



# ASHRAE

## 1997 REGION 2 CRC – HOST: HAMILTON CHAPTER

### MINUTES OF FIRST BUSINESS MEETING

Time: Thursday, August 14, 1997 at 3:00 p.m.

Location: Nelson Room, Venture Inn, Burlington, Ontario, Canada

1. Darryl Boyce, Region 2 DRC, called the meeting to order at 3:20 p.m.
2. Darryl Boyce introduced David Rasmussen, 1997 Conference Chairman. Dave welcomed everyone to this year’s CRC hosted by the Hamilton Chapter. He made several announcements.
3. Darryl Boyce introduced Gail Menzies and requested the Delegates to introduce a motion to elect Mrs. Menzies as the Recording Secretary for this year’s Region 2 CRC. It was so moved by Frank Stempski of the Hamilton Chapter and seconded by Bill Goodie of NB/PEI Chapter. Motion carried unanimously.
4. Darryl Boyce asked for a roll call of all delegates and alternates:

<b>CHAPTER</b>	<b>DELEGATE</b>	<b>ALTERNATE</b>
Windsor	Greg Dufour	Ken Wilson
London Canada	Brenda Stonehouse	Peter Golem
Hamilton	Frank J. Stempski	John B. Pollock
Toronto	Richard Manuel	Barry Willhelm
Ottawa Valley	Karen Peck	Dale Gaudet
Montreal	Christian Roy	Marcel Cyr
La Ville de Quebec	Denis Potvin	Guy Perreault
NB / PEI	Bill Goobie	William Hooper
Halifax	T. Scott Starratt	Ann Hope

5. Darryl Boyce introduced the following Society Representatives.

<b>NAME</b>	<b>CHAPTER or SOCIETY</b>	<b>POSITION</b>
George Jackins	Society	President Elect
Bruce D. Hunn	Society – Headquarters	Director of Technology
Lynn G. Bellenger	Society	Vice President
Danny A. Castellan	Windsor	Reg. Nominating Member
Hari Singh	Halifax	RVC – Student Activities
Roland Charneux	Montreal	RVC - TEGA
George Menzies	Hamilton	RVC – Membership Promotion
Jean Bundock	La Ville de Quebec	RVC – Research Promotion
Duncan Varey	Toronto	RVC – Refrigeration
Cliff Thompson	Toronto	Region 2 Historian
Owen Glendon	London Canada	RVC – Chapter Programs
John B. Bisset	London Canada	Region 2 Assistant DRC
David Rasmussen	Hamilton	97 CRC General Chairman
Darryl K. Boyce	London Canada	Region 2 DRC
Gemma Kerr	Ottawa Valley	Research Promotion
Bernard Viau	Montreal	Research Promotion
John Dugan	Ottawa Valley	ARC - Director
Norm Johnson	Toronto	ARC - President
Stephen Tweedie	NB / PEI	Research Promotion
Peter Melnyk	Halifax	Membership Promotion
Peter Healy	Halifax	Research Promotion

6. Mr. Boyce reviewed the contents of the binder provided to the meeting delegates and alternates. He stated that his challenge would be to reduce the binder to a 2” format during his term.
7. Darryl Boyce asked for a motion to approve the 1996 CRC meeting minutes. It was duly moved by Frank Stempski of the Hamilton Chapter and seconded by Christian Roy of Montreal Chapter that the Minutes of the 1996 CRC hosted by the London Canada Chapter be accepted with the following correction: Change the name of Allen Harding on page 13, Item 4 to Allen Hanley. Motion approved unanimously.
8. Darryl Boyce called on Lynn Bellenger, Society Vice President who delivered a talk on the current status of ASHRAE and your role as ASHRAE Member in the next year.
9. Halifax Chapter presented their annual report and highlighted the following; formation of permanent reception committee has been effective; faxing newsletters proved successful; yearly chapter meeting schedule was finalized in August.

10. NB/PEI Chapter presented their report and highlighted the following: Chapter program was published early; a \$500.00 scholarship for a member's son or daughter in a science or engineering program was initiated; a joint meeting and plant tour held with the student chapter provided valuable personal contact and some employment opportunities.
11. La Ville de Quebec Chapter presented their report and highlighted the following: celebrated their 40<sup>th</sup> Anniversary with Society President present; great participation in student activities and in research – an astonishing increase of 52% on the dollar value. Membership is older and is trying to get some young blood.
12. Montreal Chapter presented their report and highlighted the following; had a special celebration for their 60<sup>th</sup> Anniversary; good student participation in annual competition; small increase in membership; \$10,000.00 collected in research.
13. Ottawa Valley Chapter presented their report and highlighted the following; had year's program schedule completed early, eliminated head table with a 'no tie' policy; homepage proved a great success; selling of business cards proved worthwhile; Chapter was successful in starting a Kingston section.
14. Meeting was adjourned at 4:45 p.m.



## **ASHRAE**

**1997 REGION 2 CRC – HOST: HAMILTON CHAPTER**

### **MINUTES OF SECOND BUSINESS MEETING**

**Time:** Friday, August 15, 1997 at 8:00 a.m.

**Location:** Nelson Room, Venture Inn, Burlington, Ontario, Canada

1. Darryl Boyce DRC called meeting to order at 8:15 a.m.

2. Darryl Boyce asked for a roll call of all Delegates and Alternates.

<b>CHAPTER</b>	<b>DELEGATE</b>	<b>ALTERNATE</b>
Windsor	Greg Dufour	Ken Wilson
London, Canada	Brenda Stonehouse	Peter Golem
Hamilton	Frank J. Stempski	John B. Pollock
Toronto	Richard Manuel	Barry Willhelm
Ottawa Valley	Karen Peck	Dale Gaudet
Montreal	Christian Roy	Marcel Cyr
La Ville de Quebec	Denis Potvin	Guy Perreault
NB / PEI	Bill Goobie	William Hooper
Halifax	T. Scott Starratt	Ann Hope

3. Also present at this meeting were:

<b>NAME</b>	<b>CHAPTER or SOCIETY</b>	<b>POSITION</b>
George Jackins	Society	President Elect
Bruce D. Hunn	Society – Headquarters	Director of Technology
Lynn G. Bellenger	Society	Vice President
Hari Singh	Halifax	RVC - Student Activities
Roland Charneux	Montreal	RVC - TEGA
George Menzies	Hamilton	RVC - Membership Promotion
Jean Bundock	La Ville de Quebec	RVC - Research Promotion
Duncan Varey	Toronto	RVC - Refrigeration
Cliff Thompson	Toronto	Region 2 Historian
Owen Glendon	London Canada	RVC - Chapter Programs
John B. Bisset	London Canada	Region 2 Assistant DRC
Darryl K. Boyce	London Canada	Region 2 DRC
Gemma Kerr	Ottawa Valley	Research Promotion
Jean Luc Morin	La Ville de Quebec	Historian
John Dugan	Ottawa Valley	ARC - Director
Wilfred Laman	Hamilton	Reg. 2 CRC Vice Chairman
Danny Castellan	Windsor	Reg. 2 Nominating Member

4. Chapters' reporting continued.
5. Toronto Chapter presented their annual report and highlighted the following: celebrated their 75<sup>th</sup> Anniversary; held first luncheon meeting in downtown area and was very successful; new dues structure includes dinners; contributed \$2,000.00 to Women in Engineering, a fun camp for high school girls interested in engineering.
6. Hamilton Chapter presented their annual report and highlighted the following: hosting this year's CRC required total commitment; newsletter now on the web; all chapter programs are in place for the coming year; set up a "members' only library which is available at meetings and publicized in the Newsletter. It is well utilized.
7. London Canada Chapter presented their annual report and highlighted the following: new green slate of officers; hope to promote and cultivate young people; business cards worked well and London's dollars contributed per member was one of the top two.
8. Windsor Chapter presented their annual report and highlighted the following: strong monthly meeting programs; problem in producing timely newsletters so decided to fax it; use of phone committee proved successful; strong student program; average 45 people per meeting which is 65% of assigned members.

All Chapter Reports are in the CRC Binder. Please refer for more detailed reports.

9. Immediate Past DRC Report: D. Boyce asked John Dugan to address the conference. John stated that podium prods do not work and asked the members to talk individually to get people to work on committees. Challenge them and point out things ASHRAE can do for them. Do not do the whole job yourself. Use your committees. ASHRAE meetings are a place to learn, to share and to participate. He advised the Chapters to work with students and mentor them in order to have a stronger branch in the future. As of the Boston Meeting, John Dugan advised the meeting that he is the North American Member on the Society International Committee.
10. DRC Darryl Boyce reported on his objectives for the coming year. He will visit each chapter before January 1998. He noted that communication is a most effective tool in keeping in touch with the chapters and he will use Email, telephone or whatever means to keep in touch with the chapters. Darryl will advise on his theme at the Third Business Session.
11. Status of CRC Motion that were approved at the 1996 CRC:

Motion #1 – Provide an additional line item on the membership application form so Chapter dues may be submitted at the same time as Society dues. Passed by Regions Council.

Motion #3 – Three grassroots committees – that a single committee replace Program, TEGA and Refrigeration. Failed by Regions Council.

Motion #5 – Build a website that is interactive with the Chapters. Passed by Regions Council.

Motion #6 – That the Society annual election ballots issued for Region 2 be processed through Windsor post office box instead of being issued directly from the United States mail service. Motion withdrawn. John Dugan to work with Atlanta Staff. This has not been resolved. Action Item for Lynn Bellenger.

Motion #7 – The membership application form be simplified to a one page form titled “Invitation to join ASHRAE”. Amended and passed by various Society Committees. George Jackins will check this out.

Motion #8 – Society institute a program for recognition of corporate involvement in ASHRAE activities at the Chapter level when requested by Chapter. Failed at Regions Council. Darryl Boyce will advise of the background for failing.

Motion #10 – ASHRAE Headquarters to notify Chapters more quickly with the names of people who have paid Chapter membership direct to Society. Motion failed at Regions Council. However, Headquarters is trying hard to speed up transfer of information. The new computer now being commissioned should help but it is likely it will be 18 months before it is in “effective” operation. Internet may be the answer.

Motion #14 - ASHRAE headquarters provide other means of removing deceased members from the master list. Passed and referred to staff and is now in place.

Motion #16 - The Society develop a simple form to process student transfers. Referred to Membership Promotion. This will be part of the new one page invitation – see Motion 1 above.

Motion #17 – The method of designating Regions be changed to standard numeric format from the use of Roman numerals. Failed. Reason not known. Darryl to follow up. George Jackins advised not to give up on motions of this nature.

Motion #19– Society adopts a multiple fee structure showing the option for deletion of the handbook and journal publications to be effective 97/98. Referred to Publishing Council. No response yet.

12. Regional Fund: It was moved by Brenda Stonehouse of London and seconded by Barry Willhelm of Toronto to accept the report. After some discussion, a substitute motion was made by Toronto Chapter and seconded by Quebec Chapter to postpone the approval to the 1998 CRC pending additional information. Vote was unanimous.
13. Review of Financial Statement 1996. Darryl Boyce will request a more in depth analysis of the 1996 Treasurer’s report from the London CRC to compare the final figures with the various headings listed in the approved budget. Since this cannot be completed in time for this CRC, the Delegates will be provided a copy of the comparison to budget of the 1996 Financial Statement. This will be sent with the 1997 CRC Minutes. In addition, Darryl clarified that 50% of any surplus would be assigned to the Regional Fund as in past practice with the host chapter receiving the balance.
14. Prior Regional Motions: After discussion about the impact of the many existing regional motions passed at many of the prior CRCs” Darryl Boyce asked that past DRC George Menzies and Regional Historian Cliff Thompson review all prior motions affecting Region 2 and make a report to him as to their relevance.

## 15. Future CRC Meeting Locations:

1998 NB/PEI Host Chapter	Location:	Moncton , NB	Date: September 10-13
1999 Montreal Host Chapter	Location :	Montreal, PQ	Date: September
2000 Windsor Host Chapter	Location:	Windsor, ON	Date: August (tentative)
2001 Halifax Chapter	Location:	Halifax, NS	Date: August (tentative)
2002 LaVille de Quebec	Location:	Quebec City, PQ	Date: September (tentative)

Darryl Boyce asked that the Host Chapters submit firm calendar dates for their upcoming CRCs.

Chairman Boyce reminded all those present that the ASHRAE Society Annual Meeting is in Toronto in June 1998. All Chapters in the area have been asked to assist with events. Lynn Bellenger suggested that the Niagara Frontier Chapter in Region 1 be asked to assist as well.

16. 1998 Budget for the Moncton CRC: It was moved by the NB/PEI Chapter, seconded by the Hamilton Chapter that the budget be accepted as presented. There was discussion about the impact of the hotel costs on the overall registration costs. In fact, the registration cost is almost the same as this year's CRC except one extra night's accommodation is included. Note: ASHRAE will cover the Saturday night's cost of accommodation if it reduces the cost of air travel expense by a cost greater than the room cost. A separate receipt for Saturday night's accommodation is required and must be attached to the ASHRAE voucher. The Budget was passed unanimously. Refer to Appendix 1 (3 pages) for details about this budget.
17. Regional Vice-Chairmen's Reports: All the RVC asked that their reports be added under the indexed tab in the CRC binder. Each gave a brief summary of the year's events. Several action items were referred to the appropriate RVC e.g. issue a Canadian speakers list, etc. Darryl then asked for requests for RVC visits to the chapters. This is to be done prior to the end of this CRC. He will then make the assignments.
18. Picture of Delegates and Alternates: Immediately prior to the Chapters Workshop at 11:15 a.m., Darryl asked that the Delegates and Alternates assemble for the official CRC picture, which was done. Photographer G. Menzies took the pictures and photos were distributed to each chapter by Brenda Stonehouse later that evening.
19. Adjournment of the Second Business Session: Chairman Boyce declared the Meeting in recess until Saturday at 2:30 p.m. After a brief recess, the Delegates and Alternates and others attended a Chapter Operations Workshop led by John Bisset. Session lasted through lunch to 3:00 p.m.

The meeting was adjourned at 11:45 a.m.



# ASHRAE

## 1997 REGION 2 CRC – HOST: HAMILTON CHAPTER

### MINUTES OF THIRD BUSINESS MEETING

Time: Saturday, August 16<sup>th</sup>, 1997 at 2:30 p.m.

Location: Nelson Room, Venture Inn, Burlington, Ontario, Canada

1. Darryl Boyce DRC called meeting to order at 2:10 p.m.
2. Darryl Boyce asked for a roll call of all the Chapter Delegates and Alternates:

<b>CHAPTER</b>	<b>DELEGATE</b>	<b>ALTERNATE</b>
Windsor	Greg Dufour	Ken Wilson
London Canada	Brenda Stonehouse	Peter Golem
Hamilton	Frank J. Stempski	John B. Pollock
Toronto	Richard Manuel	Barry Wilhelm
Ottawa Valley	Karen Peck	Dale Gaudet
Montreal	Christian Roy	Marcel Cyr
La Ville de Quebec	Denis Potvin	Guy Perreault
NB / PEI	Bill Goobie	William Hooper
Halifax	T. Scott Starratt	Ann Hope



3. Also present at the meeting were:

<b>NAME</b>	<b>CHAPTER or SOCIETY</b>	<b>POSITION</b>
George Jackins	Society	President Elect
Bruce D. Hunn	Society - Headquarters	Director of Technology
Lynn G. Bellenger	Society	Vice President
Hari Singh	Halifax	RVC - Student Activities
Roland Charneux	Montreal	RVC – TEGA
George Menzies	Hamilton	RVC - Membership Promotion
Jean Bundock	La Ville de Quebec	RVC - Research Promotion
Duncan Varey	Toronto	RVC – Refrigeration
Cliff Thompson	Toronto	Region 2 Historian
Owen Glendon	London Canada	RVC - Chapter Programs
John B. Bisset	London Canada	Region 2 Assistant DRC
Darryl K. Boyce	London Canada	Region 2 DRC
Gemma Kerr	Ottawa Valley	Research Promotion
John Dugan	Ottawa Valley	ARC – Director
Wilfred Laman	Hamilton	Reg. 2 CRC Vice Chairman
Hugh Crowther	Hamilton	Refrig. Chapter Chairman
Stephen Tweedie	NB / PEI	RP - Chapter Chairman
Gerry Waselynychuk	NB / PEI	98 Reg. 2 CRC Chairman
David Rasmussen	Hamilton	97 Reg. 2 CRC Chairman
Danny Castellan	Windsor	Reg. 2 Nominating Member

1. Darryl Boyce reported that during the Awards Luncheon the following awards were presented:

- ❖ Golden Gavel Award: Not awarded
- ❖ Communications Award: Montreal
- ❖ Student Activities: La Ville de Quebec Chapter
- ❖ Refrigeration – Iceman Award: Hamilton Chapter Refrigeration Chair - Hugh Crowther
- ❖ Membership Promotion:
  - Blue Ribbon: La Ville de Quebec
  - Red Ribbon: Ottawa Valley
- ❖ Historical – Society Gold Ribbon: Montreal Chapter
  - Society Gold Ribbon: La Ville de Quebec
- ❖ Research Promotion - Society High 5 Award: La Ville de Quebec and Windsor
  - Society Full Circle Award: La Ville de Quebec, London Canada, Montreal
  - Society Bronze Ribbon for Chapter Investor: Toronto Chapter
- ❖ Education – La Ville de Quebec
- ❖ TEGA – Several chapters received special recognition for projects in their area, Toronto, London and Hamilton
- ❖ Travelling Meatball Award (most miles traveled x chapter participants): Halifax
- ❖ Past DRC – Special Society Certificate: presented to John Dugan from George Jackins

- ❖ Society President- Elect George Jackins presented several other special certificates of recognition
- 2. Darryl Boyce asked each of the RVC to report on the attendance in their workshops.
 

Historical:	3 Chapter Chairs
Membership	9 Chapter Chairs
TEGA:	7 Chairs and 1 representative
Research Promotion	9 Chapter Chairs
Student Activities:	5 Chapter Chairs and 2 representatives
Chapter Programs:	5 Chapter Chairs and 4 representatives

3. Darryl Boyce called for motions from the chapters starting with the Windsor Chapter:

- ❖ Motion #1: That the President and all Class A Directors of ASHRAE Research Canada be compensated by Society for their travel expenses to all functions that Society requests their attendance.  
 Moved by: Greg Dufour (Windsor); Seconded by Richard Manuel (Toronto)  
 Vote Count: For: 9 ; Against: 0

**Motion Passed.**

- ❖ Motion #2: That the Golden Gavel award for Region 2 requirements be amended to delete the requirement for a Chapter to obtain more PAOE points than it obtained in its previous year.  
 Moved by Greg Dufour (Windsor); Seconded by Karen Peck (Ottawa Valley)  
 Vote Count: For: 9; Against: 0

**Motion Passed.**

- ❖ Motion #3: That Society provide to all Chapter Presidents by Sept. 21 of each fiscal year, a condensed list of all Chapters, their usual meeting dates, usual location and two phone contacts.  
 Moved by Frank Stempski (Hamilton); Seconded by Richard Manuel (Toronto)  
 Vote Count: For: 9; Against 0

**Motion Passed. Action Item referred to HQ** via Lynn Bellenger- potentially an Internet item!

- ❖ Motion #4: That Society with consultation, consider redefining of the border between Region 1 and 2.  
 Moved by: Frank Stempski (Hamilton); Seconded by Brenda Stonehouse (London Canada)  
 Vote Count: For: 6; Against: 1; Abstained: 2

**Motion Passed:**

- ❖ Motion #5: That the Nominating Committee member and alternate organize a personal consultation with each delegate no less than two weeks prior to each CRC in Region 2.  
 Moved by : Frank Stempski (Hamilton); Seconded by Richard Manuel (Toronto)

This was accepted as an **ACTION ITEM** and was **referred to Nominating Committee Member for Region 2.**

- ❖ Motion #6: That the current Regional Chairman or his selected representative, communicate with the current Nominating Committee Member as to proper voting procedure.

Moved by: Frank Stempski (Hamilton); Seconded by: Richard Manuel (Toronto)

Vote Count: For: 1; Against 8

Motion failed.

- ❖ Motion #7: That RVC report to Chapter Presidents by mid-year any shortcomings in reports by committee chairs. In particular, unusual circumstances be brought to his attention – e.g. the absence of reports.

Moved by Richard Manuel (Toronto); Seconded by: F. Stempski (Hamilton)

Vote Count: For: 1; Against 5; Abstained 3.

Motion Failed.

- ❖ Motion #8: That in future, local CRCs and possibly all CRCs be put in a blank format on computer disk. This way all the reporting data could be input on the computer and then the copies printed out. This potentially could save a multitude of paper and simplify the whole process.

Moved by: Barry Willhelm (Toronto); Seconded by: Scott Starratt (Halifax)

Motion Withdrawn.

- ❖ Motion #9: Have the CMS program revised to include a multiple sort method by name, number, company, Chapter or Society member.

Moved by: Karen Peck (Ottawa Valley); Seconded by: D. Potvin (La Ville de Quebec)

Vote Count: For: 8; Against: 0; Abstained: 1

**Motion Passed.**

- ❖ Motion #10: Provide a membership renewal format which will have a pay this now (normal dues) or pass this later (25% premium) in a single invoice format.

Moved by: Karen Peck(Ottawa Valley); Seconded by: D. Potvin (LaVille de Quebec)

Vote Count: For 2; Against 6; Abstained: 1

Motion Failed.

- ❖ Motion #11: Remove military service from biographical record.

Moved by: Karen Peck (Ottawa Valley); Seconded by: Christian Roy (Montreal)

Vote Count: For: 3; Against: 5; Abstained: 1

Motion Failed:

- ❖ Motion #12: Eliminate PAOE Points

Moved by: Karen Peck (Ottawa Valley); Seconded by: Christian Roy ( Montreal)

Motion Withdrawn.

- ❖ Motion #13: The Regional Nominating Committee Member forward a list of all the positions that must be filled and a copy of the previous year's names and a copy of the letters describing the position requirements, to the chapter Presidents, no later than April 1. The Chapter Presidents must forward potential names to the Regional Nominating Member no later than July 1.  
Moved by: Karen Peck (Ottawa Valley); Seconded by: Scott Starratt (Halifax)

**Action Item** to the Region 2 Nominating Committee.

- ❖ Motion #14: In order to maintain participation at the CRC it is moved to limit CRC duration to Friday and Saturday and compress schedule to expedite handling of business.  
Moved by: Christian Roy (Montreal); Seconded by: R. Manuel (Toronto)

**Action Item** to Darryl Boyce DRC, to work with the 1999 CRC Committee, to determine if it is possible to condense the CRC to two days. If it seems feasible, the two day format will be piloted at the 1999 CRC.

- ❖ Motion #15: That the name of "Technology Award" be changed to "Design Excellence Award".  
Moved by: Roland Charneux (Montreal); Seconded by: D.Potvin (LaVille de Quebec)  
Vote Count: For: 9; Against: 0; Abstained: 0

**Motion Passed.**

- ❖ Motion #16: That the following phrase of Section 2.9 defining Student Members, "Student Member status shall terminate one year after graduation from school, or one year after the time the student member leaves school; be left as is in the definition.  
Moved by: Bill Goobie (NB/PEI); Seconded by: Scott Starratt (Halifax)  
Vote Count: For: 9; Against: 0; Abstained: 0

**Motion Passed.**

Darryl Boyce asked that the Meeting and Workshop Evaluation Forms be completed and returned to him by the end of the meeting.

7. Jean Bundock advised that the Research Goal for Region 2 this year was set at \$117,000.00.
8. George Jackins, Society President-Elect expressed his appreciation to all participants for an excellent CRC.
9. Lynn Bellenger, Society Vice-President stated she was delighted to have attended this CRC. It was well organized and ran very smoothly.
10. Bruce Hunn, Director of Technology at Society Headquarters also expressed his appreciation to everyone. He stated he really enjoyed the workshops and learned a great deal.
11. Darryl Boyce DRC thanked all for the excellent meeting. His theme for the year will be Chapter Support.

12. The Chairman called for a motion to adjourn. Vote was unanimous.

Meeting adjourned at 4:15 p.m.

Minutes reviewed by D. Boyce DRC.....Date.....

