

1994

Ottawa

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ASHRAE
1994 REGION II CRC --OTTAWA ONTARIO
BUSINESS MEETING AGENDA

First Session -- Friday, August 12, 9:45 am.

CALL TO ORDER/OPENING REMARKS	John Dugan
ELECTION OF SECRETARY	Motion From Floor
INTRODUCTION OF RECORDING SECRETARY	Secretary
ROLL CALL (OF DELEGATES AND ALTERNATES)	Secretary
INTRODUCTION OF ATTENDEES Society Representatives Regional Vice Chairmen Visiting Society DRC's Guests in attendance	John Dugan
REVIEW OF CRC BINDER CONTENTS	John Dugan
REVIEW OF AGENDA	John Dugan
ADDITIONS \ DELETIONS FROM AGENDA	John Dugan
APPROVAL OF 1993 QUEBEC CITY MINUTES	John Dugan
CHAPTER REPORTS	Chapter Delegates
REGIONAL REPORTS Regional Chair 1993-1994 Highlights Status of 1993 Motions Immediate Past Director and Regional Chairman	John Dugan Dalton McIntyre
Chapter Operations Workshop	John Bisset
Historian Educational Activities Vice Chair Membership Promotion Vice Chair TEGA Vice Chair Refrigeration Vice Chair Research Promotion Vice Chair Nominating Committee Member	Cliff Thompson Tom McDonald Norm Johnson Laurier Nichols Tom Drennan Jr. Dan Castellan Darryl Boyce
RECESS FOR LUNCH (Approximately 11:45a.m.)	

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

REGION II CRC, 12 AUGUST 1994

MINUTES OF FIRST BUSINESS SESSION

The meeting was called to order at 10:02 am by Director and Regional Chairman (DRC) John Dugan. He welcomed everyone to the conference and made some program announcements.

Ottawa proposed Gemma Kerr as CRC Recording Secretary. This was seconded by Montreal and carried.

The recording secretary asked Delegates and Alternates to identify themselves. Present were:

Halifax	Delegate Denis Morris	Alternate Terry Phelan
New Brunswick/PEI	Delegate Rod Collins	Alternate Paul Stockton
Quebec City	Delegate Robert Dollard	Alternate Pierre Guillemette
Montreal	Delegate Michel Robert	Alternate Yves Séguin
Ottawa	Delegate Pierre de Gagné	Alternate David Eastwood
Toronto	Delegate Doug Taylor	Alternate Arni Thorarinson
Hamilton	Delegate Tony Rocco	Alternate Chris Van Gerwen
London	Delegate Peter Ziebart	Alternate Kirk Flowers
Windsor	Delegate Steve Koutsonicolas	Alternate Frank Frabotta

The following officers also were introduced:

ASHRAE President Billy Manning
ASHRAE Vice president Don Holte
ASHRAE Publishing Director Steve Comstock
Region II TEGA Vice Chair Laurier Nichols
Region II Membership Vice Chair Norm Johnson
Region II Research Promotion Vice Chair Dan Castellan
Region II Educational Activities Vice Chair Tom McDonald
Region II Historian Cliff Thompson
Region II Nominating Committee Delegate Darryl Boyce
Region II Nominating Committee Alternate Dalton McIntyre
DRC Region III Tom Sobieski
Director at Large John Bisset
Representative Glenn Parks from Saguenay-Lac St. Jean Chapter

Attendees were asked to fill out the sign-up sheet. Total attendance including officers and visitors was 57.

DRC John Dugan briefly reviewed the CRC binder contents.

There were no changes to the meeting Agenda.

Montreal proposed and Hamilton seconded a motion to postpone discussion of the CRC'93 Minutes until the Second Business Session. This was carried.

Delegates summarised their Chapter's activities during the year. The full text of each Chapter Report can be found in the sections of the CRC binder indicated below:

Halifax (Section 11): a highlight was the golf tournament whose profits went to ASHRAE Research.

- Track students after graduation through their Alumni association
- For a good program
 - Select topics first, then look for speakers to fit
 - Get a complete list of themes/topics prepared by September
 - Have a short technical session before dinner, and a speaker afterwards
 - Ask out-of-town speakers to speak to different Chapters on successive nights
- Best use of PAOE
 - PAOE points can serve as a motivation for action, but Committee chairs need enthusiasm and commitment to be successful
 - A regional interim report will be established at mid-year, January 31

Historian (Section 9) Cliff Thompson reported as follows:

- Montréal had the highest PAOE points total
- Compliments to Ottawa on their Historical Night
- Montréal and Ottawa were the only Chapters to provide reports. Points for other Chapters were deducted from newsletter entries. Reports should be provided by all Chapters next year
- There were no Gold Ribbon awards this year
- A history of Region II has been started

Educational Activities Vice Chair (Section 4) Tom McDonald reported as follows:

- Montréal had won the Educational Activities award, with Ottawa close behind
- The Region has four new student Chapters
- Congratulations to London on their HVAC course for members, and regret that there was no way of rewarding their efforts with points

London asked whether points would be available next year, and the Regional Chair requested that a motion on the subject be put forward at the Second Business Session.

Membership Promotion Vice Chair (Section 6) Norm Johnson reported as follows:

- Québec remains outstanding in Membership Promotion
- Congratulations to Montréal on their large number of advancements
- The Region came close to achieving Presidential goals of 3% growth and minimum delinquency of 6%
- Most Chapters now have two Membership Promotion Nights each year

TEGA Vice Chair (Section 5) Laurier Nichols reported as follows:

- Ottawa had the most PAOE points in 1994. If the report shows discrepancies with known Chapter submission, this is due to delays in recording
- PAOE points are not a perfect evaluation tool. They do not adequately reward the efforts of small Chapters
- There was a wide variety of programs. Chapters looking for ideas should check the report in the binder
- Last year's Technology Award winners did not succeed in gaining awards at Society level. However, the Montréal entry (Biodôme) will be resubmitted this year with changes
- All three entries for 1994 Technology Awards were submitted by Ottawa

The Regional Director congratulated the TEGA Vice Chair on his report.

Nominating Committee Member: Darryl Boyce reported as follows:

- John Bisset was elected Director at Large
- John Dugan was elected DRC
- Fall-back nominations will be made this year also
- Delegates should ensure in future that the candidates put forward at the upcoming meeting were properly qualified and willing to stand for election
- There is no report in the binder as Nominating Committee deliberations are confidential.

The meeting was adjourned for lunch at 11:52 am.

ASHRAE
1994 REGION II CRC - OTTAWA ONTARIO
BUSINESS MEETING AGENDA

Second Session - Saturday August 13, 2:00 pm

RECALL TO ORDER	John Dugan
ROLL CALL OF DELEGATES AND ALTERNATES	Secretary
MOTIONS AND RESOLUTIONS	Chapter Delegates
BREAK (Approximately 3:45 p.m.)	
1994-1995 REGIONAL CHAIR'S THEME/MBOs	John Dugan
REGIONAL FUND	John Dugan
WORKSHOP REPORTS	Regional Vice Chairs
*OLD BUSINESS	John Dugan
*NEW BUSINESS	John Dugan
Travel Vouchers	
P.A.O.E. Program 1994-1995	
FUTURE MEETING LOCATIONS	John Dugan
TORONTO CRC 95 BUDGET APPROVAL	Jim Ovens
AUDIENCE QUESTIONS AND DISCUSSIONS	Open
CRC 94 EVALUATION FORM	John Dugan
CLOSING COMMENTS BY ALL OFFICIALS	Society Representatives
ADJOURNMENT	John Dugan

*If you want an item of new or old business covered during the meeting, please send the information to John Dugan prior to the meeting for consideration.

AMERICAN SOCIETY OF
REFRIGERATING AND AIR-CONDITION

REGION II CRC, 13 AUG

MINUTES OF SECOND BUSIN

The meeting was called to order at 2:33 pm by Regional Director

The recording secretary called upon delegates and alternates to

Halifax	Delegate Denis Morris	A
New Brunswick/PEI	Delegate Rod Collins	A
Quebec City	Delegate Robert Dollard	A
Montreal	Delegate Michel Robert	A
Ottawa	Delegate Pierre de Gagné	A
Toronto	Delegate Doug Taylor	A
Hamilton	Delegate Tony Rocco	A
London	Delegate Peter Ziebart	A
Windsor	Delegate Steve Koutsonicolas	A

Regional officers and visitors from ASHRAE HQ introduced them

ASHRAE President Billy Manning

ASHRAE Vice president Don Holte

ASHRAE Publishing Director Steve Comstock

Region II Refrigeration Vice Chair Tom Drennan

Region II TEGA Vice Chair Laurier Nichols

Region II Membership Vice Chair Norm Johnson

Region II Research Promotion Vice Chair Dan Castellan

Region II Educational Activities Vice Chair Tom McDonald

Region II Historian Cliff Thompson

Region II Nominating Committee Delegate Darryl Boyce

Region II Nominating Committee Alternate Dalton McIntyre

Director at Large John Bisset

DRC Region III Tom Sobieski

Attendees were asked to fill out the sign-up sheet. Total attenda

Summaries were given of the remaining regional reports. The ful
indicated.

Refrigeration (Section 8) Tom Drennan reported as follows:

- Refrigeration seminars were presented in Toronto and Ottawa
- Québec worked hard but received no recognition. Hopefully

Research Promotion (Section 7) Dan Castellan reported as follow

- This was a record year for the Region. Receipts were up to
- To celebrate the Centennial, ASHRAE will present medallion
- New Brunswick/PEI, Québec, London and Windsor won Hgt
- The new "Full Circle Award", for Chapters all of whose officers
by Ottawa
- Encourage Chapters to start their campaigns early to have

The Chairman said that there was a new Chapter Operations Ma
have one.

- II.11 That ASHRAE hire a consultant with experience in organizational behaviour to analyze the current Chapter/Region structure and function, identify barriers to fulfilling the mission in an efficient, effective way, and recommend changes to streamline the organization: the motion was withdrawn because there was no seconder.

Ottawa tabled one motion as follows:

- II.12 To increase region fund assessment from \$0.50 per dues paying member to \$1.00 per dues paying member effective July 1, 1996: this was seconded by Windsor and identified as a regional motion. It was passed 8-0-1-9.

The Regional Fund issue was resolved with passage of the Ottawa motion. The report can be found in Section 23 of the binder.

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Michel Vernier reported on the Education Workshop as follows:

- Attended by six Chapter Education Chairmen and several visitors
- Focus on K-12 program, looking at preparing a video
- Retain the \$32 Handbook price for students
- There is concern over the membership loss as student members graduate
- Region II entrants needed for the student paper contest. Prizes are \$2500 and \$1500

Norm Johnson reported on the Membership Workshop as follows:

- Attended by nine Chapter Membership Chairmen, two Chapters with two representatives each
- MBO requirements discussed, Chapter in Operations Manual reviewed
- Chapter visits to include visits to larger employers who support Chapter members
- Many Chapters are not going after bonus PAOE points

Laurier Nichols reported on the TEGA/Program Workshop as follows:

- Chapters were asked to make a list of good speakers for future use, and to supply this list to Raynald Courtemanche of Québec for preparation of a regional list
- Pre-dinner technical session and post-dinner speaker format found to work well
- Program Chairs reminded to submit the year's program to the RVC by the due date
- Technology Award criteria discussed. Entries need to be submitted by June 1, 1995
- Would like entries for Government Affairs Award in 1995 (there were none in 1994)

Dan Castellan reported on the Research Promotion Workshop as follows:

- Two workshops were held, but there still was not enough time
- Attendance by seven Chapter Research Promotion Chairman
- Fundraising techniques were discussed, including justification for raising money, selection of Chair and committee, methods of soliciting, dealing with contributors
- Financial goals set by Society, but Chapters responsible for MBOs and action plan

Ness Lakdawala reported on the Refrigeration Workshop as follows:

- Chapter Seminars covering new refrigerants and toxicity were varied and well attended
- Québec lost PAOE points last year because of lack of communication. Discussion of the PAOE system led to improved understanding. The new PAOE format was welcomed
- Arrangements were made for exchange of information on speakers
- Request made for inclusion of a summary of CRC protocol next year to aid attendees

Paul Baker reported on the Historical Workshop as follows:

- Seven Chapters were represented, six by the Historical Chairman
- On PAOE points, the good news is that par is easy to achieve, the bad news that unless a minimum of 200 is obtained, zero is awarded. Chapters should claim 100 points for mounting a Centennial display at CRC
- ASHRAE President Billy Manning indicated that a Society representative would attend Chapter Centennial celebration if given sufficient notice
- Each Chapter should obtain a copy of the new, enlarged Centennial videotape
- The Workshop supported the motion that the Historical Committee should be a grassroots committee



ASHRAE American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.

ASHRAE REGION II
CENTENNIAL - CRC '94
OTTAWA VALLEY CHAPTER

PRELIMINARY BUDGET

REVENUES

1. CHAPTER ASSESSMENT (\$5 x 1100 MEMBERS)	\$ 5,500
2. SOCIETY CONTRIBUTION (\$1,500 U.S.)	1,800
3. FULL REGISTRATION (\$180.00 x 50)	9,000
4. CHAPTER MEMBER FULL REGISTRATION (\$140 x 40)	5,600
5. COMPANION REGISTRATION (\$125 x 20)	2,500
6. CORPORATE DONATIONS	<u>1,000</u>
TOTAL REVENUE =	\$25,400

EXPENSES

1. HOTEL MEETING ROOMS	\$ 700
2. WEDNESDAY GOLF OUTING	400
3. OTTAWA RIVER BOAT TOUR <i>← welcome party</i>	1,500
4. FRIDAY & SATURDAY BREAKFAST (\$15x60 x 2)	1,800
5. PRESIDENT LUNCHEON (\$30 x 100)	3,000
6. FRIDAY BANQUET (\$60 x 130)	7,800
7. SATURDAY LUNCH (\$25 x 88)	2,200
8. COMPANION TOUR	1,000
9. HOSPITALITY SUPPLIES	1,000
10. COFFEE BREAKS	750
11. PRINTING, MAILING, PHOTOCOPYING, ETC.	2,000
12. EQUIPMENT RENTAL	1,500
13. TRANSPORTATION	300
14. REGIONAL MATERIAL, GIFTS	<u>1,450</u>
TOTAL EXPENSES =	\$25,400

HOTEL ACCOMMODATIONS

STANDARD ROOM COST \$110 + TAX
UPGRADES AVAILABLE

CHAPTER MAY NOT ACT FOR SOCIETY



ASHRAE REGION II

ASHRAE

American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.

OTTAWA VALLEY CHAPTER

INCOME STATEMENT
MARCH 31, 1995

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REVENUE

SOCIETY CONTRIBUTION (\$1,500 US)	\$ 2,045.00
CHAPTER ASSESSMENTS (\$5 X 1241 MEMBERS)	6,205.00
OTTAWA VALLEY CHAPTER SUBSIDY	600.00
REGISTRATION FEES COLLECTED	18,165.00
CORPORATE SPONSORSHIPS	875.00
U.S. EXCHANGE EARNED	105.98
INTEREST EARNED	.41
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TOTAL REVENUE	\$ 27,997.39

EXPENSES

TO-DATE 3/31/95	\$ 26,442.91
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TOTAL EXPENSES	26,442.91

SURPLUS @ 3/31/95 \$ 1,554.48

Cathy Godin, Treasurer
CRC'94 Committee

3/21/95

CHAPTER MAY NOT ACT FOR SOCIETY



ASHRAE

ASHRAE REGION II

American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.

CENTENNIAL C.R.C. '94

OTTAWA VALLEY CHAPTER

BUDGET vs ACTUAL
INCOME STATEMENT

<u>REVENUE</u>	<u>BUDGET</u>	<u>ACTUAL</u>
SOCIETY CONTRIBUTION	\$ 2,050	\$ 2,045
CHAPTER ASSESSMENTS	6,205	6,205
REGISTRATIONS - ALL LEVELS	17,700	18,165
CORPORATE DONATIONS	3,000	875
HOST CHAPTER SUBSIDY	-	600
US EXCHANGE & INTEREST EARNED	-	107
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TOTAL REVENUE	\$ 28,955	\$ 27,997

EXPENSES

HOTEL MEETING ROOMS	\$ 1,900	1,391
MEALS - FRI/SAT BREAKFAST	1,800	2,151
- FRI/SAT LUNCHEON	5,760	4,986
- BANQUET-includes music & tour	7,900	7,616
- COFFEE BREAKS/WELCOME PARTY	750	1,429
COMPANION TOURS	600	835
HOSPITALITY SUPPLIES	1,000	1,200
PRINTING, MAILING, COPYING, ADVERTISING	2,500	1,943
EQUIPMENT RENTAL (AUDIO/VISUAL)	1,500	2,598
TRANSPORTATION	300	300
ACCOMODATIONS FOR DRC & COMMITTEE CHAIR	760	594
DRC & SPOUSE REGISTRATION PACKAGE	285	-
ENTERTAINMENT - SIR SANFORD FLEMING	400	325
REGIONAL MATERIAL, GIFTS	1,450	656
BINDERS, OFFICE SUPPLIES	530	403
MISCELLANEOUS	1,520	-
BANK CHARGES	-	16
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TOTAL EXPENSES	\$ 28,955	\$ 26,443

NET SURPLUS \$ 1,554

Cathy Godin, Treasurer
CRC'94 Committee
3/21/95

CHAPTER MAY NOT ACT FOR SOCIETY



ASHRAE American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.

ASHRAE REGION II

CENTENNIAL - CRC '94

OTTAWA VALLEY CHAPTER

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