

ASHRAE

2004 REGION 2 CRC – TORONTO ONTARIO, CANADA

AUGUST 19TH TO 21ST, 2004

HOST: ASHRAE TORONTO CHAPTER

ORIENTATION SESSION

At 1:00 PM August 21st, 2004, 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 the Toronto Downtown Hilton Hotel, 45 Richmond Street West, Toronto Canada. The Quebec delegation was not present. Chair Bundock introduced Doug Cochrane and Jim Ovens Co-Chairs of the CRC to address the meeting. Doug welcomed the delegates and all those present to Toronto and outlined the names of the sponsors who have assisted in presenting this CRC. The major sponsor was ORAC (Ontario Refrigeration Contractors Association) who assisted in bringing forth an extensive display of historical refrigeration equipment from their HVACR Heritage Centre Canada located in Mississauga, Ontario. He then gave details about the arrangements for the next three days. Next, Jim Ovens talked about the benefits of a CRC and how the next three days will be informative and rewarding. 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. He was assisted Barry Willhelm. Eight chapters had their Members and Alternates present initially. Quebec City had not arrived yet. Names were brought forth for all positions.



MINUTES OF FIRST BUSINESS SESSION

TIME: Thursday, August 19th, 2004, at 3:45 PM

LOCATION: Toronto Downtown Hilton Hotel, Carmichael/Jackson Room, Toronto Ontario, Canada.

CALL TO ORDER

Jean Bundock, DRC for Region 2 opened the meeting at 3:45 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. Halifax – Art Irwin moved *that George Menzies be Recording Secretary for the Region 2 CRC 2004*, seconded by Toronto Chapter John Mitterling. Vote was unanimous.

ROLL CALL

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

CHAPTER	DELEGATE	ALTERNATE
Halifax	Art Irwin	Trent Moore
NB/PEI	Charles Edwards	Ken Martin
La Ville de Quebec	Absent	Absent
Montreal	Marc Vanboncoeur	Isabelle Lavioe
Ottawa Valley	Cathie Godin	Jayendra Doshi
Toronto	John Mitterling	Terry Whitehead
Hamilton	Bill McCartney	David Hills
London Canada	Derek Vakaras	Joe Classens
Windsor	Walter Marcon	Mason Hoppe

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

Name	CHAPTER or SOCIETY	POSITION
Gordon Hoiness	Detroit Mich	Society Vice-President
Darryl Boyce	Ottawa Valley	Society Vice-President
Carolyn Kettering	Staff –Headquarters, Atlanta	Manager Membership
Jean Bundock	La Ville de Quebec	DRC
David Underwood	Toronto	Society DAL
George Menzies	Hamilton	DRC Alternate
Guy Perreault	La Ville de Quebec	Assistant Regional Chair
John Luc Morin	La Ville de Quebec	Regional Historian
David Rasmussen	Hamilton	Nominating Com. Member
Frank Bann	Ottawa Valley	RVC Membership
Barry Willhelm	Toronto	Nominating Com Alternate
Nicolas Lemire	Montreal	RVC Student Activities
Jeff Clarke	Montreal	RVC Resource Promotion
Doug Cochrane	Toronto	General co- Chair CRC 2004
Jim Ovens	Toronto	General co- Chair CRC 2004
Michael Khaw	Toronto	CRC Publicity chair
Al Porter	Toronto	CRC Hotel Chair

MOTION - APPROVAL OF THE 2003 CRC MINUTES

A motion *to approve the Minutes of the 2003 La Ville de Quebec CRC* was made by NB/PEI Charles Edwards, seconded by Ottawa Valley Chapter Cathy Godin. The Minutes were approved unanimously.

STATUS OF LAST YEAR'S MOTIONS

Chair Bundock asked the Delegates to look in their binders for the latest status which is also posted on the ASHRAE website under Region 2. The Halifax motion on snow loading has been further updated – the Technical Committee involved will be addressing this item.

CHAPTER REPORTS: (detailed Chapter Reports, Information Questionnaires and each Chapters Summary Report are found in the CRC binder issued to each Delegate)

TORONTO

John Mitterling reported Toronto had a fantastic year. The chapter changed its home base to the Angus Glen Golf Course, a better facility. However 5 meetings were held at different locations to accommodate technical tours and social

events. Membership improved with a successful delinquency campaign. Toronto's fund raising was highest in region for second straight year at \$31,358.00. The Chapter achieved par in all categories for the first time in years. Assigned paid members were 1097 up from 961 last year with chapter membership holding at 350. The chapter looks forward to putting on a great and fruitful CRC. Many motions will be presented.

HALIFAX

Art Irwin stated that chapter had another successful year. A new student branch was established at the Nova Scotia Institute of Technology with 30 members. Two student functions were held at the Institute. Research fund raising rebounded to 104% of goal and \$8250.00. The annual golf raised \$2200 of which ½ goes to research. The new location at the Royal Nova Scotia Yacht Squadron has not improved attendance as expected. The monthly program needs to be re-evaluated. No motions and some required docs were not available.

NB/PEI

Charles Edwards reported an exciting year with 3 events outside Moncton to reach the out-of-town members. There was great participation by the St. John Student Chapter with 19 members up from zero. Area assigned members remained the same at 126 with 96 chapter members up from 64 2 years ago. The table top supplier subsidizes the cost of the meals at the chapter meetings. The RP chair quit mid year and a team of 3 took over and raised \$5640, some 124% of goal. Delinquent members have been reduced every year for several years in a row.

LA VILLE DE QUEBEC

No delegate or alternate was present at the First Business session, so this is from Friday's second Business session. Andre Boivin stated chapter had an excellent year, with the CRC held at Mont St-Anne. The theme of this year's symposium was "green buildings". Close to 100 exhibitors were present. The golf this year attracted 350 attendees, one of the highest ever.. A partnership agreement was signed with Hydro-Quebec for various activities. A conference dinner was held at the Energy Technology Lab with an attendance of close to 100. Chapter RP committee raised \$11,736 up again this year yet only \$6165 got to Atlanta on time which will impact the 04-05 figures. Area assigned members is holding at 155 but chapter membership rose to 107 from 94 last year.

MONTREAL

Marc Vadboncoeur reported on an excellent year with student activities leading all chapters in the Society. Montreal assigned membership is up slightly to 354 from 350 with 314 chapter members. Student Activities is booming with some 14 students attending the Anaheim meeting in California. Again for the 7th year, a career fair was held with 150 participants. TEGA team held some 20 refrigeration classes which resulted in \$7000 surplus. Fund raising was a major problem with only \$9185 raised vs. \$20,053 last year. Average attendance at the chapter meetings rose to 125 up from 95. Chapter fund is now at \$36,600 down from \$59,100 last year an area of concern. The chapter sponsored 2 Fellow nominations and both succeeded – Roland Charneau and Laurier Nichols. Our Website and Newsletter continue to be one of the best in ASHRAE, something the chapter is very proud.

OTTAWA VALLEY (OVC)

Cathy Godin reported on an exciting year. The program centered on a back to basics theme and was very successful. Average attendance was up slightly to 72 with a hockey conflict... A new student branch was started at Carleton University. Student membership was up to 18 from 6. Fund raising was down to \$13,295 from \$20,099, 75% of goal. This was because of a one-person committee and a late start. Area signed members were 352 down from 405 with 205 chapter members down from 209. Delinquents were 30 down from 46 which is excellent. Our Website is outstanding – check it out!

HAMILTON

Bill McCartney reported that Hamilton had another successful year. The first meeting was a tour of the \$1.3 billion Niagara Falls Casino before it opened – a behind the scenes tour. In April past President Richard Hayter addressed energy issues following a tour of a new federal energy efficient building used to set standards for future federal buildings. We had a great increase in student members from the U of Waterloo lead by Dr. Michael Collins a TC member in ASHRAE. The participation at this year's CRC will be modest as a result of the costs. RP was up to \$8255 from last years \$7854 but was only 95% of our goal. Area assigned members are steady at 196 with chapter membership up to 110 from 95 partly from HQ collecting chapter dues and an aggressive Membership Chair – David Hills. Two motions will be presented at a later business session.

LONDON CANADA

Derek Vakaras reported London Canada had a successful year even though chapter membership was flat. Meeting attendance was up 16% due to good topics and an all-you-can-eat-buffet. Student membership dropped to 16 from 35

with the chapter actually sponsoring these 16 students. Two students received awards based on their marks. RP was up to \$10,250 from \$7597 and 116% of goal, a bright spot. Filling the Chapter executive continues to be a problem. Tom Pollard president advise that he will try to achieve par in all categories this year.

WINDSOR

Walter Marcon reported a very successful year for Windsor. Diverse and exciting programs help attract members. Our gala February event had Richard Hayter and attracted membership from both sides of the border. There are 75 assigned members with 69 also being chapter members, one of the highest percentages in the Society. Meeting attendance is 33, the same as last year. For a small chapter experience on the executive is always an issue. This year we have several returning chairs which hopefully will give us some continuity. We do not have a website but goal is to have one by November. We have numerous raffles with prizes donated by many of the suppliers. Our fund balance dropped by \$2000 because of the expenses at last year's CRC in Quebec. This year may also have an impact.

This concludes the Chapter Reports. Chair Bundock thanked all the Chapters for their good reports. With time still available Chair Bundock asked the RVCs to now present their reports.

CHAPTER TECHNOLOGY TRANSFER COMMITTEE (CTTC)

RVC Guy Perreault described the activities of TEGA - a committee now combined with Chapter Program to form CTTC. Guy's focus was on TEGA. At the Quebec CRC, 8 of 9 chapters were present. During the year 4 Technology awards were submitted all from Montreal. 4 Regional entries were submitted. All Region 2 chapters earned PAOE points in 2003-04 with 7 achieving par. Highest was Montreal at 1915 and this will qualify them as a high contender for the Society Dan Mills Award. 4 chapters were visited during year. 4 chapters were working with Ontario government to update ON building code to refer to ASHRAE std 90.1-2001 instead of 1989. Guy provided an outline of the many technical sessions held at recent society meetings.

CHAPTER PROGRAMS

Jeff Clarke now the RVC of RP (was RVC Chapter Programs), covered the Chapter Program report noting this committee now is rolled into CTTC. It lasted about 7 years as its own grass roots committee. At the workshop in Quebec City, 7 of 9 chapter chairs attended. During year Region 2 had 5 distinguished lecturers' present papers at chapter meetings, a significant increase with chapter attendance up. 8 of 9 chapters reported their PAOE points, only Halifax failed to do so, and 6 of 9 made par.

MEMBERSHIP PROMOTION

Frank Bann reported that net membership growth was 1.2% for region. Delinquency program had mixed success with actual delinquency rate of 7.1%. Communication via e-mail was less than successful with only 4 chapters responding regularly. 8 of 9 Chapter Chairs attended the workshop in Quebec CRC. 2 Chapter visits were made – London and Ottawa. The highlight for year is the Toronto Chapter as detailed in their chapter report. Mentoring is ongoing in every chapter in one way or another.

STUDENT ACTIVITIES

Nicolas Lemire the new RVC of Student Activities reviewed Danny Castellan's report - the outgoing RVC. No chapter visits were done during year. Halifax will need some help developing their SA program. Only 2 reports were received during year. Quebec was only chapter not to enter any PAOE points during year. Ottawa and Montreal had successful career days. 350 students across ASHRAE attended the student breakfast in Anaheim California in January. A new Student branch was formed in Ottawa this year at Carleton University. Of the 33 undergrad grants totaling \$147,367 given during year, only one came to Region 2 – University of Windsor \$4899.

REGIONAL HISTORIAN

Jean-Luc Morin detailed his responsibilities as a regional historian. Jean commented that he has put on a CD for every chapter to take home, information of the region, past motions, awards and so on. Jean noted that he could not attend the regional meeting the last week of May due to a conflict. Communication was by email and was very successful. The regional website has lots of information. 6 of 9 chapters got par in PAOE points. No year end reports have been received but may show up in Saturday's workshop. Jean requested consideration from region to send him to some of the Society Historical Committee meetings.

RESOURCE PROMOTION

Jeff Clarke covered Peter Golem's report. Peter was outgoing RVC, Jeff incoming. The regional goal of \$109,294 was 91% achieved, some \$100,043 collected by June 30's cutoff date. This is deceiving as this year's cutoff date was "hard" so late submissions were not counted. This will inflate next year's numbers. The Toronto effort was outstanding again

this year due to the outstanding efforts of David Underwood who is now on the Society's BOD as a Director -at-Large. NB/PEI was also noteworthy. Only 3 of 13 regions in the Society exceeded their goals this year so Region 2's performance was respectable. This was the second year in a row with a shortfall. Region 2 has shown increases in 2 of the last 3 years.

QUEBEC CITY CRC 2003 - FINAL FINANCIAL STATEMENT

Chair Bundock presented the final statement which showed a surplus of \$5603.77, half of which was forwarded to the Regional fund. Some chapters noted that a line entry showing expenses of \$2,219.35 against the 2002 CRC was an interesting new item on these statements.

ASHRAE RESEARCH CANADA

Darryl Boyce reminded all the Chapter Delegates that there would be a special Meeting of ASHRAE Research Canada to be held in the Opus room on the 3rd floor at 7:00 am sharp Friday. Every delegate needs to be present as they represent the Class "B" shareholders in the Corporation. The meeting would be open to others as well.

MOTION TO RECESS

It was moved by the Hamilton /Chapter, Bill McCartney delegate and seconded by the Windsor Chapter, Walter Marcon – Delegate **that the first business be recessed till 8:00 AM Friday August 20th, 2004 in this same room.** Approved unanimously. Meeting recessed at 5:45 PM



ASHRAE RESEARCH CANADA

At 7:00 am, the special Meeting of ASHRAE Research Canada was held with President Boyce conducting the meeting. A concern was expressed that the Chapters were unaware of the Canadian Life Members Club and their role in soliciting funds from members. They requested Bob Morris, Head of the Life Members Club, send an information package to each Chapter President in Canada.

MINUTES OF SECOND BUSINESS SESSION

TIME: Friday, August 20th, 2004.

LOCATION: Toronto Downtown Hilton Hotel, Carmichael/Jackson Room, Toronto Ontario, Canada.

CALL TO ORDER:

DRC Bundock called the meeting to order at 8:10 AM.

ROLL CALL:

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

CHAPTER	DELEGATE	ALTERNATE
Halifax	Art Irwin	Trent Moore
NB/PEI	Charles Edwards	Ken Martin
La Ville de Quebec	Andre Boivin	Milan Jovanovic
Montreal	Marc Vanboncoeur	Isabelle Lavoie
Ottawa Valley	Cathie Godin	Jayendra Doshi
Toronto	John Mitterling	Terry Whitehead
Hamilton	Bill McCartney	David Hills

London Canada	Derek Vakaras	Joe Classens
Windsor	Walter Marcon	Mason Hoppe

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

Name	CHAPTER or SOCIETY	POSITION
Gordon Hoiness	Detroit Mich	Society Vice-President
Darryl Boyce	Ottawa Valley	Society Vice-President
Carolyn Kettering	Staff – Headquarters, Atlanta	Manager Membership
Jean Bundock	La Ville de Quebec	DRC
George Menzies	Hamilton	DRC Alternate
Guy Perreault	La Ville de Quebec	Assistant Regional Chair
Jean-Luc Morin	Ville de Quebec	Regional Historian
David Rasmussen	Hamilton	Nominating Com. Member
Frank Bann	Ottawa Valley	RVC Membership
Barry Willhelm	Toronto	Nominating Com Alternate
Nicolas Lemire	Montreal	RVC Student Activities
Jeff Clarke	Montreal	RVC Resource Promotion
Doug Cochrane	Toronto	Co-Chair CRC
David Underwood	Toronto	Society DAL

As soon as Chair Bundock opened the Second Business Session, he asked the Quebec Delegate to present his chapter report which was scheduled for the First business Session. Note from Secretary – this summary was added to the notes from the First Business Session to give the Minutes some semblance of a geographical order in reporting.

FUTURE CRC DATES

Chair Bundock asked for a review of the dates and location and Chairs.

- 2005: London – August 25, 26, 27th with CRC Chairman Peter Golem
- 2006: Hamilton – August 24 to 26th, with CRC Chairman David Rasmussen (repeat)
- 2007: NB/PEI – August 23rd to 25th with CRC Chairman Gerry Waselynychuk (repeat)

Chair Bundock noted that Society has recently passed a motion that all future Region 2 CRCs are to be held the 4th week of August.

If hotel contracts are not signed, please ensure your dates comply with this Society motion.

REGIONAL FUND/ANNUAL AUDIT

Chair Bundock asked everyone to look in their binders at the summary page concerning the Regional Fund. Robert E. Dollard, Regional Treasurer updated the fund as of July 31st, 2004. \$17,190.10 is currently in the fund. Chair Bundock then handed over the records to the London Canada Chapter for the annual audit as detailed in one of our prior Regional Motions.

MOTION TO RECESS

It was moved by the Hamilton Chapter, Bill McCartney Delegate and seconded by the London Canada Chapter, Derek Vakaras – Delegate ***“that the second business be recessed till 2:30PM Saturday in this same room”***. Approved unanimously.

Meeting then recessed at 8:30 AM to give the scheduled Executive Session extra time to update the Quebec Chapter Delegate and Alternate on the names and positions, etc and to accept their candidates name for the positions open.

EXECUTIVE SESSION

The Executive Session was held in the Carmichael/Jackson Room from 8:30 to 11:30 a.m. with the Delegates and Alternates only. Session was chaired by David Rasmussen. Towards the end of the session, G.Menzies on behalf of the Society Honours and Awards Committee addressed the group on the format for awards- in particular the DSA and the Fellow. Following this he took the Regional Delegate/Alternate picture.

The Regional and Society Officers' meeting was held concurrently in Johnson Room #2. DRC Bundock assigned chapter visits to all those present as well as addressing other regional issues.

CHAPTERS' OPERATION WORKSHOP

The Chapters' Operation Workshop with a buffet lunch was held from 11:30 a.m. to 2:00 p.m. with the Delegates, Alternates, and all others welcomed. Some Delegates and Alternates were missing and attendance was lower than anticipated.

Gordon Hoiness, Society VP, gave an update on the accomplishments of ASHRAE in the past year. Many are outlined in a flyer entitled "A Report to the ASHRAE Membership. He noted that this is a dynamic time for the Society with a lot of activity in standards and Design Guide Development. There are many new educational programs from the ASHRAE Learning Institute, new technical programs from the team of Distinguished Lecturers, Society Symposia and Seminars now available to chapters. Significant upgrades have been made to the ASHRAE Website and we have a new Electronic Communications Committee which can assist chapters in developing their websites. ASHRAE will soon have a new web based management software system designed to improve and speed up communications with members.

Chair Bundock followed with a presentation on operating an effective chapter and leadership. He discussed the benefits of a CRC and where to get help with questions – the ASHRAE Website; himself and the Regional Vice-chairs from the different committees.

The third speaker was Carolyn Kettering Staff Director of member and Chapter Services who opted to answer questions about the Headquarters operation, structure and how it interacts with and supports the Society volunteer structure. She also discussed and answered questions on services and information that focused on chapter issues.

TECHNICAL TOUR

A number of different tours were offered.

BANQUET

At night, a special dinner and dance with live music was dedicated to a long time active Toronto and Society member Herb Maybank who passed away last year.

Another night in the Hospitality room followed.

WORKSHOPS (Saturday August 21st, 2004)

Five workshops for the various committees were held from 7:30 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 Varley room adjacent to the main meeting room.

AWARDS & PRESIDENTIAL LUNCHEON

CRC Co-Chairs Doug Cochrane and Jim Ovens welcomed the Delegates, Alternates, Workshop attendees and guests to Toronto Chapter's CRC here in downtown Toronto. The meal was then served.

Following lunch, DRC Bundock called the luncheon meeting to order 1:15 PM. As coffee was served, Chair Bundock asked Society VP Darryl Boyce to address the group in attendance who gave the President Address supplied on CD by Society President Ronald P. Vallort – topic: Refrigeration: Technology for Survival.

President Vallort noted that in the United States, food now travels up to 2,500 miles from farm to table. That's 25% farther than two decades ago. Refrigeration is now commonplace, not only in industry, but in virtually every home in

industrialized countries. More foods to choose from - foods that are safe, foods that last longer, and foods that can be transported halfway around the world in their limited window of freshness. Refrigeration continues to be used in other industries and enables science, technology, and medicine to perform the everyday miracles that we have become accustomed to: vaccines provided worldwide; life giving blood, tissue and organ transplants; computer and chip technology. Refrigeration is the technology of survival and advancement.

What the refrigeration industry calls “**the cold chain**” encompasses the steps used to preserve food and other perishable products from the production stage to the consumption stage. ASHRAE is intimately related to the cold chain. ASHRAE sponsors research, develops programs, teaches courses and develops technical information in handbooks to support and enhance the cold chain.

Each link in the ASHRAE support chain is representative of a member, a section, a student branch, a chapter, a region, a committee or a council. We must do our part to ensure that ASHRAE is one of the strongest links in the cold chain.

ASHRAE must maintain its status as leader. Many feel that less emphasis has been placed on refrigeration in recent years, both in the industry and in the Society. Let us take this year, the 100th anniversary of ASRE, to remind our industry and the public about the importance of refrigeration and the need to make even greater strides in improving the cold chain’s effectiveness to improve the quality of life for people throughout the world.

Our chapters must look outward, into their communities, to promote the understanding of implementation of new technologies which promote energy efficiency, comfort and environmental preservation. Our new Chapter Technical Transfer Committees will play a tremendous part in this effort. Our Student Activities Committees should use the humanitarian benefits of refrigeration as a means to interest young people in our industry.

ASHRAE members that are active in resource promotion must keep our mission in mind when calling on existing or potential contributors. Donors with global foresight may even stipulate that the funds must be used to address specific needs such as finding the most efficient air conditioners for the most inhospitable climates.

The balance of Ron’s address is on the ASHRAE Website.

Since there was a large number of new faces in the audience, Gordon Hoiness Society VP was asked to repeat the update in gave earlier in the CRC about the accomplishments of ASHRAE in the past year. Unfortunately, not enough flyers were available which offered many more details. They are available from HQs.

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

Membership Promotion Awards – presented by Frank Bann

Blue Ribbon – Toronto – Herb Sage
Red Ribbon – Ottawa Valley – Heather Garner

Resource Promotion Awards – presented by Jeff Clarke and Peter Golem

Halifax – Goal Certificate
New Brunswick/PEI – Full Circle Patch, High 5 Certificate and Challenge Goal Certificate; Goal Certificate; High 5 Award; Top 5 Challenge, clock
La Ville de Quebec – Full Circle Patch,
Montreal – Full Circle Patch,
Ottawa Valley – Full Circle Patch
Toronto – Silver Ribbon; Full Circle Patch, High 5 Certificate, Challenge Certificate; Goal Certificate, Top 5 \$ per Member; Goal, clock; Top 5 PAOE (overall Society winner) by chapter size; Top 5 Challenge by chapter size; High 5; desk plaque
Hamilton – Full Circle Patch
London Canada – Full Circle Patch; High 5 Certificate; Challenge Certificate; Goal Certificate; High 5 Award; Top 5 in \$/Member for all Society; clock;
Windsor – Full Circle Patch, High 5 Certificate; High 5 award(patch); Top 5 in \$/member in Society; clock

Hayward Murray Award – presented by Jeff Clarke and Peter Golem

Best Chapter in Region for exceeding RP goal: Toronto second year in a row and will now be a contender for the Society Bill Collins award for the best chapter in the Society

Highest Presidential Awards of Excellence Points - presented by Jean Bundock:

London Canada: Level 1 - Honor Roll; Star award and Special Citation, CO, CP, H, MP, Tega
 NB/PEI: Level 1 - RP
 Windsor – Level 1 – SA
 Hamilton – Level 2; Star award, CO, CP, H, MP, RP, SA , Tega
 Montreal – Level 3; Special Citation, Honor roll, CO, CP, SA, Tega
 Ottawa Valley – Level 3; Honor Roll; Star; and Special Citation, H, MP, RP
 Toronto – Level 4; Star; Special Citation, CO, CP, H, MP, RP, SA, Tega

Historical Award

None presented

Student Activities Awards- presented by Nicolas Lemire

Best SA Committee – Montreal
 Best Student Branch of the year- U of Windsor

TEGA Awards - presented by Guy Perreault

Allen Hanley Award – Montreal

Chapter Programs Awards - presented by Guy Perreault

Best Chapter Program Chair – Michel Bernier - Montreal

Refrigeration Iceman Award

None presented

Certificates of Appreciation for outgoing RVCs and others, presented by Jean Bundock

Doug Cochrane CRC Co-Chair 2004 Toronto
 Jim Ovens CRC Co-Chair 2004 Toronto
 G.E. Menzies ARC 2003-04
 Jeff Clarke –Outgoing Chapter Program RVC
 Peter Golem –Outgoing Resource Promotion RVC
 Danny Castellan – Outgoing Student Activities RVC
 Guy Perreault – Outgoing TEGA RVC

Blue Name Badge Presentation for incoming RVCs by Jean Bundock

Jeff Clarke – incoming Resource Promotion RVC
 Guy Perreault – incoming CTTC RVC
 Nicolas Lemire – incoming Student Activities RVC

Regional Award of Merit presented by Jean Bundock:

Peter Golem – London Canada Chapter
 Denis Potvin - La Ville de Quebec

Golden Gavel Award

None

Communications Award presented by Jean Bundock:

Toronto Chapter - Michael Keen President

Meatball Travel Award presented by Jean Bundock:

Montreal Chapter with 24 members present

Doug Cochrane on behalf of the 2004 CRC Committee thanked the London Canada Chapter for their contribution of \$1000.00 for wine during the Welcome Party.

Peter Golem Chair of next year's CRC in Grand Bend Ontario on the shores of Lake Huron thanked Doug Cochrane and Jim Ovens and their team for a good CRC. He invited everyone to enjoy a lakeside resort hotel with a golf course on site next August 2005. He accepted the regional banner and other items needed for the CRC.

CRC Co-Chairs then asked for each member of their committee to rise and the group applauded.

Gifts were presented to Society VP Boyce, Society VP Hoiness and Headquarters Staff Rep Carolyn Kettering.

The 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 Carmichael/Jackson room for the final business session.



MINUTES OF THIRD BUSINESS SESSION

TIME: Saturday, August 21st, 2004

LOCATION: Toronto Downtown Hilton Hotel, Carmichael/Jackson Room, Toronto Ontario, Canada

CALL TO ORDER

DRC Bundock called the meeting to order at 2:40PM. A couple of Alternates were replaced for this final business session. Chair Bundock advised that no motion for replacement of an Alternate was necessary as Alternates do not have voting rights – the Delegate has the voting rights during this business session.

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

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Halifax	Art Irwin	Trent Moore
NB/PEI	Charles Edwards	Ken Martin
La Ville de Quebec	Andre Boivin	Milan Jovanovic
Montreal	Marc Vanboncoeur	Rejean Blais
Ottawa Valley	Cathie Godin	Jayendra Doshi
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Jean Bundock	La Ville de Quebec	DRC
Doug Cochrane	Toronto	Co-Chair CRCL
George Menzies	Hamilton	DRC Alternate
Guy Perreault	La Ville de Quebec	Assistant Regional Chair
Jean-Luc Morin	Ville de Quebec	Regional Historian
David Rasmussen	Hamilton	Nominating Com. Member
Frank Bann	Ottawa Valley	RVC Membership
Barry Willhelm	Toronto	Nominating Com Alternate
Nicolas Lemire	Montreal	RVC Student Activities
Jeff Clarke	Montreal	RVC Resource Promotion

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

REGION 2 CRC 2005 –LONDON CANADA CHAPTER HOST

Peter Golem Chair of the 2005 presented his budget of \$22,696.00 which is about the same as Toronto this year. However the room rates include meals, meeting room rental and basic AV equipment. This made the establishment of the registration rates difficult. Peter was asked to rework his format and bring forth registration rates easier to understand.

Peter did that and returned with the following estimated packages for registration:

Full Registration:	with 1 person/room \$635.00
Full Registration:	with 2 persons/room \$930 total or \$465/person
Partial Registration:	with 1 person/room \$350.00
Partial Registration:	with 2 persons/room \$530 total or \$265/person

The Hamilton Chapter will pay \$1,000.00 toward the Welcome Party. This is normal practice for the next host of the CRC to contribute to the party.

MOTION: 2005 CRC BUDGET

It was duly moved and passed unanimously “that the London proposed budget be accepted with the registration costs as listed above”.

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. Several motions were to be presented from the workshops.

NOMINATING

David Rasmussen, Regional Nominating Committee Member reported that names came forward for all positions. David reported that in Executive Session, Barry Willhelm from Toronto was elected the new Nominating Member, Daryl Somers from London Canada chapter was elected the Nominating Committee Alternate and Doug Cochrane was elected as the reserve member. David thanked the Delegates for the support he has had for the past 6 years and looks forward to meeting everyone at the Hamilton CRC in 2 years where he will be Chair.

HISTORICAL

Jean-Luc Morin reported that all chapters were represented with 6 of them Chapter Chairs. Year end reports and goals for the new year were covered. The latest CD was distributed to each chapter. It has been extensively enhanced this year with info from ASHRAE website. A motion to expand the Society Historical Committee was discussed but not presented at this time. Regional funding may be an answer. Jean-Luc noted that he would like to attend the Orlando meeting in early February to be part of the Society Historical Committee Meeting.

RESOURCE PROMOTION

The RP workshop was attended by 4 of 9 Chapter RP chairs with another 4 chapter representatives. Only Halifax was not represented. Bob Levi, Society RP VC, was present from Region X and he co-chaired the workshop with Region 2 RVC Jeff Clarke. This committee includes many experienced ASHRAE individuals from the chapters and we have full confidence in reaching our annual goals. Bill McCartney of the Hamilton Chapter presented the Kick Start plan to the delegates along with a description of the RP Green book.

STUDENT ACTIVITIES

Some 5 out of 9 SA chairs were present (Hamilton, Toronto, Ottawa, Montréal and London). Only Halifax hadn't anybody present at the workshop. It was a really dynamic session. It covered all the scholarship, awards and programs available. A lot of sharing happened between chapters. It was suggested that chapters plan a joint venture between the chapters to help students attend the upcoming Orlando Winter Meeting. This will work even better if we plan for a Region 2 bus to help students attend Chicago Winter Meeting in 2006. Nicolas commented that he had great interest and was looking forward to a great 2004-2005 year for SA in Region 2

MEMBERSHIP PROMOTION

Frank Bann reported that all 9 chapters were represented with 6 of the 9 Chapter Chairs in attendance. It was agreed to have a new award for those chapters who can achieve a <10% delinquency rate based on June 30th stats. He commented that there was excellent interaction between chapters. He noted that he would be working with every chapter to define their boundaries by postal code so that Headquarters can better assign the area members.

CHAPTER TECHNOLOGY TRANSFER

All 9 chapters were present. 7 of 9 chapters were the CTTC chairs. The other 2 chapters had representatives. Montreal had 5 representatives. Wilfred Laman, former Chapter Programs Chair helped me with the Programs portion of the workshop. It was a good group with many questions. There are many requests for DL's. Some people found the workshop too long others said they would have liked more time! I took 3h45 including the break.

MOTIONS

DRC Bundock called for the Motions starting with the numbered Society ones first then followed by the numbered Regional Motions. Additional motions from the workshops and the chapters will follow.

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 end of the CRC Minutes – pages 19 to 22.

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.

Society Motion No. 1

Moved By: Toronto Chapter – John Mitterling - Delegate
Seconded By: Hamilton Chapter – Bill McCartney - Delegate
Motion:

CRC Manual should clarify the financial obligations of the Region vs. those of the host chapter. The DRC to validate host budget within 60 days of initial presentation.

Background Information:

The Toronto CRC Committee found the wording of the current manual unclear and open to interpretation. For example, the Employer Breakfast cost and the CRC seed money turned out to be a loan when initially budgeted as income.

Fiscal Impact: None

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

Passed: Yes

Society Motion No. 2

Moved By: Toronto Chapter – John Mitterling - Delegate
Seconded By: None
Motion:

That the PAOE point structure should be such that eligible points must be registered at Society within 45 days of eligibility, otherwise the potential points expire

Background Information:

PAOE points are a vehicle for gauging progression of success and measurement. The current system does not enforce timely updates

Fiscal Impact: None.

Motion failed for the lack of a Secunder.

Society Motion No.3

Moved By: Toronto Chapter – John Mitterling - Delegate

Seconded By: Ottawa Valley Chapter - Delegate – Cathy Godin

Motion:

That Society shall offer monthly electronic direct bank deposits for Chapter Dues.

Background Information:

Deposits currently come as manual cheques with a high degree of irregularity (possibly lost in the mail, sent to the wrong address, or contact person, at irregular intervals)

Fiscal Impact: Initial \$2000 outlay, future courier cost and mailing savings

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

Passed : Yes

Society Motion No. 4

Moved By: Toronto Chapter – John Mitterling - Delegate

Seconded By: Hamilton Chapter – Bill McCartney - Delegate

Motion:

Close the Northern Section of the Toronto Chapter

Background Information:

Non-existent activity took place last year. Toronto Chapter core can not spark local interest to organize and sustain a program.

Fiscal Impact: None

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

Passed: Yes

Society Motion No. 5

Moved By: Toronto Chapter – John Mitterling - Delegate

Seconded By: London Canada Chapter – Derek Vakaras - Delegate

Motion:

Society to improve communication procedures so that Chapter Presidents plus the MP chair receive and acknowledge notifications of newly assigned area

Background Information:

New member information is not effectively transferred. The opportunity for Chapters to immediately contact new area assigned members is sometimes lost and results in diminished interest in ASHRAE.

Fiscal Impact: None

Motion Withdrawn (new communication procedures on website explained to Delegates)

Society Motion No. 6.

Moved By: Toronto Chapter – John Mitterling - Delegate

Seconded by: NB/PEI Chapter – Charles Edwards - Delegate

Motion:

Society shall improve procedures when assigning new members to Chapters. Chapter boundaries in Region 2 are not being assigned properly.

Background Information:

During the Regional and Society Officers Meeting held earlier in the CRC (during executive Session), it was agreed that this is a major issue. Carolyn Kettering from HQ agreed to work with Frank Bann, Region 2 MP Chair, to develop a postal code format to assign members in Region 2 – the eastern Canadian provinces, where the problem exists. This satisfied the mover and seconder, so the motion was withdrawn.

Motion Withdrawn

Society Motion No. 7

Moved By: Toronto Chapter – John Mitterling - Delegate

Seconded By: Montreal Chapter – Marc Vadboncoeur - Delegate

Motion:

That the Honours and Awards listing for Members denote the year that the award was received.

Background Information:

It will help Chapters better gauge and locate members that are eligible for additional recognition.

Fiscal Impact: Minimal

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

Passed: Yes

Society Motion No.8

Moved By: Hamilton Chapter – Bill McCartney -Delegate

Seconded By: Windsor Chapter – Walter Marcon - Delegate

Motion:

That ASHRAE develop a set of standards for testing the performance of industrial air filtration systems used to recirculate air back into occupied space.

Background Information:

The trend today, due to the rising cost of energy, in a lot of industries, is to recirculate the air, by way of a variety of air filtration systems. For similar systems, every manufacturer claims their system is far more efficient than their competitors without any need to support or to verify their claims.

At the moment, no common evaluation technique exists so the user must rely on information from other similar applications (if available).

The concern for the members is health and safety; since without a standard then unsubstantiated claims by product manufacturers could be create a litigated situation.

ASHRAE would be the ideal group to develop a standard to assess performance.

This could stimulate more interest from industrial users and may help expand our membership base.

It would also put all the manufacturers on a level playing field.

Fiscal Impact: Significant

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

Passed: Yes

Society Motion No. 9

Moved By: Montreal Chapter - – Marc Vadboncoeur - Delegate

Seconded by: Toronto Chapter – John Mitterling - Delegate

Motion:

Chapter Website Hosting in Atlanta – Each chapter website must have its own “URL” e.g. hppt://www.ashrae-MTL.org.

Background:

It gives visibility – A Goggle search will produce a result. The Hosting service provided by Atlanta must be identical to what is provided by any commercial service provider and include statistics.

Fiscal Impact: Nil

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

Passed: Yes

Society Motion No. 10

Moved By: Montreal Chapter - – Marc Vadboncoeur - Delegate

Seconded By: Windsor Chapter – Walter Marcon - Delegate

Motion:

That Society eliminate template background as nobody is following the dictated guideline requirement for webpages

Background Information:

Leave it up to imagination. Carolyn Kettering offered to investigate this topic.

Fiscal Impact: Unknown

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

Passed: Yes

Society Motion No. 11**Moved By:** Montreal Chapter - – Marc Vadboncoeur - Delegate**Seconded by:** NB/PEI Chapter – Charles Edwards - Delegate**Motion:*****That Society investigate the 15 MB limit and allow up to 100MB*****Background Information:**

The present Montreal website is 57 MB; La Ville de Quebec is 40MB. Every month, the size is growing so a limit of 100MB is more realistic.

Fiscal Impact: Unknown**Vote Count:** For: 8 Against: 0 Abstained: 1 Chair Voting: No**Passed: Yes****Regional Motion No. 1****Moved By:** Hamilton Chapter – Bill McCartney - Delegate**Seconded by:** NB/PEI Chapter – Charles Edwards - Delegate**Motion:*****That the Chapter assessment of \$8/chapter member (Regional Motion A3-01) be amended to be \$6/chapter member effective 2004-2005.***

Background Information: The reduction means no contributions are to be made to the Regional Fund until another motion is presented at a subsequent CRC. The Regional Fund has over \$17,000 in it and is steadily rising. It is time for a pause in contributions. It is suggested that when the fund reaches a level of \$5000 to \$7000, a return to a Chapter assessment could be reinstated.

This would result in the Chapter Assessment for the 2004 CRC in London at \$6.00 per Chapter Member payable prior to May 19th, 2005 (Regional Motion A1-89) plus the London Chapter gets \$2.00/chapter member seed money from the Regional Fund at this meeting. Note! This does not change Regional Motion A3-01 where the Regional Treasurer issues a non-refundable of \$2.00/ Chapter Member to the Host of next year's CRC from the Regional Fund at the current CRC, to be used as seed money for the next CRC – refer to Regional Motion A3-02.

Vote Count: For: 9 Against: 0 Abstained: 0 Chair Voting: No**Passed: Yes****Regional Motion No. 2****Moved by:** London Canada Chapter – Derek Vakaras - Delegate**Seconded By:** Windsor Chapter – Walter Marcon - Delegate**Motion:*****That the Region 2 RVC for CTTC compile a Regional Speakers List, by collecting from each chapter, the names and contact information for the best 3 to 5 speakers each chapter has had at their monthly meetings in recent years. The list is to be made available to Chapter Program Committee Chairs.*****Background Information:**

The Manual for Chapter Operations notes “the selection of good speakers and appropriate subjects for meetings is the most important single responsibility in a chapter”. However, the Program Committee may have few resources to draw on

in locating good speakers with expertise in popular subject areas. This would provide an additional resource for the committee and for the region.

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

Passed: Yes

Regional Motion No. 3

Moved By: Montreal Chapter - – Marc Vadboncoeur - Delegate

Seconded by: Halifax Chapter – Art Irwin - Delegate

Motion:

Region 2 give a student scholarship of \$500 plus \$500 expenses out of the Regional Fund..

Background Information:

With the scholarship comes a free full registration to the next CRC similar to the Student Consultant at a SAC Annual meeting.

Motion Withdrawn : withdrawn as purpose and format too loose with a heavy impact on the Regional Fund.

Regional Motion No. 4

Moved by: Ottawa Valley Chapter - Delegate – Cathy Godin

Seconded by:

Motion:

That an additional agenda item be added on to the CRC to explain the awards criteria for awards such as DSA and Fellow.

Motion failed for the lack of a Secunder.

2004 CRC MOTION SUMMARY

The following motions are numbered as they were presented at the business sessions. Of the motions passed at the 2004 Region 2 CRC in Toronto, **8 are Society motions**, and **2 are Regional motions** (to be added to Regional summary on last page). **Two 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
S-1	Passed	yes		CRC Manual to clarify financial obligations of host chapter vs. region fund
S-2	Failed	---		PAOE points to expire if not entered on time.
S-3	Passed	yes		HQ to offer electronic direct bank deposits for chapter dues collected
S-4	Passed	yes		Close Northern Section of the Toronto chapter (Sudbury)
S-5	Withdrawn	---		Expand notice of newly assigned members (now on ASHRAE website)
S-6	Withdrawn	---		HQ to change format for assigning members to postal codes (in progress)
S-7	Passed	yes		H&A listing for awards to show dates when award was given

S-8	Passed	yes		Develop standard for testing performance of industrial air filter systems
S-9	Passed	yes		HQ to require each chapter website to have its own URL
S-10	Passed	yes		HQ to eliminate chapter web page template
S-11	Passed	yes		Raise website limit of 15MB to 100 MB
R-1	Passed	no	A5-04	Chapter assessment be \$6 effective 2005, with no contributions to regional fund till it drops to a level of \$5000 to \$7000
R-2	Passed	no	F4-04	Region 2 CTTC RVC to develop up-to-date speakers list and forward to chapter program chairs
R-3	Withdrawn	no	---	Give \$1000 annually from regional fund a student scholarship
R-4	Withdrawn	no	---	Add agenda item for CRC to explain format for H&A e.g. DSA & Fellow

DIRECTOR AND REGIONAL CHAIRMAN’S THEME

DRC Bundock announced his theme would be “Membership”. Every member should try and find a new member and then work with the chapter MP chair to ensure everything is processed correctly. We should try to have an MBO in every chapter to have a net increase in every chapter for the upcoming year.

CLOSING REMARKS

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

Society VP Darryl Boyce and Society VP Gordon Hoiness thanked the members for their participation at the CRC and hoped everyone gained from the experience. Carolyn Kettering also thanked the members and the hosts for a rewarding time here in Toronto.

ADJOURNMENT

On motion by Hamilton, seconded by Windsor, “**that this 2004 CRC be adjourned**” . Meeting adjourned at 4:30 PM as per printed schedule.

Minutes prepared by George & Gail Menzies and emailed to DRC August 30th, 2004

Minutes reviewed and approved by CRC Chairman Jean Bundock

Regional Motions – Appendix to CRC Minutes – updated August 30th, 2004

Current Regional Motions – Updated after 3 rd Business Session, August 23 rd , 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 and A1-04 now \$6 for 2005 and beyond*)

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 – plus \$1 to regional fund(see C1-89) = \$8 in total)
- A5-04 Moved by Hamilton Chapter, seconded by NB/PEI and passed;
“That the Chapter assessment of \$8/member(\$7/assessment+\$1 for Regional Fund) be amended to be \$6/chapter member” – no contribution to the Regional Fund till it reaches a level of \$5000 to \$7000. Regional fund to continue to pay out \$2/chapter member to upcoming CRC at current CRC.

B. CRC FINANCIAL

- B1-84 Moved by Hamilton Chapter, seconded by Toronto Chapter and passed:
“That the Host Chapter submit a budget at the previous CRC for approval showing the assessment, registration and estimated expenses as outlined in ‘Manual for Conducting CRC Conferences’. The previous CRC’s final financial report for CRC Income and Expenses shall be made available to the delegates for guidance in approving the budget, with a required 2/3 majority.”
- B2-86 Moved by Hamilton Chapter, seconded by Toronto Chapter and passed:
“That each year the Host Committee submit a complete financial statement within 90 days of completion of the CRC providing all the information as shown in Appendix 1A in the Manual for Conducting a CRC.”
- B3-90 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.

- F4-04 Moved by London Canada chapter, seconded by Windsor Chapter
“That the Region 2 RVC for CTTC compile a Regional Speakers List, by collecting from each chapter, the names and contact information for the best 3 to 5 speakers each chapter has had at their monthly meetings in recent years. The list is to be made available to Chapter Program Committee Chairs”.

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 21st, 2004, John Luc Morin distributed the above on a CD