				x				CH		
NB/PEI	G.FAHIE					x					
NB/PEI	B.STOREY		x						CH		
NB/PEI	G.WASELYCHUCK									CH	
NB/PEI	B.KILEY										CH
NB/PEI	P.STOCKTON							CH			
NB/PEI	S.TWEEDIE						x				
QUEBEC	D.POTVIN				x						
QUEBEC	J.BUNDOCK	x	x		x				CH		
QUEBEC	C.LESSARD							CH			
QUEBEC	M.BOUCHARD	x	x	x	x						
QUEBEC	R.AUDET										CH
QUEBEC	J.L.MORIN					CH					
QUEBEC	G.PERREAULT									x	
QUEBEC	E.LECLERC						x				
MONTREAL	C.ROY								x		
MONTREAL	M.CYR									CH	
MONTREAL	D.PERREAULT						CH				
MONTREAL	A.DELUCA				x			CH			
MONTREAL	B.VIAU					x					
MONTREAL	B.NORTON										x
OTTAWA	M.CARRIERE									CH	
OTTAWA	N.ARMSTRONG								CH		
OTTAWA	D.GAUDET						CH				
OTTAWA	J.WEIR							CH			
OTTAWA	G.BOURBONNIERE										x
OTTAWA	F.BANN						x				
OTTAWA	P.BAKER					CH					
TORONTO	M.BUTTERS				x					CH	
TORONTO	C.SMITH								CH		
TORONTO	J.HENDERSON		x		x		CH				
TORONTO	D.VAREY			x	x						CH
TORONTO	M.BUTLER			x				CH			
HAMILTON	D.SOMERS				x				CH		
HAMILTON	G.MENZIES			x	x	CH					
HAMILTON	C.VAN GERWEN			x	x					x	
LONDON	D.BOYCE								CH		
LONDON	D.SHAH			x				CH			
LONDON	G.MILES						x				
LONDON	R.STONEHOUSE									CH	
WINDSOR	F.FRABOTTA								CH		
WINDSOR	A.HRUTKA				x					CH	

CRC'93 QUEBEC

	REVENUES		DOLLARS
1.	CHAPTER ASSESSMENT (1037 X 5.00)		5185.00
2.	SOCIETY CONTRIBUTION (1500 U.S.FUNDS)		1867.50
3.	REGISTRATION		16768.45
	35 FULL @195	6825.00	
	6 COMPANIONS @170	1020.00	
	12 COMPANIONS @ 135	1620.00	
	6 COMPANION TOURS @55	330.00	
	16 COMMITTEE CHAIRS @135	2160.00	
	37 BANQUET ONLY @90	3330.00	
	INDIVIDUAL ITEMS MISC. TOTAL	1483.45	
4.	CORPORATE DONATIONS		2600.00
	TOTAL REVENUE		26420.95

	EXPENDITURES		
1.	HOTEL	MEETING ROOMS.....	1112.80
		DRC ROOM	417.30
		HOST CHAIR ROOM	278.20
2.	BAR FOR HOSPITALITY ROOM		1908.53
3.	TRANSPORTATION AIRPORT VAN RENTAL AND EXPENSES		242.27
4.	GIFT FOR SOCIETY REPRESENTATIVES		527.67
5.	SECRETARY (minutes not received yet)		1310.00
6.	EQUIPMENT RENTAL (audio visual etc.)		1912.52
7.	POSTAGE, PRINTING, MAILING		1541.38
8.	PUBLICITY LE SOLEIL		153.57
9.	SEE ITEM 1		
10.	BANK CHARGES		148.59
11.	TOURS	TROLLY	278.20
		MUSEE DU QUEBEC	311.58
12.	MUSEUM OF CIVILIZATION		55.50
13.	INDUSTRIAL TOURS		250.31
14	ENTERTAINMENT	BANQUET	3449.68
		WELCOME PARTY	556.40
15	MISCELLANEOUS TELEPHONE, PHOTOCOPIES ETC.		582.67
16	FOOD	WELCOME PARTY	1008.65
		BREAKFASTS FRIDAY AND SATURDAY	929.22
		PRESIDENT'S LUNCHEON .....(74).....	1623.30
		BANQUET .....(108)....	5741.02
		LUNCH SATURDAY .....(77).....	1637.24
		COFFEE BREAKS INCLUDING COMPANIONS ...	302.30
17	CRC PACKAGE FOR DRC AND COMPANION		164.92
	TOTAL EXPENDITURES		26443.82
	DEFICIT		(22.87)

PER PIERRE GUILLEMETTE CRC'93 TREASURER