



ASHRAE

2003 REGION 2 CRC – MONT SAINTE ANNE, P.Q., CANADA

AUGUST 21st to 23rd, 2003

HOST: ASHRAE LA VILLE DE QUEBEC CHAPTER

ORIENTATION SESSION

At 1:30 PM August 21st, 2003, Director and Regional Chair (DRC) Jean Bundock welcomed all the Chapter Delegates and Alternates, Regional Representatives and the visiting dignitaries and guests to the Region 2 CRC at Le Chateau Mont-Sainte-Anne, Montmorency/Ste-Anne Room, in town of Beaupre in the Province of Quebec, Canada.

Chair Bundock introduced Pierre Guillemette, the CRC Chair to address the meeting. Mr. Guillemette welcomed the delegates and all those present to Mont-Sainte-Anne and gave details about the arrangements for the next three days.

Next, Mr. Robert Dollard who was in charge of the Companion Program outlined activities planned and the need to make commitments.

Chair Bundock reviewed the business agenda for the coming days and then asked the Delegates and Alternates to remain in the room for a Caucus Meeting dismissing all others.

CAUCUS SESSION

The Caucus was chaired by Regional Nominating Member David Rasmussen. Nine chapters had their Members and Alternates present. Names were brought forth for all positions. G. Menzies was invited in briefly to explain the format for nominating members for various Society Awards such as Fellow, Distinguished Service, etc.



MINUTES OF FIRST BUSINESS SESSION

TIME: Thursday, August 21st, 2003, at 4:00 PM

LOCATION: Montmorency/Ste-Anne Room, Le Chateau Mont-Sainte-Anne, Beaupre, Quebec, Canada

CALL TO ORDER

Jean Bundock, DRC for Region 2 opened the meeting at 4:00 PM. and welcomed all the Chapter Delegates, Alternates and other guests.

MOTION - ELECTION OF SECRETARY

Jean Bundock called for the election of a Recording Secretary. Guy Perreault of La Ville de Quebec Chapter moved **that Ms. Gail Menzies be Recording Secretary for the Region 2 CRC 2003**, seconded by Marc Andre Baulne of Montreal Chapter. Vote was unanimous.

ROLL CALL

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

CHAPTER	DELEGATE	ALTERNATE
Halifax	David S. Forbrigger	Art Irwin
NB/PEI	Luc Dugas	Charles Edwards
La Ville de Quebec	Daniel Giroux	Andre Boivin
Montreal	Marc Andre Baulne	Isabelle Lavioe
Ottawa Valley	Jason MacMardo	Cathie Godin
Toronto	Michael Keen	John Mitterling
Hamilton	Nathan Martin	
London Canada	Tom Pollard	Derek Vakaras
Windsor	John Staples	Walter Marcon

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

Name	CHAPTER or SOCIETY	POSITION
Richard Rooley	England, UK	Society President
Darryl Boyce	Ottawa Valley	Society Vice President
Chuck Miro	Washington Staff Office	Director, Gov. Affairs
Jean Bundock	La Ville de Quebec	DRC
George Menzies	Hamilton	ARC
John Luc Morin	Ville de Quebec	Reg. Historian
David Rasmussen	Hamilton	Nominating Com. Member
Guy Perreault	La Ville de Quebec	RVC-TEGA
Frank Bann	Ottawa Valley	RVC Membership
Peter Golem	London Canada	RVC Resource Promotion
Danny C. Castellan	Windsor	RVC Student Activities
Jeff Clarke	Montreal	RVC Program
Pierre Guillemette	La Viile de Quebec	General Chair, 2003 CRC
Bob Dollard	La Ville de Quebec	Companion Tours CRC 2003
Doug Cochrane	Toronto	General co- Chair CRC 2004

ASHRAE WASHINGTON STAFF

DRC Bundock introduced Chuck Miro, Director of Government Affairs from Washington DC.

Mr. Miro pointed out that the one hundred staff at Headquarters in Atlanta and Washington is there to assist and support the membership. ASHRAE is a technical association promoting the advance of technology to its members and policy makers. There are 5,700 volunteer members on technical committees. Legislation is being considered by the US government at present on mold and mildew problems in Florida, the Midwest and Arizona and ASHRAE is heavily involved in this legislation. ASHRAE is also active on Homeland Security for the United States and other countries in regard to chemical and biological warfare.

Mr. Miro advised the meeting that he is here to provide staff contact for any questions or information.

MOTION - APPROVAL OF THE 2002 CRC MINUTES

A motion *to approve the Minutes of the 2002 Ottawa Valley CRC* was made by Tom Pollard of London Canada Chapter, seconded by Jason MacMurdo Ottawa Valley Chapter. The Minutes were approved unanimously.

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

HALIFAX

David Forbrigger reported that attendance at their meetings was up 20% and their financial situation remains solid. Their Student Activities Committee's focus this past year was to increase student membership and involvement at the local Community College and set the foundation for forming a student chapter at the College. A teacher at the College took over the role as committee chair. By year-end, they had a significant increase in student society membership at the school. Due to numerous difficulties, their ASHRAE Research fund raising was unsuccessful in achieving their monetary goal. Golf Day was a success with over 120 golfers participating. Halifax advised they had two motions to present.

NB/PEI

Luc Dugas reported an exciting year. They had a good program and returned to their old venue for meetings. Richard Hayter, DL spoke at their meeting on Energy Design for High Performance Buildings and it was well received. The highlight of the year was obtaining 116% of their target for research. The meeting offered congratulations to NB/PEI members for their wonderful work. No motions will be brought forward.

LA VILLE DE QUEBEC

Daniel Giroux reported that their meeting place was changed to a more casual, less expensive venue and this brought more members out—approximately 83 out of a total of 94. Their newspaper is now PDF format and accessible on their website. The Resource Promotion surpassed their goal. Quebec Chapter will present five motions at the third business session.

MONTREAL

Marc Andre Baulne reported on an excellent year. Montreal membership is up slightly with 95 average at their dinner meetings. Student Activities is booming and a busload of students was sent to the Winter Meeting in Chicago. Many former students have become dues paying members. Montreal feels that their good program is one of the keys to the success of their chapter. Their finances are good with \$60,000.00 in the bank. No motions will be presented.

OTTAWA VALLEY (OVC)

Jason MacMudro reported on a good year. They started their year hosting the 2002-03 CRC which was a success. OVC were able to attain the majority of their goals this past year. Overall attendance was down but membership static. Resource Promotion exceeded their goal for the year. The Kingston Section has been inactive and the Chapter will be looking to letting it go or finding a candidate to reactivate it. It is paramount to have leadership at the source. No motions will be presented at this time.

TORONTO

Michael Keen reported on a successful year. The Chapter Constitution and By-Laws were renewed and updated. Their Program was good and their chapter meetings were at various locations this year and this proved successful for them since Toronto has such a large geographical area. Their TEGA Spring Seminar on Energy and the Environment – A Mechanical Perspective was attended by more than 100 people. The Northern Section has not met within the year. Resource Promotion was extremely successful. They were # 1 in the Region and # 9 in Society. Motions will be brought forward.

HAMILTON

Nathan Martin reported for Hamilton on a successful year. Good programs provide the basis for attendance at a small chapter. Their membership chair was able to reduce the delinquency list by implementing a monthly program of reminders through letters and phone calls. A scholarship was given to a student of Mohawk College whose father is a member of the Hamilton Chapter. Their Resource Promotion goal was met. One motion will be presented at a later session.

LONDON CANADA

Tom Pollard reported London Canada had a typical year with a slight improvement in several areas. He noted that having Society collect the chapter dues, has assisted the Chapter. This year 28 new student members joined in addition to the renewals. Resource Promotion surpassed their goal. This past year, the By-laws and Constitution were reviewed and re-approved by their Board of Directors. Three motions will be presented.

WINDSOR

John Staples reported a very successful year for Windsor. Exciting programs and speakers were enjoyed. A gala event was held where we welcomed Gordon Holness, Life Member of ASHRAE. Invitations were extended to London, Hamilton and Detroit Chapters as well as many industry leaders. Through this event, they are talking with Detroit about the possibility of having some joint meetings. Financially, the Windsor Chapter is in good shape. The Student Activities program continues at University of Windsor. One motion will be presented.

This concludes the Chapter Reports. Chair Bundock thanked all the Chapters for their good reports.

Chairman Bundock recessed the meeting at 5:35 p.m. Everyone was invited to the Welcome Cocktail Party at the Convention Centre 6:00 to 7:30p.m. The Hospitality Room will be open at 10:00 p.m. to 1:00 a.m.

Darryl Boyce reminded all the Chapter Delegates that there would be an Annual General Meeting (AGM) of ASHRAE Research Canada to be held in the Le Sommet at 7:00 am sharp. The meeting would be open to others as well.



ASHRAE RESEARCH CANADA

At 7:00 am, the AGM of ASHRAE Research Canada was held with President Boyce conducting the meeting.

MINUTES OF SECOND BUSINESS SESSION

TIME: Friday, August 22nd, 2003 at 8:15 A.M.

LOCATION: Montmorency/Ste. Anne Room, Le Chateau Mont-Sainte-Anne, Beupre, Quebec, Canada

CALL TO ORDER:

DRC Bundock called the meeting to order at 8:15 AM.

ROLL CALL:

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

CHAPTER	DELEGATE	ALTERNATE
Halifax	David S. Forbrigger	Arthur A. Irwin
NB/PEI	Luc Dugas	Charles Edwards
La Ville de Quebec	Daniel Giroux	Andre Boivin
Montreal	Marc Andre Baulne	Isabelle Lavoie
Ottawa Valley	Jason MacMurdo	Cathy Godin
Toronto	Michael Keen	John Mitterling
Hamilton	Nathan Martin	
London Canada	Tom Pollard	Derek Vakaras
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Jean Bundock	La Ville de Quebec	DRC
Chuck Miro	ASHRAE Staff	Director Gov. Affairs
Jean Luc Morin	La Ville de Quebec	Reg. Historian
George Menzies	Hamilton	ARC
David Rasmussen	Hamilton	Nominating Com. Member
Guy Perreault	La Ville de Quebec	RVC-TEGA
Frank Bann	Ottawa Valley	RVC Membership
Jeff Clarke	Montreal	RVC-Program
Peter Golem	London Canada	RVC Resource Promotion
Danny A. Castellan	Windsor	RVC Student Activities
Don Cochrane	Toronto	General co- Chair, 2003 CRC

REGIONAL VICE-CHAIR REPORTS

PROGRAM

Jeff Clarke new Program Chair, reported the highlight for last year was 5 Distinguished Lecturers spoke at the various Region 2 chapters. Wilfred Laman, last year's chair visited four chapters. Three chapters did not report their PAOE and six hit par.

It was pointed out that Chapters are allowed 3 Distinguished Lecturers per year, plus one could be a speaker at a CRC.

MEMBERSHIP PROMOTION

Frank Bann, new Membership Chair reported that all nine chapters were represented and 7 out of 9 chairs were present at the MP Workshop at last year's CRC. Chapter visits were made to Montreal and Ottawa and very efficient communication by e-mail and phone took place. All 9 chapters reported PAOE on the Web and all 9 chapters have confirmed their MBOs. The Region shows a net growth for a third consecutive year.

Richard Rooley pointed out that the 10 year drop outs are a problem and it is very important to try and get this group back in ASHRAE.

RESOURCE PROMOTION

Peter Golem, Chair reported that Region 2 had a great year, with 7 of 9 Chapters exceeding their goal. The Region in total exceeded our goal by 8.3%. This is a contrast with the overall society results which were below goal. Region 2 had 100% attendance of their RP Chairs at the workshop and this definitely pays off. ASHRAE Research Canada has \$990,000.00 contracted in research in Canada at present.

TEGA

Guy Perreault, Chairman reported that 5 of 9 TEGA chairs were present and 8 of 9 chapters represented at the 2002 CRC. There were no Chapter entries in local competition, no regional or society entries for Technology Awards. Guy is encouraging Region 2 to enter these competitions. He has been on the judging panel and feels we can do just as good of a job.

The chairman was mentoring the Ottawa Valley Chapter to submit an entry this year, but it did not come through in time.

RVC Perreault is having discussions with the DRC regarding the need for a Refrigeration Regional Chair and he attended the TA judging panel in St.Louis in October 2002.

STUDENT ACTIVITIES

Dan Castellan, Chairman reported this year's Student Activities was exciting and challenging. He hopes to visit some Chapters this year. Montreal and La Ville de Quebec Chapters have excellent SA programs. A new Student Chapter from the Quebec Chapter was approved at the Kansas City Meeting. It is at the College de Jonquiere, Jonquiere Quebec.

Michel Bernier of Montreal Chapter won the Society 2003 Student Activities Achievement Award. This award was presented at the Kansas City Society Meeting. In the Undergraduate Senior Project Grants, Region 2 had two, Windsor Chapter – University of Windsor \$4,836.00 and New Brunswick Chapter – University of New Brunswick, \$3,900.00.

HISTORIAN

Jean Luc Morin reported that communication needs help. It is easy to get points if you display your history, attend workshops and report. He encouraged Chapters to think about putting their history on the web.

George Menzies Hamilton Chapter Historian advised that he had interviewed and written bios on charter members of the Hamilton chapter and not only was it of interest to the regular chapter members, but encouraged the person written about to attend the meetings again and volunteer on some committees. So not only did we get PAOE points, we had a return of previous members.

Details on all the RVC reports are found in the Delegate's Binder.

REGIONAL FUND

Bob Dollard, Regional Treasurer was asked to report at the Third Business Session. He advised that no major expenses were required this year. Records were sent from the previous Treasurer to Darryl Boyce who audited the books.

CONFLICT OF INTEREST:

DRC Bundock advised that it is normal practice that the host chapter to audit the regional books, but since, Bob Dollard, Regional Treasurer is from the host chapter, we need some other chapter to do the audit. Toronto Chapter offered to do the audit if a motion comes forward tomorrow.

The Second Business Meeting was recessed at 10:00 a.m. so the Delegates and Alternates could enjoy a coffee and then move into Executive Session

EXECUTIVE SESSION

The Executive Session was held in the Montmorency Room from 10:15 to 11:30 a.m. with the Delegates and Alternates only. Session was chaired by David Rasmussen.

The Regional and Society officers' meeting was held concurrently at 10:15 to 11:30 a.m. in Le Sommet Room. DRC Bundock assigned chapter visits to all those present.

The Chapters' Operation Workshop with a buffet lunch was held from 11:30 a.m. to 2:00 p.m. with the Delegates, Alternates, Committee Chairs and all others interested. Darryl Boyce, Vice President of the Society made a presentation about the Society. DRC Bundock followed with a presentation about how to effectively manage a chapter.

TECHNICAL SEMINAR AND TOUR

Everyone was invited for the technical presentation on the intricacies of snowmaking and a gondola ride up Mont. Ste. Anne to view the equipment and see the view from the top which on this day was beautiful and clear. 35 attended the interesting presentation.

ENTERTAINMENT

Everyone was invited to the Dinner and The Elvis Story Show in Quebec City at the Capitale de Quebec Theatre. Bus loading began at 5:15 p.m.

WORKSHOPS (Sat August 23rd, 2003)

Six workshops for the various committees were held from 7:00 a.m. until noon. Reports from these workshops will be given during the third business session.

CHAPTERS' HISTORY DISPLAYS

Several chapters had displays set up in the Sept Chutes Room. Attendees visited them as time permitted.

AWARDS & PRESIDENTIAL LUNCHEON

CRC Chair Pierre Guillemette welcomed the Delegates, Alternates, Workshop attendees and guests to La Ville de Quebec 2003 CRC here at Mont Ste. Anne. The meal was then served.

Following lunch, DRC Bundock called the luncheon meeting to order 1:15 PM. As dessert approached, Chair Bundock asked Society President Richard Rooley to address the group in attendance. President Rooley discussed how ASHRAE is changing. He commented that our work in HVAC & R rates in the top 10 of importance on this planet. Our standards are used worldwide. Our membership is 85% North American with the majority of members in the age group of 40 to 55. We need to grow in the 20 to 40 group. The new Affiliate grade of membership is designed to help get younger members into the Society. He then elaborated about the "Boston Box". He went on to stress the importance of HVAC maintenance, an area very poorly addressed at this time. He talked about the evolution in technology – in 1975, slide rules, today, computers, 2020 – what will it be? At the conclusion, the Montreal Student Branch presented Richard with their official Tee-shirt so he could officially be the Society President. Richard was impressed.

DRC Bundock and the Regional Vice-Chairs then presented the following Awards:

PAOE Chapter Awards

Hamilton Ralph Kosir PAOE, History
 London Canada Thomas Pollard PAOE, Chapter Operations
 Montreal – Rene Daviault Honour Roll, SC, Star
 Ottawa Valley- Lan Chi Nguyen Thi Honour Roll/SC/Star
 La Ville de Quebec – Jacques Dugal PAOE, Star, SC
 Toronto - David Underwood PAOE, SC
 Windsor – Lorraine Grondin PAOE

Highest PAOE Points

LEVEL 1 Hamilton - History
 LEVEL 1 London – Chapter Operations
 LEVEL 1 La Ville de Quebec (CP,MP,RP,SA,TEGA)
 LEVEL 2 Ottawa Valley (CO,CP,H,MP,RP,SA,TEGA)
 LEVEL 3 Montreal (H,MP,SA,TEGA)
 LEVEL 3 Toronto (CP,RP,CO)

Historical Award

None presented

Student Activities Awards

Best SA Committee – Montreal
 Best Student Branch of the year- Ecole Polytechnique

TEGA Awards

Allen Hanley Award – Montreal

Chapter Programs Awards

Best Chapter Program Chair – Toronto

Membership Promotion Awards

Blue Ribbon – Montreal – Isabelle Lavoie
 Red Ribbon – La Ville de Quebec – Milan Jovanovick

Refrigeration Iceman Award

None presented

Resource Promotion Awards

New Brunswick/PEI – Full Circle Patch, High 5 Certificate and Challenge Goal Certificate
 La Ville de Quebec – Full Circle Patch, High 5 Patch
 Montreal – Full Circle Patch, Bronze Ribbon
 Ottawa Valley – Full Circle Patch, High 5 Patch, PAOE Certificate, High 5 Certificate, Challenge Goal Certificate and \$ Per Member Certificate
 Toronto – Full Circle Patch, PAOE Certificate, High 5 Certificate, Goal Certificate, Challenge Goal Certificate and Gold Ribbon
 Hamilton – Full Circle Patch
 Windsor – Full Circle Patch, High 5 Patch

Hayward Murray Award Certificates of Appreciation	Best Chapter in Region for exceeding RP goal: Toronto Roland Charneux, Outgoing RVC Membership Wilfred Laman, Outgoing RVC Program Denis Potvin, Outgoing ARC Pierre Guillemette, La Ville de Quebec, CRC General Chairman 2003 La Ville de Quebec
Regional Award of Merit	Michel Bernier, Montreal; Herb Maybank, Toronto; Jean Luc Morin, La Ville de Quebec
Golden Gavel Award	Montreal Chapter Rene Daviault
Communications Award	Montreal Chapter
Meatball Award	Hamilton chapter (16 members present x distance traveled)

Daniel Giroux on behalf of the 2003 CRC Committee thanked the Toronto Chapter for their contribution of wine during the Elvis Story Show.

Doug Cochrane Co-Chair of next year's CRC in Toronto thanked Pierre Guillemette and team for a good CRC. He invited everyone to the Toronto Hilton Hotel for August 19th to 21st, 2004.

CRC Chair Pierre Guillemette asked for each member of his committee to rise and the group applauded.

Gifts were presented to President Rooley, Darryl Boyce, DRC Bundock and Chuck Miro.

Luncheon meeting was adjourned by Chair Bundock shortly after 2:00 PM. Jean noted that the 3rd Business Session would commence at 2:30 PM in the Montmorency Room. Chair Bundock noted that the Historical displays would continue to be on display in the adjacent room.



MINUTES OF THIRD BUSINESS SESSION

TIME: Saturday, August 23rd, 2003

LOCATION: The Montmorency Room in the Chateau Mont. Ste Anne, Quebec

CALL TO ORDER

DRC Bundock called the meeting to order at 2:40PM.

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

CHAPTER	DELEGATE	ALTERNATE
Halifax	Arthur Irwin	
NB/PEI	Luc Dugas	Charles Edwards
La Ville de Quebec	Daniel Giroux	Andre Boivin
Montreal	Marc Andre Baulne	Isabelle Lavioe
Ottawa Valley	Jason MacMardo	Cathie Godin
Toronto	Michael Keen	John Mitterling
Hamilton	George Robb	
London Canada	Tom Pollard	Derek Vakaras
Windsor	John Staples	Walter Marcon

Also present at the meeting were:

NAME	CHAPTER or SOCIETY	POSITION
Richard Rooley	England UK	Society President
Darryl Boyce	Ottawa Valley	Vice-President
Chuck Miro	ASHRAE Staff- Washington	Director Government Affairs
Jean Bundock	La Ville de Quebec	DRC
George Menzies	Hamilton	ARC
Danny Castellan	Windsor	RVC-Student Activities
Peter Golem	London Canada	RVC – Resource Promotion
Jeff Clarke	Montreal	RVC – Chapter Program
Frank Bann	Ottawa Valley	RVC – Membership
Jean Luc Morin	La Ville De Quebec	Region 2 Historian
Guy Perreault	Montreal	RVC TEGA
David Rasmussen	Hamilton	Nominating Com. Member
David Underwood	Toronto	
Doug Cochrane	Toronto	Co-Chair 2004 CRC
Bob Dollard	La Ville De Quebec	Regional Treasurer

There were several other workshop attendees who failed to sign the attendance sheet.

MOTION: REPLACEMENT DELEGATE

Motion made by Toronto Chapter, seconded by London Canada to **accept George Robb as Delegate for Hamilton in place of Nathan Martin.** It was unanimous. For Halifax, Art Irwin moved from Alternate to Delegate to replace David Forbrigger who was the Delegate.

REGIONAL FUND

Bob Dollard, Regional Treasurer for Region 2 presented the report on the financial situation of the Region. His report is found under Tab 1 in the Delegate's Binder. The closing balance as of July 31, 2003 is \$11,289.68. As requested at last year's CRC, a quarterly financial report is issued to all chapters. VP Darryl Boyce audited the books from 2002 and reported that everything was in order.

MOTION: REGIONAL FUND

It was moved by La Ville de Quebec, seconded by London **to accept the Regional Financial Report as submitted.** It was unanimously accepted.

MOTION: FINAL FINANCIAL STATEMENT FROM OTTAWA VALLEY CRC

This Financial Statement was passed out. On motion from La Ville de Quebec, seconded by Toronto, **this financial statement be accepted.** Vote was unanimous.

There were several comments about the report. It was pointed out that Ottawa did not ask ASHRAE Headquarters for the allowance from them for the Employers' Recognition Breakfast which would have reduced the deficit. Ottawa also advised that the cost for the audiovisual equipment was a big surprise and excessive. Also, the support from their local Chapter for many of the events was less than expected.

It was suggested that prior to signing any hotel contracts for a future CRC, the chapter should have Judy Marshall from Headquarters review the contracts with the hotels. She is the staff Meeting Arrangements Co-coordinator in Atlanta and has offered to give this support.

REGION 2 CRC 2004 –TORONTO CHAPTER HOST

Doug Cochrane, co-chairman of the 2004 CRC presented his budget. The CRC will be held August 19, 20, 21, 2004 at the Toronto Hilton Hotel in the heart of Downtown Toronto. Mr. Cochrane asked for the approval of the following:

Full Registration: \$275.00
Partial Registration: \$190.00
Companion: \$170.00

The hotel cost for standard room \$200.00 plus taxes and parking with in and out privileges is \$25.00 per day. The London Canada Chapter will pay \$1,000.00 toward the Welcome Party. This is normal practice for the next host of the CRC to contribute.

MOTION: 2004 CRC BUDGET

The London Chapter moved *that the 2004 CRC budget be accepted as presented noting that the registration costs not exceed what is presented.* This motion was seconded by Montreal and carried unanimously.

STATUS OF LAST YEAR'S MOTIONS

DRC Bundock reported on the outcome of the 2002 CRC Regional and Society Motions. He asked that you refer to the ASHRAE Website under Region 2 updates for more detailed information. In addition, regional motions are always included in the CRC Minutes and updated annually by the Recording Secretary.

WORKSHOP REPORTS:

Chairman Bundock asked the RVCs, or their appointed chapter chair who was present in the workshop, to report on their workshop. The reports were all favorable. Everyone agreed that these workshops were most important, informative and inspiring. Attendance was good at all Workshops. No motions were tabled from any of the Workshops.

NOMINATING

David Rasmussen, Regional Nominating Committee Member reported that names came forward for all positions. David reported that in Executive Session, he was re-elected to be Region 2 Nominating Committee Member, for his 6th and final year, Barry Willhelm from Toronto was elected the Nominating Committee Alternate and Daryl Somers of London Canada Chapter was elected as the reserve member.

FUTURE CRCS

Next year's CRC will be held in Toronto--August 19, 20 & 21st, 2004, Co-Chair Doug Cochrane.

Following Toronto: 2005: London – August 25, 26, 27th with CRC Chairman Peter Golem

2006: Hamilton – date to be announced with CRC Chairman David Rasmussen

MOTIONS

DRC Bundock called for the Motions starting with the Regional ones first then followed by the Society Motions

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 ASHRAE 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.

Regional Motion No. 1

Moved By: Halifax Chapter – Art Irwin - Delegate

Motion:

That the Region pay an independent firm to maintain our (Region 2) Website.

Background Information:

After discussion during the CRC, Halifax Delegate asked that motion be withdrawn.

Withdrawn

Regional Motion No. 2

Moved By: La Ville de Quebec – Daniel Giroux - Delegate

Seconded By: Toronto Chapter – Michael Keen – Delegate

Motion:

That a CRC workforce (committee) be implemented at the region level to insure a good use of the experience of the CRC chapter committee. It should be an ongoing process. The members of that committee should be the previous, the actual and the incoming CRC Chairperson. Example: for the next year's CRC, the members of the committee should be LaVille de Quebec, Toronto and London chairpersons. These people should participate in the CRC and the regional planning meeting.

Background Information:

Refer to motion 14 of 2002 CRC, due to the important work to organize a CRC and to try to implement a less paper CRC (none), the experience of the previous CRC chair is very important.

Fiscal Impact: About \$2000.00 annually to reimburse the travelling expenses for 2 chairpersons.

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

Passed: Yes

Regional Motion No.3

Moved By: La Ville de Quebec Delegate - Daniel Giroux

Seconded By: Windsor Delegate - John Staples

Amended Motion:

That the Regional Fund reimburse an amount not exceeding \$100 for incoming chapter presidents, the RVC, the DRC, the ARC, the treasurer, the regional historian, the CRC chairperson and other persons invited to participate at a CRC planning committee meeting and have to stay a night at the meeting place. This amount should not be applicable for those whom the Society reimburses these fees. This motion should be applicable also for the past year (2002-2003). Also, the regional fund should reimburse the travelling expenses for those who are invited by the DRC/ARC at this planning meeting and are not reimbursed by the Society.

Background Information:

This motion is made to encourage the participation of people who are not reimbursed by the Society.

Fiscal Impact: \$2,000.00 annually and \$1,000.00 for 2002-2003.

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

Passed : Yes

Regional Motion No. 4

Moved By: La Ville de Quebec Delegate – Daniel Giroux
Seconded by: London Canada Delegate – Tom Pollard

Motion:

That the auditing of regional finance books for the year 2002-2003 be audited by the Toronto Chapter at the present CRC (2003), instead of the La Ville de Quebec chapter. The Toronto chapter delegate will assign somebody from his chapter to do this job.

Background Information:

Usually the auditing of the books of the region is done by the host chapter. This year, the treasurer is from La Ville de Quebec chapter; so it is desirable that the auditing be done by another chapter.

Fiscal Impact: None

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

Passed: Yes

Regional Motion No. 5

Moved By: Toronto Chapter Delegate – Michael Keen
Seconded By: Windsor Chapter Delegate – John Staples

Motion:

That we consolidate invoices for the CRC from the current number of two to one.

Background Information:

With more than one invoice there is confusion for chapter treasurers who may not participate in CRC activity causing payment delays for the chapter hosting the CRC.

Fiscal Impact: None

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

Passed: Yes

Regional Motion No. 6.

Moved By: Toronto Chapter Delegate – Michael Keen
Seconded by: London Canada Delegate – Tom Pollard

Motion:

For all Ontario Chapters to endorse ASHRAE 90.1 for use in the Ontario Building Code.

Background Information:

The Toronto Chapter has met with Ontario Building Code officials regarding updating the OBC to use current ASHRAE standards. We were asked if all other Ontario chapters of ASHRAE would support this initiative.

Fiscal Impact: None

Withdrawn – Referred to TEGA RVC Guy Perreault for action.

Regional Motion No. 7**Moved By:** Hamilton Chapter Delegate: George Robb**Seconded By:** London Chapter Delegate: Tom Pollard**Motion:**

That the CRC registration costs be reduced to 50% of the 2003 Quebec City costs for all future Region 2 CRCs, i.e.

<i>Full Registration – Delegate, Alternate, members:</i>	<i>\$280/2=\$140.00</i>
<i>Full Registration – Companion:</i>	<i>\$175/2=\$ 90.00</i>
<i>Partial Registration – Workshops and Fri. Night, lunch</i>	<i>\$195/2= \$100.00</i>

Plus hotel section/single room cost goal to be \$100. Max/night.

Background Information:

There has been a significant increase in the chapter assessment costs for the CRC (up from \$5. to \$7. in August 2002). This assessment was originally designed to minimize registration costs for members, alternates and workshop participants and thereby encourage more participation at ASHRAE Regional CRCs.

Note! The \$2 addition last year is to offset the cancellation of the “seed money” from ASHRAE Headquarters. Currently we collect about \$10,000 for the CRC expenses + 2000 is collected to offset CRC expenses formerly paid by Headquarters.

In addition, this annual chapter assessment which is based on chapter membership was designed to help the smaller chapters get large participation from their Chapter Chairs to the various workshops and business sessions.

In recent years, the major expense at the CRCs is now entertainment, coffee/muffin setups and elaborate AV presentations/equipment – an expense which is really coming from the chapter’s operating funds. This is now a major annual chapter expense especially for the larger chapters. In recent years, the Toronto Chapter has made many motions to change this format.

This motion is significant at this time in the Business Session as only a brief discussion about the next year’s CRC budget can take place at a CRC (where it has to be approved) as there is little time to do “detailed committee work” during the CRC business session. We need to pass this motion now to clearly state as a Region, that CRC registration costs must be reduced. It can be successful if future CRC Committees are aware of the parameters passed by the chapters paying for the expenses.

For example, AV equipment could be “borrowed from local ASHRAE members” rather than rented thro’ the hotel. If the hotel complains or doesn’t permit this, then don’t book that hotel. Coffee and snacks could be made available in the hospitality room. And we could be our own entertainment at the banquet. Plus sponsors could underwrite special events, e.g. Awards Lunch.

Fiscal Impact: Nil**After discussion, an amended motion was presented.****Moved by:** London Canada Chapter Delegate - Tom Pollard**Seconded by:** Halifax Chapter Delegate – Art Irwin**Amendment:**

That the CRC registration costs attempt to be reduced to 50% of the 2003 Quebec City costs for all future Region 2 CRCs.

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

Passed: No**Society Motion No.1**

Moved By: Halifax Chapter Delegate – Art Irwin
Seconded By: La Ville de Quebec Delegate – Daniel Giroux

Motion:

That ASHRAE discontinue the practice of continuous maintenance of standards and institute the practice of issuing new editions of standards at discrete intervals such as five years and errata correcting only mistakes once each year.

Background Information:

While there is a benefit of having the latest thinking on a subject available there are also problems associated with having the standard one is trying to design to changing during the course of the design process. The building owner/tenant, in many cases, expects (and may require) a new building to be built to the latest standards. With continuous maintenance of codes the designer may be forced to go back to revisit the same design issues several times during the course of design and construction of a building. The ASHRAE website currently lists eleven (11) addenda for standard 62-2001. In other words, a standard published only two (2) years ago has been changed eleven (11) times.

Fiscal Impact: Nil

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

Passed: Yes

Society Motion No. 2

Moved By: La Ville de Quebec Delegate – Daniel Giroux
Seconded by: Montreal Chapter Delegate - Marc Andre Baulne

Motion:

That the deadline date for PAOE be moved to June 15th instead of June 30th.

Background:

Some chapters enter points on the very last days, after some RVC reports have been presented at the summer meeting. This leads to inaccurate reporting and does not allow time for the RVCs to verify the points with the Chapter chairs.

Fiscal Impact: Nil

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

Passed: Yes

Society Motion No. 3

Moved By: La Ville de Quebec Chapter Delegate - Daniel Giroux
Seconded by: Windsor Chapter Delegate – John Staples

Motion:

That Society must test to define the effectiveness of UV Lamps in HVAC systems. Results of testing will have to establish standards on performance and recommendations how to design and give installation information to maximize results for a better indoor air quality

Background Information:

All statements on results come from different manufacturers and presently no standard exists in the industry. Latest report available is from the Air Conditioning & Refrigeration Technology Institute (ARTI), Arlington Virginia. Other sources of information: www.dustfree.com, www.fielscontrol.com, www.sanuvovox.com, www.ecolutionair.com.

Fiscal Impact: Unknown

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

Passed: Yes

Society Motion No. 4

Moved By: Toronto Chapter Delegate – Michael Keen

Seconded by: La Ville de Quebec Chapter Delegate – Daniel Giroux

Motion:

That the Program Committee of Society consider advising the Technical Committees of possible inclusion of local host chapter members participating in programs being delivered at the Annual or Semi- Annual meeting of the Society.

Background Information:

We believe that inclusion of local chapter members would highlight some unique HVAC&R solutions in various areas of North America and help to reduce the perceived disconnect between Society and the local Chapter.

Fiscal Impact: None

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

Passed: Yes

Society Motion No. 5

Moved By: Toronto Chapter Delegate – Michael Keen

Seconded by:

Motion:

To close the northern section of the Toronto Chapter.

Motion Withdrawn.

Society Motion No. 6

Moved by: Toronto Chapter Delegate – Michael Keen

Motion:

To indicate on the Chapter Roster a special note for new members and years of membership.

Withdrawn

Society Motion No. 7

Moved by: Toronto Chapter Delegate- Michael Keen

Seconded by: no one

Motion:

For the biographies of members to be reviewed by the Society and automatically advised of eligibility for awards.

Motion Failed – no seconder.

Society Motion No. 8

Moved by: Toronto Chapter Delegate – Michael Keen

Seconded by: NB/PEI Chapter Delegate – Luc Dugas

Motion:

For TEGA and Chapter programs to remain as two distinct committees across all levels of the organization.

Background Information:

The responsibilities shouldered by these two committees are significant and already a great challenge for 4-8 person committees to achieve basic objectives. The consolidation of these two committees at Society Level eliminates an RVC position at Regional Level, reducing the support resource for Program/TEGA issues by 50% and reducing the available positions for ASHRAE members to participate at Regional Level. This will ultimately have a negative impact on local chapter activities and ASHRAE membership value. For example, the elimination of the Refrigeration Committee resulted in the disappearance of Refrigeration activities at Chapter Level – as an example, this was witnessed as an unintentional development at the Toronto Chapter, which previously had a very strong Refrigeration Committee, whereby the lack of motivation and support from the Regional and Society levels led to a value lost.

Fiscal Impact: None

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

Passed: Yes

Society Motion No. 9

Moved By: London Canada Chapter Delegate – Tom Pollard

Seconded by: Toronto Chapter Delegate – Michael Keen

Motion:

That Society revise the handbook CD-ROM plastic cases insert cover so that the handbook name be included on the small edge of the CD plastic cover (i.e. 2003 ASHRAE Handbook CD-HVAC Applications).

Background Information:

The CD case currently only indicates “2003 ASHRAE Handbook CD” – the handbook name should be added/showing on edge of case. This would make it easier to locate when stored with other CDs.

Fiscal Impact: None

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

Passed: Yes.

Society Motion No. 10

Moved By: London Canada Chapter Delegate – Tom Pollard
Seconded by: Toronto Chapter Delegate – Michael Keen

Motion:

That Society adds to the website an input page for Chapter Information Questionnaire that only requires registration number for each chapter chair position.

Background Information:

Currently filling out name, address, phone, fax and email information should not be required as Society should be able to look up in membership data base. By filling out a form on a web page, the Society database could be checked as information is entered (similar to renewing/paying membership fees).

Fiscal Impact: Unknown

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

Passed: Yes

Society Motion No. 11

Moved By: London Canada Chapter Delegate – Tom Pollard
Seconded by: Toronto Chapter Delegate – Michael Keen

Motion:

That Society adds to the CD that is distributed to Delegates and Alternates for the CRC blank Microsoft Word files for Motions and Chapter Summary Reports.

Background Information:

Currently the CD contains one large PDF file which requires reading through and printing out the forms and filling out information by hand. By having Microsoft Word files, these forms can be filled out on a computer.

Fiscal Impact: Unknown

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

Passed: Yes

Society Motion No. 12

Moved By: Windsor Chapter Delegate – John Staples
Seconded by: London Canada Chapter Delegate – Tom Pollard

Motion:

That we give local chapter officers the ability to “view only” the biographical information of their local chapter members that impacts (consideration for awards, honors and upgrades through the secure chapter activities area.

Background Information:

Chapter Officers required this information when reviewing potential candidates for awards and honors or for membership upgrades. By allowing chapter officers to view this information through the secure chapter site, it would avoid rejection of potential candidates based on incomplete bios or avoid advancing members that do not qualify. The bios could remain inaccessible by the selection of a “tick box”. This would indicate if they would allow the bio to be viewed.

Fiscal Impact:

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

Passed: Yes

Society Motion No. 13

Moved by: Ottawa Valley Chapter Delegate – Jason MacMurdo

Seconded by: Windsor Chapter Delegate – John Staples

Motion:

That we revise the travel reimbursement policy to allow alternate chairpersons attending a CRC to be reimbursed as per Society’s policy for chairs.

Amended:

Moved by: Ottawa Valley Chapter Delegate – Jason MacMurdo

Seconded by: Toronto Chapter Delegate – Michael Keen

That we revise the travel reimbursement policy to allow alternate in place of chairpersons attending a CRC to be reimbursed as per Society’s policy for chairs.

Background:

This will promote participation and involvement from future members.

Fiscal Impact: None as already in budget for Chair to come to CRC

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

Passed: Yes

Society Motion No. 14

Moved by: Ottawa Valley Chapter Delegate – Jason MacMurdo

Seconded by: Montreal Chapter Delegate – Marc Andre Baulne

Motion:

That Society assist post secondary institutions in the development of HVAC&R related curriculum.

Background:

Develop individuals for careers in HVAC&R.

Fiscal Impact: Unknown

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

Passed: Yes.



2003 CRC MOTION SUMMARY

The following motions are numbered as they were presented at the business sessions. Of the motions passed at the 2003 Region 2 CRC, **14 are Society motions**, and **7 are Regional motions** (to be added to Regional summary). **Three Regional motions were defeated or withdrawn. Three Society motions were defeated or withdrawn.**

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

Motion #	Status	Society Motion	Regional Motion and Assigned #	Topic
R-1	Withdrawn	no	-	Hire independent firm to maintain Website
R-2	Passed	no	D15-03	Create CRC workforce committee
R-3	Passed	no	C6-03	Regional fund to pay up to \$100 for hotel at CRC Planning Meeting
R-4	Passed	no	C7-03	Toronto Chapter audit 2002 regional fund
R-5	Passed	no	A4-03	Consolidate chapter assessments into one invoice
R-6	Withdrawn	no	-	All ON chapter to endorse 90.1 – referred to TEGA RVC Guy Perreault
R-7	Failed	no	-	Reduce CRC registration costs
S-1	Passed	yes		Discontinue continuous maintenance of standards
S-2	Passed	yes		Use June 15 cutoff for PAOE points
S-3	Passed	yes		Research effectiveness of UV lamps
S-4	Passed	yes		Include speakers from local chapters at Society Meetings
S-5	Withdrawn	no		To close Toronto Chapter N. Section
S-6	Withdrawn	no		Add info on roster about years of membership
S-7	Failed	no		Society to notify members if they qualify for awards
S-8	Passed	yes		TEGA to remain as is
S-9	Passed	yes		Add name to edge of Handbook CD
S-10	Passed	yes		Add to Society Website CIQ only requiring Registration number for each chapter
S-11	Passed	yes		Add Word file to CRC CD for motions and Chapter summary report
S-12	Passed	yes		Give Chapter officers access to member bios
S-13	Passed	yes		Revise travel policy to allow alternates in place of Chair to collect
S-14	Passed	yes		Society to assist post secondary schools to develop HVAC & R curriculum

DIRECTOR AND REGIONAL CHAIRMAN'S THEME

DRC Bundock announced his theme would be "Diversity". We should try to gain new members from other people who work near us but in other fields of activities. We should try for a 10% increase in membership — attracting them and keeping them.

CLOSING REMARKS

DRC Bundock thanked all the Delegates, Alternates, RVCs, Pierre Guillemette and his entire committee and all others who participated in this meeting to make it valuable and worthwhile.

Society President Richard Rooley thanked the members for such a good meeting and said he was excited to be here.

Darryl Boyce thanked the Region 2 for allowing him to serve them. He handed out a brochure from Headquarters entitled "A Report to the ASHRAE Membership" which is a review of ASHRAE Activities since Fall 2002. Chapters were told that additional copies are available from Headquarters.

Chuck Miro thanked Region 2 for the opportunity to join them at this meeting.

ADJOURNMENT

On motion by London Canada, seconded by Halifax, this 2003 CRC was adjourned at 5:02 P.M.

Minutes prepared by Gail Menzies, September 2nd, 2003

Minutes reviewed and approved by CRC Chairman Jean Bundock September 3rd, 2003.



Regional Motions – Appendix to CRC Minutes

Current Regional Motions – Updated after 3rd Business Session, August 23rd, 2003	
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 and A4-03 – now \$7/chapter member)*
- A2-92 Moved by Halifax Chapter, seconded by Quebec Chapter and passed:
“That the Chapter assessment to the CRC be paid 90 days prior to the CRC.
- A3-01 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.*
- A4-03 Moved by Toronto Chapter, seconded by Windsor Chapter and passed:
“That we consolidate invoices for the CRC (assessments) from the current number of 2 to 1 (\$7/chapter member)

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 15th of each year. (Complete Aug 2003 –to be removed from list in 2004)
- 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 1st, 2000 by DRC Hugh Crowther. (update! See C7-03)
- 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” – complete – to be removed from list in Aug 2004
- C6-03 Moved by La Ville de Quebec Chapter, seconded by Windsor Chapter
“That the Regional Fund reimburse an amount not exceeding \$100 for incoming chapter presidents, the RVC, the DRC, the ARC, the treasurer, the regional historian, the CRC chairperson and other persons invited to participate at a CRC planning committee meeting and have to stay a night at the meeting place. This amount should not be applicable for those whom the Society reimburses these fees. This motion should be applicable also for the past year (2002-2003). Also, the regional fund should reimburse the travelling expenses for those who are invited by the DRC/ARC at this planning meeting and are not reimbursed by the Society.”
- C7-03 Moved by La Ville De Quebec, seconded by London Canada Chapter
“That the auditing of regional finance books for the year 2002-2003 be audited by the Toronto Chapter at the present CRC (2003), instead of the La Ville de Quebec chapter. The Toronto chapter delegate will assign somebody from his chapter to do this job”.

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. (Aug 2003 Regional historian has info on a CD)
- 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” (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”.

D15-03 Moved by La Ville de Quebec, seconded by Toronto Chapter
“That a CRC workforce (committee) be implemented at the region level to insure a good use of the experience of the CRC chapter committee. It should be an ongoing process. The members of that committee should be the previous, the actual and the incoming CRC Chairperson. Example: for the next year’s CRC, the members of the committee should be La Ville de Quebec, Toronto and London chairperson. These people should participate in the CRC and the regional planning meeting”.

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”. Note! In Aug 2003, John Luc Morin distributed the above on a CD