



ASHRAE

1999 REGION II CRC – MONTREAL, QUEBEC, CANADA

HOST: MONTREAL ASHRAE Chapter

MINUTES OF FIRST BUSINESS SESSION

Time: Friday August 27th, 1999, at 8:00 AM.

Location: Salle St. Laurent, Mezzanine, Radisson Hotel, Montreal Quebec.

1. Owen Glendon opened the meeting at 8:15 a.m. He advised that Darryl Boyce, DRC had been called back to Ottawa because of a pending strike at his University and hoped to be back this afternoon. On motion by Peter Melnyk, seconded by Mark Butler, Owen Glendon was accepted as acting chairman for the CRC Business Sessions until Chairman Boyce’s return from Ottawa. Passed unanimously.
2. Owen Glendon introduced Gail Menzies. On motion by Joel Primeau seconded by Ed Cazzola, Gail was elected CRC Recording Secretary. Passed unanimously. .
3. Owen Glendon introduced Laurier Nichols, CRC Chairman. Laurier welcomed everyone to this year’s CRC hosted by Montreal Chapter. He made several announcements about the upcoming program.
4. Owen Glendon asked for a roll call of all Delegates and Alternates:

CHAPTER	DELEGATE	ALTERNATE
Halifax	Peter Melnyk	J. Peter Scriven
NB/PEI	Jeff Hayward	Luc Dugas
La Ville de Quebec	Real Audet	Eric Lellerc
Montreal	Jeff Clarke	Jacques Lagace
Ottawa Valley	Joel Primeau	Mike Swayne
Toronto	Mark Butler	Mike Loughry
Hamilton	Ed Cazzola	George Robb
Windsor	Ken Wilson	Phil Bracewell
London	Norm Clarke	Dennis Dawe

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

NAME	CHAPTER or SOCIETY	POSITION
James Wolf		Society President-elect
Tom Sobieski	Pennsylvania	Society Vice President
Jim E. Cox	Washington D.C.	Staff Representative
Dalton McIntyre	Ottawa Valley	Incoming Reg. Historian
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
Laurier Nichols	Montreal	99 CRC General Chairman
Dan Castellan	Windsor	2000 CRC General Chairman
Wilfred Laman	Hamilton Chapter	Treasurer
Jean Luc Morin	Quebec Chapter.	Chapter Historian

6. Mr. Glendon reviewed the contents of the 3-ring binder provided to each of the Delegates, Alternates, RVCs and Society Officials. Acting Chairman Glendon reviewed the agenda and asked if there were any changes or additions. None were offered.
7. Acting Chairman Glendon asked for a motion to approve the 1998 CRC NB/PEI Meeting Minutes. It was duly moved by Norm Clarke of London Chapter and seconded by Real Audet of La Ville de Quebec Chapter that the Minutes of the 1998 CRC hosted by NB/PEI Chapter be accepted as printed and distributed. Motion approved unanimously.
8. Acting Chairman Glendon then called upon Jim Wolf, President –Elect to address the meeting. Mr. Wolf complimented all the Delegates and Alternates for being here on time. He shared with the group what his function will be this year. He stated that he chairs the Regions Council and he is very familiar with the chapters. It is customary for the President-Elect to establish his guidelines for PAOE points. He also chairs the advisory committee and will appoint members to Society standing committees. Mr. Wolf is also responsible for the presidential theme and he asked the meeting for their input.
9. Acting Chair Glendon then called upon Tom Sobieski, Society Vice-President. Mr. Sobieski reported the Presidential theme for this year is ASHRAE in the New Millennium's Global Community. Tom then expanded on recent developments in ASHRAE – revised and updated standards; BACnet; the ASHRAE Learning Institute; the Distinguished Lecturer Program; Membership growth; Research projects and fund raising; ASHRAE's website; and the opportunity to acquire other data in a electronic medium.
10. Chairman Glendon called upon Jim Cox, Washington Staff person. Mr. Cox said it was a pleasure to be here in Montreal. He noted that ASHRAE specializes in a technical society as compared to a professional

society. Members are individual members and not a trade association, which is made up of companies. There is a staff of about 100 people mostly in Atlanta, Headquarters office, but there are 3 people in Washington. This office was established in 1981 on a full-time basis. We are there to make contacts in the federal government, and we mainly work with staff in an efficient way and not usually with political people. We monitor technical issues only and watch things where ASHRAE is unique, e.g. refrigerants, indoor air quality, etc. We provide technical input at various times to people in government and arrange for knowledgeable ASHRAE people to testify at government hearings. We disseminate information for the ASHRAE journal. ASHRAE provides materials to help you and also provides some continuity from year to year. We are a reservoir of information. ASHRAE is a member driven organization rather than staff driven, but staff are very helpful to you. The ASHRAE Website lists the staff. Mr. Cox urged members to take advantage of Headquarters. Mr. Cox also had several handout for the Delegates and Alternates.

11. CHAPTER REPORTS:

HAMILTON: This Chapter had their annual summer summit to prepare and organize for the coming year. They reported all the programs are in place and they brought names to the CRC for Society positions. President Cazzole reported that they have instituted a mentoring program and he hopes this will improve new membership. The telephone committee was dropped and so did the attendance at meetings. Hamilton tries to encourage attendance at CRCs and Society levels. Fourteen members and spouses attended NB/PEI CRC and they have two members at the Society level. The Chapter tries to provide financial assistance up to \$1,000.00 for each Regional Vice Chairman to attend the Annual, Semi Annual and CRC meetings. RVC can also request money for meeting attendance from the CRC Financial Fund. It was noted that Research Promotion had decreased by 40% and this is being looked into. Their meeting format of a technical session as part of the social time has worked well again.

LONDON CANADA: This Chapter got an early start to their planning. By holding planning meetings in the summer, committee chairs and programs were finalized for the upcoming year. Mr. Clarke reported they use the Distinguished Lecture Program and find this very useful. Fall and winter meetings are the best time for these speakers for good attendance. A joint event, sponsored by local chapters of five related technical organizations proved worthwhile. Since moving the golf tournament to a premier course, attendance and revenue has increased. Newsletters and meeting notifications are now faxed or emailed which resulted in a good cost savings.

TORONTO: Mark Butler reported good technical programs prove successful in maintaining good membership. Technical facility tours in conjunction with meetings proved to be well attended. The Research Promotion committee succeeded in raising more money than the chapter goal by almost 20%. The Northern Ontario Section (Sudbury) staged two meetings. The number one problem remains staffing with a few people continuing to be responsible for most chapter functions.

OTTAWA VALLEY: Joel Primeau reported that the 1998/99 season started off with a wonderful golf day. One hundred and forty four people in attendance and they did turn some away. The September kick-off meeting was held at the National Aviation Museum in Rockcliff. The guest speaker was a financial consultant and this proved very successful. The Kingston Section remained active with 7 meetings this past year. The passing of Jacob Klassen saddened the Chapter. Good programming and an effort to have the meetings adjourned by 9:00 p.m. added to a successful year.

WINDSOR: This Chapter had a good year surpassing their Research Promotion goal ending up with \$6,468.00. Email and fax are their communication methods and proving to be a success. Mr. Wilson reported that their student branches are quite active, one with a web page. Windsor, being a small chapter, still has too many one-man committees and we are trying to get more people involved. Tom McDonald, long-time ASHRAE Fellow and active member of Windsor Chapter passed away this year. Mr. Wilson advised that Dan Castellan is the events Chairman for next year's CRC and plans are well underway. Mr. Wolf complimented the Windsor Chapter on their good attendance.

LA VILLE DE QUEBEC: Mr. Audet reported that this had been a transition year for his Chapter due to some mid year resignations of key positions. Their meeting attendance was good. He noted good programs bring good attendance to their meetings. They are trying to get their key people on the board for longer periods of time. He vowed they will get back to the top. The Golf Tournament is always successful and they raised \$1,000.00 for ASHRAE Research.

MONTREAL: Jeff Clarke reported that their student branch rented a bus and went to the January winter meeting. A chapter Web site is now ready for the September meeting. There was a slight decrease in membership but more people have participated in various activities. They are trying to get more young people involved on committees and TCs. A local student team won the Society student design competition.

HALIFAX: Peter Melnyk reported they had focused on three areas this past year, development of a strong program; expansion of our membership and attendance and strengthening the Refrigeration Committee. All three areas were improved. They found if the programs were set for the year, it was good for membership. Their Executive was good, but young. This year, two experienced members have agreed to rejoin the Executive. The Newsletter is mainly sent by e-mail. A "sponsor a student" program with the goal of encouraging more student members to participate in monthly meetings as well as providing networking opportunities between potential employers and employees works well. Asking a member to work on a small project and not a total year's commitment has proven successful.

NB/PEI: Jeff Hayward reported that last year they had hosted the CRC. This year was somewhat of a transition year. Their Executive is young and they are trying to get some more experienced members involved. Their Chapter Website is up and running, although not complete as yet. This Chapter has a large demographical area which always presents problems. They are considering "going on the road". Jim Wolfe pointed out that sometimes, a luncheon or breakfast meeting once a year, without a full Executive meeting is possible on the road to keep these members interested. It is not necessary to go the full route and form a Section. A highlight for this Chapter was the Design Presentation at the Society Level of Steven Tweedie.

Society Pres-Elect Jim Wolf advised that one chapter on golf day gave strokes off for signing in a new member. This is a good idea as the best golfers are not always the winners year after year. The Delegates thought this was an interesting idea worth perusing.

12. Regional Reports:

Acting Chairman Glendon thanked the Chapters for their reports and since time was available, he asked the RVCs to now present their reports starting with Historical.

HISTORIAN: Cliff Thompson announced his retirement after 10 years and introduced Dalton McIntyre from Ottawa, who is the new Historian for Region II. Acting Chairman Glendon welcomed Dalt aboard and thanked Cliff for his years of work. Cliff reported that it was a so-so year form PAOE points. He advised Mort Sloane of Montreal Chapter is joining the Society Historical Committee as V.C. for 99/00.

STUDENT ACTIVITIES: Michel Bernier, RVC reported that Region 2's entry for undergraduate student project was successful in receiving \$5,000.00 US to buy a psychrometric demonstration unit. A team of 6 engineering students from Region 2 and Ecole Polytechnique de Montreal won first prize of \$1,500.00 in the HVAC system design category. Forty-five students from Concordia University with some financial help from Montreal Chapter attended the Chicago ASHRAE Winter Meeting. They traveled by bus.

MEMBERSHIP PROMOTION: George Menzies reported on a hot new publication "Engineering for the World we live in" which is in print right at the moment. This can be an effective means of describing the scope of ASHRAE. He had one copy to share with the meeting. Region 2 had the first positive growth in many years. All Region 2 Chapters exceeded Par Performance of 300. Montreal had many student transfers which gave them the highest PAOE. Toronto had 99 new paid up members.

The First Business Session adjourned at 11:45 a.m. for a short working luncheon break.

After the luncheon the meeting continued Chairman Glendon asked that Hugh Crowther conduct a workshop on Chapter Orientation . This continued till 2:00 pm when Chairman Boyce returned.



ASHRAE

1999 REGION II CRC – MONTREAL, QUEBEC, CANADA

HOST: MONTREAL ASHRAE Chapter

MINUTES OF SECOND BUSINESS SESSION

Time: Friday, August 27th, 1999 at 2:15 p.m.

Location: St. Laurent Room, Radisson Hotel, Montreal, Quebec, Canada.

12. Call to Order:

DRC Boyce apologized for his absence. He called the meeting to order at 2:15 p.m. He thanked Owen Glendon and Hugh Crowther for helping out. Mr. Boyce asked for a roll call of all those in attendance.

CHAPTER	DELEGATE	ALTERNATE
Hamilton	Ed Cazzola	George Robb
London	Norm Clarke	Dennis Dawe
Toronto	Mark Butler	Mike Loughry
Ottawa Valley	Joel Primeau	Mike Swayne
Windsor	Ken Wilson	Phil Bracewell
LaVille de Quebec	Real Audet	Eric Leclerc
Montreal	Jeff Clarke	Jacques Lagace
Halifax	Peter Melnyk	J. Peter Scriven
NB/PEI	Jeff Hayward	Luc Dugas

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

NAME	CHAPTER or SOCIETY	POSITION
James Wolf	Society	President-elect
Tom Sobieski	Society	Vice-Pres.
Darryl Boyce	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	Regi on 2 Historian
Owen Glendon	London Canada	RVC - Chapter Programs
Michel Bernier	Montreal	RVC - Student Activities
Laurier Nichols	Montreal	Nominating Region II & CRC Chairman

2. REGIONAL CHAIRMAN'S REPORT:

Chairman Boyce commented that he completed five visits to the Chapters this year. He also helped in establishing the Sudbury section. This was a transition year for him with the new job and the move. A more aggressive plan is in the works for this coming year. He hopes to visit all chapters and work with the new DRC who will be voted in February 2000.

3. STATUS OF CRC MOTIONS:

Chairman Boyce reported that a report had been sent out April 13, 1999 to all Region 2 delegates and alternates, Chapter Presidents, Chapter Secretaries and all the RVCs that gave the status of each motion. Chairman Boyce indicated that he would also do the same this year after Regions Council meeting.

Chairman Boyce asked all delegates to review the new motions and be prepared for tomorrow.

He noted that Society collection of dues has been a problem in getting back to the Chapters. Dues collected had been side-tracked and this problem has been located and addressed. A follow-up on delinquents has not been corrected, but should be soon.

4. REGIONAL FUND:

From a summary of the disbursements prepared by Peter Ziebart, Chairman Boyce reported there is \$6,044.06 balance in the CRC Regional Fund. A permanent Regional Treasurer was agreed to at last years CRC. Our Treasurer is Peter Ziebart of the London Chapter who dispenses the funds. This fund is audited annually by the current CRC Host Chapter – Montreal. The funds required by RVC's are distributed throughout the year by Peter after Chairman Boyce approves the expense. Each RVC has a \$200 annual budget to draw from. Peter Ziebart will submit documentation.

OLD BUSINESS:

Old motions were tabled to the Third Business Session.

5. FUTURE MEETING DATES:

6.

7.

	Windsor	August 24-26, 2000
i.	Halifax	August 23-25, 2001
ii.	LaVille de Quebec	2002
iii.	Ottawa Valley	2003

2000 CRC Budget

This was tabled to the Third Business Session.

CHAPTER OPERATIONS WORKSHOP:

All agreed this was worthwhile.

1. 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.

2. REGIONAL VICE-CHAIRMEN REPORTS: continued....

TEGA:

Roland Charveu reported his term of chairman has been completed. Jay Jayaraman is the new RVC. He has been the Tega Chair for the Ottawa Chapter. A new Tega Award in the name of Allen Hanley was given to the Ottawa Chapter. All in all, it was a good year. A full report is in the CRC Binder.

REFRIGERATION:

Hugh Crowther, RVC reported on many changes on this Refrigeration Committee at the Society Level. In Society at the Chicago Meeting, Regions Council voted for this committee to become a Standing Committee. The main reason was to meet Society's Strategic Objective 3.3 promote refrigeration. This is a big transition- Society may make this Refrigeration Chairman like the Historian job-he does not require attendance at the Summer and Winter Society Meetings.

Chairman Boyce will have a discussion at Third Business Session regarding Region 2's needs.

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".

RESEARCH PROMOTION:

Denis Potvin reported mixed results. This year \$1,693,629.00 was raised—slightly better than last year, but only 75% of Society's goal. The Society has laid out plans very well and campaign time lines that need to be followed closely. It is a good idea to get many members involved, not just the chairman and start early. 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.

CHAPTER PROGRAMS: Owen Glendon reported this committee had a good year. It helps Chapters with programs, suggests seminars, continuing education. This year programs were set up early, splitting up jobs proved successful and designing programs to what chapter's needs are in the social as well as the technical ways was excellent. The Distinguished Lecture List worked well al so. Jim Wolf complimented the Chapter Program Committee. He advised the Delegates to go back to their Chapters and start thinking more broadly. Think about dinner, luncheon or breakfast meetings and having meetings off-site. Think about what your members need in the way of programs. We must stimulate and generate enthusiasum.

3. NOMINATING:**4. Laurier Nichols.....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.

PLANNING POLICY:

Chairman Boyce advised the Meeting that ASHRAE is changing and we need an analysis of our strengths and weaknesses and our opportunities. He needs to work with a Chapter in our Region to do this. He asked the Delegates and Alternates to think about this. An all day or afternoon session would be required to look at future changes, growth and improvement. A Chapter will be chosen in the Third Business Session.

5. ADJOURNMENT:

The Second Business Session was adjourned at 4:35 p.m.

PRESIDENT'S DINNER:

At the dinner held in the hotel Friday night, Society President-Elect, James Wolf delivered President William Goodman's Inaugural address on ASHRAE in the New Millennium's Global Community. The text of his talk is in the August 1999 ASHRAE Journal.

WORKSHOPS:

Saturday, August 28, 1999, starting at 8.00 a.m. till noon, various workshops were held.

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:	Montreal Chapter with honourable mention Toronto Chapter
Communications Award:	Halifax Chapter.
1998-99 PAOE Awards:	Hamilton Chapter President John Pollock, PAOE
	Montreal Chapter President Marcel Cyr, PAOE/SC
	NB/PEI Chapter President William Hooper, PAOE
	Ottawa Valley Chapter President Dale A. Gaudet, PAOE/SC
	LaVille de Quebec Chapter Pres. Guy Perreault, Honour Roll
	Toronto Chapter President. Michael L. Loughry, PAOE/SC
Membership Promotion:	Blue Ribbon: Montreal, Jean Pierre Lavigne
	Red Ribbon: Ottawa Valley, Adam Beales
Historical:	LaVille de Quebec –Jean Luc Morin
Student Activities:	Ottawa Valley

Chapter Program:	Montreal
Iceman Award:	Windsor
TEGA Awards:	Ottawa Valley received a First Place In New Alternative and Renewable Energy Ottawa Valley also received a First Place In Existing Healthcare Facility. Ottawa Valley also received a First Place In Existing Commercial Building category Halifax Chapter received a First Place In new Institutional Building category Toronto Chapter received a First Place In Existing Industrial Facilities or Processing Toronto Chapter received a First Place In Existing Public Assembly category

Research Promotion Awards:

Regional Certificates of Appreciation: (presented by Chairman Darryl Boyce)	Dan Castellan, ASHRAE Research Canada Dan Castellan, Regional Nominating Alternate Roland Charneau, RVC TEGA Cliff Thompson, Regional Historian
Regional Award of Merit (presented by Chairman Darryl Boyce)	Jean R. Bundock David Rasmussen John Pollock
Communication Award	Halifax Chapter
Meatball Award	Halifax Chapter

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

1999 REGION II CRC – MONTREAL, QUEBEC, CANADA

HOST: MONTREAL ASHRAE Chapter

MINUTES OF THIRD BUSINESS SESSION

Time: Saturday August 28th, 1999 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:

CHAPTER	DELEGATE	ALTERNATE
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:

NAME	CHAPTER or SOCIETY	POSITION
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 Hamilton Chapter:

Motion # 1 **Date:** August 28th, 1999

Moved by: Hamilton Chapter Delegate Ed Cazzola
Seconded by: Halifax Chapter Delegate Peter Melnyk

Motion:

That ASHRAE Headquarters Membership Promotion Department provide annually to every ASHRAE Chapter, a list of all Associate Members assigned to a Chapter with the date (year and month) when the Associate Member would qualify for advancement to Member grade.

Background Information:

1. Society's Admissions and Advancement Committee (A & A Committee) reviews every application for membership in ASHRAE and recommends to the Society Board of Directors

the grade of membership for the applicant – Associate or Member. The Associate is graded with less than 12 points – a combination of years of post secondary education and years of experience, with a Member having > 12 points. With this information already being researched by the A & A committee, it is relatively **easy to establish the date an Associate Member qualifies to be advanced to Member status.**

2. With so many applications being processed directly with Headquarters and via the Net, Chapters are unaware of the candidate's background information (education and years of experience) and whether or when the candidate would qualify for full Member status.
3. **This list will greatly simplify the action required by a Chapter Membership Chair** to identify those Associate Members who qualify for advancement and will result in more Associate Members being advanced to Members.
4. The list will identify those Chapter members who need advancement so they can qualify to hold a Regional Vice-Chair office (> 3 years as Member before appointment to a RVC office) and > 5 years to hold an elected office including Regional Chair, as well as membership on Society committees – Nominating; Honors and Awards; and so on.
5. With only 2 classes of membership in Society effective July 1999 – Associate and Member, this list should now be relatively easy to produce with minimum expense to the Society while making the process much more efficient.
6. This process should reduce the embarrassment to Chapters and to the Delegates to a CRC putting forth names of Associates who don't qualify for a Society office.

Fiscal Impact: None

Vote Count: For: 9 Against: 0 Abstained: 0 Chair Voting: No

Passed: Yes

Motion # 2 Date: August 28th, 1999

Moved by: London Chapter Delegate Norm Clarke
Seconded by: Halifax Chapter Delegate Peter Melnyk

Motion:

That Society revise local chapter list on back of registration and renewal forms so that Chapters are grouped by region.

Background Information:

To allow members (new and existing) to find local chapters. The current chapter list is organized by chapter name making it hard to find chapters and leading to confusion (i.e. London – means London Ontario not London England).

Fiscal Impact: None – can be revised when next printed.

Vote Count: For: 9 Against: 0 Abstained: 0 Chair Voting: No

Passed: Yes

Motion # 3 **Date:** August 28th, 1999

Moved by: London Chapter Delegate Norm Clarke
Seconded by: Ottawa Chapter Delegate Joel Primeau

Motion:

That Society provide local chapters with notification of a dues increase a minimum of 4 months prior to the effective date of the increase.

Background Information:

The recent dues increase was published in Insights and local chapters should be allowed to notify their members so that new members may be able to submit dues at the old rate and so that existing members will be aware of increase.

Fiscal Impact: None

Vote Count: For: 9 Against: 0 Abstained: 0 Chair Voting: No

Passed: Yes

Motion #4 **Date:** August 28th, 1999

Moved by: London Chapter Delegate Norm Clarke
Seconded by: NB/PEI Chapter Delegate Jeff Hayward

Motion:

That Society provide local chapters with phone number, fax numbers and email address of new member applicants in chapter mailings and that Society sends a notification to the chapter designated contact person.

Background Information:

This information is currently not included which would allow chapters to contact the new members by phone or fax earlier (currently only name and mailing addresses are forwarded to local chapter membership chair).

Fiscal Impact: None

Vote Count: For: 9 Against: 0 Abstained: 0 Chair Voting: No

Passed: Yes

Motion # 5 **Date:** August 28th, 1999

Moved by: Toronto Chapter Delegate Mark Butler

Seconded by: Ottawa Chapter Delegate Joel Primeau

Motion:

That Society institute a program for the formal recognition of Chapter milestones, which would include certificates, chapter visits by Region or Society Representatives (at the discretion of the DRC) and a brief article in Insights. Milestones would include the 25th, 50th...anniversaries of chapter formation.

Background Information:

ASHRAE is a grass roots organization. Recognition should be given to the Chapters achieving significant milestone dates. Currently the celebration of such events is subject to many factors resulting in unequal and possibly unfair recognition.

Fiscal Impact: None

Vote Count: For: 9 Against: 0 Abstained: 0 Chair Voting: No

Passed: Yes

Motion # 6 Date: August 28th, 1999

Moved by: Toronto Chapter Delegate Mark Butler
Seconded by: London Chapter Delegate Norm Clarke

Motion:

That Society notifies the chapter within 30 days of the date that chapter membership dues are received.

Background Information:

Chapters who have Society collect their chapter dues rely on them to provide a list of members who have paid and those who have not. This list is used to:

- Prepare the Roster
- Prepare the mailing list for the Gazette (chapter newsletter)
- In the case of the Toronto Chapter, we use it to determine who has to pay to attend the dinner meetings (meals are included in membership fee).
- By the membership committee to follow up with members who have joined the chapter in the past but have failed to pay their dues for the current year.

During the 1998-99 year, it took several months for some members' payments to appear on Society records. This resulted in:

- Members not being recognized in the Roster:
- Members not receiving the Gazette (newsletter)
- A potential loss of revenue because we had to use the honour system to determine who should pay for their meal at the dinner meetings.
- Inability of the Membership Committee to canvass for Chapter membership.

Fiscal Impact: None

Vote Count: For: 9 Against: 0 Abstained: 0 Chair Voting: No

Passed: Yes

Motion # 7 Date: August 28th, 1999

Moved by: Quebec Chapter Delegate Real Audet
Seconded by: Montreal Chapter Delegate Jeff Clarke

Motion:

That Society extends to all HVAC teachers, the privilege of the faculty advisors to pay Society dues at student rates.

Background Information:

With education budget cuts, these expenses have been the first to go. We cannot imagine a better place to have members than in colleges or universities.

Fiscal Impact: Loss of revenues at Society

Vote Count: For: 0 Against: 8 Abstained: 1 Chair Voting: No

Passed: Failed

Motion # 8 (Regional) Date: August 28th, 1999

Moved by: Montreal Chapter Delegate Jeff Clarke
Seconded by: Ottawa Chapter Delegate Joel Primeau

Motion:

To Establish a Regional Student Branch of the Year Award.

Background Information:

Region 2 does not have any award to recognize student branch activities. The award would consist of a plaque and would be awarded by the RVC-SA based on a set of criteria established in the manual of chapter operations (section 11 page 58). It would be given annually at the CRC.

Fiscal Impact:

Estimated at less than \$100.00. The Montreal chapter has agreed to cover the cost of the plaque.

Vote Count: For: 9 Against: 0 Abstained: 0 Chair Voting: No

Passed: Yes

Motion #9 **Date:** August 28th, 1999

Moved by: Montreal Chapter Delegate Jeff Clarke
Seconded by: Hamilton Chapter Delegate Ed Cazzola

Motion:

To offer a Society Membership Renewal option plan for 1 or 2 years. A declining annual rate will be associated with term of renewal.

Background Information:

- Annual Membership updates are slow.
- Delinquent members are difficult to track.
- Delinquent members will decrease
- It would free the MP Chairs time to actively search for new members.

Fiscal Impact:

- Lower Society administrative costs associated with membership renewals and updates.
- Higher number of members (joining – increased income)

Vote Count: For: 5 Against: 3 Abstained: 1 Chair Voting: No

Passed: Yes

Motion # 10 (Regional) **Date:** August 28th, 1999

Moved by: Ottawa Chapter Delegate Joel Primeau
Seconded by: NB /PEI Chapter Delegate Jeff Hayward

Motion:

That the registration costs (including taxes) for next year's CRC in Windsor be as follows:

- **Full registration: \$250.00**
- **Companion \$160.00**
- **Partial registration \$150.00**

Background Information:

- All meals would be included through to Saturday night.
- The CRC would start Thursday at noon and be a 2-½ day conference.
- Conference hotel will be the Hilton about \$130 – includes taxes.

Fiscal Impact:

- Chapter assessments and delegate costs.

Vote Count: For: 9**Against: 0****Abstained: 0****Chair Voting: No****Passed: Yes****Motion # 11 (Regional)****Date:** August 28th, 1999

Moved by: Hamilton Chapter Delegate Ed Cazzola
Seconded by: Ottawa Chapter Delegate Joel Primeau

Motion:

That Regional Motion F8 (97) be reconfirmed i.e. that the Region 2 Nominating Committee Member and Alternate organize a personal consultation with each Delegate no less than 2 weeks prior to each CRC in Region 2.

Background Information:

To ensure Delegates have gathered qualified names and bios for all the positions open.

Vote Count: For: 8**Against: 0****Abstained: 1 Chair Voting: No****Passed: Yes****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.....