



ASHRAE

2001 REGION 2 CRC – HALIFAX, NOVA SCOTIA, CANADA

HOST: ASHRAE HALIFAX CHAPTER

MINUTES OF FIRST BUSINESS SESSION

TIME: Thursday, August 23, 2001, at 3:20PM.

LOCATION: Harbour Suites, The Westin Nova Scotian Hotel, Nova Scotia, Canada

CALL TO ORDER

Hugh Crowther, DRC for Region 2 opened the meeting at 3:20 P.M.

ELECTION OF SECRETARY

Hugh Crowther called for the election of a Recording Secretary. Phil Bracewell of the Windsor Chapter, moved that Ms. Gail Menzies be Recording Secretary for the Region 2 CRC 2001, seconded by George Robb of the Hamilton Chapter. Vote was unanimous.

ROLL CALL

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

CHAPTER	DELEGATE	ALTERNATE
Halifax	Wayne Chiasson	Paul Dyer
NB/PEI	Derek Weldon	Grant Bourque
La Ville de Quebec	Yvan Robitaille	Jacques Dugal
Montreal	Michel Bernier	Rene Daviault
Ottawa Valley	Frank Bann	Mike Swayne
Toronto	Leo Borges	David Underwood
Hamilton	George Robb	George Menzies
London Canada	Daryl Somers	Tom Pollard
Windsor	Phil Bracewell	Lorraine Grondin

Society Representatives, Headquarters Staff, Regional Vice-Chairs and guests in attendance are as follows:

Name	CHAPTER or SOCIETY	POSITION
Bill Coad	St. Louis	Society President
Julian de Bullet	Natl. Capital Region III	Society Vice President
Steve Comstock	Headquarters-Atlanta	Director of Publications
Hugh Crowther	Hamilton	DRC
Darryl Boyce	Ottawa Valley	Society DAL
Dalton McIntyre	Ottawa Valley	Reg. Historian
Barry Willhelm	Toronto	Nominating Com. Alt
David Rasmussen	Hamilton	Nominating Com. Member
Jay Jayaraman	Ottawa Valley	RVC-TEGA
Roland Charneux	Montreal	RVC Membership
Wilfred Laman	Hamilton	RVC-Program
Peter Golem	London Canada	RVC Research Promotion
Danny A. Castellan	Windsor	RVC Student Activities
Ken Bell	Halifax	General Chair, 2001 CRC
Arthur A. Irwin	Halifax	Program Chair

REVIEW OF AGENDA

DRC Crowther reviewed the agenda for the meeting.

APPROVAL OF THE 2000 CRC MINUTES

Two changes were made to the Minutes. On page 2 and page 5, Jay Jayaraman is associated with the Ottawa Valley Chapter and not Toronto. The second change occurs on page 2 under NB/PEI Chapter Report and should state that the delegate was unable to attend, therefore Derek Weldon stepped in and not that the delegate resigned.

A motion to approve the Minutes of the 2000 Windsor CRC was made by the Montreal Chapter and seconded by London Chapter. The motion was approved unanimously.

SOCIETY OFFICER'S REPORT

Julian R. de Bullet, Vice-President of ASHRAE, spoke to the meeting about ASHRAE and current Society activities.

CHAPTER REPORTS: (detailed Chapter Reports are found in the CRC binder)

HALIFAX:

Wayne Chiasson reported for his Chapter that meeting attendance had improved and was largely due to improvement in their program and good speakers. A more detailed budget was established which enabled the Chapter to set up an open ended GIC which this year added \$200.00. Co-chairing committees seems to work well and we are getting away from one man committees. Research Promotion exceeded their goal and the golf tournament attracted over 100 golfers with 50% of the net proceeds going to ASHRAE Research. The Chapter does not have a permanent internet presence but hope to start a web site soon.

NEW BRUNSWICK/PRINCE EDWARD ISLAND:

Derek Weldon reported for his Chapter. He advised that the Executive Committee is short on some people and they have difficulty in getting new people involved. Eight new members joined this year. This is their challenge for next year. Because this Chapter encases such a large area, it is difficult to get good turn outs at the meetings. Suggestions were made about holding a breakfast or luncheon meeting off site.

LA VILLE DE QUEBEC:

Yvan Robitaille reported that his Chapter had a very good year with good attendance at their meetings. Two student nights were held with 31 and 39 students in attendance. Their members want more technical seminars as only 2 were held last year. Their goal is to get a new generation of people on the board. The golf tournament was excellent with 250 golfers. The Summer ASHRAE Meeting is to be held in Quebec City in 2006 and the CRC in 2003 and some of their large bank balance can be used to help fund these meetings.

MONTREAL:

Michel Bernier reported for his Chapter. He advised they had a good year with close to 100 people in attendance at their meetings. A change in meeting place to a downtown restaurant and a good program proved to be beneficial. Students are still strong in Montreal and the Concordia University Student Branch organized a bus trip to the ASHRAE Winter Meeting which involved students from all three local student branches. In Research, this Chapter achieved 109.7% of its goal. This Chapter has a part-time secretary to keep them in line. Another successful golf tournament was held this year with 275 golfers participating. Their goals this year are to try to increase their membership as it has been constant and with such a large surplus to create a Foundation and the interest to be used as scholarships for students also to support their RVCs and to get involved with K to grade 12 students. They are considering a science fair for this age group.

OTTAWA VALLEY:

Frank Bann reported for his Chapter that a change in venue and better meal was well received. The electronic newsletter was positively received by the membership and focus was placed on the website to keep it current and useful to the members. The Kingston Section started well, but due to the chairman becoming ill, attendance fell off. This Section is becoming a challenge for us. We hope to get new members and younger members involved in our committees. POAE reporting format needs work and communication between RVC and Chapter Chairs as well. The Ottawa Valley Chapter is looking forward to hosting the 2002 CRC together with their 50th Anniversary.

TORONTO:

Leo Borges reported this year started off with a few challenges due to the moving of their President and Past President but many people stepped up to help out. Financially, the Chapter is strong but a drop in membership from 355 to 299 is of concern. A luncheon meeting will be tried this year. It was also noted that attendance at the meetings was up when a tour was involved and they hope to have more technical tours with dinner meetings this year. To date all positions on the Executive and Board of Governors have been filled and we are looking forward to an exciting year.

HAMILTON:

George Robb reported that as usual, the Chapter Executive met for the Summer Summit to review the upcoming plans for the new year. The meeting place has been changed this year to the Royal Hamilton Yacht Club. We were strong in Research, Programs, Student Activities and Social Chairs, but down in Membership and TEGA, but with new chairmen in place, we are optimistic that this will change. Fiscally the Hamilton Chapter runs a tight ship and budget to break even. The interest from our reserve funds a scholarship for a child or grandchild of a member. Mr. Robb noted that he was carrying on as President for another year. A Past-Presidents and Family Day has been organized with a tour and dinner at "Niagara Under Glass". One of our local Chapter Executive worked on this project.

LONDON CANADA:

Daryl Somers reported that London had a very good year. They have a new meeting location. The finances are in good shape and they were able to send 7 people to the CRC. There are several new people on the executive this year and more are interested. They have had trouble with TEGA but hope it is resolved.

WINDSOR:

Phil Bracewell reported that they had a reasonably good year, but their membership is down. They now have a new meeting place and at their last meeting, good feedback was received. Financially, they are now able to help regional people in their Chapter at CRC and other meetings with the registration. Golf Day was a success and with \$5.00 mulligans, it is a great way to generate research money. Student Activities was bolstered this year as two people who work at the University are involved. They found out grant money of \$5,000.00 was available and this may have saved the HVAC program at the University. Our goal is to establish a website this year. It was suggested by President Coad that a student could do this. A meal plan will be implemented this year.

This concludes the Chapter Reports.

ASHRAE RESEARCH CANADA

DRC Crowther invited Darryl Boyce to speak. Mr. Boyce invited all "B" members (Chapter Delegates) to attend a mandatory Annual General Meeting (AGM) of ASHRAE Research Canada on Friday Morning at 7 a.m.

ADJOURNMENT

On motion by Ken Bell of Halifax seconded by Phil Bracewell of Windsor, the First Business Meeting was adjourned at 5:30 p.m.

Ken Bell, CRC Chairman invited all to join him at the Wine and Cheese Party in the Hospitality Room at the Hotel.



ASHRAE

2001 REGION 2 CRC – HALIFAX, NOVA SCOTIA, CANADA

HOST: ASHRAE HALIFAX CHAPTER

MINUTES OF SECOND BUSINESS SESSION

TIME: Friday, August 24th, 2001 at 9:00 A.M.

LOCATION: Harbour Suites, Westin Nova Scotian Hotel

CALL TO ORDER:

DRC Crowther called the meeting to order at 9:00 AM.
This followed the Annual General Meeting of ARC which was held at 7:00 a.m.

ROLL CALL:

DRC Crowther asked that those present sign the attendance sheet being passed around.

CHAPTER	DELEGATE	ALTERNATE
Halifax	Wayne Chiasson	Paul Dyer
NB/PEI	Derek Weldon	Grant Bourque
La Ville de Quebec	Yvan Robitaille	Jacques Dugal
Montreal	Michel Bernier	Rene Daviault
Ottawa Valley	Frank Bann	Mike Swayne
Toronto	Leo Borges	David Underwood
Hamilton	George Robb	George Menzies
London	Daryl Somers	Tom Pollard
Windsor	Phil Bracewell	Lorraine Grondin

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

NAME	CHAPTER or SOCIETY	POSITION
Bill Coad	St. Louis	Society President
Julian R. de Bullet	Natl. Capital, Washington DC	Society Vice-President
Steve Comstock	Headquarters Atlanta	Director of Publications
Hugh Crowther	Hamilton	DRC
Darryl Boyce	Ottawa Valley	Society DAL
Roland Charneux	Montreal	RVC- Membership
Jay Jayaraman	Ottawa Valley	RVC – TEGA
Peter Golem	London	RVC – Research
Dalton McIntyre	Ottawa Valley	Region 2 Historian
Wilfred Laman	Hamilton	RVC - Chapter Programs
Danny A. Castellan	Windsor	RVC - Student Activities
Barry Willhelm	Toronto	Nominating – Alternate Region 2
David Rasmussen	Hamilton	Nominating – Member Region 2

CRC MOTIONS:

Chairman Crowther asked the Delegates to discuss and review their motions prior to the Third Business Session and to have 25 copies ready for the meeting.

STATUS OF 2000 REGION 2 MOTIONS:

DRC Crowther reported that the Motions from the CRC were presented at Regions Council and we received a passing grade. The actions will be reported at a later date as the status report has been misplaced during his move south.

REPLACEMENT FOR DRC

DRC Crowther advised the meeting about his move out of Region 2. He pointed out that he is more than willing to complete this job and his company would support him. However, this is for you the Delegates to decide. A replacement would be needed for a one year term only as the Board cannot approve more than a one year term, then, at next year's CRC a DRC would be chosen for a three year term.

DRC Crowther will help to see that this transition goes smoothly and that Region 2 will not be penalized for his move.

HIGHLIGHTS OF DRC's YEAR 2000 - 2001

Hugh pointed out that he had visited 6 chapters and will visit the other three this coming year plus some others. Another highlight was the completion of the Ozone Depleting Substance report. He was disappointed with the Regional Web site and he will work on improving this site.

REGIONAL FUND STATUS

With his move to the US, the Regional Fund status plus the book containing all the prior CRC Minutes have been lost so we are unable to have an audited review of the fund at this time.

DRC Crowther congratulated Windsor on their very successful CRC last year with a record surplus.

2000 CRC FINANCIAL STATEMENT

Danny Castellan of Windsor Chapter presented the CRC 2000 Final Financial Report. It showed a \$10,353.79 net surplus. DRC Crowther announced that half of this surplus goes into the Regional Fund. A round of applause was given to the Windsor Chapter for their hard work.

APPROVAL OF THE 2002 BUDGET – OTTAWA VALLEY

Bill DeGagne CRC Conference Chair for 2002 in Ottawa presented the proposed budget for next year's CRC. After some discussion concerning income at the banquet, it was moved by Frank Bann of the Ottawa Valley Chapter, seconded by Yvan Robitaille of the La Ville de Quebec chapter that the registration costs will be as follows (and lower in cost if possible):

Full registration	not to exceed \$280.00
Companion registration	not to exceed \$160.00
Partial registration	not to exceed \$ 150.00

Motion carried unanimously.

A lapel pin of the Parliament Buildings in Ottawa was handed out. Members present were asked to wear it to next year's CRC and get something special.

OLD BUSINESS: None

REGIONAL VICE CHAIRMEN REPORTS: (Brief summary - full reports are in the CRC binder)

HISTORICAL:

Dalton McIntyre reported that he had visited the Montreal Chapter at the request of the DRC and enjoyed the meeting. For PAOE points in our region, we were slightly better than last year, but we are the second lowest in the Society.

This Region has no submission for the Lou Flagg Historical Gold Ribbon Award. Mr. McIntyre asked the Delegates to encourage their Historian to submit the needed data in all areas.

George Menzies advised the group that if they post on the website or in their Newsletter something historic like a blurb on a Past President, or a Life Member or a member of a TC, you not only enhance your website, and give a past member a good feeling but you can receive 50 PAOE points per month for each entry each month.

STUDENT ACTIVITIES:

Michel Bernier, retiring RVC gave the report. Dan Castellan is the new RVC. Michel reported that he had visited 3 Chapters during the year. Michel suggested to the Chapters that they encourage faculty advisors to apply for the \$5000.00 US grant for lab equipment.

A bus trip was organized and students attended the Atlanta Winter Meeting and this proved to be a success. At the Society level, a new competition for students is being planned. Two awards will be presented tomorrow for best Student Activities Committee and best Student Branch. Dan Castellan congratulated Michel for a job well done in his term as RVC.

TEGA:

Jay Jayaraman reported that he had visited four chapters and briefly outlined the role of TEGA in Chapter activities and sought submissions from all members for the Technology Awards. Improvement needs to be made in reporting the PAOE points.

Chairman Crowther reported that TEGA activities and support will now be shifted to the Washington Office from HQs in Atlanta.

CHAPTER PROGRAMS:

Wilfred Laman reported that four Chapters ended the year above par in PAOE points. He did not police the PAOE as directed and found communication was not good. Wilfred advised the Delegates that he needs the attendance figures on a monthly basis by email.

Chairman Crowther advised the meeting that the incoming Chapter President should know that there have been a number of changes in policy made to the Distinguished Lecturer (DL) program. Now the number of assigned visits per Region is based on the number of chapters and sections. Society pays the travel, but the Chapter is responsible for his hotel, food, and local transportation. This is a special event when a DL comes for a visit and be sure to use him in all capacities – at the Board of Governors Meeting, a luncheon meeting, etc.

George Menzies advised that there is a new record number of ASHRAE members being served with many joining from off-shore. At the same time, we have the highest number of delinquents in recent memory. At this time, there is no vehicle to easily track delinquents. Improvements are underway. Steven Comstock from Headquarters reported that they are trying to fix this problem and hope to have better reports available shortly.

MEMBERSHIP PROMOTION:

Roland Charneux reported that he had visited the Montreal Chapter and mainly communicated by e-mail and telephone. The main challenges are selling the value of ASHRAE and retention of members.

REFRIGERATION:

Chairman Crowther reported that this is under the venue of TEGA. Some chapters had speakers this year. The membership has a desire to continue the ICEMAN Chapter Award. TEGA RVC will be responsible to chose the chapter most involved in refrigeration activities.

RESEARCH PROMOTION:

Peter Golem is RVC and Denis Potvin is now elevated to VC RP for the Society. Peter presented charts showing the results of RP this year. Region 2 came close to their goal of \$95,000 with a final total of \$93,500.00. Awards to the Chapters will be given out at the Awards Luncheon. Six of nine chapters are doing very well and their objective is to get the Region over the goal for next year.

NOMINATING:

David Rasmussen advised that due to the secrecy of the Nominating Committee discussions. No report will be filed at this time. He reported an excellent list of candidates was presented this year.

REGIONAL PLANNING MEETING:

This meeting was held in May in Toronto Ontario. Chairman Crowther asked if this meeting was worthwhile for the incoming presidents and was assured that it was. Next year's meeting will also be held in Toronto as

it is most convenient for the attendees. Travel is paid for the Regional Team and incoming Chapter Presidents. David Underwood asked that a facility with a ramp be selected for the next meeting.

CHAPTER VISITS FOR DRC:

This will be discussed later on in the meeting. Chairman Crowther advised that these meetings are meant to be beneficial and when you have a visit from RVC use him at your Executive Meeting as well. Some are great technical speakers and you can get good value from them.

ADJOURNMENT:

This Second Business Session adjourned at 10:50 a.m. – for a Delegate/Alternate picture. The chapter distributed copies to each delegate and alternate during the final business session.

CHAPTER OPERATIONS WORKSHOP

The Chapter Operations Workshop and Luncheon were held in the Harbour Suites. Darryl Boyce conducted the workshop. He summarized the four major issues facing chapters which he noted from the chapter reports. The group was divided into four groups to address one of the four issues and to list possible solutions. At the end of the session, a spokesperson from each group spoke on their session. Darryl offered to provide a written summary. Several participants commented to the DRC that the workshop was well done and very useful, and recommended doing a similar workshop next year.

SPECIAL TOUR

At 2:30PM, all the attendees were invited to go by bus to the Naval Yards in Halifax Harbour to board the H.M.C.S. Fredericton for a private tour of the ship both above and below in areas not open to the public. The tour was most impressive.

EXECUTIVE SESSION

After the tour, an Executive session for only Delegates and Alternates was held in the Harbour Suites with David Rasmussen chairing the meeting. All the business was completed in order to avoid a 7AM Sat session. David commented that he will be introducing a new electronic format for next year to speed up the voting process.

Concurrently, Research Promotion held their first of two Workshops.

LOBSTER BASH

At 7:30 PM, a special chapter event was held at Pier 22 on the waterfront. Fellowship, cocktails, appetizers and lobsters were enjoyed by all. The hospitality suite was well used after dinner where the party continued.

SATURDAY AUGUST 25TH WORKSHOPS

Workshops for the various grass roots committees were held from 8:00 AM till noon. Reports from these workshops will be given during the next business session.

PRESIDENTIAL ADDRESS AND AWARDS LUNCHEON

Gordon Weld of Halifax called the luncheon meeting to order at 12:00 PM in the Atlantic Ballroom. Following the luncheon, Gordon Weld welcomed everyone to Halifax and proceeded to introduce an old friend and our current Society President Bill Coad. President Coad spoke on his theme "Accepting the Challenge". Refer to the August ASHRAE Journal page 27 to 29 for details on this theme.

Gifts were presented to President Coad and DRC Hugh Crowther.

Chairman Hugh Crowther then chaired the Awards portion of the luncheon. The following is a list of awards presented:

PAOE Chapter Awards	PAOE/SC London Canada Dennis Dawe PAOE/SC Montreal – Jacques Legace PAOE/SC Ottawa Valley – Mike Swayne
Highest PAOE Points	STAR/SC/HONOUR ROLL La Ville de Quebec – Eric LeClerc LEVEL1 London Canada (chap ops, cp, h, mp, rp, sa) LEVEL 2 Ottawa Valley (chap ops, cp, h, mp, sa) LEVEL 2 La Ville de Quebec (rp, tega) LEVEL 3 Montreal (chap op, cp, h, mp, rp, sa, tega)
Historical Award	Ottawa Valley – Gold Ribbon
Student Activities Awards	Best SA Committee – Montreal Best Student Branch of the year- Concordia University Student Branch
TEGA Awards	Allen Hanley Award – La Ville de Quebec Regional Tech Award - Ottawa Valle
Chapter Programs Awards	Best Chapter Program Chair – London Canada
Membership Promotion Awards	Blue Ribbon – London Canada – Tom Pollard Red Ribbon – Montreal – Rene Daviault
Refrigeration Iceman Award	Hamilton Chapter – George Robb
Research Promotion Awards	Halifax - Full Circle Award, Goal Buster Certificate, New Chapter High Certificate New Brunswick/PEI - Goal Buster Certificate, New Chapter High Certificate, Chapter Treasury Ribbon, Top Five By Chapter Size Award Quebec City - Full Circle Award, Goal Buster Certificate, New Chapter High Five Certificate, Challenge Goal Certificate, High Five Award, Chapter Treasury Ribbon Montreal - Full Circle Award, Goal Buster Certificate, New Chapter High Five Certificate, Challenge Goal Certificate, Top Five By Chapter Size Award Ottawa - Full Circle Award, Goal Buster Certificate, New Chapter High Five Certificate, Challenge Goal Certificate, High Five Award Toronto - Full Circle Award Hamilton - Full Circle Award London - Full Circle Award, Goal Buster Certificate Windsor - High Five Award
Certificates of Appreciation	Hayward Murray Award – Best Chapter in Region: La Ville de Quebec Michel Bernier – RVC – Student Activities Denis Potvin – RVC – Research Promotion Laurier Nichols – Nomination – Alternate Darryl Boyce – Assistant Regional Chair
Regional Award of Merit	Harrinder Singh Owen Glendon Wilfred Laman
Golden Gavel Award	Montreal chapter
Communications Award	Ottawa Valley Chapter
Meatball Award	Windsor Chapter (chapter members present x distance traveled)
Committee Recognition	CRC Appreciation Ken Bell CRC Chair 2001

CRC Chair Ken Bell thanked his committee and DRC Crowther for all their hard work to make the CRC so successful.

Bill DeGagne, Ottawa Valley CRC Chair for 2002 (dressed in fifties style) invited everyone to come to the CRC next August in Ottawa where there will be a 50s theme celebrating the Ottawa Valley's 50th Anniversary.

Luncheon meeting was adjourned by Gordon Weld at 2:15 PM



ASHRAE

2001 REGION 2 CRC – HALIFAX, NOVA SCOTIA, CANADA

HOST: ASHRAE HALIFAX CHAPTER

MINUTES OF THIRD BUSINESS SESSION

TIME: Saturday, August 25th, 200 at 2:30 PM

LOCATION: Harbour Suites, Westin Nova Scotian Hotel, Halifax Nova Scotia Canada

CALL TO ORDER

DRC Crowther called the meeting to order at 2:30 PM.

Chair Crowther asked those in attendance to sign the attendance sheet being circulated.

CHAPTER	DELEGATE	ALTERNATE
Halifax	Wayne Chiasson	Paul Dyer
NB/PEI	Derek Weldon	Grant Bourque
La Ville de Quebec	Yvan Robitaille	Jacques Dugal
Montreal	Michel Bernier	Rene Daviault
Ottawa Valley	Frank Bann	Mike Swayne
Toronto	Leo Borges	David Underwood
Hamilton	George Robb	George Menzies
London	Daryl Somers	Tom Pollard
Windsor	Phil Bracewell	Lorraine Grondin

Also present at the meeting were:

NAME	CHAPTER or SOCIETY	POSITION
Bill Coad	St. Louis	Society President
Julian de Bullet	National Capital	Vice-President
Steven Comstock	Headquarters-Atlanta	Director Publications
Hugh Crowther	Hamilton	DRC
Darryl Boyce	Ottawa Valley	DAL
Danny Castellan	Windsor	RVC-Student Activities
Peter Golem	London Canada	RVC - Research Promotion
Wilfred Laman	Hamilton	RVC – Programs
Dalton McIntyre	Ottawa Valley	Region 2 Historian
Jay Jayaraman	Ottawa Valley	RVC – TEGA
David Rasmussen	Hamilton	Nom. Committee Member.
Barry Wilhelm	Toronto	Nom. Committee Alt.
Roland Charneux	Montreal	RVC Membership
Denis Potvin	La Ville de Quebec	Society R.P. V-C

DRC Crowther asked President Coad to speak to the meeting.

President Coad told us he had his list of the Ten Commandments and he noted that they apply to every size chapter; you must do all of them and there are no priorities. Here is the list.

1. encourage student involvement, at the high school, college and university levels
2. recruit new members
3. give everyone a job on a committee – it keeps them
4. make people feel welcome at meetings and events – have a greeter
5. have good programs
6. emphasize social events – they are as important as technical programs
7. sell, sell, sell ASHRAE – at meetings, socially and in the community – use your salesmanship
8. encourage members to attend Society Meetings – all the new technology is at Society Meetings
9. become involved in your community – let people start hearing about ASHRAE
10. have fun – working together and playing together – people will go anywhere they have fun

WORKSHOP REPORTS:

Chairman Crowther asked the RVCs if they had someone to report on the workshops. Most said yes.

STUDENT ACTIVITIES

Darryl Singleton reported for this workshop. He reported a good discussion about PAOE points took place. Also a round table discussion on how to improve programs for Student Activities and getting the students involved and telling schools and students about ASHRAE and what scholarships are available for Canadian students, and grants available to colleges and universities. There were 12 people present at this workshop.

RESEARCH WORKSHOP

This group held two workshops with 9 people present at the Friday meeting and 11 at the Saturday workshop. Eight of 9 chairs were present. David Underwood pointed out that ASHRAE has excellent promotional material available to make the job of asking for money much easier. Mike Swayne advised that they discussed how to ask people for research promotion money - to thank people who have given in the past and to tell potential contributors about the exciting projects ASHRAE has on the go to get them interested.

HISTORICAL

Barry Willhelm reported on this workshop. He advised that the electronic media seems to be the way to go. It was pointed out that some still prefer the newsletter by mail. Prior to the next CRC, Dalton McIntyre will publish a list of all regional award winners so that it is clearly known by the delegates who has already received the awards. Ottawa Valley will distribute to all chapter webmasters advice on how to link up easily. There were 13 people present.

At the CRC in Windsor, the Windsor Historical Book disappeared. It is a blue binder marked Year 99-2000. If you should find this book, the return of it would be greatly appreciated.

MEMBERSHIP PROMOTION

Roland Charneux reported for his Workshop. There were 15 people in attendance including 8 chapter chairs. A good workshop was held and discussion took place about tracking delinquents and the entering of PAOE points was reviewed. Some motions will be coming forward from the Workshops.

TEGA

Guy Perreault reported on this Workshop. This was a good workshop with most Chapters represented. A total of 17 people were in attendance. They all agreed to improve their communication this coming year and that they will make sure Refrigeration is still part of the Chapter's activities.

PROGRAM

Lorraine Grondin reported a good workshop with all chapters present – 7 chairs and 2 reps attended full workshop. There was a discussion on the technical program and they were advised of good ones. The group went over the Program binder so all would be aware of the content and their responsibilities. There were 20 total in attendance - 9 chapters plus 11 guests/participants.

Jay Jayaraman asked that we all thank Ken Bell for his good work in planning this meeting. He was applauded.

FINANCIAL STATEMENT FOR CRC 2000 - WINDSOR CHAPTER

In accordance to the Regional Motion C4-98, Ken Bell Chair advised the delegates that he had looked over the statement and found it to be in order. A motion was made by Ken Bell, seconded by George Robb, to accept the Financial Report for Region 2 CRC 2000. This was accepted unanimously.

DIRECTOR AND REGIONAL CHAIRMAN'S THEME

DRC Crowther announced that his theme would be "MY SUCCESSION." Hugh stated that it was very important to him that this transition flow smoothly with no interruption in service to Region 2.

CANADIAN DAL REPORT:

Chairman Crowther also reported that the Society BOD voted in Cincinnati to remove the requirement that at least one DAL be Canadian. Darryl Boyce discussed in length the reasoning behind this vote.

FUTURE CRC DATES:

Ottawa Valley	August 22, 23, 24, 2002	Chair Bill DeGagne
La Ville de Quebec	to be announced	
Toronto	to be announced.	

Chairman Crowther asked La Ville de Quebec and Toronto to supply dates and the name of the Chair as soon as possible i.e. by end of this Sept at the latest.

OTHER BUSINESS:

David Underwood asked the Chair to consider using a weighted vote on all financial issues impacting Chapters as many other professional organizations all ready do.

MOTIONS:

DRC Crowther called for the Motions.

They were numbered and entered into the CRC binders under Section 21.

The Chair detailed how the motions would be handled. Motions which were passed and affecting the Society or Headquarters would be presented at the next Regions Council Meeting this fall.

Successful Regional Motions would be numbered and added to the current list of ongoing motions –see section entitled Regional Motions included later in these CRC Minutes.

Motion #1 Dated: August 25, 2001

Moved by: Halifax Chapter
 Seconded by: London Canada Chapter

Motion: That we remove the Full Circle Award.

Background: In some Chapters this award is achieved by reimbursing their executive officers for

making the required donation, solely to collect the award. It is extra administration.

Fiscal Impact: None

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

Result: **Defeated.**

Motion #2 Dated: August 25, 2001

Moved by: Halifax Chapter
 Seconded by: Ottawa Valley Chapter

Motion: **That we add data for “Beauty Salon Sinks” to the Applications Handbook, section on Service Water Heating.**

Background: This data was not in the last published Handbook in 1999.

Fiscal Impact: \$ minimal

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

Result: **Passed**

Motion #3 Dated: August 25, 2001

Moved by: Halifax Chapter
 Seconded by: Toronto Chapter

Motion: That Society starts “now” to track member contributions to industry and offices held at Chapter, Regional and Society levels in a database for a future move towards “automatically” awarding, rewarding, honouring its members when sufficient points are accumulated.

Background: This will unload administrative work at Chapter level and make sure members achievements are not overlooked by future chapter executives.

Fiscal Impact: \$ 5000.00 per year

Vote Count: For: 3 Against : 6 Abstained: 0

Result: **Defeated**

Motion #4 Dated: August 25, 2001

Moved by: Halifax Chapter
 Seconded by: Windsor Chapter

Motion: **That Society always has a Vice-President living outside the United States of America**

Background: Ensure more global representation.

Fiscal Impact: None

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

Results: **Passed**

Motion #5 Dated: August 25, 2001

Moved by: NB/PEI Chapter
 Seconded by: London Canada Chapter

Motion: If Society dues for a delinquent member remain unpaid for two consecutive years, then that person shall be removed from the Society dues list.

Background: A lot of members show up as unpaid year after year. Many of these members have retired or relocated. It also makes the phone committee list inaccurate. This is the list downloaded from the Society webpage.

Fiscal Impact: Minimal, maybe accounting

Results: **DRC Action Item**

Motion #6 Dated: August 25, 2001

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

Motion: Some initiatives should be made to get the Federal Government to pay dues to ASHRAE when they refer to ASHRAE standards and guidelines in National Building Codes.

Background: It was felt that the government should pay for the development and research done by ASHRAE. At the least, we should be asking for some money.

Fiscal Impact: Postive

Vote Count: For: 1 Against: 7 Abstained: 1

Results: **Defeated**

Motion #7 Dated: August 25, 2001

Moved by: Montreal Chapter
 Seconded by: Ottawa Valley Chapter

Motion: That part of the Region 2 Regional Fund be used to subsidize a Region 2 bus trip for students to attend the 2003 Winter ASHRAE Meeting in Chicago.

Background: Considering that the future of the HVAC industry lies in its student members, it is important that we invest in activities that could attract the “best and brightest” students in our industry. One such activity is attending the Winter Meeting in Chicago. This Region 2 bus trip would be funded by individual chapters and the region. It is suggested that the region match chapter contributions up to a maximum of \$200.00 per chapter.

Fiscal Impact: Up to a maximum of \$1800 for the region.

Vote Count: For: 7 Against: 0 Abstained: 2

Results: **Passed (as a Regional Motion)**

Motion #8 Dated: August 25, 2001

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

Motion: That Society establishes a consignment program for its most important publications and Standards so that chapters can sell these publications at their monthly meetings.

Background: The Montreal Chapter has been successful in selling some ASHRAE publications (Standard 62 and 90) at its monthly meetings. In order to reduce the paperwork, it would be helpful if Society could establish a consignment program whereby individual chapters could order a number of ASHRAE publications at the beginning of the year so that they could be sold throughout the year. At the end of the year, the Chapter returns the unsold publications along with the proceeds obtained from the sales.

Fiscal Impact: Estimated to be neutral (increased Society staff work would probably be compensated by increasing sales.

Comments: Steve Comstock from Headquarters spoke about all the implications and potential risks involved in accounting for the inventory at year end. Past experience doing this has caused many troubles for both the Chapter and the Society. However, publications can be ordered by Chapters now, paid for and resold by the Chapter, so essentially this motion is already in place.

Results **Motion Withdrawn**

Motion: #9 Dated: August 25, 2001

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

Motion: **That Society provide a new membership renewal option allowing Life/Retired and long standing members to opt out of the Handbook and receive a reduced members renewal fee. To be eligible, you must be a member for 10 years or Life or retired member.**

Background: A Resignation Letter to the Ottawa Valley Chapter was read to the meeting. It states: I am hereby resigning from membership in ASHRAE. I have enjoyed continuous membership for the last 26 years and gather that a lower-cost (no handbook) "life" membership is still a long way away. Also I note that there appears to be no lower cost membership option than paying the \$268.00 Canadian dollars. Meanwhile, my preference would likely be to discontinue the HANDBOOKS while retaining membership in Society, in Chapter and continuing to receive only the monthly Journal. In short, as responsible HVAC professionals, we must all make sound economic decisions that weigh value, needs and costs along with reducing waste of natural resources, including postage, paper, power, and personal energies. I wish you all continued benefit from your various memberships, especially within ASHRAE and I look forward to continuing my affiliation with you at the chapter meetings as a "guest". Please discontinue my membership effective June 10, 2001. Yours truly.

Frank Bann, Ottawa Delegate commented that issuing handbooks to those not needing such literature is an ineffective use of member's dues payment, it is a waste of handbooks, and could potentially reduce membership from about \$140.00 US to \$110.00 US.

President Coad encouraged the Delegates to pass this motion and he will take it forth as a special action item

Fiscal Impact: To be evaluated by Society.

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

Results: **Passed**

Motion #10 Dated: August 25, 2001

Moved by: Ottawa Valley Chapter
Seconded by: Windsor Chapter

Motion: To increase CRC Regional Fund contribution from each chapter by two dollars per paid up chapter member. The money raised by this would be set aside for next year's CRC seed money. This money would be a grant and would not need to be paid back. The Regional Fund would issue the money to the host of the next CRC during the presiding CRC Meeting.

Background: Society is eliminating the \$2,300 US contribution at the end of the year. The Region must step in and assist chapter with deposits and organizational expenses. Loans and IOUs will be difficult to track and follow up with. Using a grant type system with all chapters contributing is easy to administer. Smaller chapters will tend to benefit more from this as they get a larger return on their smaller contribution and larger chapters tend to have a smaller return on their contribution. However, larger chapters have more resources and large annual operating budgets. Chairman Crowther pointed out that this will effectively amend Regional Motion A1-89 from the current chapter assessment of \$5.00/chapter member to \$7.00/chapter member.

Fiscal Impact: Society: \$0.00, Regional: \$0.00, Chapters: From a low of \$132.00 to \$672.99 based on each Chapter paid members for the year 2000 – the amount for each chapter

would be \$2.00 X number of chapter paid members. The total Region 2 paid chapter members is 1322 for the year 2000, so the total amount raised would be \$2,644.00. The breakout per chapter based on the year 2000 members would be: Halifax: 79 - \$158.00; Hamilton: 100 - \$200.00; London: 76 - \$156.00; Montreal: 269 - \$538.00; NB/PEI: 66- \$132.00; Ottawa Valley: 222 - \$440.00; Quebec: 104 - \$208.00; Toronto: 336 - \$672.00; Windsor: 68 - \$136.00; Total \$2,640.00

Vote Count: For: 6 Against: 3 Abstained: 0

Results: **Passed (Regional Motion)**

Motion #11 Dated: August 25, 2001

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

Motion: That we introduce a new workshop to the CRC to assist chapters and Society in promoting themselves in all forms of communication, (i.e. Website, newsletter, local papers and advertising events).

Background: Chapters need professional assistance to get the word out about ASHRAE effectively. This workshop would result in the effective promotion of ASHRAE

Fiscal Impact: Society: \$0.00. (They would benefit from the increased membership.)
 Regional: \$1,000.00. The hosting CRC Chapter would organize a topic and speaker/workshop professional. The topic would be discussed at the Regional Planning Meeting. Chapter: \$0.00 - \$900.00 + \$160.00 (The Chapters individual costs would be the travel and hotel for 1 individual to attend plus CRC registration).

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

Results: **Failed.**

Motion #12

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

Motion: That the hosting CRC Chapter organize and ensure that select ASHRAE publications and CDs are available for viewing and/or sale at the CRC. Society to provide samples to the Hosting CRC Chapter.

Background: This motion is from the TEGA workshop. Its purpose is to promote TEGA. Many members at a CRC would like to view Standards, books and software during the CRC.

Comments: Steve Comstock commented on the motion. He suggested to the Delegates that all the Host Chapter had to do was ask the Headquarters Rep to bring to the CRC some of the more recent and popular publications and CDs for their perusal.

Fiscal Impact: Shipping costs from Headquarters \$100.00

Results: **Motion withdrawn.**

Motion #13 Dated: August 25, 2001

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

Motion: That the CRC Meeting Minutes be recorded on a CD in PDF format.

Background: This motion came from the Historical Workshop. This would amend motion D3-90 in the Regional Motions and make the past minutes easier to transport to CRC meetings. Existing minutes should be scanned into PDF format as well and stored on one CD that could be easily transported to future CRC meetings. The last 4 meetings can be done at minimal cost by Gail Menzies

Fiscal Impact: For initial scanning, about \$200.00 from the regional fund.

Vote count: For: 9 Against: 0 Abstained: 0

Results: **Passed (Regional Motion)**

Motion #14 Dated: August 25, 2001

Moved by: Ottawa Valley Chapter
 Toronto Chapter

Motion: **That Society provides accurate and timely membership reports to chapters.**

Background: Society computer problems have caused this to be an issue with tracking delinquents and member information.

Fiscal Impact: Not available

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

Results: **Passed**

Motion #15 Dated: August 25, 2001

Moved by: Ottawa Valley Chapter
 Seconded by: Toronto Valley

Motion: **That Society provides the projected student graduation dates to chapters.**

Background: Chapters can track and follow-up and (encourage more) student transfers by knowing about their anticipated graduation dates

Fiscal Impact: Not available – likely zero.

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

Results: **Passed**

Motion #16 Dated August 25, 2001

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

Motion: **That Society adds the 1-800-5-ASHRAE number on member applications and all other promotional material.**

Background: Not all members are aware of this number and it should be used as a member benefit as well as a tool to assist new members. It eliminates mailing a renewal in and gets money transferred immediately – saves delays in money transfer as well as postage.

Fiscal Impact: None. This should be added as items are reprinted or initially released.

Vote count: For: 9 Against: 0 Abstained: 0

Results: **Passed**

Motion # 17

Moved by: Hamilton Chapter
 Seconded by: London Canada Chapter

Motion: That if requested, the Regional Fund shall loan the Host CRC Chapter a maximum \$3500.00 seed money to operate their CRC. The loan shall be paid back within 30 days of the CRC

Background Society will be discontinuing the advancement of funds to the Host Chapter for a CRC. The fund currently has sufficient funds to do this.

Fiscal Impact: None

Results: **Withdrawn (covered by earlier motion # 10)**

Motion #18 Dated August 25, 2001

Moved by: London Canada Chapter
 Seconded by: Ottawa Valley Chapter

Motion: **Have the on-line PAOE structure modified so that the reporting chairperson only enters the “reported figures” and the corresponding calculations are automatically done for them.**

Background: The equations for calculating PAOE points can be easily misunderstood and misapplied depending on various factors and “base numbers”. If the base numbers were set into the formula (such as # of chapter members or dollars collected last year) etc., the entry of new numbers should be easy to enter and the results consistent from chapter to chapter.

Fiscal Impact: Minimal since most of the reporting program is active on line now.

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

Results: **Passed**

Motion #19 Dated: August 25, 2001

Moved by: London Canada Chapter
Seconded by: Montreal Chapter

Motion: **Include a section in the PAOE structure for Social activities within the chapters.**

Background: The social aspect of ASHRAE helps keep interest in the chapter and allows an opportunity to introduce new potential members to the organization. If social meetings were part of PAOE there would be less confusion when reporting some of the yearly numbers such as total attendance (that may or may not include social events such as golf tournaments and tours, etc.)

Fiscal Impact: None

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

Results: **Passed**

Motion #20 August 25, 2001

Moved by: London Canada Chapter
Seconded by: Montreal Chapter

Motion: That the DRC of Region 2 provide to each chapter by the end of each CRC, a contact list of all people and parties who are suppose to receive correspondence from the various chapter chairs as well as a list of who gets what information.

Background: Each year there is a problem of obtaining the correct contacts for the various reports and minutes that are generated. Quite often the new chairperson is unaware of who beyond the chapter level is to receive correspondence. A simple spread sheet with this information could be easily e-mailed to all executive members and could be updated once a year when the new positions are filled.

Fiscal Impact: None

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

Results: **Passed – Regional Motion**

Motion #21 August 25, 2001

Moved by: London Canada Chapter
 Seconded by: Montreal Chapter

Motion **That Society modify the chapter paid/unpaid report sheet so that months are not just numbered 1,2,3, but indicate the month name – Jan. Feb. Mar.**

Background: Current reports received from Society indicate monthly totals as Month 1 - Month 2 - Month 3, making it very unclear as to if Month #1 refers to January or to July (Society's start month).

Fiscal Impact: None

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

Results: **Passed.**

Motion #22 Dated: August 25, 2001

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

Motion: **That contact information sheets for President, Secretary, Delegate and Alternates for CRCs shall include phone, fax and e-mail address (refer to page #35 of HQs mailing to Delegates and Alternates by Carolyn Kettering).**

Background: Current contact sheet only has mailing address – the additional information may allow chapter to communicate before the CRC meeting. Note that phone, fax and e-mail addresses are included for Region 2 CRC officers.

Fiscal Impact: None

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

Results: **Passed.**

Motion #23 August 25, 2001

Moved by: London Canada Chapter
 Seconded by: Ottawa Valley Chapter

Motion: **That Society modifies the chapter web site area where the monthly chapter downloads of membership information is contained, so that it includes a date that the information was last posted.**

Background: Current web page does not indicate when the last information was created requiring the data file to be downloaded, opened, and examined to find the date that the data was created. The listing of a date would let the membership chair know if they

needed to download a new data file.

Fiscal Impact: None

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

Results: **Passed.**

This concludes New Motions brought forward at this Meeting.

MOTIONS SUMMARY

The following is a summary of the above motions: Regional motions have been given an assigned number and entered into the list of Regional Motions

Motion #	Status	Society Motion	Regional Motion and Assigned #	Topic
1	Failed			Remove full circle award
2	Passed	x		Add data for beauty salon sinks
3	Failed			HQs to track info on \$ and offices
4	Passed	x		Society VP outside USA
5	Action Item			Status of membership data - reports outdated by 2 years - HQs to review
6	Failed			Ask government to pay for referencing standards
7	Passed		C5-01	Fund bus trip for students to Chicago in Jan 2003
8	Withdrawn			Consignment program
9	Passed	x		New membership renewal option
10	Passed		A2-01	Increase by \$2/chapter member annual regional assessment
11	Failed			Add workshop to CRC to promote ASHRAE
12	Withdrawn			CRC host Chapter to have books and CDs available for viewing
13	Passed		D12-01	Region 2 minutes to be put on CD
14	Passed	x		HQs to provide timely info to chapter on membership status
15	Passed	x		HQs to provide projected student grad dates
16	Passed	x		HQs add 1-800 # to applications and promo material
17	Withdrawn			Region 2 fund to provide seed money to Host Chapter to be repaid
18	Passed	x		HQs to modify PAOE so chapters enter only hard numbers
19	Passed	x		Add points in PAOE for chapter social activities
20	Passed		D4-01	DRC to supply contact list at end of CRC detailing who gets what
21	Passed	x		Add month name to reports instead of just a number
22	Passed	x		Modify contact info sheet to include phone, fax, & email address
23	Passed	x		Add date to ASHRAE website on member info to when last posted

REGIONAL MOTIONS

During the Historical Committee Workshop, the members present reviewed the list of active regional motions. No changes were recommended. However, changes approved at this 2001 CRC have now been assigned a new reference number and added to the list.

Regional Motions – Updated after 3rd Business Session, August 25th, 2001	
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”. *(This motion superceded by A2-01)*
- 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.
- A2-01 Moved by Ottawa Valley Chapter, seconded by Windsor Chapter and passed:
“That the CRC Regional fund contribution from each chapter be increased by \$2/paid chapter member. The money raised by this would be set aside for next year’s CRC seed money. This money would be a grant and would not need to be paid back. The Regional fund would issue the money to the host of the next CRC during the presiding CRC Meeting” *Note! This raises the assessment to \$7.00/ chapter member effective August 2002.*

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, and 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 Crowther.
- C5-01 Moved by Montreal chapter, seconded by Ottawa Valley Chapter and passed:
“That part of the Region 2 Regional Fund be used to subsidize a Region 2 bus trip for students to attend the 2003 Winter Meeting in Chicago”

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.
- D4-01 Moved by London Canada Chapter, seconded by Montreal, and passed
“That the DRC of Region 2 provide to each chapter by the end of each CRC a contact list of all people and parties who are supposed to receive correspondence from the various chapter chairs as well as a list of who gets what information”
- 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 forwards 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”.

D12-01 Moved by Ottawa Valley Chapter, seconded by La Ville de Quebec, and passed,

“That the CRC Meeting Minutes be recorded on a CD Rom in the PDF format”

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”.

CANADIAN DAL

Chairman Crowther commented to the Delegates about the difficulty of dictating to the Society Nominating committee that there is a DAL from a specific geographical area. He noted that Darryl Boyce is on an ad hoc committee to address ASHRAE’s long term policy in this area. If you as Delegates have a strong opinion on this subject, contact Darryl directly and present your feelings.

CLOSING REMARKS:

President Coad advised those present that you are a team of volunteers who run the Society – not the staff in Atlanta. There are roughly 2500 members on committees and another 2500 involved in Handbooks, Articles, Journal, and Standards. When you extend the time and value per hour for all this volunteering per year, you have an investment of some \$37,500,000.00. Adding the cost of operating Headquarters to this total, you have \$1000 of value for a \$140.00 membership fee.

President Coad thanks all the participants and he really enjoyed the meeting, especially the motions as that is what ASHRAE is all about.

Vice-President de Bullet thanked everyone for the great hospitality and the wonderful meeting.

Steve Comstock, ASHRAE staff, thanked all and told the group when they are calling ASHRAE about Standards or other publications, advise them you are a Member. They are coached to give Members special and prompt treatment.

DRC Crowther thanked all present for coming to the CRC and taking part in the Meeting and bringing forth such good motions. He said he will do his best to carry them forth to the Regions Council this fall.

ADJOURNMENT:

Motion by Windsor Chapter, seconded by La Ville de Quebec, that the meeting be adjourned. Approved unanimously. Meeting adjourned at 5:30 PM.

Minutes prepared by Gail Menzies

Minutes reviewed by Hugh Crowther.....Dated.....