



# ASHRAE

1998 REGION II CRC – MONCTON, NEW BRUNSWICK, CANADA

HOST: New Brunswick / PEI ASHRAE Chapter

## MINUTES OF FIRST BUSINESS SESSION

Time: Thursday, September 10, 1998 at 3:00 p.m.

Location: Shediac Room, Hotel Beausejour, Moncton, New Brunswick, Canada.

1. Darryl Boyce, Region II DRC, called the meeting to order at 3:25 p.m. He thanked the Delegates and Alternates for being present at this First Business Session in light of the Air Canada strike which altered at the last minute many travel plans to Moncton.
2. Darryl introduced Gail Menzies and called for a motion to elect her as CRC Recording Secretary. Brian Dayus of Windsor moved the motion, seconded by Peter Golem of London. Passed unanimously.
3. Darryl Boyce introduced Gerry Waselynychuk, 1998 CRC Conference Chairman. Gerry welcomed everyone to this year's CRC hosted by the New Brunswick/P.E.I. Chapter. He made several announcements about the upcoming program.
4. Darryl Boyce asked for a roll call of all Delegates and Alternates:

<b>CHAPTER</b>	<b>DELEGATE</b>	<b>ALTERNATE</b>
Halifax	Ann Hope	Peter Melnyk
NB/PEI	Bill Hooper	Jeff Hayward
La Ville de Quebec	Guy Perreault	Real Audet
Montreal	Marcel Cyr	Jeff Clarke
Ottawa Valley	Dale Gaudet	Joel Primeau
Toronto	Mike Loughry	Bill Chalmers
Hamilton	John Pollock	George Robb
Windsor	Brian Dayus	Ken Wilson
London	Peter Golem	Norm Clarke

5. Darryl Boyce asked for a self-introduction of the Society Representatives, the Regional Vice-Chairmen and the Guests in attendance. Those in attendance were as follows:

<b>NAME</b>	<b>CHAPTER or SOCIETY</b>	<b>POSITION</b>
George Jackins	Birmingham, Alabama	Society President
Bruce D. Hunn	ASHRAE – Headquarters	Director of Technology
Ron Vallort	Illinois, Chicago, Jacksonville	Society Vice-President
Laurier Nichols	Region II Member	Nominating Committee
Michel Bernier	Montreal	RVC-Student Activities
Roland Charneux	Montreal	RVC – TEGA
George Menzies	Hamilton	RVC – Membership
Denis Potvin	La Ville de Quebec	RVC – Research Promotion
Hugh Crowther	Hamilton	RVC – Refrigeration
Cliff Thompson	Toronto	Region 2 Historian
Owen Glendon	London Canada	RVC – Chapter Programs
Gerry Waselynychuk	NB/PEI	98 CRC General Chairman
Darryl K. Boyce	London Canada/Ottawa Valley	Region II DRC

6. Mr. Boyce reviewed the contents of the 3-ring binder provided to each of the Delegates, Alternates, RVCs and Society Officials.
7. Chairman Boyce reviewed the agenda and asked if there were any changes or additions. None were offered.
8. Darryl Boyce asked for a motion to approve the 1997 CRC Hamilton Meeting Minutes. It was duly moved by Peter Golem of London Chapter and seconded by Guy Perreault of La Ville de Quebec Chapter that the Minutes of the 1997 CRC hosted by the Hamilton Chapter be accepted as printed and distributed. Motion approved unanimously.
9. Darryl Boyce called on Bruce Hunn, Director of Technology from Headquarters in Atlanta. He reported that Headquarters is there to provide any support needed to you, the volunteers. Headquarters oversees a \$15 million budget - one third dues, one third product sales and one third from meeting registrations, plus contributions to research. He reported that we are moving rapidly into the electronic age with Internet and E-mail, and data base management systems. Frank Coda is the Executive Vice-President of ASHRAE and he is the main man who deals with the Board of Directors and tries to keep George Jackins in line.
10. Chairman Boyce then called upon Ron Vallort, Society-Vice President, who thanked all those present for their commitment to ASHRAE. ASHRAE is moving away from paper and into electronic formats. The ASHRAE Handbook CD is in great demand. There are over 700 hits a day on the Homepage - many from overseas, emphasizing the importance of our Homepage meeting the demands of our members around the world. Anniversary billing is now a reality. In this Region, there are 2,335 Society Members. The Distinguished Lecturers Program has been expanded to provide up to 3 programs for each of ASHRAE's 13 Regions. Carolyn Kettering at Headquarters is in charge of this program. Mr. Vallort urged the attendees to share their knowledge of ASHRAE with students, the community and younger members and we will all benefit.

**11. CHAPTER REPORTS:**

**Halifax Chapter** presented their report and advised they have had good attendance at their meetings despite the large geographically area assigned. The golf tournament is their big money maker being very well attended. Their Student chapter is very enthusiastic. A pizza night at the University was well received. This year, a regular member will sponsor a student for dinner at the monthly meeting. Having programs set up at the beginning of the year is very helpful in attracting their members. Door prizes at monthly meetings were successful and this will be continued this year.

**New Brunswick/P.E.I. Chapter** reported a good mix of members in the Chapter. Our 25<sup>th</sup> Anniversary kicked off the year in fine style. A new meeting format having technical presentations first and then ordering the meal from the menu proved successful especially with our students. The program for the year was completed by the publication of the first newsletter. We hope to increase our membership by 10%. We have a scholarship program for a son or daughter of a member in a 2-year program at the University of New Brunswick and the University of Moncton.

**La Ville de Quebec** reported that our Chapter had another successful year. Hard work by the members has paid off. Our meetings are informative as well as fun.

**Montreal Chapter** reported a good year. This year we undertook 2 highly popular programs – Refrigeration technical seminars which drew close to 1,000 attendees on 14 evening sessions and also a student career night. Membership increased by 1%. Tabletop display, a technical presentation and dinner is our meeting format. The first 3 Meetings are in English, with the balance in French.

**Ottawa Valley Chapter** reported their 45<sup>th</sup> Anniversary Night was a great success. The introduction of meal plan tickets was well received. Our Homepage remains active with approximately 70 hits per day. The Kingston Section is a costly investment for the chapter, but felt to be worthwhile.

**Toronto Chapter** had a successful year. Strong technical presentations sway meeting attendance. Toronto hosted the Summer Meeting of ASHRAE. It was a large undertaking but went well. Staffing of chapter committees remains a concern but we are trying to get younger members involved. A Northern Section has been formed. BOD approval is complete and the first official meeting to be scheduled.

**Hamilton Chapter** has had their web page for 2 years and it is being utilized by a large portion of the membership for monthly Meeting information. Almost all Newsletters are sent by fax. Hamilton has given up on telephone committees with no dire consequences. At monthly meetings, a tabletop display is presented which costs \$75.00 and includes one business card in the Airways Newsletter, plus a brief technical presentation after dinner and before the night's featured speaker. Golf is always well attended.

**Windsor Chapter** reported attendance had increased this year by faxing Newsletters and follow-up with the telephone committee. The biggest problem is continuing to fill executive and committee chairs. We have a new Membership Chairman this year. Windsor does well in Research Promotion. It was 4<sup>th</sup> in all of ASHRAE for Society Chapters with fewer than 100 members.

**London Canada Chapter** is in the process of rebuilding. Programs were organized at the beginning of the year. Our Newsletter was changed to a faxed or E-mail format, which cuts expenses considerably. We are also considering a Homepage. We need to refocus in a few areas. The golf continues to be positive and well attended.

12. Chairman Boyce thanked the delegates for their concise reporting. He also thanked the Chapters for following the 2 page reporting format agreed to at last year's CRC.
13. George Jackins Society President complimented the Delegates and Alternates on the good interaction between Chapters during this reporting portion of the CRC.
14. Chairman Boyce informed the group that an ASHRAE Research Canada information session will be held Friday, September 11, 1998 at 7:00 a.m. All delegates are required to attend, as they are Class "B" Members of the Corporation called ASHRAE Research Canada.
15. The First Business Session was adjourned at 5:20 p.m.

A get-acquainted Reception / Dinner was held at Boomerangs Steakhouse, a nearby restaurant.



# ASHRAE

## 1998 REGION II CRC – MONCTON, NEW BRUNSWICK, CANADA

### MINUTES OF SECOND BUSINESS SESSION

Time: Friday, September 11<sup>th</sup>, 1998 at 8:00 a.m.

Location: Shediac Room, Hotel Beausejour, Moncton, New Brunswick, Canada.

1. Darryl Boyce, DRC, called the Meeting to order at 8:00 a.m.
2. Chairman Boyce asked for a roll call of all Delegates and Alternates present:

<b>CHAPTER</b>	<b>DELEGATE</b>	<b>ALTERNATE</b>
Halifax	Ann Hope	Peter Melnyk
NB/PEI	Bill Hooper	Jeff Hayward
La Ville de Quebec	Guy Perreault	Real Audet
Montreal	Marcel Cyr	Jeff Clarke
Ottawa Valley	Dale Gaudet	Joel Primeau
Toronto	Mike Loughry	Bill Chalmers
Hamilton	John Pollock	George Robb
Windsor	Brian Dayus	Ken Wilson
London Canada	Peter Golem	Norm Clarke

3. Also present at this meeting were the following Society and Regional officials, Chapter Committee Chairmen and other Chapter representatives :

<b>NAME</b>	<b>CHAPTER or SOCIETY</b>	<b>POSITION</b>
George Jackins	Society	President
Bruce D. Hunn	ASHRAE – Headquarters	Director of Technology
Ron Vallort	Society	Vice President
Darryl Boyce	London Canada/Ottawa Valley	Region II DRC
Roland Charneux	Montreal	RVC- TEGA
George Menzies	Hamilton	RVC - Membership
Denis Potvin	La Ville de Quebec	RVC - Research
Hugh Crowther	Hamilton	RVC - Refrigeration
Cliff Thompson	Toronto	Region 2 Historian
Owen Glendon	London Canada	RVC - Chapter Programs
Michel Bernier	Montreal	RVC - Student Activities
Laurier Nichols	Montreal	Nominating Region II
T. Scott Starratt	Halifax	Chapter Research Chair
Wilfred Laman	Hamilton	Chapter Past Pres.
David Rasmussen	Hamilton	Past CRC Chairman

#### 4. REGIONAL CHAIRMAN'S REPORT:

Chairman Boyce commented that he completed nine visits - to every Chapter by April 1998. He stated that he will try to visit the majority this year. He stated that he will comment at the Third Business Session about his objectives and theme for 1998/99. He noted that Insights in August 1998 focussed on Region II Chapters.

#### 5. STATUS OF 1997 MOTIONS (i.e. those that were passed at CRC):

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. **Passed by Regions Council and the BOD and is in effect now.**

Motion # 2: That the Golden Gavel award for Region II requirements be amended to delete the requirement for a Chapter to obtain more PAOE points than it obtained in its previous year. **Regional motion and now in effect.**

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. **Failed.** Each Chapter can put the information on their own Homepage or the information can be accommodated on the Regions Homepage.

Motion # 4: That Society with consultation, consider redefining of the border between Region I and II. **Failed at Regions Council.** However, a Society Subcommittee has been set up to address the criteria for a good region so that the regional boundaries can be reviewed and adjusted as required to better serve the Members.

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 II. **Action Item for Regional Nominating Committee Member.**

Motion # 9: Have the CMS program revised to include a multiple sort method by name, number, company, Chapter or Society member. **Failed at Regions Council.** A new software package has been developed by a Member to address this motion and the data is being formatted for downloading and use by each chapter with the software selected by the chapter.

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. Regional - **Ongoing Action Item for our Regional Nominating Committee Member.** Chairman Boyce commented that he had issued in his instructions to the Delegates to this CRC much of the information requested.

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. Regional - Chairman Boyce noted that he **will attempt to do this at the 1999 CRC in Montreal.** However, the third business session may be late Saturday before completion and adjournment.

Motion # 15: That the name of "Technology Award" be changed to "Design Excellence Award". **Motion failed at Technology Council.** They felt the existing name reflects the broad scope of this award.

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. **Passed by Society BOD in 1998.**

## **6. MOTIONS AND RESOLUTIONS:**

Chairman Boyce asked that the Chapters distribute their motions so they could be reviewed prior to the Third Business Session when they are to be presented.

## **7. REGIONAL FUND:**

John Pollock, Treasurer of the '97 -'98 CRC Regional Fund reported there is \$3,800.00 balance. He distributed a summary of the disbursements. Just prior to this CRC, he made arrangements to transfer the funds to Moncton CRC Treasurer who handles the funds till next year's CRC in Montreal.

## **8. 1997 CRC FINANCIAL STATEMENT:**

No written report was issued at this time. John Pollock of the Hamilton Chapter noted that there was no surplus or loss. David Rasmussen, Chairman of the CRC, will report at the Third Business Session. Chairman Boyce asked that David get together with the Montreal CRC Chairman before tomorrow to help them in setting full and partial registration costs.

**9. MONTREAL CRC 1999 BUDGET APPROVAL:**

Laurier Nichols presented a draft budget. After discussion, it was agreed to defer a motion to approve budget until the Third Business Session. The 2-day meeting format was discussed. For the 1999 CRC, it was agreed to meet Thursday night for orientation and caucus, with the first business session Friday, Workshops on Saturday morning and with the business sessions continuing until completion which could run into late Saturday.

**10. REGIONAL VICE-CHAIRMEN REPORTS:****HISTORIAN:**

Cliff Thompson advised those in attendance to look at the History of the Region II Chapters on the table outside the meeting room. An interesting article on heating and water washed ventilation of the T. Eaton Company Store and factory is also there. Gord Weld from Halifax Chapter is the Vice-Chair of the Society Historical Committee. Mr. Thompson reported it was not a good year for PAOE and we need to work on improvement. Mr. Thompson asked for authorization to photo-copy the complete book of Motions which hopefully will get passed on to each delegate each year. Passed – Regional Fund expense. Mr. Thompson advised of the passing of Allen Hanley, Historian from the Montreal Chapter.

**STUDENT ACTIVITIES:**

Michel Bernier reported that Region II was successful in getting 3 Under graduate senior project grants at Concordia University, College of the North Atlantic and Ecole Polytechnique de Montreal. Engineering students from our Region won first prize in the System Selection. Sheridan College is interested in forming a branch. La Ville de Quebec won the Student Activities Regional Committee Award. We are working on having a student bus to take students from our Region to the Chicago Society Winter Meeting in January '99.

**MEMBERSHIP PROMOTION:**

George Menzies reported full participation of all 9 Chapters at his Workshop in 1997. All 9 Chapters exceeded PAOE. Three of the 9 chapters had a positive growth compared to none last year. Mr. Menzies presented a chart showing a loss of 16% of our Society Members in Region II over the last 7 year period. It is apparent that a Mentoring system must be in place to attract new members – greet, meet and follow up of a potential member.

**TEGA:**

Roland Charneux reported 7 of 9 Chapter Chairmen participated at his Workshop in '97. The Dan Mills award is new this year. RVC Charneux sends out monthly newsletters and can be contacted for 'hot topics'.

**RESEARCH PROMOTION:**

Denis Potvin reported that goals will be set by the chapter chair at the CRC Workshop and not entirely based on previous years. All Chapters should focus on obtaining 'full circle' standing. Last year's results in all of Society was \$1,660,829. This exceeded only by \$16,000.00 the previous year. Awards will be presented to the Chapters at the Awards Luncheon.

**CHAPTER PROGRAMS:**

Owen Glendon reported that communication was good from the Chapters. The Distinguished Lecture Program is working very well. Chapters who prepare their program early have the best results. Chapters should review speaker content more closely before presentation.

**REFRIGERATION:**

Hugh Crowther reported that 1997-8 season was a year of transition. Duncan Varey RVC, stepped down for health reasons at Christmas and Hugh scrambled to pick up the ball. The Regional results were mixed. Monthly newsletters are sent out to Refrigeration Chairs. TC's are looking for feedback from the membership on how they can help. It is up to us to get the movement back and forth. About one third of the TC's have to do with refrigeration. Be sure to contact Hugh for "Hot Topics".

**SOCIETY:**

President George Jackins reported that Society membership continues to grow expanding more and more into the international arena. Nobody disseminates technology better than ASHRAE and we need to 'toot our own horn'. Head office has on-loan audiovisual programs and you should be taking advantage of them. Society is looking at establishing a satellite office in Ottawa. Society needs Region II and you can have a Society President from your region if you work at it.

**11. CHAPTER VISITS:**

Chairman Boyce noted that he had met with the RVCs and assigned Chapter visits for the year. He also announced that a group picture would be taken by George Menzies following the conclusion of this meeting.

**12. ADJOURNMENT:**

The group adjourned for a casual working lunch in which the Chapter Operations Workshops would commence and continue to 3:00 p.m. At that time, the Delegates and Alternates would Caucus and the Regional and Society Officials had a regional planning meeting in Suite 700. Business Meeting adjourned at 11.10 a.m.

During the Chapter Operations Workshops, Chairman Boyce reviewed the scope of this years PAOE. Bruce Hunn followed with a demo of the ASHRAE Homepage.

**PRESIDENT'S DINNER:**

At the dinner held in the hotel Friday night, Society President George Jackins delivered his address on LUV – Learning, Unity and Visibility. Text of his talk is in the August 1998 ASHRAE Journal.

**WORKSHOPS:**

Saturday, September 12<sup>th</sup>, 1998, starting at 7:45 a.m. till noon, various workshops were held. Note! Research Promotion held their first workshop Friday afternoon with a second Saturday morning. The Delegates and Alternates were in Executive Session at 7:45 a.m., which adjourned at 8:30 a.m. Many of them then participated in the workshops.



**AWARDS LUNCHEON:**

The luncheon was held in the hotel. Chairman Boyce called upon the various Chairmen to present their awards.

The following were presented:

Golden Gavel Award:	La Ville de Quebec, Denis Potvin accepted.
Communications Award:	NB/PEI, Bill Goodie accepted.
Presidential Award of Excellence:	La Ville de Quebec, Denis Potvin accepted
Membership Promotion:	Blue Ribbon: Hamilton, Frank Stempski accepted Red Ribbon: NB/PEI, Gerry Waselynychuk accepted
Historical:	Windsor, Tom McDonald accepted
Student Activities:	La Ville de Quebec, Denis Potvin accepted
Chapter Program (1 <sup>st</sup> yr. for this)	Hamilton, Ed Cazzola accepted
Iceman Award:	Montreal, Denis Thibault
TEGA Awards:	Ottawa Valley Chapter Several chapters received special recognition for projects in their area, Montreal, Ottawa, and Moncton.
Research:	High 5 Award, Windsor, Halifax and LaVille de Quebec Gold Circle Award, LaVille de Quebec Hay Murray Award, Windsor.

Chairman Boyce will present during his Chapter visits the following Awards of Appreciation:

John Bundock	RVC Research Promotion
Duncan Varney	RVC Refrigeration
Hari Singh	RVC Student Activities.

The 1997 CRC Appreciation Certificate was presented to David Rasmussen of Hamilton Chapter who was 1997 CRC Chairman.

Chairman Boyce expressed our appreciation to Gerry Waselynychuk, 1998 CRC Chairman and his committee for the excellent meeting and presented Gerry with the 1998 CRC Appreciation Certificate.

The Travelling Meatball Award will be presented at the Lobster Party this evening. It was won by Hamilton Chapter.



# ASHRAE

1998 REGION II CRC – MONCTON, NEW BRUNSWICK, CANADA

## MINUTES OF THIRD BUSINESS SESSION

Time: Saturday September 12<sup>th</sup>, 1998 at 2:00 p.m

Location: Shediac Room, Hotel Beausejour, Moncton, New Brunswick, Canada

1. Darryl Boyce DRC called meeting to order at 2:10 p.m.
2. Chairman Boyce asked all Delegates and Alternates present to sign the attendance sheet:

<b>CHAPTER</b>	<b>DELEGATE</b>	<b>ALTERNATE</b>
Halifax	Peter Melnyk	Peter Scriven
NB/PEI	Bill Hooper	Jeff Hayward
La Ville de Quebec	Guy Perreault	Real Audet
Montreal	Marcel Cyr	Jeff Clarke
Ottawa Valley	Dale Gaudet	Joel Primeau
Toronto	Mike Loughry	Bill Chalmers
Hamilton	John Pollock	George Robb
Windsor	Brian Dayus	Ken Wilson
London	Peter Golem	Norm Clarke

Also present at the meeting were:

<b>NAME</b>	<b>CHAPTER or SOCIETY</b>	<b>POSITION</b>
George Jackins	Society	President
Bruce D. Hunn	Society – Headquarters	Director of Technology
Ron Vallort	Society	Vice President
Michel Bernier	Montreal	RVC - Student Activities
Roland Charneux	Montreal	RVC – TEGA
George Menzies	Hamilton	RVC - Membership Promotion
Denis Potvin	La Ville de Quebec	RVC - Research Promotion
Hugh Crowther	Hamilton	RVC – Refrigeration
Cliff Thompson	Toronto	Region II Historian
Owen Glendon	London Canada	RVC - Chapter Programs
David Rasmussen	Hamilton	Past CRC Chairman
Darryl K. Boyce	London Canada/Ottawa Valley	Region II DRC
Marianne Chan	Toronto	S.A. Chapter Chair
Wilfred Laman	Hamilton	Past President
Frank Vaculik	Ottawa	TEGA Committee
Laurier Nichols	Montreal	Nominating Region II

### 3. REPORT ON THE NUMBER OF CHAPTER CHAIRS AT WORKSHOPS:

Chairman Boyce called on the RVC to report number of chairs in attendance. In addition, a copy of the attendance of each workshop was given to Ron Vallort – Society Vice-President.

Student Activities	7 attendees	3 chairs
TEGA	8 attendees	3 chairs
Membership Promotion	13 attendees	9 chairs
Research Promotion	9 attendees	8 chairs
Refrigeration	8 attendees	3 chairs
Historian	9 attendees	2 chairs
Chapter Programs	8 attendees	4 chairs.

Chairman Boyce suggested that 3 chairs are on the light side and we need to encourage more chairmen to come to the workshops.

### 4. WORKSHOP REPORTS:

TEGA: Frank Vaculik reported for this committee. Mr. Hunn attended this workshop and gave an outline of how to handle paperwork. The Awards were discussed and recognized. Dan Mills Award is difficult to use as a motivating factor. A more useful award needs to be developed for presentation to the committee at the chapter level. Mr. Hunn will look into this.

**STUDENT ACTIVITIES:** Marianne Chan SA Toronto Chapter reported for this committee. They are interested in making all students from kindergarten to grade 12 aware of this craft possibly by a demo. Career days and science fairs can be used. She noted it is easy to apply for graduate student grants. They discussed ways to attract students and keep them interested – good follow-up, chapter visits and handbooks bought for students. They considered making a request for seed money for student activities.

**MEMBERSHIP PROMOTION:** George Menzies reported full attendance at his workshop. This is partly due to the fact that travel is paid. They discussed anniversary billing and its wrinkles, how to handle delinquents, and a web page. They are committed to commence a tracking program.

**RESEARCH PROMOTION:** Denis Potvin reported 8 out of 9 chairs attended. They reviewed a detailed plan for fund raising. They agreed on a realistic amount for goals for '98-'99 RP campaign.

**REFRIGERATION:** John Pollock reported an overview of how Refrigeration fits in with ASHRAE and a job description was discussed. The Milton Garland award has a limit of 700 but really should keep accumulating points.

**CHAPTER PROGRAMS:** Bill Chalmers of Toronto reported that Owen Glendon conducted a good workshop. He pointed out book material available, the Distinguished Lecturer Program which comes virtually free. Chapters who utilize it have good meetings. Continuing education programs are recent and available for the asking. Society makes the information available. We, the chapters, just have to ask. With respect to visibility, this is a difficult mandate but needs to be pursued.

**HISTORIAN:** Cliff Thompson reported that this is not a grass roots committee, but the Region is in fact chapter driven. Our history is more than 150 years' old. Two videos are available, one on the opening of the Plenary Session in Toronto and the other with Jake Klassen of the Ottawa Chapter who just passed away. Visitors to the Summer Meeting in Toronto were enthusiastic about them. Strategy was also discussed.

## **5. MOTIONS AND RESOLUTIONS:**

Darryl Boyce called for written motions from the chapters starting with the Halifax Chapter:

### **❖ Motion #1:**

**That ASHRAE adopt a set of standard metric measurement units to be used in our industry and promote these among users.**

Moved by Halifax; Seconded by Toronto.

Background Information: ASHRAE has adopted an Imperial Standard and the adoption of a Metric Standard will facilitate equipment and design comparisons. The imperial system of units has evolved to a common set of units for the HVAC industry. Airflow rate, for instance, is measured as CFM in the product literature of all manufacturers. The metric system, as it is currently used, has various manufacturers and owners with their own interpretation of metric. Trane measures airflow in cubic meters/second (m<sup>3</sup>/s) while York uses cubic meters per hour (m<sup>3</sup>/hr.) E. H. Price uses litres per second. This difference makes comparing products more difficult than it needs to be and creates opportunities for mistakes to happen.

Fiscal Impact: Time saved in offices converting from one form of metric to another.

Vote Count: For: 9; Against: 0

**Motion Passed.**

❖ **Motion #2:**

**To change the administration of the Regional Assessment Fund and create a Regional Treasurer Position appointed by DRC of Region II. Auditing of this fund to be done at each CRC by the Host Chapter.**

Moved by Halifax; Seconded by Hamilton

Background Information: Currently, each chapter must administer the fund on an annual basis, sending reimbursements to all who are entitled. Administration time and effort would be greatly reduced.

Fiscal Impact: cost reduction (i.e. bank charges reduced).

Vote Count: For 8; Abstained: 1

**Motion Passed. (Regional)**

❖ **Motion #3**

**To have the Region II Delegate Manual reprinted, including all previous updates, at least every 5 years and that the delegate bring the Manual to each CRC to make sure all updates are included.**

Moved by La Ville de Quebec; Seconded by Montreal

Background Information: Much of the information seems to be lost or not transferred from delegate to delegate.

Fiscal Impact: Cost of \$100.00 per year would be incurred.

Vote Count: For 8; Abstained: 1

**Motion Passed. (Regional)**

❖ **Motion #4**

**That the TEGA Regional Award be named the “Allen Hanley TEGA Award” provided family approval is obtained.**

Moved by Montreal; Seconded by Windsor.

Background Information: Allen Hanley was an example for all of us. He has been active on numerous society technical and standard committees. He was a Fellow and Distinguished Member of the Society. He won first place technology Award for Radio Canada Place in Montreal. He wrote 3 books, 5 papers and 19 articles. He held all the Chapter offices. He was also on the Board of many charity organizations i.e. The Salvation Army.

Fiscal Impact: No costs involved.

Vote Count: For 8; Abstained 1.

**Motion Passed. (Regional)**

❖ **Motion #5**

**That the registration including 3 nights at 1999 CRC should not exceed:**

<b>Full Registration</b>	<b>\$630.00</b>
<b>Partial Registration</b>	<b>\$430.00</b>
<b>Companion</b>	<b>\$150.00.</b>

Moved by Laurier Nichols, Montreal; Seconded by La Ville de Quebec.

Vote Count: For 9; Against 0.

**Motion Passed. (Regional)**

❖ **Motion #6**

**To allow the linking of our Chapter's Homepage to our sponsor's commercial homepages (with a warning filter).**

Moved by Ottawa Valley; Seconded by Toronto

Background Information: Ottawa Valley chapter's homepage has many paying sponsors whose business cards appear on their website. Presently, ASHRAE rules prohibit the up linking to other commercial websites. The sponsors have asked the Chapter officers to allow any easy link to their homepage by simply double-clicking the homepage address they post. ASHRAE's Summer Meeting in Toronto discussed this matter and almost resolved it by adopting a motion that would introduce a warning filter informing our website visitors that they are leaving the ASHRAE site and are now going into a new site that ASHRAE does not support.

Vote Count: For 7; Abstained 2.

**Motion Passed**

❖ **Motion #7**

**To revise the Manual of Chapter Operations on "Sections" so that all the necessary information to form a Section, be present in the Manual. Specifically, the financial relationship between the Section and Chapter needs to be addressed.**

Moved by Ottawa Valley; Seconded by La Ville de Quebec.

Background Information: Last year, Ottawa Valley Chapter created a Kingston Section. The ASHRAE Manual of Operations contains a chapter on the creation of a section, but our members involved with Kingston found it lacking crucial information.

Vote Count: For 9; Against 0.

**Motion Passed.**

❖ **Motion #8**

**To arrange for Canadian members to receive the ASHRAE Journal at the same time as the US members.**

Moved by: Ottawa Valley; Seconded by Montreal.

Background Information: Deliveries of the ASHRAE Journal to Canadian addresses are usually several days (or weeks) after the deliveries to US addresses. This is a problem mostly for registering for meetings, courses or miscellaneous offers.

Vote Count: For 9; against 0.

**Motion Passed.**

❖ **Motion #9**

**To include an article under Section 7 of the Manual for Chapter Operations outlining guidelines for the submission of articles on chapter milestones to ASHRAE Insights. Compliance with these guidelines would guarantee inclusion of an article in ASHRAE Insights.**

Moved by Toronto; Seconded by Ottawa Valley.

Background Information: The Toronto Chapter was very disappointed with the coverage of their 75<sup>th</sup> anniversary despite submission of articles and pictures to Insights/Journal. Chapter Milestones should be publicly recognized in these publications.

Fiscal Impact: None.

Vote Count: For 9; against 0.

**Motion Passed.**

❖ **Motion #10**

**To improve feedback on motions taken to Regions Council, a direct link to Chapter sponsoring motion is requested.**

Moved by Toronto; Seconded by Windsor.

Background Information: A motion represents an issue of keen interest to the sponsoring Chapter. Notification should be given as to action arising from motion or reason for failure.

Fiscal Impact: None.

Vote Count: For 9; Against 0.

**Motion Passed (Regional)**

❖ **Motion #11**

**That Society advise Chapter Membership Chair or President of any solicitation of local membership for membership or Journal subscriptions.**

Moved by Toronto; Seconded by Windsor.

Background Information: Sample letter and subscription sent to all of our members. (even members of society and local chapter)

Fiscal Impact: Saving of postage and time spent on letters sent to existing members.

Vote Count: For 9; Against 0.

**Motion Passed.**

❖ **Motion #12**

**That time be scheduled in the business session of the Annual Region II CRC to review each existing Regional motion in order to reaffirm, delete or replace.**

Moved by Hamilton; Seconded by Toronto.

Background Information: Over the years, many of the regional motions lose their intent and need to be revisited to determine their validity.

Fiscal Impact: None.

Vote Count: For 9; Against 0.

**Motion passed. (Regional)**

❖ **Motion #13**

**Add a line item on the Membership form to allow the person applying for a membership to submit Chapter Dues with the annual fee.**

Moved by Windsor; Seconded by Halifax.

Vote Count: For 7; Against 2.

Background Information: Currently, the new revised form does not allow this.

Fiscal Impact: None.

Vote Count: For 9; Against 0.

**Motion passed.**

❖ **Motion #14**

**That the Nominating Committee make available the first, second and third names from the Executive Session from the previous CRC to be included in the CRC pre meeting package.**

Moved by Windsor; Seconded by NB/PEI.

Vote Count: For 1; Against 8.

**Motion failed.**

❖ **Motion #15**

**That Society revises “Membership Renewal Notices” to read “Membership Invoice”.**

Moved by London; Seconded by Halifax.

Background Information: An invoice is easier for corporation to process as it will be directed to accounting. This should allow faster payment to Society and Chapters.

Fiscal Impact: \$5,000.00 U.S.

Vote Count: For 9; Against 0.

**Motion Passed.**

❖ **Motion #16**

**That ASHRAE develop and make available an affordable holder for display of Commemorative Coins given out to research contributors in recognition of donations between \$100.00 and \$249.00.**

Moved by London; Seconded by Windsor.

Background Information: Loose coins have little value after they are given out. A mechanism to display the coins would increase their significance for the recipient and increase the visibility of ASHRAE.

Fiscal Impact: Potentially cost recoverable.

Vote Count: For 8; Abstained 1.

**Motion passed.**

**FUTURE REGION II CRC LOCATIONS:**

1999 Montreal Host Chapter	Location :	Montreal, PQ	Date: August 26,27,28
2000 Windsor Host Chapter	Location:	Windsor, ON	Date: August 24,25,26 (tentative)
2001 Halifax Host Chapter	Location:	Halifax, NS	Date: August (tentative)
2002 LaVille de Quebec Host	Location:	Quebec City, PQ	Date: September (tentative)
2003 Ottawa Valley Host	Location:	Ottawa, ON	Date: August (tentative)

Darryl Boyce asked that the Host Chapters submit firm calendar dates and locations for their upcoming CRCs as soon as they are available.



**1998-99 REGIONAL CHAIRMAN’S THEME:**

Chairman Boyce reported his theme to be “Bridging Between Society and Chapters”.

Chairman Boyce then distributed the '98 CRC Evaluation Form. He asked all those present to fill them out and return them to him as soon as possible as this helps guide those involved in next year’s meeting.

Chairman Boyce commented that the BOD of Society has approved in principle, a Canadian ASHRAE Office. The Directors of this operation will be the DRC from Region II and XI and the President of ARC. There is no linkage at this time to the ASHRAE Washington Office. We are moving slowly in the development to ensure we are on the right track.

CRC Chairman '97 David Rasmussen reported to the CRC that the written 1997 final expense statement will be available in one month. He stated that he worked with the '99 CRC group over the past day to help them with their budget figures.

**CLOSING COMMENTS:**

George Jackins, Society President commented on the outstanding CRC. This group came to do business and have good camaraderie. He and Donna Leigh were glad they came back to Region II’s CRC.

Vice-President Ron Vallort thanked all for a great meeting. He and his wife Carolyn enjoyed their trip to Moncton although travel arrangements were a challenge.

Bruce Hunn seconded what George and Ron said. He commented that lots of business had been accomplished in an orderly fashion. The workshops were good and had lots of interaction. For him, the workshops are the highlight of the CRC.

Chairman Boyce thanked the committee for the attention to detail and the attendees for their work. He appreciated their support and promised to work together for even a stronger Region.

**ADJOURNMENT:**

It was move and duly seconded that the Third Business Session be adjourned. Passed unanimously. Meeting adjourned at 4:30 p.m.

Saturday evening was reserved for a boat ride from Cocagne Marina, NB, followed by a lobster dinner and dance.

Minutes prepared by Gail Menzies

Minutes reviewed by Darryl Boyce DRC.....Date.....