



# ASHRAE

2002 REGION 2 CRC – OTTAWA, ONTARIO, CANADA

AUGUST 22<sup>nd</sup> to 24<sup>th</sup>, 2002

HOST: ASHRAE OTTAWA VALLEY CHAPTER

## ORIENTATION SESSION

At 1:10 PM Jean Bundock welcomed all the Delegates and Alternates, the Regional representatives and the visiting dignitaries to the Region 2 CRC in Ottawa.

He introduced Bill DeGagne, the CRC Chair to address the meeting. Mr. DeGagne welcomed the delegates to Ottawa and advised all present about the arrangements.

Chair Bundock then asked the Delegate and Alternates to remain for a Caucus Meeting dismissing all others.

## CAUCUS SESSION

The Caucus was chaired by Regional Nominating Member David Rasmussen with assistance from Regional Nominating Alternate Barry Willhelm. Eight chapters had their Members and Alternates present. Names were brought forth for all positions. The Montreal Chapter was not present.

## SFPE PRESENTATION

At the conclusion of the Caucus session at 4:00 PM, Mr. DeGagne then introduced Dan Anderson P.Eng. President of the National Capital Region Chapter of the Society of Fire Protection Engineers.

Dan addressed the meeting detailing the function of the SFPE – Society of Fire Protection Engineers. He noted that some of the SFPE members also belong to ASHRAE and serve on ASHRAE's TCs. Dan distributed pamphlets which described some of the current SFPE activities in Canada and elsewhere.



## MINUTES OF FIRST BUSINESS SESSION

**TIME:** Thursday, August 22<sup>ND</sup>, 2002, at 4:30 PM

**LOCATION:** Renaissance Room, Fairmont Chateau Laurier, Ottawa, Ontario, Canada

### CALL TO ORDER

Jean Bundock, DRC for Region 2 opened the meeting at 4:30 PM. and welcomed all the Delegates, Alternates and guests.

### ELECTION OF SECRETARY

Jean Bundock called for the election of a Recording Secretary. Rene Daviault of the Montreal Chapter, moved that Ms. Gail Menzies be Recording Secretary for the Region 2 CRC 2002, seconded by Lorraine Grondin of the Windsor Chapter. Vote was unanimous.

**ROLL CALL**

DRC Jean Bundock asked for a roll call of all Delegates and Alternates and Guests:

<b>CHAPTER</b>	<b>DELEGATE</b>	<b>ALTERNATE</b>
Halifax	Paul Dyer	David S. Forbrigger
NB/PEI	Grant Bourque	Charles Edwards
La Ville de Quebec	Jacques Dugal	Daniel Giroux
Montreal	Rene Daviault	Marc-Andre Baulne
Ottawa Valley	Lan Chi Nguyen Thi	Jason MacMurdo
Toronto	David Underwood	Michael Keen
Hamilton	Ralph Kosir	George Menzies
London Canada	Tom Pollard	Ed Lainsbury
Windsor	Lorraine Grondin	John Staples

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

<b>Name</b>	<b>CHAPTER or SOCIETY</b>	<b>POSITION</b>
Don Colliver	Kentucky	Society President
Stephen Ivesdal	Kansas City	Society Vice President
Carolyn Kettering	Headquarters-Atlanta	Director of Member Services
Jean Bundock	La Ville de Quebec	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
Guy Perreault	La Ville de Quebec	RVC-TEGA
Roland Charneux	Montreal	RVC Membership
Peter Golem	London Canada	RVC Research Promotion
Danny A. Castellan	Windsor	RVC Student Activities
William DeGagne	Ottawa Valley	General Chair, 2002 CRC
Patricia Ivesdal	Kansas City	Member
Hugh Crowther	Hamilton	Member

**REVIEW OF AGENDA**

DRC Bundock reviewed the agenda for the meeting. He then asked Mr. Boyce Society Director-At-Large to address the Meeting.

**ARC CANADA**

Darryl Boyce reminded the Delegates about the ASHRAE Research Canada Meeting on Friday August 23<sup>rd</sup>, 2002, at 7:00 a.m. Each Chapter Delegate is a Class "B" Director of ARC and needs to be present at the Special Meeting of the corporation.

**APPROVAL OF THE 2001 CRC MINUTES**

A motion to approve the Minutes of the 2001 Halifax CRC was made by Ralph Kosir of the Hamilton Chapter, seconded by David Underwood of the Toronto Chapter. The Minutes were approved unanimously.

**CHAPTER REPORTS:** (detailed Chapter Reports are found in the CRC binder issued to each Delegate)

### **WINDSOR**

Lorraine Grondin reported a successful year. We had an exciting program, a change of venue to an upscale restaurant offering a private room and the creation of a new phone committee consisting of executive members led to dramatic improvements in attendance. Financially the Chapter is in good shape. All chairs are filled for the coming year. Lorraine advised they do not have a web page at present, but hopefully someone will volunteer this year to set it up.

Windsor advised they will present several motions at the Third Business Session. Chair Bundock asked those already prepared be read to the meeting. Chair Bundock noted that additional motions may come from the Workshops on Saturday.

### **LONDON**

Tom Pollard reported on another successful year. The chapter has active committees led by committed people. The financial stability remains consistent with past years. Society collects the chapter dues and this works well. The highlight was the ASHRAE Distinguished Lecturer, Dr. William Black at the November meeting. The Chapter is working very hard to improve the TEGA and History results. Research Promotion was exceeded by 30%.

Discussion: The question was asked regarding the cost to a Chapter for a DL. Tom advised that Society pays the transportation and chapter covers hotel, meals and taxi if need be. An ASHRAE chapter member could pick him up and deliver him back to the airport. Usually the increase in the number of guests at the meeting covers the extra cost.

### **HAMILTON**

Ralph Kosir reported that Hamilton had its usual summer summit in July where the old and new executive meet to make sure the transition goes well for the coming year. This works very well as much brain storming is done to prepare the chapter program topics and get ready for CRC. The highlight this year was a forum to discuss "Substantial Completion", The Holy Grail. Membership is down and we are continuing to work on this. Overall, we had successful year. To improve the PAOE points in the Historical area, member bios were published in our monthly newsletters. This is a good way to achieve PAOE points and make a member feel special. Six motions were read for information and will be presented at the Third Business Session.

### **TORONTO**

David Underwood reported that Toronto had a relatively successful year. The incoming chapter president was able to fulfill his duties as scheduled and this gave continuity which has been missing for several years. A change in format brought good results. We put on more tour events with dinner or lunch programs included and we also met in different areas of the city as we have such a large area to draw from. The president introduced two chapter awards named in honour of former chapter presidents who are deceased. Overall, the Toronto Chapter has a good balance sheet. Motions will be presented at the Third Business Session.

### **OTTAWA VALLEY**

Lan Chi Nguyen Thi reported that Ottawa had a very busy year. Their attendance was up 10%, their programs were good, research exceeded their goal and a controls seminar was held in November with over 140 people in attendance. She reported that communication with the RVCs and the Kingston Section needs more work and that is their goal this year.

### **MONTREAL**

Rene Daviault reported another successful year for the Montreal Chapter. Chapter membership remains stable with an average of 93 attendees at monthly meetings. Student Activities is a very strong point. A bus trip was organized to the ASHRAE Winter Meeting at Atlantic City with 54 students participating from the 3 student branches in our area. Research Promotion was very successful as we achieved 113.2% of our goal. The website is evolving nicely and the webmaster updates it on a weekly basis. The financial condition of the chapter is excellent. We operated this year with a \$2,200.00 deficit mainly due to investments made in student activities. This deficit was planned as we have \$55,000.00 in the bank.

**LA VILLE de QUEBEC:**

Jacques Dugal reported an excellent year. An average monthly attendance at the meetings is 62 with area assigned members of 152. The golf day was a success with 250 people present. It is hard to get people involved in chapter operations. Seven chapter technical sessions, technical seminars and programs were held.

**HALIFAX:**

Paul Dyer reported that Halifax Chapter had an excellent year. Last year they hosted the CRC which proved to be successful. The Research Promotion goal was exceeded despite the loss of two major utility contributors. We focused on volume of contributors and this proved successful. The golf tournament was again successful with 50% of proceeds donated to ASHRAE Research.

Our goal is to get speakers lined up earlier and improve promotion of our meetings.

**NEW BRUNSWICK / PEI**

Grant Bourque reported that last year was a rejuvenation year. Although we increased our membership, our monthly meetings attendance did not. The meeting place was changed, but we are now changing back to our regular venue with a different format. The chapter met our Research Promotion goal this year. We have set up a 4 year plan for some of the key positions on the Board and hope to have a DL at one of our meetings this year.

This concludes the Chapter Reports. Chair Bundock thanked all the Chapters for their good reports. Chair Bundock then asked the RVCs to present their reports.

**RVC REPORTS**

**MEMBERSHIP PROMOTION**

Roland Charneux reported an increase in membership in Region 2 of 4.3%. One of our goals this year is to try and get company support of ASHRAE Members as there is a lack of members in the under 30 year age group. There was a discussion on the "delinquent" list and Hugh Crowther advised that the Membership Committee thinks they have fixed this situation and if you find a problem please get back to your RVC as soon as possible. It was interesting to note that very few students upon graduation become ASHRAE Members.

**AJOURNMENT**

The meeting was adjourned at 6:10 p.m.

All were invited to the Welcome Party in the Quebec Room for wine and cheese and hot Hors d'Oeuvres. Later in the evening, the Hospitality Room was open.



**MINUTES OF SECOND BUSINESS SESSION**

**TIME:** Friday, August 23<sup>rd</sup>, 2002 at 8:30 A.M.

**LOCATION:** Renaissance Room, Fairmont Chateau Laurier Hotel

**CALL TO ORDER:**

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

This followed the Annual General Meeting of ARC which was held at 7:00 AM and chaired by Darryl Boyce.

**ROLL CALL:**

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

<b>CHAPTER</b>	<b>DELEGATE</b>	<b>ALTERNATE</b>
Halifax	Paul Dyer	David S. Forbrigger
NB/PEI	Grant Bourque	Charles Edwards
La Ville de Quebec	Jacques Dugal	Daniel Giroux
Montreal	Rene Daviault	Marc-Andre Baulne
Ottawa Valley	Lan Chi Nguyen Thi	Jason MacMurdo
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Jean Bundock	La Ville de Quebec	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
Guy Perreault	La Ville de Quebec	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
William DeGagne	Ottawa Valley	General Chair, 2002 CRC
Hugh Crowther	Hamilton	Member
Patricia Ivesdal	Kansas City	Member
Robert Dollard	La Ville de Quebec	Member

DRC Bundock asked the Quebec Chapter to present their budget as the next item on the agenda.

**2003 CRC LA VILLE de QUEBEC BUDGET**

Pierre Guillemette advised the meeting that the 2003 CRC will be hosted by the La Ville de Quebec Chapter on August 21, 22, 23 at Chateau Mont Sainte-Anne. The hotel is 30 minutes from downtown Quebec City and 45 minutes from the airport. The budget asked for approval of the following:

Full Registration:	\$280.00
Partial Registration:	\$195.00
Companion Reg:	\$175.00
Room rate:	\$149.00 plus taxes

There were questions asked about the numbers of registrants listed in the budget as being overly optimistic. Quebec advised that they had little information on numbers from previous CRCs. Those present asked that a

review of prior financial statements be made available and that a spread sheet be developed on registrants to help those budgeting for CRCs. Chair Bundock offered to investigate. Darryl Boyce commented that this data should be available from the CRC Minute Book which used to be carried by the DRC to each CRC. (Note! In last year's minutes, DRC Crowther commented that the Region 2 Minute Book had been lost in his move to the USA).

On **motion** by Jacques Dugal, seconded by Rene Daviault, **the CRC Budget for 2003 was approved.**

### **SOCIETY UPDATE**

Chair Bundock asked Society Vice President Stephen Ivesdal to address the meeting. He updated those present about Society activities such as the new commercialism policy of the Board of Directors which now allows sponsors for events and advertisement on the website, newsletters, etc. He advised chapters to use common sense and not to make it look like ASHRAE is confirming the ads. He talked about ASHRAE's position on building sustainability, indoor comfort, health and safety and efficiency ; ammonia as a refrigerant; the newly named Society Resource Promotion Committee which is exploring the concept of a wider fundraising scope; Standards Development, 7 continuous maintenance standards recently published - Guideline 13, Standards 15, 34, 62, 90.1, 90.2, I35; Technology Transfer; Handbook and its comprehensive rewrite to make the contents more relevant including recent technological advances; research with 94 active projects at a cost of 9 million dollars, with ½ million dollars being spent in this region.

Chair Bundock thanked Society V-P Ivesdal for his presentation.

### **RVCS REPORTS CONTINUED**

#### **STUDENT ACTIVITIES**

Dan Castellano reported he visited the Toronto Chapter's meeting at Humber College, a student branch. He reported there was poor communication from the chapters. Last year two chapters, Windsor (University of Windsor) and Quebec, College Limoilou) received ASHRAE's Undergraduate Senior Project Grant of \$5,000.00. This year, Montreal Chapter (McGill University) received the Undergraduate Senior Project Grant of \$5,000.00. Dan responded to the question about the protocol for applying for a grant.

#### **CHAPTER PROGRAMS**

Wilf Laman stated the Distinguished Lecturer (DL) program proved to be of good value. Six chapters had meetings using a DL. Attendance improved dramatically. The PAOE reporting was poor as he elected not to be a policeman as was the policy. Wilf stated he made 4 chapter visits. During the year, chapters held 5 seminars and 2 trade shows.

#### **RESEARCH PROMOTION**

Peter Golem reported the regional goal was \$98,061.00 and the region collected \$98,238.00 which is 100.3% of goal. 7 of 9 chapters collected more than their goal. Many awards will be presented at the Awards Luncheon.

#### **TEGA**

Incoming RVC Guy Perreault reported that Jay Jayarman visited 2 chapters. The focus this year will be on technology awards from the region and improved communications with the chapters.

#### **REGIONAL HISTORIAN**

Dalton McIntyre advised that he tried to communicate with the chapters but had poor results. He noted that he visited the Toronto Chapter in Dec for their Past Presidents and Historical night. He advised that he did not get the 2001 Minutes till just before this meeting which is too late to fulfill any action items. He announced his retirement at age 81. A new Historian will be appointed by DRC Bundock. Dalton was thanked for his many years of dedicated service. Society V-P Ivesdal complimented the chapters for the outstanding historical displays at the CRC – in particular Ottawa Valley's 50<sup>th</sup> anniversary display.

#### **CRC MOTIONS 2001**

The status of last year's motions was read by DRC Bundock. For details, refer to the ASHRAE Website under Chapters and Regions – specifically Region 2. Past Region 2 DRC Hugh Crowther entered this information after Regions Council decided on an action for each motion.

### **REGIONAL FUND**

DRC Bundock reported that at the end of July 2002, there was \$10,400.00 in the account with 1 small cheque still not cashed. The fund is to be transferred to the new Regional Treasurer Robert Dollard of the La Ville de Quebec Chapter as soon as it has been audited. It was then moved by London Canada Chapter and seconded by Toronto Chapter that the Hamilton Chapter conduct an audit. Passed but eventually withdrawn in the 3<sup>rd</sup> Business Session as the Hamilton Chapter did not want to audit one of their own members – Ed Fowler the current Regional Treasurer.

### **EXECUTIVE SESSION**

The meeting moved into Executive Session at 10:00 AM. This closed session was chaired by Regional Nominating Member David Rasmussen with assistance from Regional Nominating Alternate Barry Willhelm. All nine chapters had their Members and Alternates present.

### **CHAPTERS OPERATION WORKSHOP AND BUFFET LUNCHEON**

At 11:30AM, a Chapters Operation Workshop was held in the McDonald Room.

Society V-P Stephen Ivesdal opened the workshop by covering the background for the current PAOE. Carolyn Kettering described how ASHRAE staff and volunteers interact. She showed the Headquarters organizational structure and talked about what each section did. She responded to questions from the floor. Next, Hugh Crowther and Darryl Boyce reviewed "How to Survive your Years as a Chapter Officer" and "How to Position Your Chapter for Future Success". A handout of the power point presentation was given out. This workshop adjourned at 2:45 PM.

### **SPECIAL TOUR**

At 3:00 PM, all the attendees were invited to go by bus to the Diefenbunker. The tour was most impressive.

### **OTTAWA VALLEY CHAPTER 50<sup>TH</sup> ANNIVERSARY CELEBRATION / PRESIDENT'S DINNER**

At 6:30 PM, there was a cocktail hour in the Chateau Ballroom followed by dinner at 7:30 PM. After dinner concluded, George Carscallen of the Ottawa Valley Chapter was given a DSA – Distinguished Service Award. Frank Bann outlined George's long and successful history in ASHRAE both in the Chapter and in Society. President Colliver followed by delivering his Presidential Address on "Building a Better World". Refer to the August 2002 Journal page 17 for a full transcript.

To top the 50<sup>th</sup> anniversary night, there was dancing to a 50's band after the President's talk. Later on, others joined many of the delegates in the hospitality room.

### **SATURDAY AUGUST 24<sup>TH</sup> 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.

### **AWARDS BUFFET LUNCHEON**

DRC Bundock called the luncheon meeting to order at 12:00 PM in the Laurier Room.

The following awards were presented:

**DSA – John Dugan** – Frank Bann outlined John's long history in the Chapter, Region and at Society

**DSA – George Carscallen** – Frank Bann presented this award at the Banquet on Friday evening

#### **PAOE Chapter Awards**

PAOE/SC - London Canada-Daryl Somers

Honour Roll/SC/Star - Montreal – Michel Bernier

Honour Roll/SC/Star - Ottawa Valley-Frank W. Bann

PAOE/SC/STAR-Windsor-Phil Bracewell

#### **Highest PAOE Points**

LEVEL1 London Canada (CP, MP,RP,SA)

LEVEL 1 Windsor (CO, H, TEGA)

	LEVEL 2 Ottawa Valley (CO,CP,H,MP,RP,SA,TEGA)
	LEVEL 3 Montreal (CO, CP,H,MP,RP,SA,TEGA)
<b>Historical Award</b>	No Award this year
<b>Student Activities Awards</b>	Best SA Committee – Montreal
	Best Student Branch of the year- I'E.T.S.
<b>TEGA Awards</b>	Allen Hanley Award – La Ville de Quebec
<b>Chapter Programs Awards</b>	Best Chapter Program Chair – Windsor
<b>Membership Promotion Awards</b>	Blue Ribbon – Montreal – Isabelle Lavoie
	Red Ribbon – Ottawa – Robert Lefebvre
<b>Refrigeration Iceman Award</b>	None
<b>Research Promotion Awards</b>	Halifax – Peter Scriven - Full Circle Chevron, Chapter Goal Certificate, New Chapter High 5 Certificate, Challenge Certificate
	New Brunswick/PEI – Luc Dugas – Full Circle Chevron, Chapter Goal Certificate, New Chapter High Certificate, Challenge Certificate
	Quebec City – Eric LeClerc- Full Circle Chevron, Chapter Goal Certificate, New Chapter High Five Certificate, High 5 Chevron, Challenge Goal Certificate, Silver Ribbon
	Montreal – Jacques Lagace - Full Circle Chevron, Chapter Goal Certificate, New Chapter High Five Certificate, Challenge Goal Certificate, Bronze Ribbon + <i>Additional Awards by chapter size</i> : PAOE, Challenge Goal, High 5, Chapter Goal.
	Ottawa Valley – Mike Swayne - Full Circle Chevron, Chapter Goal Certificate, New Chapter High Five Certificate, High 5 Chevron,
	Toronto – Judith Dimitriu – Silver Ribbon
	Hamilton – Ed Cazzola – nil won
	London – Dennis Dawe - Full Circle Chevron, Chapter Goal Certificate, New High 5 Certificate, Challenge Certificate, <i>Additional Awards by chapter size</i> : Challenge Goal, High 5.
	Windsor – Ken Thompson – Full Circle Chevron, Chapter Goal Certificate, New High 5, High Five Chevron, Challenge Certificate.
<b>Hayward Murray Award</b>	Best Chapter in Region for exceeding RP goal: London Canada
<b>Certificates of Appreciation</b>	Hugh Crowther, Outgoing DRC
	Dalton McIntyre, Outgoing Regional Historian
	Jay Jayarman – Outgoing RVC - TEGA
	Bill DeGagne – Ottawa Valley 2002 CRC General Chairman
<b>Regional Award of Merit</b>	Ken Bell, Halifax Chapter
<b>Golden Gavel Award</b>	Windsor Chapter – Phil Bracewell
<b>Communications Award</b>	Windsor Chapter – Phil Bracewell
<b>Meatball Award</b>	La Ville de Quebec Chapter (# members present x distance traveled)
<b>Committee Recognition</b>	CRC Appreciation Certificate – Bill DeGagne CRC Chair 2002

Montreal Chapter – Alternate, Marc-Andre Baulne made a special award to the Society President Don Colliver of a Montreal Student Branch Tee Shirt to make the Society President's position "official". Don donned the "shirt".

Ottawa Valley President Lan Chi Nguyen Thi presented gifts to Don Colliver, Stephen Ivesdal, Carolyn Kettering, Bill DeGagne, and Gail Menzies.

CRC Chair Bill DeGagne thanked his committee and DRC Bundock for all their hard work to make the CRC so successful.

Robert Dollard of the La Ville de Quebec Chapter, CRC Chair for 2003 invited everyone to come to the CRC next August 21<sup>st</sup> to 23<sup>rd</sup>, 2003 at the Chateau Mont Sainte-Anne, which is 30 minutes east of Quebec City.



This location was selected because of the room rate of \$149.00 / night plus taxes. Robert outlined the many activities available at the site to entice you and your family to come to the CRC.

Luncheon meeting was adjourned by Chair Bundock at 1:30 PM. Jean noted that the 3<sup>rd</sup> Business Session would commence at 1:45 PM in the Renaissance Room.



## MINUTES OF THIRD BUSINESS SESSION

**TIME:** Saturday, August 24<sup>th</sup>, 2002

**LOCATION:** The Renaissance Room, Fairmont Chateau Laurier Hotel Ottawa, Ontario

**CALL TO ORDER**

DRC Bundock called the meeting to order at 1:50PM.

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

CHAPTER	DELEGATE	ALTERNATE
Halifax	Paul Dyer	David Forbrigger
NB/PEI	Grant Bourque	Charles Edwards
La Ville de Quebec	Jacques Dugal	Daniel Giroux
Montreal	Rene Daviault	Marc-Andre Baulne
Ottawa Valley	Lan Chi Nguyen Thi	Jason MacMurdo
Toronto	David Underwood	Michael Keen
Hamilton	Ralph Kosir	George Menzies
London Canada	Tom Pollard	Ed Lainsbury
Windsor	Lorraine Grondin	John Staples

Also present at the meeting were:

NAME	CHAPTER or SOCIETY	POSITION
Donald Colliver	Kentucky Bluegrass Chapter	Society President
Stephen Ivesdal	Kansas City	Vice-President
Carolyn Kettering	Headquarters-Atlanta	Director Member Services
Jean Bundock	La Ville de Quebec	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
Guy Perreault	La Ville de Quebec	RVC – TEGA
David Rasmussen	Hamilton	Nom. Committee Member.
Barry Willhelm	Toronto	Nom. Committee Alt.
Roland Charneux	Montreal	RVC Membership
W. Degagne	Ottawa Valley	CRC 2002 General Chair
Jean-Luc Morin	La Ville de Quebec	Historian
Yvan Robitaille	La Ville de Quebec	RP Chair

Milan Jovanovic	La Ville de Quebec	MP Chair
Patricia Ivesdal	Kansas City	ASHRAE Member
John Dugan	Ottawa Valley	Life Member, Past DRC
Joel Primeau	Ottawa Valley	TEGA Chair
Christine Gaffney	Ottawa Valley	Program Chair
Paul Baker	Ottawa Valley	Chapter Historian
Mike Swayne	Ottawa Valley	Member
Isabelle Lavoie	Montreal	MP Chair
Dalton McIntyre	Ottawa Valley	Past Regional Historian
Michael McCartney	Toronto	CRC 2004 Co-Chairman

### REGIONAL FUND

Wilfred Laman raised a point of order. He stated that there is already a procedure in place for auditing the regional fund. Wilfred Laman asked to have the previous motion on auditing the Regional Fund be reconsidered. On Motion by Hamilton Chapter, seconded by La Ville de Quebec, the motion to have the Hamilton Chapter audit the Regional Fund was withdrawn. Unanimous.

### WORKSHOP REPORTS:

Chairman Bundock asked the RVCs, or have an appointed chapter chair who was present in the workshop, report on their workshop.

### MEMBERSHIP

Milan Jovanovic MP Chair from the La Ville de Quebec Chapter reported. He stated that nine Chapters were in attendance of which 7 were Chapter Chairs. He advised that during the workshop, the website and manual were reviewed. More attention to activities that would involve student was a good thing.

### HISTORICAL

Lorraine Grondin from Windsor Chapter reported that 8 chapters were represented with 5 chairs present. History is not given as much importance as other grass root committees, but it is important. Bios from the Hamilton Chapter were discussed. When you feature a person in a Newsletter, they usually come out again to the meetings. Past President nights were also discussed.

Dalton McIntyre introduced **John-Luc Morin** who has been appointed by the DRC as the **new Regional Historian**. John-Luc is from the La Ville de Quebec Chapter.

### TEGA

Joel Primeau reported on this Workshop. Eight of nine chapters were represented with 5 chairs being present. Joel advised that RVC Guy Perreault is a very passionate chairman and he feels this committee is in good hands. We reviewed the PAOE and TEGA awards.

### PROGRAM

Christine Gaffney Program Chair for Ottawa Valley reported on this workshop. All chapters were represented with 4 actual chairs present. Brainstorming on structure, format, tours, seminars, speaker etiquette, emails and reporting took place.

### RESEARCH PROMOTION

Daryl Somers reported nine chapters were represented with 8 chapter chairs present. It was noted that Atlanta has good resources for campaigns. Good discussions were held on this subject.

### NOMINATING

David Rasmussen, Nominating Committee Member reported that names came forward for all positions. David reported that in Executive Session, he was reelected to be Region 2 Nominating Committee Member,

Barry Willhelm from Toronto is the Nominating Committee Alternate and Wilfred Laman of Hamilton Chapter is the reserve member.

## MOTIONS

DRC Bundock called for the Motions.

The newest motions were numbered and entered into the CRC binders under Section 20.

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. On the other hand, the Regional Motions would be added to the Regional Listing as was done last year and added to the CRC Minutes at the end.

He noted that Secretary Menzies would assemble a Table listing all the motions and would insert this Table at the end of the list of motions.

### Motion No. 1 (Society Motion)

Moved By: Hamilton Chapter - Ralph Kosir - Delegate

Seconded By: Windsor Chapter - Lorraine Grondin - Delegate

#### Motion:

*That Appendix U1 in the Manual for Chapter Operations (MCO) entitled Motions and Resolutions at the CRC be amended in paragraph 2 to reflect the practice that Regional Motions are not brought to Regions Council by the DRC for action.*

#### Background Information:

Regional Motions are currently noted by the DRC and are entered into the CRC minutes as a Regional Motion in nature, and action is taken within that particular Region. For example, regional assessments are passed at a CRC and affect a particular region and are not subject to approval by Regions Council.

Fiscal Impact: Nil

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

Passed: Yes

### Motion No. 2 (Society Motion)

Moved By: Hamilton Chapter (037) Ralph Kosir - Delegate

Seconded By: Windsor Chapter - Lorraine Grondin – Delegate

#### Motion:

*That the bio for an ASHRAE member be limited to 3 pages in length – font size 12.*

#### Background Information:

The Members on the Society Nominating Committee, the Chapter Delegates and Alternates at a CRC, and all the members on the Honours and Awards Committee are given comprehensive bios on members being considered for positions in Society and for awards. Many of these bios are very detailed resulting in many lengthy pages of information concerning the projects they were involved with, details on papers written or research projects managed over many years. Much of the information is not needed and results in huge files being distributed to a large number of committee members. Current information would limit much of the detail.

A new bio format should be developed to require only essential information with the objective of maximum of 3 pages or less.

Fiscal Impact: Nil

**Vote Count: Motion withdrawn during 3<sup>rd</sup> Business Session**

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**Motion No.3 (Regional Motion)**

**Moved By: Hamilton Chapter Ralph Kosir - Delegate**

**Seconded By: NB / PEI Grant Bourque - Delegate**

**Motion:**

*That details on anticipated annual costs to fulfill a Region 2 RVC position be provided by the Region 2 DRC to the Region 2 Nominating Member and all the upcoming Chapter CRC Delegates by May 15<sup>th</sup> of each year.*

**Background Information:**

Many potential candidates to fill RVC positions are interested in the duties, responsibilities, as well as the costs associated with a RVC position which normally is a 3 year commitment.

Region 2 RVCs have many commitments in US funds – twice yearly hotel registration and Meeting registration costs which are in US funds.

The goal would be to minimize any surprises and not have preferred candidates drop out after the CRC Executive session concludes because of the annual personal cost which was not fully understood before they let their name stand.

Access to funds from the Regional Fund needs to be included in the scope.

**Fiscal Impact: Nil**

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

**Passed: Yes**

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**Motion No. 4 (Regional Motion)**

**Moved By: Hamilton Chapter (037) Ralph Kosir - Delegate**

**Seconded By: Toronto Chapter – David Underwood**

**Motion:**

*That details on the status and activity of the Regional Fund be posted and updated quarterly by the Regional Treasurer.*

**Background Information:**

There has been a significant increase in the chapter assessment for the Regional fund in recent years. This is now a major annual chapter expense.

Only a brief discussion of the fund status is available at the CRC. Many present at a CRC are unfamiliar with the format, purpose and the need for so much money.

Many veteran Region 2 ASHRAE members are unclear about the approvals process for expenses and the need for such expenses.

By posting the quarterly activity to each Chapter President via email or by paper, chapters would be better aware of the expenses and the need for regional assessments.

**Fiscal Impact: Nil**

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

Passed: Yes

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**Motion No. 5 (Society Motion)**

Moved By: Hamilton Chapter - Ralph Kosir - Delegate

Seconded By: London Canada Chapter - Tom Pollard - Delegate

Motion:

*That the Distinguished Service Point criteria for the Distinguished Service Award and the Exceptional Service Award be updated to include ½ point per year for a Chapter Webmaster and a ½ point per year for the Regional Webmaster.*

Background Information:

The Webmaster has become a major activity within a chapter's and the Region's operation and is equivalent in scope to the Chapter positions of President-Elect, VP, Secretary and Treasurer which presently have a ½ point credit towards the DSA and ESW.

No change in the current total 3 or 4 points from chapter activities is recommended.

Some webmasters are on the Chapter Board of Governors, but only get ¼ point credit which is too low for this key chapter monthly activity. ½ point would be more appropriate.

Fiscal Impact: Nil

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

Passed: Yes

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**Motion No. 6. (Society Motion)**

Moved By: Hamilton Chapter - Ralph Kosir - Delegate

Seconded By: NB / PEI Chapter - Grant Bourque - Delegate

Motion:

*That the "Welcome to ASHRAE membership" letter sent by the Society President to new applicants, be reworded and expanded to include the technical activities both at both chapter and Society level and the access to information electronically.*

Background Information:

The current letter (attached to this motion) commits a chapter to introducing the new member at the next meeting after receipt of the letter. This may not be done by all chapters, hence may lead to disappointment by the new member.

The letter states "we notified our Chapter that your application is being processed". The word "our" is likely unclear to a new member.

Also the letter does not highlight the technical opportunities in ASHRAE both locally and at the Society level and the rapidly expanding electronic availability of up-to-date information from ASHRAE's website "for members only".

ASHRAE needs to promote itself even in an acknowledgment letter to a new member.

President Colliver noted that he had not seen this letter which was signed by the Society President Coad. Carolyn Kettering noted that the Membership Promotion Committee helped develop this form letter many years ago and it has been sent out for many years. All present agreed that a regular updating of this letter would be worthwhile and could include the President's theme.

**Fiscal Impact:** Nil

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

**Passed:** Yes

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**Motion No. 7 (Regional Motion)**

**Moved By:** Toronto Chapter – David Underwood - Delegate

**Seconded By:** Montreal Chapter – Rene Daviault - Delegate

**Motion:**

*That any matters dealing with Region 2 chapter's assessments be subject to a weighted vote - the vote being weighted by the number of (chapter) dues paying members in each chapter.*

*Background Information: Our chapter believes that we all need to contribute our fair share to the Region, however, the smaller chapters can currently have the larger chapters contribute many more dollars to this fund even though these chapters may not agree with an excessive assessment if it were suggested.*

*Fiscal Impact: Depends on the outcome of discussions regarding regional assessments.*

**Vote Count:** For: 1                      Against: 7                      Abstained: 1                      Chair Voting: No

**Passed:** No

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**Motion No. 8 (Society Motion)**

**Moved By:** Toronto Chapter – David Underwood - Delegate

**Seconded By:** Hamilton Chapter – Ralph Kosir - Delegate

**Motion:**

*That the ASHRAE Chapter Information Questionnaire have additional spaces for chapters with more than three additional members of the Board of Governors.*

**Background Information:** Without this additional space when the questionnaire is being updated, some Board of Governors members are missed and this can affect their biographical records with society.

**Fiscal Impact:** Nil

**Vote Count:** Motion Withdrawn

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**Motion No. 9 (Society Motion)**

**Moved By:** Toronto Chapter - David Underwood - Delegate

**Seconded By:** Hamilton Chapter - Ralph Kosir - Delegate

**Motion:**

***That Member Council review the process for upgrading membership in ASHRAE including communication back to the applicant and chapter.***

**Background:** Our (Toronto) chapter has had a number of associate members wishing to upgrade their membership status in ASHRAE with little or no success although they meet the stated criteria for membership upgrade. This is discouraging to members and affects their willingness to participate at chapter, regional and society levels. Several examples were given. Carolyn Kettering noted the names and asked that such issues be referred to her directly and immediately in the future.

**Fiscal Impact:** Nil

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

**Passed:** Yes

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**Motion No. 10 (Society Motion)**

**Moved By:** Ottawa Valley Chapter – Lan Chi Nguyen Thi  
**Seconded by:** Montreal Chapter – Rene Daviault

**Motion:**

***That the Chapter Information Questionnaire (CIQ) under Frequently Used Chapter Forms be available in electronic format with fill-in enabled fields.***

**Background Information:**

The CIQ form is already available in electronic format but the fields are difficult to fill out because the insertion displaces other fields in the form.

**Fiscal Impact:** \$2000 estimate

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

**Passed:** Yes

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**Motion No. 11 (Regional Motion)**

**Moved By:** Ottawa Valley Chapter – Lan Chi Nguyen Thi  
**Seconded by:** Montreal Chapter – Rene Daviault

**Motion:**

***That we consider a workshop at the 2003 Region 2 CRC to assist chapters in promoting themselves in all forms of communication such as Website, Newsletter, local papers, and advertising events.***

**Background Information:**

Chapters need assistance to get the word out about ASHRAE effectively and to help promote the organization. There was extensive discussion about the cost to achieve this. A professional could charge thousands to conduct this workshop. To keep the cost to the region reasonable, it was concluded that the host chapter attempt to find someone locally from the chapter or request some staff help from ASHRAE Headquarters to conduct the workshop. All agreed that this area needs attention.

**Fiscal Impact:** Unknown

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

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**Motion No. 12 (Society Motion)**

Moved By: Halifax Chapter – Paul Dyer - Delegate  
Seconded by: La Ville De Quebec Chapter – Jacques Dugal - Delegate

**Motion:**

*That ASHRAE undertake a research project to investigate snow penetration of louvers with a goal of developing guidelines of how snow penetration can be reduced or eliminated. The conclusions would be included in a future edition of the handbook.*

**Background Information:**

Our experience is that although louvers are effective at keeping out rain they are largely ineffective at preventing snow from entering the building ventilation system. This is largely due to the fact that lightweight snow is carried along with air movement and is dropped from the air stream as easily as rain or drizzle. Several strategies for reducing snow infiltration, which include “doghouses”, electrified mesh reducing (or eliminating where possible) fresh air flow) vary in their effectiveness. The strategy of having the operator manually reduce the amount of fresh air to the minimum is available in fewer places as more buildings move to 100% fresh air systems. It is not unheard of to find snow soaked filters have collapsed and snow has penetrated the duct system beyond the fan. This results in “down” time while the unit is cleaned up and can lead to puddles forming in low points in the ductwork. Some new, moisture resistant filters eliminate this problem but do not prevent the plenums from becoming filled with snow. A review of previous ASHRAE research projects show no research has been done on this matter.

**Fiscal Impact:** Impact would be dependent on whether the information requested could be assembled from existing published material or not. If field tests are required, the cost of this project could be in excess of US \$50,000.

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

Passed: Yes

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**Motion No. 13 (Regional Motion)**

Moved By: Windsor Chapter - Lorraine Grondin - Delegate  
Seconded by: London Canada Chapter - Tom Pollard - Delegate

**Motion:**

*That a Stealth Award be made and “may” be given to the chapter or chapters who failed to report PAOE points.*

**Background Information:**

To encourage consistent and accurate reporting of PAOE points. After lengthy discussion, in particular about creating a negative award, the mover and seconder agreed to withdraw the motion.

**Fiscal Impact:** \$100

**Motion Withdrawn**

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**Motion No. 14 (Regional Motion)**

Moved by: Windsor Chapter - Lorraine Grondin - Delegate  
Seconded by: Hamilton Chapter - Ralph Kosir - Delegate



**Motion:**

*That a copy of the completed financial statement from the CRC be forwarded to the Regional Historian, including the number of full, partial, and companion registrations paid for the CRC.*

**Background Information:**

This information is not usually included in the regional archives. It would be beneficial information for future CRC budget planning purposes. Quebec City would have appreciated the numbers of registrants at prior CRCs when doing their upcoming CRC budget. Darryl Boyce noted that this information should be available now as the DRC in the past carried with him to the CRC prior minutes and finalized financial statements of all Region 2's CRCs. It was recommended that a spread sheet listing as much prior numbers be developed by the Regional Historian.

**Fiscal Impact: Unknown**

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

**Passed: Yes**

**Motion No. 15 (Society Motion)**

**Moved by: Windsor Chapter - Lorraine Grondin - Delegate**

**Seconded by: Hamilton Chapter - Ralph Kosir - Delegate**

**Motion:**

*That the ability to view and print the Chapter Information Questionnaire (CIQ) on-line be added to the secure chapter area.*

**Background Information:**

Currently the functionality exists to enter the information for the CIQ directly on-line. However, once entered, this information can not be reviewed or printed from the website for future use i.e. inclusion in the CRC Chapter Reports.

**Fiscal Impact: Unknown**

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

**Passed: Yes**

**Motion No. 16 (Society Motion)**

**Moved By: Windsor – Lorraine Grondin - Delegate**

**Seconded by: Hamilton Chapter – Ralph Kosir - Delegate**

**Motion:**

*That chapter officers be given the ability to view only the biographies of ASHRAE members through the secure chapter activities area.*

**Background Information:**

Currently, chapter officers can only view their own biographies online. However, it is the chapter officers who require this information when reviewing potential candidates for more advanced positions within ASHRAE, for

awards and honours, or for membership upgrades. By allowing chapter officers to view this information through the secure chapter site, it would facilitate these activities.

**Fiscal Impact:**

**Vote Count: For: 7 Against: 1 Abstained: 1 Chair Voting: No**

**Passed: Yes.**

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**Motion No. 17 (Society Motion)**

**Moved By: Windsor Chapter – Lorraine Grondin - Delegate**  
**Seconded by: Hamilton Chapter – Ralph Kosir - Delegate**

**Motion:**

*That the current biography format (now inputted on line) be restructured to allow a member to enter specific information on their ASHRAE chapter, regional and society service history.*

**Background Information:**

Currently members entering biographical information online have the ability to record anecdotal information on their service history. However, points for service awards are based on a detailed accounting of a member's service record which often does not match the information required for awards. By including an area where specific service information can be entered (possibly through a checklist) the review for honours and awards can be facilitated.

**Fiscal Impact: Unknown**

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

**Passed: Yes**

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**Motion No. 18 (Society Motion)**

**Moved By: Windsor Chapter – Lorraine Grondin, Delegate**  
**Seconded by: Hamilton Chapter – Ralph Kosir, Delegate**

**Motion:**

*That the Historian's Guide be included on the ASHRAE Website.*

**Background Information:**

This guide is not handed out on a regular basis at a CRC, nor is it part of the Manual of Chapter Operations. This will allow the guide to be accessed more frequently and easily, in particular for those doing a leadership review who would like easy access to a format for doing such an interview.

**Fiscal Impact: Unknown**

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

**Passed: Yes**

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**Motion No. 19 (Regional Motion)**

**Moved By: Ottawa Valley Chapter – Lan Chi Nguyen Thi**

**Seconded by:** Montreal Chapter – Rene Daviault

**Motion:**

*That the (Region 2) RVCs briefly present what their respective roles and responsibilities, time commitments are at their respective CRC committee workshops.*

**Background Information:**

Chapter Committee chairs represent a good pool of people to draw from for future RVC positions. A clarification of RVC roles and responsibilities will likely attract more candidates from the chapters for future RVC positions.

**Fiscal Impact: \$0**

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

**Passed: Yes**



**2002 CRC MOTION SUMMARY**

The following motions are numbered as they were presented at the business sessions. Of the motions passed at the 2002 Region 2 CRC, **ten are Society motions**, and **five are Regional motions**. Four were withdrawn or defeated.

The Regional motions have been numbered to fit in with the existing list of prior regional motions which is attached at the end of the minutes.

Motion #	Status	Society Motion	Regional Motion and Assigned #	Topic
1	Passed	Yes		Amend Appendix U1 in MCO re motions coming to RC
2	Withdrawn		n/p	Limit member bio to 3 pages
3	Passed	No	B4-02	DRC provide cost to be RVC to Region 2 Nominating Member by May 15 of each year
4	Passed	No	B5-02	Status of Regional Fund be posted quarterly to chapters
5	Passed	Yes		The DSA be updated to include ½ point per year for Chapter and Regional Webmaster.
6	Passed	Yes		Reword Welcome letter to new member from Society President
7	Defeated	No	n/p	Weighted vote on financial issues within region
8	Withdrawn	No	n/p	The CIQ have additional spaces for members of the BOG
9	Passed	Yes		That MC review process for upgrading membership
10	Passed	Yes		That CIQ be available in electronic format with fill-in enabled fields
11	Passed	No	D13-02	New communications workshop at a CRC
12	Passed	Yes		Research snow penetration on louvers
13	Withdrawn	No	n/p	Stealth award re PAOE
14	Passed	No	B6-02	Track registration numbers at CRC for budgeting future CRCs
15	Passed	Yes		Add ability to view and print CIQ in secure area on ASHRAE Website
16	Passed	Yes		View member bios through secure part of ASHRAE website
17	Passed	Yes		Member bio be restructured to match ASHRAE history

18	Passed	Yes		Add Historian's guide to ASHRAE Website
19	Passed	No	D14-02	RVCs describe their roles and activities as a RVC in their workshop

**FINANCIAL STATEMENT FOR CRC 2001 – HALIFAX CHAPTER**

This subject will be dealt with at the next CRC in accordance to the Regional Motion C4-98

**DIRECTOR AND REGIONAL CHAIRMAN'S THEME**

DRC Bundock announced his theme would be "Fix Your Goal and Meet Your Goal".

**CANADIAN DAL REPORT:**

Darryl Boyce passed out the new ASHRAE Canada Brochure. Additional copies are available from him. Darryl also noted that the ASHRAE Research Canada 2001 financial statements will be ready in a couple of months. A letter ballot will be e-mailed to each chapter – as the Delegate at this CRC is the "B" class Director of the Corporation.

**FUTURE CRC DATES:**

La Ville de Quebec	August 21 to 23, 2003	Chairman Robert Dollard
Toronto	August 19 to 21, 2004	Co-chair Michael McCartney
London Canada	2005	?

Chair Bundock asked that the next 3 years dates and locations be firmed up as soon as possible.

**CLOSING REMARKS**

President Colliver complimented the group on the great CRC. He said that you have a lot of good things going for you and you should be proud of your accomplishments. He thanked every one for the great hospitality shown him and his wife Becky.

Stephen Ivesdal thanked the group and wished everyone good luck in their endeavours.

Carolyn Kettering said she enjoyed the CRC, thanked everyone for the wonderful hospitality and good meeting. She said she learned a lot.

John Bundock thanked everyone for working so hard for him on his first CRC.

**ADJOURNMENT**

Motion by Montreal Chapter, seconded by Toronto Chapter that this CRC be adjourned. Approved unanimously. Meeting adjourned at 4:30 p.m.

The Delegate and Alternate picture was taken by George Menzies. Several Alternates had left prior to the shoot. George promised to mail out to each chapter Delegate 2 pictures for their Chapter archives

*Minutes prepared by Gail Menzies August 29, 2002*

*Minutes reviewed and approved by CRC Chairman Jean Bundock.....dated.....*



Regional Motions – Updated after 3 <sup>rd</sup> Business Session, August 24 <sup>th</sup> , 2002	
Section	Subject

<b>A</b>	<b>Chapter Assessments</b>
<b>B</b>	<b>CRC Financial</b>
<b>C</b>	<b>Regional Fund</b>
<b>D</b>	<b>CRC Format and Procedures</b>
<b>E</b>	<b>Chapter Reports</b>
<b>F</b>	<b>Special Motions</b>
<b>G</b>	<b>Regional Chairman's Chapter Visits</b>
<b>H</b>	<b>Regional Delegates Manual</b>

### **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."**
- B3-90 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."**
- B4-02 Moved by Hamilton Chapter Ralph Kosir, seconded by: NB / PEI Grant Bourque  
**"That details on anticipated annual costs to fulfill a Region 2 RVC position be provided by the Region 2 DRC to the Region 2 Nominating Member and all the upcoming Chapter CRC Delegates by May 15<sup>th</sup> of each year."**
- B5-02 Moved by Hamilton Chapter - Ralph Kosir , seconded by Toronto Chapter – David Underwood  
**"That details on the status and activity of the Regional Fund be posted and updated quarterly by the Regional Treasurer"**.
- B6-02 Moved by Windsor Chapter - Lorraine Grondin, seconded by: Hamilton Chapter - Ralph Kosir  
**"That a copy of the completed financial statement from the CRC be forwarded to the Regional Historian, including the number of full, partial, and companion registrations paid for the CRC"**.

### **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 1<sup>st</sup>, 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 1<sup>st</sup> Business Session at CRC prior to 3<sup>rd</sup> 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 1<sup>st</sup>. Chapter Presidents must forward potential names to the Regional Nominating Member no later than July 1<sup>st</sup>.”**
- 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”** (Hugh Crowther was given CD of last 5 CRCs in Oct 2001 by G. Menzies)
- D13-02 Moved by Ottawa Valley Chapter – Lan Chi Nguyen Thi, seconded by Montreal Chapter – Rene Daviault  
**“That we consider a workshop at the 2003 Region 2 CRC to assist chapters in promoting themselves in all forms of communication such as Website, Newsletter, local papers, and advertising events”.**
- D14-02 Moved by Ottawa Valley Chapter – Lan Chi Nguyen Thi, seconded by Montreal Chapter – Rene Daviault  
**“That the (Region 2) RVCs briefly present what their respective roles and responsibilities, time commitments are at their respective CRC committee workshops”.**

#### **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 Region 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”.**

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