



ASHRAE

2000 REGION 2 CRC – WINDSOR, ONTARIO, CANADA

HOST: ASHRAE WINDSOR CHAPTER

MINUTES OF FIRST BUSINESS SESSION

TIME: Thursday August 24th, 2000, at 4:00 PM.

LOCATION: Ontario Room, Hilton Hotel, Windsor, Ontario, Canada

CALL TO ORDER

Hugh Crowthers, DRC for Region 2 opened the meeting at 4:00 P.M.

ELECTION OF SECRETARY

Hugh Crowthers called for the election of a Recording Secretary. George Robb of the Hamilton Chapter moved that Ms. Gail Menzies be Recording Secretary for the Region 2 CRC 2000, seconded by Ken Thompson of the Windsor Chapter. Vote was unanimous.

ROLL CALL

DRC Hugh Crowthers asked for a roll call of all Delegates and Alternates:

CHAPTER	DELEGATE	ALTERNATE
Halifax	J. Peter Scriven	Wayne Chiasson
NB/PEI	Derek Weldon	Gary LeBlanc
La Ville de Quebec	Eric Leclerc	Yvan Robitaille
Montreal	Jacques Lagace	Marcel Cyr
Ottawa Valley	Mike Swayne	Frank Bann
Toronto	Bill Chalmers	
Hamilton	George Robb	David Stacey
London Canada	Dennis Dawe	Daryl Somers
Windsor	Ken Thompson	Phil Bracewell

INTRODUCTION OF ATTENDEES

Chairman Crowthers 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
Lee Burgett	Society	Society Vice-President
Donald Colliver	Society	Society Treasurer
Anne Spengler	Headquarters-Atlanta	Director of Education
Hugh Crowthers	Hamilton	DRC
Darryl Boyce	Ottawa Valley	Society DAL/Assistant DRC
Dalton McIntyre	Ottawa Valley	Reg. Historian
Joel Primeau	Ottawa Valley	Chapter Research Chair
Roland Charneux	Montreal	RCV-Membership
Jay Jayaraman	Toronto	RVC-TEGA
Denis Potvin	La Ville de Quebec	RVC – Research Promotion
Wilfred Laman	Hamilton	RVC-Program
David Rasmussen	Hamilton	Nominating Com. Member
Laurier Nichols	Montreal	Nominating Com. Alternate
Dan Castellan	Windsor	2000 CRC General Chairman
George Menzies	Hamilton	Chapter Historical Chair
John B. Pollock	Hamilton	Chapter Research Chair
Rejean Blais	Montreal	TEGA Committee Member

REVIEW OF AGENDA

DRC Crowthers asked if there were any changes to the published agenda. Darryl Boyce who would be conducting the ARC meeting, asked the Delegates about the starting time listed in the agenda. It was agreed to commence the ASHRAE Research Canada “special meeting” at 7:30 AM Friday August 25th, 2000. No other changes were requested. Hugh stated that we would follow the agenda as outlined in the CRC binder.

APPROVAL OF THE 1999 CRC MINUTES

A motion to approve the Minutes of the 1999 Montreal CRC was made by Toronto Chapter and seconded by La Ville de Quebec. This motion was unanimously approved.

SOCIETY OFFICER and HEADQUARTERS STAFF REPORTS

Lee Burgett, Society Vice-President gave an update of ASHRAE activities via an overhead presentation. He covered policy changes in ASHRAE since the last CRC such as the new Resource Development Committee, which will be responsible for coordinating all Society fundraising. VP Burgett detailed what is likely to happen in the next year e.g. the direction for the future growth in ASHRAE given our global expansion and the needs of overseas members. Lee also gave an update on ASHRAE activities e.g. 133 active research projects with a value of \$12 million, standards development, technology transfer, education courses, certification, stratospheric ozone protection, global warming and the availability of all this information through the ASHRAE website and publications.

Anne Spengler, Manager of Education –the assigned representative from Headquarters, addressed the Meeting. She stated that there are two primary objectives of the staff operation in Atlanta. The first is to support the volunteers and to assist you in making the investment of your time worthwhile. The second is to assist in running the Society as a business. ASHRAE is a Technical Society and is one of over 7000 professional trade and technical not for profit associations in the US. ASHRAE is also a business with more than 100 employees with a 30,000 square foot office building in Atlanta and a smaller office in Washington DC. It has an annual expenditure of approximately \$15 million. Ms. Spengler also detailed the organizational structure and duties of the various managers.

CHAPTER REPORTS:

HALIFAX:

Peter Scriven reported for his Chapter. He noted that their technical program for the year was set up early but there were two unexpected cancellations. This year, they will get spares to avoid this type of problem. One of the highlights of the year was Distinguished Speaker Bill Coad's presentation. Their Student Branch ran this year without too much help from the Chapter. The Chapter felt that the Student Design Competition needed better guidelines on time frames in order to not be scrambling near the due date. Peter advised that preparations are already underway for the 2001 CRC with Ken Bell being recently elected as CRC chairman. In answer to Chairman Crowthers questions, the Halifax Chapter mainly faxes their Newsletter, but has tried unsuccessfully to email in many cases. The email situation is being looked into again at the present time. Halifax uses Society to collect their dues.

NEW BRUNSWICK/PRINCE EDWARD ISLAND:

Derek Weldon reported for his Chapter. He advised that the Chapter Executive is made up of young people with no experience but they are trying very hard to make the Chapter successful. The highlight of the year was the talk given by Distinguished Speaker Bill Coad who spoke on "The Ethics and Economics of Energy Conservation". The Chapter is trying hard to get new members. Hugh Crowthers suggested that their telephone committee could promote membership during their calls. Hugh recommended that the Chapter to take full advantage of their speakers, even for a small luncheon meeting in another area since the chapter covers such a wide geographical area.

Hugh thanked Derek for stepping in and running with the ball because of a resignation. Derek reported that members do not have to stay for the dinner meeting. There is no fixed menu and each person orders individually. There is a social ½ hour, a presentation for 45 minutes then the optional dinner.

The NB/PEI Chapters Newsletters are sent by electronic mail and also faxed at the present time. Society collects the dues.

LA VILLE DE QUEBEC

Eric Leclere reported that Research Promotion had a very good year. At their seminars, they ask for a \$5.00 entrance fee for Research. The golf tournament is their major source of income for the year. The final result is a net profit of \$12,000.00 for one event. On the whole, the chapter had a great year, but it is difficult to get people to fill executive positions.

In response to Hugh's questions, their newsletter is sent by mail but next year, they will try to email a couple of times to see how it is received. Society does collect their dues. It was noted by Chair Crowthers that the La Ville de Quebec Chapter has an outstanding Newsletter.

MONTREAL

Jacques Lagace reported for his Chapter. Montreal had a great year. Emphasis was placed on getting good speakers and telephone reminders of the meetings. The Chapter has three student branches and a fourth is in progress. The TEGA Committee organized a technical seminar featuring gas technologies and this was well attended. This Chapter achieved 131.7 percent of its Research goal. The Montreal Chapter has a website and visits are welcome. Their newsletter is paper at the present time. Society collects their dues.

OTTAWA VALLEY

Mike Swayne reported for his Chapter. One of the highlights this year was Past Presidents Night with 21 in attendance. The Research goal was met this year with an emphasis on new contributors and a slogan - No Means a \$5.00 contribution. It was a fun idea that caught on. Mr. Swayne reported that they had a problem getting paid for the Tabletop presentations so a new pay before you show plan is in place. He also reported that the Kingston Section is having difficulty getting people out to meetings.

Mr. Frank Bann, Ottawa Valley Alternate, reported that anniversary billing is causing more headaches than annual billing. The records coming from Headquarters are not up to date and this causes much

embarrassment for the telephone committee trying to collect dues. Mr. Pollock from Hamilton advised that the Chapter's Treasurer's list is usually more up to date than the HQs membership lists. Mr. Crowthers advised he will work on this matter. Other Chapters reported the same big problem. The Ottawa Valley Newsletter is sent by snail mail and faxed to those who wish. Dues are collected by Society with the option of paying to local Chapter.

TORONTO

Bill Chalmers (who will be moving to Houston TX Sept 4th) reported that the Research Promotion contributions achieved their goal. Good Chapter programs and good off-site tours were planned during year, but engineers did not come. This was disappointing to the Program Chairman and he resigned. Mr. Chalmers noted that the Chapter funds were going down rapidly and this area needed attention from the Region or Society. The newsletter is faxed and/ or mailed by one person as it has been for many years. The dues are collected by the Society. Transfers and resignations are causing problems at the executive level in the chapter.

Chairman Crowthers adjourned the first business session at 6:04 PM.

Dan Castellan, CRC Chairman invited all to attend the Wine and Cheese Party in the Skyline Room at the Hotel.



ASHRAE

2000 REGION 2 CRC – WINDSOR, ONTARIO, CANADA

HOST: ASHRAE WINDSOR CHAPTER

MINUTES OF SECOND BUSINESS SESSION

TIME: Friday, August 25th, 2000 at 8:00 A.M.

LOCATION: Ontario Room, Hilton Hotel, Windsor, Ontario, Canada.

CALL TO ORDER:

DRC Crowthers called the meeting to order at 8:00 AM.

This followed a "Special Meeting" of ASHRAE Research Canada, which was held at 7:30 AM to 8:00 AM.

ROLL CALL:

Chair Crowthers asked for a roll call of all those in attendance and asked that they sign the attendance sheet being circulated.

CHAPTER	DELEGATE	ALTERNATE
Halifax	Peter Shriven	Wayne Chiasson
NB/PEI	Derek Weldon	Gary LeBlanc
La Ville de Quebec	Eric Leclerc	Yvan Robitaille
Montreal	Jacques Lagace	Marcel Cyr
Ottawa Valley	Mike Swayne	Frank Bann
Toronto	Bill Chalmers	Michael Rosenblitt
Hamilton	George Robb	David Stacey
London	Dennis Dawe	Daryl Somers
Windsor	Ken Thompson	Phil Bracewell

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

NAME	CHAPTER or SOCIETY	POSITION
Donald Colliver	Society	Society Treasurer
Lee Burgett	Society	Society Vice-President
Anne Spengler	Headquarters Atlanta	Director of Education
Hugh Crowther	Hamilton	DRC
Darryl Boyce	Ottawa Valley	DAL/Assistant DRC
Roland Charneux	Montreal	RVC- Membership
Jay Jayaraman	Toronto	RVC – TEGA
Denis Potvin	La Ville de Quebec	RVC - Research
Dalton McIntyre	Ottawa Valley	Region 2 Historian
Wilfred Laman	Hamilton	RVC - Chapter Programs
Michel Bernier	Montreal	RVC - Student Activities
Laurier Nichols	Montreal	Nominating – Alternate Region 2
Kenneth Bell	Halifax	CRC 200I Chairman
Dan Castellan	Windsor	CRC 2000 Chairman
Jim Fields	Society RP Committee	V C - Research Promotion
George Menzies	Hamilton	Historical Chair
J. L. Morin	La Ville de Quebec	Historical
R.Blais	Montreal	TEGA

CHAPTER REPORTS (CONTINUED FROM 1ST SESSION):

HAMILTON CHAPTER

George Robb described the function of the chapter's BOD summer summit – to set in place the next year's program. This has worked well. RP was at 165% of previous year. Attendance rose from 23 to 33 per meeting largely from the efforts of the Telephone Committee. Chapter initiated a chapter scholarship – \$617/year for children or grandchildren of chapter members. The value is based on interest from our chapter reserves. ASHRAE President Wolf has accepted an invitation to speak at the Oct 10th, 2000 chapter meeting. All chapters are invited to come. He will be interviewed by Global TV in Hamilton on the noon and

6 PM news. Newsletter is on website which is used by half the members, other half get it by Fax. A few still get it by snail mail. HQ collects chapter dues of \$65/year.

LONDON CANADA CHAPTER

Dennis Dawe reported a good year for RP, MP and program. With Society collecting the chapter dues, the chapter is now much more stable financially. The use of the website and faxing the Newsletter has reduced costs appreciably. RP is at 158%, a major improvement. They realize one-person committees do not work. Mr. Dawe asked the other chapters to report on their policy for supporting RVCs. Most chapters indicated they do offer financial support from \$1000 to \$1500/member. Chair Crowthers noted that this could be a substantial portion of a small chapter's budget such as Hamilton.

WINDSOR CHAPTER

Ken Thompson reported that Society collects chapter dues. Newsletter is at present mainly faxed. They kick off year with golf tournament/membership promotion event, which has worked well. Chair Crowthers noted that 70 of the 80 assigned Society members are Chapter Members, which indicates a closely-knit chapter. Meeting attendance is 40 to 50, again a major portion of the chapter membership. Ken stated the success is because of effective programs. Student activities is a major issue because of the cancellation of HVAC courses at the local college and university.

CRC MOTIONS:

Chairman Crowthers asked the chapters to indicate if they had motions to present so they could be numbered and inserted into the appropriate section of the Delegates' binder. The chapters submitted 13 motions. Hugh said more might be presented once the Workshops have been completed. He asked all the Delegates to discuss and review the motions prior to the 3rd Business Session. Hugh stated that if a motion is not promptly seconded, it will be considered as dead. Darryl Boyce advised the Delegates to make the motion clear what the problem is and how it is to be solved, as Regions Council will not support motions that are unclear and costly to implement.

STATUS OF 1999 REGION 2 MOTIONS:

Chair Hugh asked Darryl Boyce who was DRC in Montreal in August 1999, to report on the status of the Montreal CRC motions. Darryl advised that he had sent out a DRC Regional Newsletter in February to all last year's Delegates indicating the status. Referring to this document, Darryl reviewed the disposition of the motions. Details are as follows:

1. Moved by Hamilton, seconded by Halifax – That ASHRAE Membership Promotion Dept. 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.
Defeated: Chapter MP chair should monitor this from data that is available.
2. Moved by London, seconded by Halifax – That Society revise local chapter list on back of registration and renewal forms so that chapters are grouped by region.
Defeated: This information is already available at the chapter level.
3. Moved by London, seconded by Ottawa Valley – That Society provide local chapters with notification of a dues increase a minimum of 4 months prior to the effective date of the increase.
Defeated: As an action item, DRCs are requested to notify chapters months in advance.
4. Moved by London, seconded by NB/PEI – That Society provide local chapters with phone number, fax number and e-mail address of new member applicants in chapter mailings and that Society sends a notification to the chapter designated contact person.
Passed: The e-mail address is to be included in the monthly change report.

5. Moved by Toronto, seconded by Ottawa Valley – That Society expand 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.
Amended, and Passed: Article in Insights to be included. Referred to Publishing Council for implementation.
6. Moved by Toronto, seconded by London – That Society notifies the Chapter within thirty days of the date that Chapter Membership dues are received.
Amended and Passed – Changed to 45 days.
9. Moved by Montreal, seconded by Hamilton Chapters – That Society offers a membership renewal option plan for 1 or 2 years. A declining annual rate will be associated with term of renewal.
Referred to Membership Promotion Committee with a strong recommendation that it be implemented.

REGIONAL FUND:

Chair Crowthers asked all those present to refer to the financial statement listed as ASHRAE Region 2 Regional Fund. It shows all the transactions for the past year. At the moment, there is a balance of \$6,693.14 after the Montreal CRC surplus contribution of \$750.91. Frank Frabotta, Windsor Chapter Treasurer audited the books. Hugh told the Delegates that the fund contributions consist of a \$1/chapter member/year plus ½ the surplus from the prior CRC. Hugh announced that effective immediately, Ed Fowler from the Hamilton Chapter is appointed Regional Treasurer. Ed has all the books and documents and the audited statement. At this time last year the fund was \$6,044.06. Hugh noted that he approves all expenses. The funds required by RVCs are distributed throughout the year. Each RVC has a \$200 annual budget to draw from.

OLD BUSINESS:

REGIONAL FUND USE BY REGIONAL TEAM

Chair Crowthers asked everyone to refer to the document entitled “Report on Regional Fund Use Windsor CRC August 24th, 2000” which is in the CRC binder. It is based from information gathered from other regions. It shows that \$8000 would be needed annually, which requires an assessment of \$6/chapter member. Hugh pointed out to the Toronto Chapter how this would affect their annual budget because of their large chapter membership. However, implementation would help the smaller chapters who are affected by their financial support of a large regional representation. Hugh asked all the delegates to consider the report and bring forth any motion if they want a change from the current \$1/chapter member assessment. Concerning costs incurred for chapter visits by the DRC, Hugh asked the delegates to review the existing Regional Motion covering this subject.

APPROVAL OF THE 2001 BUDGET- HALIFAX

Halifax CRC Chair Ken Bell presented the 2001 budget. After discussion and some modification, it was agreed to the following registration costs:

Full registration not to exceed \$250, not including hotel costs

Companion registration not to exceed \$160, not including hotel costs

Partial registration not to exceed \$160, not including hotel costs

It was moved by Halifax, seconded by Windsor, that the above registration costs be accepted. Motion carried unanimously.

Don Colliver, Society Treasurer suggested that all hotel contracts be submitted to Headquarters, specifically Judy Marshall for review as she has a great deal of experience in this area and her comments will help the chapter hosting a CRC identify problem areas.

REGIONAL REPORTS: (full reports are in the CRC binder)

HISTORICAL

Dalton McIntyre reported that Region 2 PAOE points were not good. He will check with other Regions to see how they are able to ring up such high scores. .

STUDENT ACTIVITIES

Michel Bernier reported that Montreal and Ottawa Valley are quite dynamic in their SA. In 1999-2000 no grants were awarded to Region 2. La Ville de Quebec has already submitted a proposal to acquire \$5000 US under this Undergraduate Student Project Grant Program. Two teams from Region 2 entered the Student Design Project Competition, but despite excellent projects they did not finish in the top two. There is a new K-12 experimental demo kit, which is to be available shortly. This is a visual aid for the classroom showing basic principles of our industry.

TEGA

Jay Jayaraman reported he had attended the Society Semi-Annual and Summer Meetings this past year. His mail goal this year is to improve communication.

CHAPTER PROGRAMS

Wilfred Laman reported that almost all Chapters responded monthly as to their activities. Several Chapters held one-day seminars that were well attended. The Region used all of its allotted distinguished lecturers, plus one. Attendance at these meetings was about 50% more than the average. Wilfred suggested that all Chapter programs should be set in the summer for the next year.

MEMBERSHIP PROMOTION

Roland Charneux reported that new member growth was a record but is hurt by delinquents resulting in a net loss for the region. Four single page Newsletters/Questionnaires had been sent out this past year. The majority of Region 2 Chapters are linked from ASHRAE's homepage.

RESEARCH PROMOTION

Denis Potvin reported that all Chapters in Region 2 but one had raised more research money this year. This year \$93,973 was raised which was 123% of the goal. He showed a coin holder, which was obtained as the result of a motion from Region 2 to hold the coins. These can be given out to all who need them.

NOMINATING COMMITTEE

Laurier Nichols reported that a good session was held with plenty of names brought forth.

REFRIGERATION

Hugh Crowthers reported that at the annual meeting in Minneapolis, the final meeting of the grassroots Refrigeration Committee was held. The new Society standing committee met and Ron Vallort, a past Society Vice President will chair this committee. Promoting refrigeration at the grassroots level now falls to TEGA and Chapter Programs.

Hugh reported that Michael Rosenblitt of Toronto Chapter arranged an all day seminar for refrigeration specialists. This proved to be a good moneymaker and very valuable to all who attended. Toronto is willing to help with programs, speakers, technical transfer, etc. in the refrigeration area.

REGIONAL PLANNING MEETING

DRC Crowthers discussed the merits of an annual regional planning meeting and how he could arrange to get chapter and regional members there. The plan would be to have every Chapter Delegate to the upcoming fall CRC attend an all day session on a Saturday in Toronto in May. The chapter would benefit by being better prepared for the CRC as well as being aware of the openings for DRC, RVC and other regional or society positions. Chair Crowthers noted that a motion by the Hamilton Chapter would address this plan.

CHAPTER VISITS

DRC Crowthers listed the Chapter visits planned for 2000-01. These are found under Tab 21 of the CRC Binder.

GROUP PICTURE

George Menzies was instructed to take the group picture, which he did. Pictures were distributed to all the Delegates and Alternates during the Third Business Session.

ADJOURNMENT

DRC Crowthers adjourned the meeting at 11:20 a.m.

CHAPTER OPERATIONS WORKSHOP

The Chapter Operations Workshop and Luncheon were held in the Radisson Skyline Room. Brenda Stonehouse, Webmaster for Region 2, reviewed the Web page development and asked all Chapters to get their submissions to her. She encouraged pictures, brief Chapter histories, meeting dates, details on upcoming programs and any other information deemed appropriate for a regional website. A buffet lunch followed. During the balance of the workshop, Darryl Boyce, Assistant DRC, conducted a SWOT Session to help chapters identify their strengths, their problems and methods to solve.

At 3:00 PM, an Executive session for only Delegates and Alternates was held in the Ontario Room with David Rasmussen chaired the meeting.

Research Promotion held their first of two Meetings commencing at 4:00 PM in the Windsor Star room

PRESIDENTS DINNER

Cocktails and Dinner were held Friday evening in the Great Lakes Ballroom in the Hilton Hotel. Dr. Don Colliver, Society Treasurer delivered The Presidential Message. The Presidential Theme of James Wolf, 2000 - 2001 ASHRAE President is Engineering Tomorrow's Quality of Life. All present were impressed with this presentation. Some delegates asked if it could be made available for presentation by chapters. Don commented that it is in PowerPoint and cannot be emailed because of the memory involved. He acquired it from HQs by CD.

Dan Castellan thanked the Halifax Chapter, next year's CRC host, for supplying local Pelee Island wine for the dinner - a tradition by the upcoming host chapter in Region 2. The evening was capped with a corporate comedian who was very successful. Many attendees adjourned to the hospitality suite following the dinner.

WORKSHOPS

Workshops for the various grass roots committees were held from 7:30 AM till 11:30 AM. Reports from these workshops were given during the next business session.

AWARDS LUNCHEON

DRC Crowthers called the luncheon meeting to order at 12:00 PM in the Radisson Skyline room. During the buffet luncheon, a variety of awards were presented. The following is a list of awards presented:

PAOE Chapter Awards	PAOE Hamilton - Ed Cazzol PAOE/SC Montreal - Jeff Clarke PAOE/SC/STAR Ottawa Valley – Joel Primeau SC/HONOR ROLL La Ville de Quebec – Real Audet
Historical Award	Ottawa Valley – Gold Ribbon
Student Activities Awards	Best SA Committee - Ottawa Valley Best Student Branch of the year- Concordia University
TEGA Awards	Allen Hanley Award - Ottawa Valley Regional Tech Award - Ottawa Valley Regional Tech Award- Montreal
Chapter Programs Awards	Best Chapter Program Chair -Montreal

Membership Promotion Awards	Blue Ribbon - La Ville de Quebec, Daniel Giroux, Chapter MP Chair Red Ribbon - NB/PEI, Ken Martin, Chapter MP Chair
Refrigeration Iceman Award	Toronto Chapter, Michael Rosenblitt,
Research Promotion Awards	Windsor: Full Circle, Goalbuster, New Chapter Award, Exceeded Challenge Goal NB/PEI - Full Circle and Goalbuster London: Full Circle, Goalbuster, Top 5 by Chapter Size & Bronze Ribbon Hamilton: Goalbuster Toronto: Full Circle, Goalbuster and Silver Ribbon Ottawa Valley: Full Circle, Goalbuster, New Chapter Award Challenge Goalbuster Top 5 by Chap. Size Montreal: Full Circle, Goalbuster, Challenge Goalbuster Top 5 by Chapter Size La Ville de Quebec – Full Circle, High 5 Award, Goalbuster, New Chapter Award and Challenge Goalbuster Hayward Murray Award - Best Chapter in Region: La Ville de Quebec Chapter.
Certificates of Appreciation	Owen Glendon outgoing RVC - Chapter Programs George Menzies, outgoing RVC - Membership Promotion Laurier Nichols, outgoing Nominating Committee Member Hugh Crowthers, outgoing RVC Refrigeration Darryl Boyce, outgoing DRC
Regional Award of Merit	Harry Singh Roland Charneux Yves Trudel
Special Award	Denis Potvin, Research Goalbuster
Golden Gavel Award	Real Audet, La Ville de Quebec
Communications Award	Real Audet, La Ville de Quebec
Meatball Award	Halifax Chapter (chapter members present x distance traveled)
Committee Recognition	CRC Appreciation Dan Castellan CRC Chair 2000

Dan Castellan thanked his committee for the great job and also Hugh Crowthers, rookie DRC for all his help. Dan presented gifts to Don Colliver, Lee Burgett and Anne Spengler. He also wished Halifax and CRC Chair Ken Bell well in their plans for the 2001 CRC. DRC Crowthers announced the remaining events and then adjourned the luncheon.



ASHRAE

2000 REGION 2 CRC – WINDSOR, ONTARIO, CANADA

HOST: ASHRAE WINDSOR CHAPTER

MINUTES OF THIRD BUSINESS SESSION

TIME: Saturday August 26th, 2000 at 1:45 PM

LOCATION: Ontario Room, Hilton Hotel Windsor Ontario, Canada

CALL TO ORDER

DRC Crowthers called the meeting to order at 1:45 PM.

Chair Crowthers asked for a roll call of all those in attendance and asked that they sign the attendance sheet being circulated.

CHAPTER	DELEGATE	ALTERNATE
Halifax	Peter Scriven	Wayne Chiasson
NB/PEI	Derek Weldon	Gary LeBlanc
La Ville de Quebec	Eric Leclerc	Yvan Robitaille
Montreal	Jacques Lagace	Marcel Cyr
Ottawa Valley	Mike Swayne	Frank Bann
Toronto	Bill Chalmers	Michael Rosenblitt
Hamilton	George Robb	David Stacey
London	Dennis Dawe	Daryl Somers
Windsor	Ken Thompson	Phil Bracewell

Also present at the meeting were:

NAME	CHAPTER or SOCIETY	POSITION
Donald Colliver	Society	Treasurer
Lee Burgett	Society	Vice-President
Anne Spengler	Headquarters-Atlanta	Director Education
Hugh Crowthers	Hamilton	DRC
Roland Charneux	Montreal	RVC – Membership
Michel Bernier	Montreal	RVC-Student Activities
Denis Potvin	La Ville de Quebec	RVC - Research Promotion
Wilfred Laman	Hamilton	RVC – Programs
Dalton McIntyre	Ottawa Valley	Region II Historian
Jay Jayaraman	Ottawa	RVC – TEGA
David Rasmussen	Hamilton	Nom. Committee Memb.
Laurier Nichols	Montreal	Nom. Committee Alt.
Jim Fields	Society	Research
Dan Castellan	Windsor	CRC Chairman
Frank Frabotta	Windsor	CRC Treasurer
George Menzies	Hamilton	Chapter Historian
Tom Pollard	London Canada	Chapter MP chair
Radu Zmeureau	Montreal	Faculty Advisor

REPORT ON THE NUMBER OF CHAPTER CHAIRS AT WORKSHOPS:

DRC Crowthers called on the RVCs to report number of chairs in attendance. A copy of the attendance of each workshop was given to Recording Secretary.

Student Activities	15 attendees	4 chairs and 5 chapter reps + guests
TEGA	16 attendees	2 chairs and 8 chapter reps + guests
Membership Promotion	15 attendees	9 chairs and 6 guests or co-chairs
Research Promotion	16 attendees	7 chairs Fri. session; 9 chairs Sat. session
Historian	11 attendees	6 chairs and 3 chapter reps + guests
Chapter Programs	12 attendees	8 chairs and 1 chapter reps + guests

Chair Crowthers asked the RVCs if they had someone to summarize the workshop. Most said yes

WORKSHOP REPORTS:

STUDENT ACTIVITIES

Michel Bernier reported that discussions took place about the new format for the PAOE. Montreal Chapter had set up a career night, which was very successful, and a good discussion resulted on this topic. Two motions will be presented from this workshop.

RESEARCH WORKSHOP

Jeff Clarke reported that had held a 2-part workshop chaired by Denis Potvin assisted by Jim Fields, VC Society RP Committee. Jim was most helpful. Mr. Clarke commented that the Manuals were very good tools to use when planning strategy.

HISTORICAL

George Menzies reported there is a video available presenting the 1st Society Meeting (1929) held outside the USA at Bigwin Inn in Ontario. The Historical Committee reviewed the Standing Regional Motions and will bring forth recommendations later in the meeting.

MEMBERSHIP PROMOTION

Tom Pollard, Membership Chair from London reported that the handouts from Headquarters were very useful. PAOE points will be imputed by the Chapter MP Chair with all members having access to the results.

TEGA

Jay Jayaraman reported they discussed how Refrigeration would be incorporated into TEGA. They also surfed the web.

PROGRAM

Daryl Somers reported they discussed the importance of the organization of programs. He advised the Manual was an excellent tool.

MOTIONS

DRC Crowthers called for the Motions.

Motion #1	Dated August 26,2000
Moved by:	Halifax Chapter
Seconded by:	New Brunswick/Prince Edward Island Chapter
Motion:	That the name of our organization be changed to "International Society of Heating, Refrigeration, and Air Conditioning Engineers".
Background:	The name of our organization has changed several times in the past to reflect its changing role, most recently with the addition of "Refrigeration". This is simply another name change to reflect the growing nature of ASHRAE.
Fiscal Impact:	None
Amendment:	
Moved by:	Ottawa Valley
Seconded by:	Halifax

Amended Motion # 1: **That the name of our organization be changed to “International Society of Heating, Refrigerating and Air Conditioning Engineers”.**

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

Passed: Yes

Motion #2 Dated: August 26, 2000

Moved by: Halifax Chapter
 Seconded by: New Brunswick/Prince Edward Island Chapter

Motion: **That Society reimburses the delegate, alternate, one of membership committee chair and one other committee chair, chosen by the chapter for travel expenses to the CRC.**

Background: We believe all committee members would benefit from attending the CRC but our fiscal reality is that we cannot afford to subsidize additional attendees. Our chapter has found that people tend to stay in one position on the executive for several years including the membership promotion member. Rather than send the same individual year after year, we would like to give other board members the opportunity to attend.

Fiscal Impact: none

Vote Count: For: 9 Against: 0 Abstained: 0 Chair Voting: 0

Passed: Yes

Motion #3 Dated: August 26, 2000

Moved by: Ottawa Valley
 Seconded by: La Ville de Quebec

Motion: That we promote the use of textbooks written for the Self-Directed Learning Courses for use in Group-Directed Learning Courses presented by the Chapter to members of the local HVAC industry. Chapters that offer courses with local tutors for the Group Directed Course activity to receive a discount rate for the textbooks and be recognized in the PAOE point structure.

Background: ASHRAE has developed a number of excellent textbooks for Self-Directed Learning courses written primarily for professional engineers in the U.S. to meet the requirements of their continuing education. The textbooks are excellent for those who have a great deal of dedication, a lot of time after hours and still remember their physics. Not many ASHRAE members fall into this category, but a great deal of ASHRAE members could benefit from these books. To make the learning process easier for such members the Ottawa Valley Chapter tried something different, with a great deal of success. They used the textbooks for Group-Directed Learning Courses. They asked one of the senior members with some teaching experience to guide a group of participants through the books chapter by chapter. Since no formal exam is needed in Canada all members of the HVAC industry were invited including non-ASHRAE members. More than 100 participants have attended the courses over the past few years.

Many participants were not engineers. Some were experienced technicians that needed to brush up on their theory. This mixture of participants resulted in interesting discussions relevant to the topic at hand that was studied on a particular night.

Chapters should be encouraged to try this approach. ASHRAE should help them out not only by providing advice and moral support, but also be revising the rules on textbook sales. Chapters should be encouraged to buy one copy from ASHRAE for a full or reduced price and then be authorized to make copies for the participants. Chapters should also be encouraged to find industry sponsors willing to provide accommodations, and perhaps reimburse the chapter for related expenses.

ASHRAE may lose some revenue from the sales of the textbooks but that may not be so if many chapters get involved in this activity. However, ASHRAE will stand to benefit for sure in many ways. New members may be attracted and old members may become more active. Students will become exposed to the practical side of the HVAC industry and at the same time be given the opportunity to meet potential employers. ASHRAE generated technical knowledge will get disseminated to a much greater audience with a much wider academic background and that is, as we understand, one of the primary roles of ASHRAE

Vote Count: Withdrawn

Motion #4 Dated: August 26, 2000

Moved by: Ottawa Valley Chapter
 Seconded by: London Chapter

Motion: **That the ASHRAE Chapter Information Questionnaire be revised to include the position of “Home Page Editor”.**

Background: Increasingly more ASHRAE Chapters are maintaining websites as an important element of their communications strategy similar to the Chapter newsletter. As the Newsletter Editor is already on the questionnaire, the inclusion of the Homepage Editor would be appropriate.

Fiscal Impact: None

Vote Count: For: 9 Against: 0 Abstained: 0 Chair Voting: 0

Passed: Yes

Motion #5 Dated: August 25, 2000

Moved by: Toronto Chapter
 Seconded by: Windsor Chapter

Motion: That Society send the CRC information package to the Chapter Presidents on or before January 31 of the year of the conference.

Background: The Chapters Regional Conference is the principal vehicle for the collection of chapters’ suggestions concerning the operation and policies of the Society. Unfortunately, the chapter motions and nominations are often gathered together

at the last minute because the information package arrives a few weeks before the CRC. The problem is exacerbated by the annual change of Chapter President. The new person is often not familiar with the CRC requirements.

Issuing the CRC package well in advance would allow the chapter time to prepare better motions and nominations. It would advance the concept of ASHRAE being a 'grassroots' organization.

Fiscal Impact: None

Vote Count: For: 1 Against: 6 Abstained: 2 Chair Voting: No

Passed: **Defeated**

Motion #6 Dated: August 26, 2000

Moved by: Toronto Chapter
 Seconded by: **Failed for lack of seconder.**

Motion: That DRC assign two or three chapters to each RVC for the purpose of developing a plan for the upcoming year. The RVC is responsible for meeting with the incoming Chapter president and executive in advance of CRC. The CRC information package is reviewed and any questions are addressed. The assigned RVC is responsible for reviewing all chapter matters. The DRC and the other RVCs are advised of issues that need attention.

Motion: #7 Dated: August 26, 2000

Moved by: Hamilton Chapter
 Seconded by: Montreal Chapter

Regional Motion: **That all chapters within Region 2 put together a small historical document on their chapter including information on date of chartering and other milestones. This will then be submitted to Regional Webmaster to be inserted on Regional Web page.**

Background: At regional meeting held June 2000 in Toronto, request was made by the Regional Webmaster to have every Chapter submit a brief history on their chapter to be submitted into the Regional Webpage.

Fiscal Impact: None

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

Passed: **Yes**

Motion #8 Dated: August 26, 2000

Moved by : Hamilton Chapter
 Seconded by: NB/PEI Chapter

Regional Motion: That Delegates attend the Regional Planning Meeting.

Background: Chapter Presidents would have an early indication of requirements and expectations of DRC and RVC with respect to chapter operations for the following year. This would enable each chapter to have an effective summer board meeting in which plans could be made for the next fiscal year. This would also make workshops at CRC more interactive.

Fiscal Impact: None as RVC visits could be reduced

Amendment:

Moved by : Ottawa Valley Chapter
Seconded by: Toronto Chapter

Amended Motion: **That the Chapter select an appropriate person to attend the Regional Planning Meeting.**

Vote Count: For 8 Against: 0 Abstained: 1 Chair Voting: 0

Passed: **Yes**

Motion #9 Dated: August 26,2000

Moved by: Hamilton Chapter
Seconded by: **Failed for lack of seconder**

Motion: That Society create a more visible link to Regional Web pages.

Motion #10 Dated: August 26, 2000

Moved by: Hamilton Chapter
Withdrawn by Hamilton.

Motion: That Society allow RVCs PIN number to access all regional PAOE scores within their region. (in effect already – July 2000)

Motion #11 Dated: August 26,2000

Moved by : Hamilton Chapter
Seconded by: Ottawa Valley

Motion: That the ASHRAE Nominating Committee ensure that all Canadian Chapters are represented by a Canadian residing ASHRAE Member – either as a Director Regional Chair (DRC) or as a Director At Large (DAL)

Background: If Region 11 has a USA residing Director Regional Chair (DRC) the 7 Western Canadian Chapters have no Canadian speaking for them on the ASHRAE Board representing them. So in 1980 ASHRAE Board of Directors passed a motion to have a Canadian DAL to look after those Western Chapters. Unfortunately, the basic issue has been forgotten when Region 11 had a USA DRC. Further, any move, as has been previously mentioned to have Region 2 join with north eastern USA Chapters would worsen the problem of not having a Canadian on the ASHRAE Board of Directors.

Fiscal Impact: None

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

Passed: **Failed (recommended to be an action item for DRC and Canadian DAL)**

Motion #12 Dated August 26, 2000

Moved by: Hamilton Chapter
Seconded by: Montreal

Motion: That Regions Council resolve the membership delinquency issue created by varying US/CDN \$ exchange rates.

Background: Canadian Members are given the option of paying their annual Society and Chapter dues (if chapter elects Society to do so) in either Canadian or US funds with Society HQs publishing on the invoice/dues invoice an equivalent exchange rate on the invoice. For example, the invoice for a Hamilton Chapter member for Society dues are \$130.00 US with an equivalent \$197.60 Canadian; and \$65.00 for Chapter dues with a HQ calculated exchange value of \$42.76. In Canada, a member pays both Society and Chapter dues in either Canadian or US funds. They pay at some point in time after they have been invoiced- usually well after HQ pegs the exchange rate. As a result, the reports from HQ including delinquency reports show varying amounts of money credited to members for either their Society or Chapter dues showing amounts in arrears or to the credit on the delinquency reports of varying small amounts. Society needs to address this issue and reduce the unnecessary paperwork.

Amendment:

Moved by: Toronto Chapter
Seconded by: Halifax Chapter

Amended Motion: **That Society resolve the membership delinquency issue created by varying US/CDN Dollar exchange rates.**

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

Passed **Yes**

Don Colliver will also take this as an Action Item to the October, BOD Meeting in Atlanta.

Motion #13 Dated August 26, 2000

Moved by : Windsor Chapter
Seconded by: Ottawa Valley Chapter

Motion: It is proposed that the ASHRAE Journal subsection "Washington Report" be renamed to the "World Report".

Amendment:

Moved by: Ottawa Valley Chapter
Seconded by : Halifax Chapter

Amended Motion: **That the ASHRAE Journal Subsection "Washington Report" be renamed Government Activities Report.**

Background: With ASHRAE moving into a world presence, it would be more appropriate. This Motion was prompted by an article written for the ASHRAE Journal titled "Canada's Energy Assessment" which was found under subsection "Washington Report" issue dated July, 2000.

Fiscal Impact: Would not expect much in the way of fiscal impact to incorporate the change.

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

Passed: **Yes**

Motion #14 Dated August 26, 2000

Moved by: Toronto Chapter
Seconded by: Ottawa Valley Chapter

Motion: That the Toronto Chapter Refrigeration Committee become Region 2 Refrigeration Committee.

Background: The Toronto Refrigeration Committee will continue to operate to support Toronto Programs and TEGA. They have volunteered to support all Region 2 Chapters

Amendment:

Moved by: Toronto Chapter
Seconded by: La Ville de Quebec

Amended Motion: **That the Toronto Chapter Refrigeration Committee assume the leadership role for Refrigeration activities in Region 2.**

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

Passed: **Yes**

Motion: #15 Dated : August 26, 2000

Moved by: London Chapter
Seconded by: Montreal Chapter

Motion: That the Presentation done by the President's representative on the Friday night dinner be made available to the Student Activities Chair to use to present to students in slide/power point type presentation

Background: This would make use of a great technical presentation when some chapters are trying to get students excited about joining ASHRAE.

Amendment:

Moved by: London Chapter
Seconded by: La Ville de Quebec

Amended Motion: **That the material contained in the Presidential address be made available to the Chapters in slide and power point presentations.**

Fiscal Impact: Nil

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

Passed: Yes.

Motion #16 Dated: August 26, 2000

Moved by: NB/PEI
Seconded by: HalifaxMotion: **That the Society develop literature (document) that describes the benefits for 1) individuals to be an ASHRAE member 2) employers to have their employees members of ASHRAE.**

Background: Employers are not sufficiently aware of the benefits or value of ASHRAE

Fiscal Impact: Increased membership.

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

Passed: Yes.

Motion #17 Dated: August 26, 2000

Moved by: Quebec Chapter
Seconded by: Halifax Chapter

Motion: That the Region 2 Regional Fund contribute annually to the support of the Regional Team in the following way: \$500 for DRC; \$500 for ARC; \$500 for Historian; \$1000. for TEGA; \$1000. for Chapter Programs, \$1000. for Membership Promotion \$1000. for Research Promotion; \$1000. for Student Activities; \$500 for Nominating Committee Member; \$500 for Alt. Nominating Committee Member. The total amount is \$7,500.00

Background: Most of the Chapters already support their members going to the region. This would only spread evenly the cost among the chapters. It would also help budgeting especially for the small chapters. Effective July 1, 2001

Fiscal Impact: \$6.00 per member paying chapter dues.

Vote Count: For: 3 Against: 6 Abstained: 0 Chair Voting: No

Passed: Failed

Motion #18 Dated: August 26, 2000

Moved by: La Ville de Quebec Chapter
Seconded by: Ottawa Valley ChapterMotion: **That the Society Representative for Research Promotion be exempt from the CRC Registration fee.**

Background: It would be an incentive to have them at the CRC as they are extremely helpful.

Fiscal Impact: \$200.00 per year.

Vote Count: For: 7 Against : 2 Abstained: 0 Chair Voting: No

Passed: Yes.

Motion #19 Dated : August 26, 2000

Moved by: Montreal Chapter
 Seconded by: Hamilton Chapter

Motion: **That ASHRAE should investigate the possibility of implementing a number of university chairs in HVAC design.**

Background: If ASHRAE is to attract the best and the brightest students it should try to attract and retain the best and brightest faculty members to teach HVAC. In order to convince the deans of engineering and to increase the visibility of our industry, these chairs would require a substantial level of financing (200K/yr for 5 years). ASHRAE could take the leadership of this initiative by providing seed money with the rest of the financing coming from industry and government.

Fiscal Impact: None for the investigative phase.

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

Passed: Yes.

This concludes New Motions brought forward at this Meeting.

REGIONAL MOTIONS

During the Historical Committee Workshop, the members present reviewed the list of active regional motions and prepared recommendations to update the motions where deemed appropriate. These recommendations were minor in nature and were presented to the Delegates for approval by consensus. **It was moved and seconded that the updated motions be as follows:**

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

Regional Motions – Approved August 26th, 2000 @ 3rd Business Session	
Section	Subject
A	Chapter Assessments
B	CRC Financial
C	Regional Fund
D	CRC Format and Procedures
E	Chapter Reports
F	Special Motions
G	Regional Chairman's Chapter Visits
H	Regional Delegates Manual

A. CHAPTER ASSESSMENTS

A1-89 Moved by Montreal Chapter, seconded by Ottawa Valley , and passed:
“That the CRC assessment be \$5.00 per chapter member”.

A2-92 Moved by Halifax Chapter, seconded by Quebec Chapter and passed:
“That the Chapter assessment to the CRC be paid 90 days prior to the CRC.

B. CRC FINANCIAL

B1-84 Moved by Hamilton Chapter, seconded by Toronto Chapter and passed:
“That the Host Chapter submit a budget at the previous CRC for approval showing the assessment, registration and estimated expenses as outlined in ‘Manual for Conducting CRC Conferences’. The previous CRC’s final financial report for CRC Income and Expenses shall be made available to the delegates for guidance in approving the budget, with a required 2/3 majority.”

B2-86 Moved by Hamilton Chapter, seconded by Toronto Chapter and passed:
“That each year the Host Committee submit a complete financial statement within 90 days of completion of the CRC providing all the information as shown in Appendix 1A in the Manual for Conducting a CRC.”

B3-9 Moved by Windsor Chapter, seconded by Toronto Chapter and passed:
“That the Host Chapter include in their budget, the costs of the CRC package for the Regional Chair and his/her companion.

C. REGIONAL FUND

C1-89 Moved by Hamilton Chapter, seconded by NB /PEI Chapter and passed:
“That a Regional Fund be established in Region 2. The fund will be financed by each chapter of Region 2 with an assessment of \$.50 per chapter member plus 50% of the excess revenue over expenditures of each CRC. Administration of the fund will be by the Regional Executive Committee.”
NOTE: Changed to \$1.00 on July 1, 1996 by Motion C3-94. Regional Treasurer replaced Regional Executive Committee by Motion C4-98

C2-91 Moved by Hamilton Chapter, seconded by Montreal Chapter and passed:
“That guidelines be established for the disposition of the regional fund which shall be submitted for approval of the delegates at the CRC in 1992. The fund should be audited annually by the President, Secretary, Treasurer of the preceding CRC Host Chapter”. Motion C4-98 defined who does audit.

C3-94 Moved by Ottawa Chapter, seconded by Windsor Chapter and passed:
“That the regional fund assessment be increased from \$.50 per chapter dues paying member to \$1.00 per chapter dues paying member effective July 1, 1996”.

C4-98 Moved by Halifax Chapter, seconded by Hamilton and passed:
“That the DRC appoint a Regional Treasurer to administer the Regional Fund. Auditing of the Fund to be done at each CRC by the Host Chapter”. Note! Ed Fowler of the Hamilton Chapter was appointed Regional Treasurer - effective July 1st, 2000 by DRC Hugh Crowthers.

D. CRC FORMAT and PROCEDURES

D1-95 Moved by NB/PEI Chapter, seconded by Halifax Chapter and passed.
“That the Region 2 CRC be held within the months of August or September, excluding Labour Day weekend at the discretion of the host chapter”

D2-85 Moved by Hamilton Chapter, seconded by Toronto Chapter and passed.
‘That Chapter resolutions be submitted to the Regional Chair before the CRC for distribution to the chapter delegates’. Note! This is done in 1st Business Session at CRC prior to 3rd Business Session

- D3-90 Moved by Hamilton and duly seconded and passed
“That the DRC bring to the CRC, the Minute Book and the latest CRC financial statements.
- D4-86 Moved by Hamilton Chapter, seconded by Toronto Chapter and passed.
“That the DRC insert the minutes of the prior CRC Minute Book and the latest CRC financial statement”.
- D5-87 Moved by Hamilton Chapter, seconded by Toronto Chapter and passed.
“That the expenses incurred at the subsequent Region 2 CRC be approved as distributed and inserted in the CRC Minute Book and forwarded to Society HQs in Atlanta”.
- D6-95 Moved by Ottawa Chapter, seconded by Ville de Quebec chapter, and passed:
“That delegates and alternates be photographed at each Region 2 CRC” (with pictures distributed to Delegates before conclusion of CRC).
- D7-95 Moved by London Chapter, seconded by Windsor Chapter and passed:
“That the dress code for Region 2 CRC be relaxed business”.
- D8-98 Moved by Hamilton Chapter, seconded by Toronto Chapter and passed:
“That time be scheduled in the business session of the CRC to review each existing Regional Motions in order to reaffirm, delete or replace.
- D9-99 Moved by Hamilton Chapter, seconded by Toronto Chapter and passed.
“That the regional Nominating Committee member and alternate organize a personal consultation with each delegate no less than two weeks prior to each CRC.” This motion was reconfirmed by CRC in 1999
- D10-97 Moved by Ottawa Valley Chapter, seconded by Halifax Chapter .
“That Regional Nominating Committee Member forward a list of all the positions that must be filled, with the previous year’s name, and the position requirements, to the Chapter Presidents no later than April 1st. Chapter Presidents must forward potential names to the Regional Nominating Member no later than July 1st.
- D11-90 Moved by Hamilton Chapter, seconded by Toronto chapter and passed.
“That the Minutes of the CRC be forwarded to Headquarters in Atlanta within sixty days of the CRC and that Headquarters will forward the final Minutes to the CRC delegates within ninety days of receipt of the Minutes from the DRC”.

E. CHAPTER REPORTS

- E1-85 Moved by Hamilton Chapter, seconded by NB/PEI Chapter and passed:
“That ASHRAE Region 2 agree on a reasonable and effective format for “Chapter Reports to the CRC” for all Chapters to follow and this format be conveyed to all Chapters annually”.

F. SPECIAL MOTIONS

- F1-94 Moved by Quebec City Chapter, seconded by Windsor Chapter and passed.
“That before finalizing their Annual Report to Society, the RVCs should contact their Chapter Chairmen to confirm the exactitude of the PAOE points.”
- F2-94 Moved by Hamilton Chapter, seconded by Toronto Chapter and passed.
“That an ASHRAE member that attends another Chapter’s meeting (other than his own), and is a current local Chapter member, will get the meal rate same as the local Chapter members and not the ‘guest’ rate”.
- F3-99 Moved by Montreal Chapter, seconded by Ottawa Valley Chapter
“That a Regional Student Branch of the year award be established.

G. REGIONAL CHAIRMAN'S CHAPTER VISITS

G1-85 Moved by Hamilton Chapter, seconded by Toronto Chapter and passed
“That the chapter being visited by the 2 DRC shall bear the expenses for a maximum of one visit a year to a Chapter meeting including accommodation (1 night in a hotel arranged by the Chapter) and 2 meals (1 dinner at the Chapter meeting and 1 breakfast)”.

H. REGIONAL DELEGATES MANUAL (not to be confused with Chapter Historical Committee Manual)

H1-90 Moved by Hamilton Chapter, seconded by Toronto Chapter and passed.
“That the Regional Historian assemble and distribute in manual form, annually updated historical information including:
1. Active Regional Motions from past CRCs
2. Regional Awardees
3. CRC financial reports
4. Canadian Research Projects and chapter annual contributions
5. Other key Region 2 information
To be issued to each Region 2 Chapter Historical Chair at the CRC”.

FUTURE REGION 2 CRC LOCATIONS:

2001 Halifax Host Chapter Location:Halifax, NS Date: August 23,24,25 Chair: Ken Bell
2002 Ottawa Valley Host Location:Ottawa, ON Date: August 22,23,24 Chair: Bill DeGagne
2003 La Ville De Quebec Location:Quebec City Date: 2003.
Chairman Crowthers asked for firm dates and the CRC Chairman’s name as soon as possible.

REGIONAL CHAIRMAN'S THEME:

DRC Crowthers has selected Ecom as his theme for the year. He is committed to keeping everyone up to date.

CLOSING COMMENTS:

Dr. Colliver thanked the Chapters for an excellent meeting. He had never been to a Region with so many motions and he pointed out that this was a good thing as it means the Chapters are involved with trying to run to good Region and offering suggestions to Society.

Don, Lee and Anne from Society stated that they all appreciated what was done at this meeting and were very impressed. Don congratulated DRC Hugh for the excellent way he had handled the meeting.

Hugh thanked all the members of the meeting for their work at this 43rd Annual Region 2 CRC.

ADJOURNMENT:

On motion from Montreal, seconded by La Ville de Quebec, the CRC for 2000 was adjourned at 4:50p.m.

Minutes prepared by Gail Menzies

Minutes reviewed by Hugh Crowthers.....Dated.....