



2007 REGION 2 CRC – MONCTON, NEW BRUNSWICK, CANADA

AUGUST 23RD, TO 25TH, 2007

HOST: ASHRAE NB / PEI CHAPTER

ORIENTATION SESSION

At 1:00 PM Thursday, August 23rd, 2007, Director and Regional Chair (DRC) Wilfred Laman welcomed all the Chapter Delegates and Alternates, Regional Representatives and the visiting dignitaries and guests to the Region 2 CRC at the Delta Beausejour Hotel, 750 Main Street, Moncton, New Brunswick, Canada E1C 1E6; Shediac Rooms A&B. Chairman Laman noted that all the reports have been received via email prior to the opening of this meeting.

Chair Laman introduced William Harrison, Society President-Elect, Andy Persily, Society Vice President, Bruce Hunn, Director of Technology, Headquarters and Patricia Adelman, Manager of Research Promotion Headquarters. Chairman Laman noted that Region 2 is well represented on various Society Committees - Darryl Boyce on Advocacy Committee; Planning Committee and Certification Committee; David Underwood on Planning Committee, Nominating and Chair of Environmental Health Committee ; Frederic Genest, CTTC; Isabelle Lavoie, Membership Promotion; Nicolas Lemire, Vice-Chair Society Student Activities Committee, with Joel Primeau on the same committee as the Region 2 Member Student Activities Committee; Nicolas Lemire is also on the Young Engineers in ASHRAE Committee; William McCartney, 2010 Handbook Committee; George Menzies, Society Historical Committee.

Chair Laman introduced his Regional Vice Chairs: David Rasmussen, Research Promotion, Joel Primeau, Student Activities, Isabelle Lavoie, Membership Promotion, Frederic Genest, CTTC and George Menzies, Historical.

Chair Laman then described the role of the Delegates and Alternates and how the motions would be handled. He explained the difference between caucus and executive sessions and the importance to bring forth nominations for the many positions open. This was then followed by self introductions by the Delegates and Alternates.

Chairman Laman called for a motion to elect the Recording Secretary for this meeting. It was moved by Doug Cochrane of the Toronto Chapter and seconded by Nicolas Lemire of the Montreal Chapter *that Gail Menzies be appointed for this position*. Motion passed unanimously.

Chair Laman then outlined some changes in the agenda and asked for a motion to adopt the changes. It was moved by Dwight Scott, seconded by Nicolas Lemire *to adopt the revised agenda*. Vote unanimously.

Chair Laman called for a motion to accept the CRC 2006 Minutes from Niagara Falls. Moved by Robert Lefebvre seconded by Doug Cochrane *that the minutes of the 2006 Region 2 CRC held in Niagara Falls be accepted*. Vote was unanimous.

Chair Laman asked for a motion to approve the Minutes of the Planning Meeting held this spring. It was moved by Mazen Abuomar of Windsor Chapter seconded by Scott Edmunds of London Chapter *that the Minutes of the Planning Meeting be approved*. Approved unanimously.

Chair Laman then explained that each of the chapters would now read out the motions that were forwarded by email to the DRC. This was done. Concerning the lengthy motion involving the cleanup of prior regional motions, DRC Laman explained that he had attempted to get a letter vote on this same motion last year, but only one chapter responded to the request for the electronic vote. This motion has not changed and it has now given the Delegates an opportunity to review the scope of the cleanup that the region needs to get done in order to get the regional motions back to being effective as well as reducing duplication.

The Chair then introduced Gerry Waselynychuk, 2007 CRC Chair. Gerry thanked everyone for coming to Moncton, a city with some 250,000 residents in the area. He noted some of the famous people who had stayed at this hotel – the Queen of England, the Rolling Stones, etc. Gerry provided details about the reception at Boomerangs this evening noting that this restaurant is the site of the regular chapter meetings. He also noted that the hospitality suite would be the registration room where the historical exhibits were on display.

Gerry noted that advance registration for the CRC was 105 members and 20 companions which was close to last year in Niagara Falls. He said in response to a question that he had negotiated a good rate for the event which included complimentary meeting rooms.

Chair Laman asked that the CRC Delegate and Alternate picture be taken as this Business Session will then move into Caucus. George Menzies took the picture. He noted copies would be given out tomorrow.

Chairman Laman stated that Daryl Somers, Region 2 Member of the Society Nominating Committee would chair this meeting. Supporting Daryl was Jay Jayaraman Region 2 Nominating Committee Alternate and Doug Cochrane Region 2 Nominating Committee Reserve Alternate [also Toronto Chapter Delegate].

Concurrent to the Caucus, the RVCs were asked to join Wilfred Laman in Room 630 to discuss chapter visits for the upcoming year. All others were now asked to leave the room for the Caucus session.



MINUTES OF FIRST BUSINESS SESSION

CALL TO ORDER

Wilfred Laman, DRC for Region 2 opened the meeting at 3:30 PM. He asked any new attendees to introduce themselves and sign the attendance sheet being circulated.

The following signed in.

CHAPTER	DELEGATE	ALTERNATE
Halifax	Gary LeBlanc	Jim Tse
NB/PEI	Dwight Scott	Dan Boudreau
La Ville de Quebec	Luc Giguere	Vincent Harrison
Montreal	Nicolas Lemire	John Deuel
Ottawa Valley	Robert Lefebvre	Francois Belair
Toronto	Doug Cochrane	Allard Vegter
Hamilton	David Hills	Adam Werthmiller
London Canada	Scott Edmonds	Eric Shaw
Windsor	Mazen Abuomar	Frank Iakovidis

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

Name	CHAPTER or SOCIETY	POSITION
William Harrison	Society	President-Elect
Andy Persily	Society	Vice President Treasurer
Patricia Adelmann	Staff –Headquarters, Atlanta	Manager, Research Promotion
Bruce Hunn	Staff-Headquarters, Atlanta	Director of Technology
George Menzies	Hamilton	Society & Regional Historian
Wilfred Laman	Hamilton	Region 2 DRC
Jeff Clarke	Montreal	ARC Class A Mem/2008 CRC Chair

Bill McCartney	Hamilton	Region 2 Treasurer
Gerry Waselynychuk	NB/PEI	2007 CRC Chairman
David Rasmussen	Hamilton	RVC Research Promotion
Isabelle Lavoie	Montreal	RVC Membership Promotion
Daryl Somers	London Canada	Region 2 Nominating Com Member
Joel Primeau	Ottawa Valley	RVC Student Activities
Jay Jayaraman	Ottawa Valley	Region 2 Nominating Com Alternate
Frederic Genest	Montreal	RVC CTTC

Chair Laman asked for the report from the Caucus session:

REPORT FROM CAUCAS

Daryl Somers reported that all nine chapters had their Members and Alternates present during the deliberations. In addition at the beginning on the Caucus, G.Menzies Society Honours and Awards Committee past member reviewed the criteria for several awards and answered questions as he has done for the past 5 years. After he left, he said he requested names for all the categories listed on the worksheet supplied to the Delegates. At the conclusion of the Caucus, Daryl acknowledged that names were brought forth for all positions.

The Chair then advised that he would now report on prior Society Motions that were passed at earlier CRCs.

STATUS OF PRIOR SOCIETY MOTIONS

Chair Laman used the status report published by Headquarters detailing the status of last year's Society Motions as well as any still active motions from prior years. The DRC noted that all ASHRAE members have access to this ongoing status report which is on the ASHRAE Website. It was noted that the ASHRAE site is now searchable using a Goggle format. The report follows:

STATUS OF REGION 2 SOCIETY CRC MOTIONS FROM 2006 AND PRIOR YEARS - IF OPEN

Toronto Chapter – Motion 4 (09/28/06):

That the Research Promotion Chair training remains part of the Regional responsibility and continues to be held at a regional CRC.

Motion 4 was defeated because centralized training has not been in place long enough to evaluate the pluses and minus' of the training experience.

Quebec City Chapter – Motion 5 (09/28/06):

That ASHRAE point score for the Regional Award of Merit be modified to add ½ point/year for the position of Regional Treasurer.

Answer: Motion 5 was approved by Members Council and an action item was assigned to an ad hoc committee to develop the definition of the Regional Treasurer's position and update the description for use in the Manual for Chapter Operations.

Quebec City Chapter – Motion 21 (09/28/06):

That ASHRAE endorse the Kyoto protocol in order to promote sustainable development in accordance with it's strategic plan approved by the Board of Directors, March 20, 2006, edited April 3, 2006 amended June 23, 2006 to include Numbering Strategies and in accordance with its position document on climate change approved by the BOD in June 1999.

Answer (01/30/07): Motion 21 is being address by the Board of Directors.

London Chapter – Motion 3 (10/30/05):

That Society allow Research Contributions that are post marked by June 30th to be included in the chapter's totals effective this fiscal year, 2005-2006.

Motion 3 was defeated because of the IRS requirements, guidelines and the ethical choice made by Society.

London Chapter – Motion 4 (10/30/05):

That Society allow regional websites within ashraechapters.org web area.

Motion 4 was withdrawn because this is already in place.

Hamilton Chapter – Motion 5 (10/30/05):

That all Society members including Life members assigned to a chapter be invoiced for chapter dues by ASHRAE Headquarters when annual dues notice is sent out.

Motion 5 was defeated because Life members are exempt from Society dues and only a handful of chapters charge them chapter dues. This would not be an effective use of resources to change the dues billing process based on previous results. (01/23/06 – 2006 Winter Meeting)

Toronto Chapter – Motion 6 (10/30/05):

That Society shall improve procedures when assigning new members to chapters. Chapter boundaries in Region 2 are not being assigned properly. Motion 6 was withdrawn because the procedures have already been improved. The current problem indicates there is no way to determine which chapter is the correct one and the chapters involved have been non-responsive to requests from headquarters for information.

Toronto Chapter – Motion 7 (10/30/05):

That Society shall forward the names of ASHRAE members attending Society Annual and/or Semi-Annual meetings to the chapter presidents of the chapters that these members have been assigned to, effective January 2006.

Motion 7 was withdrawn because this is already available upon request.

Hamilton Chapter – Motion 23 (10/30/05):

That ASHRAE should make permanent the first time registrant annual/semi annual incentive that has been offered for the Chicago 2006 and/or Quebec City meetings.

Motion 23 was defeated because of the following reasons: the procedure is already in place and has been for three or more years; this is offered at both Society meetings; chapter presidents are notified before each meeting.

Toronto Chapter – Motion 24 (10/30/05):

That Society shall improve its logging of dues payments made by indicating receipt of payment from members.

Approved by Members Council.

Answer (10/30/05): With the new computer system, the chapters will be able to print a Chapter Dues Paid Report using a date range they specify. Presently, we have the capability to send a Chapter Dues Paid Report monthly to the Treasurer with the check which includes the date the payment was received by Headquarters and we will begin this process immediately.

Quebec Chapter – Motion 25 (10/30/05) – Referred to Technology Council

That ASHRAE develop an effective strategy for clothes dryer exhaust under Standard 62.2 “Ventilation and Acceptable Indoor Air Quality in Low-Rise Residential Buildings.”

Answer (01/09/06): Technology Council referred this motion to SSPC 62.2 and TC 5.12 for action at their meetings in Chicago with emphasis to consider Members Council’s recommendation to evaluate thoroughly the way in which ventilation in hot humid areas are addressed in Standard 62.2. In January 2005 this motion was referred to SSPC 62.2 and TC 4.3, which initiated discussion of the matter at the Winter Meeting in Chicago in January 2006. The SSPC Chair, David Grimsrud, and the TC 4.3 Chair, Steve Emmerich, reported in March that their committees concluded that Standard 62.2 does not need any further requirements to achieve the purpose and scope of the standard. However, they are taking the issue under continuing consideration and would appreciate a more specific recommendation from the Quebec Chapter. It is not clear but it seems that the issue is whether 62.2 should include a recommendation on the maximum clothes dryer exhaust duct length without the use of a booster fan. Evidently the IRC and IBC allow 25 ft. of smooth duct but some manufacturers recommend only 15 ft. SSPC 62.2 notes that Standard 62.2 addresses IAQ in residences and not energy use, so they question why they should include a requirement for duct length without a booster fan. However, they note that they could add wording saying “Exhaust ducts should be installed in accordance with manufacturers specifications,” or they could cite the IRC and IBC requirements. They also note that UL and CSA are developing a test standard for dryer booster fans under UL 705 and CSA C22.1. Finally, the SSPC suggests that the Quebec Chapter contact either David Grimsrud (grimsrud@earthlink.net) or Steve Emmerich (sjemmeri@email.nist.gov) to clarify their specific recommendation. Furthermore, they suggest that an addendum proposal to SSPC 62.2 is welcome at any time if a specific change to the standard is recommended. Although the issue raised by the Quebec Chapter is still under consideration we consider our response to Motion 25 to be complete and that this item is closed. However, SSPC 62.1 awaits a more specific recommendation as to the requested action.

Toronto Chapter – Motion 7 (10/09/04) – Has been postponed until the 2005 Annual Meeting in Denver:

That Society offer monthly electronic direct bank deposits for chapter dues.

Answer (06/27/05): The cost per transaction for Canadian bank in Canadian funds: ASHRAE fee 40CD – chapter fee 10-30CD; Canadian bank in US funds ASHRAE fee \$31 – chapter \$8- 23. US bank US funds ASHRAE fee \$25-30 –

chapter fee \$10-25; other international countries: ASHRAE \$28-50 - Other countries would be charged depending on the amount of the EFT (\$30-50). **Fees could vary slightly depending on size of the banking institution- smaller banks would have larger banking fees. There are several issues regarding the EFT option. Once the transfer leaves our bank we have no way to track the funds at the other banking institution. It will then be the chapter treasurer's responsibility to check with their bank if the funds are not credited to their account. The other issue is documentation-the information we give to the bank regarding the reason for the transfer usually is not passed on to the account that receives the transfer. In other words you will not have any information except that you received a transfer from SunTrust or CIBC (Canadian account) and the \$ amount. You probably will not receive the information that ASHRAE sent the transfer. There are additional charges to receive a confirmation from your banking institution. Motion 7 was defeated because the fiscal impact outweighs the benefit.

Toronto Chapter – Motion 8 (10/09/04):

That the Northern Section of the Toronto Chapter be dissolved.

Approved by Members Council.

Toronto Chapter – Motion 9 (10/09/04):

That the honors and awards listing for members denote the year that the award was received (currently it does not).

Approved by Members Council.

Montreal Chapter – Motion 10 (10/09/04):

That the Society give each chapter participating in the chapter website hosting program its own URL. (Example: <http://www.ashrae-MTL.org>)

Motion 10 was defeated because ASHRAE has purchased one domain name for the hosting of chapters' program. This provides consistency, but also means that the Society does not have to select, register and maintain each individual domain name for chapters (and TCs). In the case of the Montreal Chapter, the domain name would be: <http://montreal.ashraechapters.org>. The chapter can designate itself anyway it wants before the first dot. If the web site is designed properly how the site is named should not make a difference to a search engine. Through the chapter hosting service, ASHRAE is not trying to be a commercial service provider. It is simply purchasing space from a service provider and offering that space in subdivided fashion at no cost to chapters and TCs. Action: An action item was assigned to staff to communicate what needs to be included on the website to be found by search engines. It would be useful to communicate this to all of the chapters via an FAQ page in addition to notifying the Montreal Chapter.

Montreal Chapter – Motion 11 (10/09/04):

That the required template background listed in the dictated guideline requirements for web pages be eliminated.

Motion 11 was defeated because this is a template only for use when ASHRAE hosts the sites. The template is invisible except for a banner ad at the bottom. ASHRAE hopes to sell these spaces as run of site banner ads to pay for the hosting service. Chapters are not charged for their sites being hosted. The template does not require FrameMaker. It is a simple HTML file. Chapters can do what they want in that space. Action: An action item was assigned to staff to create (or expand) an FAQ section on website development.

Montreal Chapter – Motion 12 (10/09/04):

That Society investigate increasing the limit on the size of the website from 15MB to 100MB.

Motion 12 was defeated because the current limitation is 30MB not 15. The limitation is flexible. Any chapter that needs more should tell us what they need. The 30MB size seems to have worked well for chapters using the hosting service so far. We will put a statement in the chapter hosting information indicating that space can be expanded if needed.

Action: This information will be included when implementing the FAQ section on website development. Staff was also assigned an action item to include a statement in the chapter hosting information that indicates space can be expanded if needed.

Hamilton Chapter – Motion 18 (10/09/04) Referred to Technology Council:

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

Answer (10/06/05): This motion was originally referred to TCs 2.3, 2.4, and 5.4 and SSPC 52.2 in January 2005. In June 2005 TCs 2.3 and 2.4 responded that ASHRAE Standards 145.1, 145.2, and 145.3 address gaseous air filtration for such industrial applications. However, TC 5.4 noted that these standards do not address particulate air filtration and recommended that a new standard for the performance of pulse-cleaned dust collectors be developed. At the Technology Council meeting on October 3, 2005, it was reported that TC 5.4 will prepare a proposal for such a

standard. Thus while the need cited in Motion 18 above is already partially met by existing ASHRAE standards, TC 5.4 will develop an additional standard to address the remainder of the need. While Tech Council will continue to follow this item we consider our response complete and that this item is closed.

Halifax Chapter – Motion 6 (10/18/03) Referred to Technology Council:

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.

Answer (10/22/04): This motion has been considered by both the Standards Committee and the Board Policy Committee for Standards (BPCS). The Standards Committee has been addressing this issue for quite some time in the context of its charge from the Board to streamline the ASHRAE standards development process and has communicated closely with the BPCS, which discussed the issue of continuous maintenance standards at the Anaheim Winter Meeting in January 2004. Both of these committees agree that the frequent issuing of addenda for these standards presents problems to designers and code officials. In May of 2004 the BPCS approved a position on this issue by letter ballot. Their position was that “the fundamental issue is not that of the Continuous Maintenance procedure itself but rather the excessive number and frequency of issuance of addenda.” Thus they recommend that “the number of addenda authorized for publication per standard, in any given Society year, be limited to three, and that publication itself only occur once per year.” At the June 2004 Annual Meeting in Nashville the Standards Committee directed the liaisons to the Standing Project Standard Committees (SSPCs) to discuss with the SSPC chairs regarding options for limiting the number of addenda and the implications thereof. The results of these discussions were incorporated into procedural changes approved at Tech Weekend in October 2004 that limit publication of addenda for all standards to once every 18 months. Furthermore, code intended standards will be republished on a three-year cycle that is coordinated with the ICC code change cycle. As for the number of addenda to be published, no limits have been placed on them. This matter was discussed thoroughly and it was agreed that while SSPCs are strongly encouraged to bundle addenda so as to limit their number, no firm limitations are advisable. In summary the Standards Committee and BPCS have concluded that the practice of continuous maintenance of standards should be continued to facilitate keeping standards up to date with rapidly changing technology and practice. However, they have limited the frequency of addenda, if not the number of addenda. Thus we consider this item to be closed.

Quebec Chapter – Motion 7 (10/18/03) Referred to Technology Council:

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.

Answer (05/18/05): This motion was originally referred to TC 2.3 (Gaseous Air Contaminants and Gaseous Air Contaminant Removal Equipment) and then to TC 2.4 (Particulate Air Contaminants and Particulate Contaminant Removal Equipment). At the Orlando meeting in January 2005, TC 2.4 recommended to the Standards Committee that a Title, Purpose, and Scope (TPS) of a new ASHRAE standard on this topic be approved. At the Orlando meeting, formation of a Standard Project Committee on “Method of Testing UVC Lights for Use in Air Handling Units or Air Ducts to Inactivate Airborne Microorganisms” was approved by the Board. This standard will establish a test method for evaluating the efficacy of UVC lights for their ability to inactivate airborne microorganisms. In addition, TAC believed that this was such an important topic that it approved establishment of a Task Group TG2.UVAS (Ultraviolet [UV] Air Surface Treatment) to continue to address issues related to the efficacy this technology. Seldom does a chapter motion get such direct and complete action as was done in this case. It took a while for the TC to develop its course of action but it has acted strongly and positively.

London Chapter – Motion 8 (10/18/03):

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

Approved by Regions Council.

London Chapter – Motion 9 (10/18/03):

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

Motion 9 was defeated because this is part of the proposed CIQ revision for 2004-05 and would not be a good idea, if the membership number is off by one digit then we would not know who the individual is in the position. However, with the current CIQ form if the individual is serving in more than one position, then the chapter could complete all the information in one position and give the individual's name in the next position and indicate on the form “same as (enter position name).”

London Chapter – Motion 10 (10/18/03):

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.

Approved by Regions Council.

Windsor Chapter – Motion 11 (10/18/03):

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

Motion 11 was defeated because this is available now. Upon request, the Regional Nominating Member (RNM) is given an ID number and password to access the bios over a set date of time (usually until the beginning of the CRC) so that the RNM can view the bios. The RNM is allowed to give this information (ID, password, etc.) to members in the region that need this information.

Quebec Chapter – Motion 35 (10/18/03):

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

Motion 35 was defeated because PAOE is a management tool and the RVCs can control when they get the information from their chapters.

Toronto Chapter – Motion 36 (10/18/03) Referred to Technology Council/ASHRAE Program Committee:

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 Winter meeting of the Society.

Answer (06/08/04): The ASHRAE Program Committee reports that the Society Program Chair will contact the chapter president to solicit participation in the program by local members. Also Technical Committee chairs have been advised through the Society Program Committee Notes and at the Technical Committee Chair Breakfast to solicit chapter members for their proposed sessions.

Toronto Chapter – Motion 37 (10/18/03):

That TEGA and Chapter Programs remain as two distinct committees across all levels of the organization.

Motion 37 was defeated because chapters and regions have the option of keeping these as separate positions and can be funded by the region and chapter.

Ottawa Valley Chapter – Motion 38 (10/18/03):

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. Motion 38 was defeated because this is not in the best interest of the chapters and may weaken the workshops at the CRCs. This will not solve the problem of Chairs not attending the CRCs.

Ottawa Valley Chapter – Motion 39 (10/18/03) Referred to the Student Activities Committee:

That Society assist post secondary institutions in the development of HVAC&R related curriculum. Status: Regions Council referred this motion to the Student Activities Committee with the directive that they include this in their action plan for Strategic Goal 3. Region s Council is very passionate about this and would like to see programs created to implement this motion. Answer (01/26/04): In general the Student Activities Committee already has several programs in place that support post-secondary HVAC&R curricula, such as the Undergraduate Senior Project Grant Program and the Student Design Project Competition, in addition to the many strong alliances that exist between Student Branch Advisors and Society. ASHRAE also makes selected course manuals and Self-Directed Learning Programs available to colleges for use in undergraduate and continuing education programs. This effort is further supported at the chapter level, albeit with limited success. One chapter worked diligently with a local community college to develop a 2-year program for HVAC design, but encountered resistance from other faculty members that ultimately prevented the program from being implemented.

Hamilton Chapter – Motion 12B (10/19/02) Referred to the Honors and Awards Committee:

That the Distinguished Service Point criteria for the Distinguished Service Award (DSA) and the Exceptional Service Award (ESA), Regional Award of Merit and Chapter Service Award be updated and under the point tally to include ½ point per year for a Chapter Webmaster and ½ point per year for a Regional Webmaster. Action: This was added to the DSA/ESA point tally form. (Complete)

Halifax Chapter – Motion 15 (10/19/02) Referred to Technology Council:

That ASHRAE undertake a research project to investigate snow penetration of louvers with a goal of developing guidelines of how snow penetration can be reduced or eliminated. The conclusion would be included in a future edition of the handbook. Answer (10/20/04): – The Research Administration Committee (RAC) first referred this motion

to TC 5.4, which in turn referred it to TC 5.2 (Duct Design). TC 5.2 agreed that the topic of snow penetration of louvers is worthy of ASHRAE research and added it to its research agenda. The TC then prepared a Research Topic Acceptance Report (RTAR) (a pre-Work Statement) which was reviewed by RAC at the June 2004 Annual Meeting in Nashville. This RTAR needed further work so was returned to the TC. It is expected that a revised RTAR will come forward at the Winter Meeting in Orlando and will soon result in a successful Work Statement for an ASHRAE research project. Thus we consider the Halifax Chapter's request to be fulfilled and that this item is closed.

CHAIR Laman now asked for the Society Officers and Headquarters Staff reports:

SOCIETY OFFICER REPORTS

President-Elect: William Harrison thanked all the delegates and alternates and RVCs for working so hard for ASHRAE. Our focus is to reduce the amount of energy we consume and to pull ASHRAE up to the speed of business. Before it took 10 years to get our business plans and activities up to speed, now our goal is 9 months to a year. President Elect Harrison reminded the meeting that Society usually seeks the man but he is inviting you to self nominate for any of the committees you are interested in joining. (William Harrison is president of Trane Arkansas, Little Rock, Ark)

Society Vice-President: Andy Persily reported on the ASHRAE theme "energizing the world". He expanded on the topics of "Improving energy efficiency", "zero energy buildings", "the ASHRAE sustainability roadmap 2006". He reviewed the Green Building Standard and Advanced Energy Design Guides which are areas ASHRAE is working on at present. He commented on ASHRAE Headquarters which is undergoing a major renovation with a \$5 million dollar budget. He said a Certification Health Care Design for Professionals was launched June 2007. He noted that Region 2 was responsible for \$125 K contribution in Research Promotion. Andy invited all to join ASHRAE in New York City for the Winter Meeting in mid January and also to Baltimore this fall for the IAQ meeting. (Andrew Persily Ph D , ASHRAE Fellow, is group leader National Institute of Standards and Technology, Gaithersburg, MD)

Director of Technology: Bruce Hunn brought greetings from Headquarters. He introduced Patricia Adelman, Manager of Research Promotion. There are 100 employees in Atlanta and growing rapidly. Three persons are employed in the Washington Office who add professional expertise when needed. Society is run as a business with a yearly budget of \$19 million dollars. Mr. Hunn invited all ASHRAE Members to visit Headquarters to see the progress in the renovations.

Chair Laman thanked the Officers and Staff for their reports. He noted that the CD he will supply will contain the presentations.

He then asked David Rasmussen to present the final report on last year's CRC in Niagara Falls

CRC 2006 FINAL FINANCIAL STATEMENT

David Rasmussen, the Chair of the 2006 CRC commented on the financial report which was shown in detail on the screen. Surplus was \$748.81 with \$374.41 to be transferred to the Region Fund. The income was supported by a \$6.00 contribution for each chapter member (*Regional Motion A-1-89*) for a total of \$8466.00 which helped keep the CRC virtually a break-even event. When questioned, David noted that the 2006 had no sponsors to supplement the income. Chair Laman noted that the complete report will be on the CRC CD. It was then moved by Nicolas Lemire seconded by Doug Cochrane **that the CRC 2006 Financial Report be accepted.** Approved unanimously.

There was a discussion about where this report is kept as future CRC Chairs may need to review it from time to time. Chair Laman asked that a Regional Motion come from the Historical Workshop to cover this concern.

The session continued with RVC and Chapter Reports. All used a PowerPoint template to help keep the reports concise and consistent.

REGIONAL VICE-CHAIR REPORTS

CTTC

Frederic Genest the new CTTC RCV reported for last year's Chairman Guy Perrault. He stated all 9 chapters were at the Workshop in Aug with 6 CTTC Chapter Chairs present. The chapters that had Chairs at Workshop performed better throughout the year. He noted that candidates for the Dan Mills award and the Star award were submitted from the region. He stated that 8 of 9 chapters achieved par [750 points] for the PAOE with Toronto the highest at 2855. He advised that Toronto won the Allen Hanley TEGA Award and Ville de Quebec the Chapter Program Award

MEMBERSHIP PROMOTION

Isabelle Lavoie reported there have been many troubles with the new membership reporting system, but finally we can see the light. Headquarters reports show some 2442 Society Members in Region 2 as of June 2006. At the end June 2007, there was a slight decrease with delinquents exceeding new members. The challenge this year is to decrease the number of delinquents. There were 177 new members in the region but 217 delinquents. She noted that the Hamilton chapter has been very dynamic: recognizing new members, delinquency call campaign, mentoring new members, involving YEA members.

RESEARCH PROMOTION

David Rasmussen also a new RVC reported that Region 2 had exceeded their goal of \$112,000 to \$124,790 as of June 30/07- 11% above goal. RVC Rasmussen reported that Region 2 RVC for last year -Jeff Clarke of the Montreal Chapter- received the Research Promotion Committee Top Dog award at the Long Beach, California Society Annual Meeting. The Full Circle Award was reached in all Chapters as well as the Regional Full Circle award. This means all the Chapter's Officers participated in RP.

STUDENT ACTIVITIES

Joel Primeau another new RVC for 07-08 reported on last year's activities. He stated that great work was being done by many active Student Branches. A Third place finish was awarded to Ryerson Polytechnic in the Design Competition. He commented that many Region 2 students participated in the winter meeting in Dallas in Jan. He thanked DRC Laman for inviting students to Regional Dinner – this was a great idea as most of our students attended the dinner. Nearly 350 students from across society participated in the student program in Dallas. Five student branches reported their activities in front of everybody including E.T.S.(Montreal). The winter meeting has had student branch reports for 2 years now and our region had a branch report at both meetings (e.g. last year: Ryerson from Toronto). The student tour was the visit of the Dallas Power & Light building which was the subject of the 2005-2006 student competition. There was a panel discussion with a lot of great questions. Finally, the Student Congress discussed ways to improve membership in ASHRAE. We continue to have one of the best regions for Student Activities and we are well regarded at society level as they are always impressed by the quality and the quantity of our achievements. This is something for which we should be very proud. Of special note - the SA committee asked Nicolas Lemire to remain active on the committee moving up to Vice-Chair for the upcoming year 2007-08 and hopefully as Chair for 2008-09. Nicolas is there still representing Region 2 at the Society level for two more years. Joel noted that the YEA connection is great for interested graduating students to remain active and renew their membership. A joint effort from YEA, Membership Promotion and Student Activities committees will spearhead an active promotion of increased continued membership beyond student participation.

REGIONAL HISTORIAN

George Menzies reported for Jean Luc Morin, last year's RVC. Four of the nine chapters were represented at the 2006 CRC. Three delegates or alternates were also present. Where there was no historian at the meeting, very little activity took place at the chapter level. This past year 6 of the 9 chapters exceeded PAR with Montreal achieving 600 points – being one of their best years for participation in historical activities.

Chair Laman asked for chapter reports noting that as many as possible would be done before the Business Session recessed as we have to be ready for the Welcome Party at Boomerangs.

CHAPTER REPORTS:

Chair Laman asked that each Delegate report on their chapter's operation for the past year. (Note - detailed Chapter Reports, Information Questionnaires and each Chapters' Summary Reports will be available in electronic form from the DRC on a CD supplied to each Delegate. The following is a brief summary from the reports presented:

HALIFAX

Gary Leblanc Delegate reported on his Chapter. Assigned members 130 up from 123, Chapter Dues Paying Members 77 down from 116, 11 new Members compared to 17 last year, 21 delinquents up from 11 previously. There is no Student Branch and no Technology Awards. The average chapter attendance is 21 up from 20. Research Promotion raised \$5,476.00 slightly less than goal of \$6,000.00 but up dramatically from \$2575.00 raised last year. Chapter assets are \$27,000 up from \$19,000 last year. The challenge for this year is to get more members out to monthly meetings and more volunteers on committees. The Highlights included a big increase in PAOE points which they won an award for and a new website and a new newsletter format.

NEW BRUNSWICK/PRINCE EDWARD ISLAND

Dwight Scott, Delegate reported on his Chapter. Area Assigned members 107 up from 104 last year with chapter members 107 down from 108. Students remained at 17 with 1 active Student branch. The average attendance at monthly meetings was 26 down from 33. Research Promotion: the fund raising was excellent with \$6,834 raised above goal of \$6,000. and above last year's \$6380. Chapter assets based on a 2 year cycle which includes biannual revenue from a MEET (HVAC show) are \$40,512. up from \$21,681. The challenges this year: With only 60 members in Metro Moncton area, the other assigned members from PEI and Fredericton do not come to Moncton for meetings. Highlights: A good financial position allows for abatement of Chapter Dues for this year with special contributions to the NB/PEI Lung Association.

MONTREAL

Nicolas Lemire, Delegate reported on his Chapter. Area assigned Society members 432 up from 402, Chapter Members are 371 versus 360, New Members are 40 down from last year with 41, Delinquents are 18 versus 20 last year and Student Members 121 versus 86 last year. There are four active Student Branches all with advisors as Chapter members. Some 10 projects were submitted for technology awards. Chapter attendance is 118 versus 123 last year. Research Promotion contributions were \$20,900. virtually the same as last year. The assets are \$40,700 up from \$38,676.00. The challenges are to find volunteers to ensure continuity on committees. The highlight was at the October and May meetings over 40 students attended plus several Society awards were won. Finally, a half day seminar on Sustainability was attended by over 200 people.

La VILLE de QUEBEC

Luc Giguere, Delegate reported for his Chapter. Area Assigned members 261 up from 195; current Chapter dues paying members unknown versus 157 last year. Twenty-eight new members this year compared to 54 last year which was influenced by the Society Summer Meeting held in Quebec City. Delinquent members are 22 versus 17 last year. Student Members are 97 in total up from 19 with a very active student branch. Average attendance at meeting 121 compared to 43 last year. Research Promotion dollars contributed was \$13,250.00, \$2,000. above goal and well above last year's \$10975. Chapter assets are \$27,159 up from \$23,445.00. Meal costs this year will be \$45.00 compared to \$34.00 last year. The challenge this year is to add depth to the committees. The highlight was the increased attendance helped by offering a pre sale corporate package. The 50th Anniversary dinner had over 160 people present.

OTTAWA VALLEY

Robert Lefebvre, Delegate reported for his Chapter. Assigned members are 330 up from 328, Dues Paying members 145 compared to 139, New Members 19 down from 24, Delinquents 25 significantly down from 34, 15 Student Members up from 10 with an active Student Branch. The average attendance is 78 up from 70 last year. Research Promotion raised \$17,919. above goal of \$16,000 and above last year's \$15,460. Chapter History has been digitized from chapter's beginning by Roderick Potter which is astounding and raises the bar for all ASHRAE Chapters. Finances are assets of \$7,300, down from \$9,900. The challenge is to reduce delinquents and sort out dues payments online and to get more people to volunteer their time. The highlight was hosting a meeting with various government agencies with a presentation by Society President, Terry Townsend and ARC President, Darryl Boyce. The Chapter is finally able to close their GST account with Revenue Canada which has cost the chapter more than \$10,000.00.

TORONTO

Doug Cochrane, Delegate reported for his Chapter. Area Assigned members 876 up from 866, Chapter Dues Paying Members 351 down from 352, new Members were 87 up from 76 the previous year. Society reports 476 delinquents versus 76 the previous year. This number is totally unrealistic and could not be explained. Student Members are 47 up from 32 with 2 active student branches. Research Promotion raised \$32,897, down from \$34,072 but above their goal of \$30,000. Assets are at \$79,499 down from \$86,442.00. The challenge is to increase chapter committee size and get Chapter history digitized. The highlight was a highly successful seminar on Sustainability and a new Student Branch at Sheridan College.

Before adjourning this meeting, DRC Laman reminded all Chapter Delegates that they must attend the ASHRAE Research Canada Annual Meeting Saturday August 25th, 2007 at 7:30 AM as they are Class "B" members of the Corporation and a quorum is needed. Alternates and others may also attend.

Due to time restraints, DRC Laman then called a recess until Friday, August 24, 2007 at 8.00 AM when the Second Business Session will resume and Chapter Reports will continue.

On Thursday evening most of the attendees went to Boomerang's, a nearby restaurant where the Chapter holds its regular monthly meetings for pails of mussels and scallops followed by a delicious Atlantic salmon main course. The twelve companions attended a dinner theater in town.

Each morning a Continental Breakfast was provided in the area outside the meeting rooms.

During this Friday business sessions, the twelve companions went on a tour of several local attractions including a bus visit to the Hopewell Rocks.



MINUTES OF SECOND BUSINESS SESSION

TIME: Friday, August 24th, 2007 at 8:00 AM.

LOCATION: Shediac Room, Delta Beausejour Hotel, Moncton New Brunswick. Canada.

CALL TO ORDER:

DRC Laman called the meeting to order at 8:45 AM. He noted that this session was a little late in commencing because the Nominating Committee needed some more time to conclude their Executive Session.

ROLL CALL:

DRC Laman introduced the Head Table and guests and asked that those present to sign the attendance sheet being passed around.

CHAPTER	DELEGATE	ALTERNATE
Halifax	Gary LeBlanc	James Tse
NB/PEI	Dwight Scott	Dan Boudreau
La Ville de Quebec	Luc Giguere	Vincent Harrison
Montreal	Nicolas Lemire	John Deuel
Ottawa Valley	Robert Lefebvre	Francois Belair
Toronto	Doug Cochrane	Allard Vegter
Hamilton	David Hills	Adam Werthmiller
London Canada	Scott Edmunds	Eric Shaw
Windsor	Mazen Abuomar	Frank Iakovidis

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

Name	CHAPTER or SOCIETY	POSITION
Bill Harrison	Society	President-Elect
Andy Persily	Society	Vice President
Bruce Hunn	Staff – Headquarters,	Director of Technology
Patricia Adelman	Headquarters Staff	Manager of Research Promotion
Wilfred Laman	Hamilton	DRC
George Menzies	Hamilton	Region 2 – Historian
Frederic Genest	Montreal	RVC-CTTC

Bill McCartney	Hamilton	Region 2 Treasurer
Jeff Clarke	Montreal	RVC RP & 2008 CRC Chair
David Rasmussen	Hamilton	RVC Research Promotion
Isabelle Lavoie	Montreal	RVC Membership
Daryl Somers	London	Nominating Com Member
Joel Primeau	Ottawa Valley	RVC Student Activities
Jay Jayaraman	Ottawa Valley	Nominating Com Alternate
Gerry Waselynychuk	NB/PEI	2007 CRC Chair

Chapter Reports continued....

HAMILTON

David Hills, President of the Hamilton Chapter and Delegate reported that delinquents are up at 19, the highest in years and does not know why. Follow-up letters and more phone calls are planned. The Chapter has 31 student members up from 22 and this is attributed to a young person working on this. They will try to reactivate the Student Activities program. The Chapter meets the 1st Tuesday of each month to be one day later than TO. This has changed from the second Tuesday. The Research program is back on track with \$8740 vs. \$4386 last year. They will try to use the Chapter Website to more advantage. Dues and meal plan cost is \$135.00 and is collected by Society. Average attendance was 25 vs. 29 last year. The past 5 years attendance has been 27 on average. Hamilton Chapter took part in the Society web cast. Society assigned members were 187 up from 176, students 31 up from 22.

LONDON

Scott Turner, President of the London Chapter and Delegate advised that London had a successful year. London City economics are good and they were able to reduce the meal costs. The increase in the bank balance was due to the successful golf tournament. They held a refrigeration night and part of tour was refrigeration based. Attendance was good with 44% assigned members showing up average is 46, same as prior year. The University has an HVAC program and some ASHRAE members teach a regular program. This is good education for people to eventually come into our industry. RP was \$11,900 vs. \$8989. Net membership was up 6 but 10 delinquents. Assigned members were 106 vs. 96; students were 32 vs.31.

WINDSOR

Mazen Abuomar, President of Windsor Chapter and Delegate reported they have 56 area assigned members up from 55. The student branch has 35 members with 1 advisor. They had two social events, the golf tournament and a Christmas party which were very successful. One of the highlights of the year was the presentation by Bill Coad, Distinguished Lecturer. The Board of Governors attended a chapter meeting in Detroit. Windsor is not on the Web at present. Their challenges for the year are to try to increase membership, staffing of committees and obtain high quality speakers. Their call list needs work.

Chairman Laman thanked the Delegates for their Chapter Reports. Next agenda item to be reviewed are the future dates and locations for the CRC

FUTURE CRC LOCATION AND DATES

2008 Montreal Chapter Host, General Chair to be Jeff Clarke, dates Fri Aug 22nd to Sun Aug 24th

2009 Windsor Chapter Host – no dates or details

2010 Halifax Chapter Host – no dates or details

Chair Laman noted that the long standing Recording Secretary will be retiring after the 2008 CRC and Windsor will need to select a Recording Secretary

Next to be addressed is the Regional Fund Report and the associated audit which is done by the Host Chapter General Chair – Gerry Waselynychuk

REGIONAL FUND REPORT

Bill McCartney, regional treasurer reported on the financial period July 1st, 2006 to June 30th, 2007. Opening balance was \$19831.24 and the closing \$13,326.97. The significant drop was explained by Chair Laman. He was asked to visit another CRC for training and choose the Region 11 event. However Society did not to cover the travel for the complete

trip so the regional fund was used to cover the shortfall of \$4065.58. Wilfred noted this would not occur again as he has no plans to visit other CRCs. Also some \$1069.17 was used to cover the expense of sending the prior Regional Historian to Society meetings. Again, this will not occur in the next three years as G. Menzies, Regional Historian is on the Society Historical Committee and travel is covered by Society. Plus there was the expense of entertaining the students who traveled to Dallas at the Regional Dinner – some \$300. There was a comment about the chapters having some input into the operation of the fund. The Chair said this idea could be presented as a motion after the workshops at the 3rd business session. Treasurer McCartney said the books were previously handed to Gerry for the audit (as per Regional motion).

David Rasmussen then reported for Gerry who was tied up making arrangements. He said Gerry had reviewed the books and was satisfied with the ledger and recommended approval of the report. It was then moved by Nicolas Lemire of Montreal, seconded by Doug Cochrane of Toronto **that the Regional Treasurer's Report be accepted as presented.** 8 in favour with the London Delegate abstaining.

Chair Laman asked that next year's CRC General Chair Jeff Clarke come forward and present the 2008 CRC proposed budget

2008 MONTREAL CRC PROPOSED BUDGET

Jeff said it would be a 3 day format starting at lunch on Fri August 22nd ending Sunday August 24th, 2008. It would be held downtown at the Hyatt Regency Montreal, 1255 Jeanne-Mance St, Montreal Quebec. Rate would be \$180.00/night. Full registration would be \$300, partial \$200; companion \$75. They plan to use the Hamilton approach and not ask for sponsors. Other details were show on the screen. It was then moved by Nicolas Lemire Montreal Delegate, seconded by Robert Lefebvre of Ottawa Valley **that the proposed budget be approved.** Approved unanimously. Jeff thanked the chapters for their support and noted that the Montreal Chapter is interested in hosting the 2011 Society Annual Meeting and encourages all present to get Society to make this decision, especially since it will be the 75th Anniversary of the Chapter.

At 9:45 AM the meeting recessed for 15 minutes and reopened at 10 AM to present the previously read chapter sponsored motions

Chair Laman called for the first motion

Motion S1

It was moved by London Delegate Scott Edmunds, seconded by Gary LeBlanc of Halifax **that Society streamline the process to ensure student membership cards are mailed within 60 days of Society receiving their membership applications**

Background Information: Many students contacted the Student Activity Chair during the past two years to complain that they had not received their membership cards and benefits after having completed their applications over five months ago. Financial impact unknown.

Vote for 9 – motion passed unanimously

Present Elect Bill Harrison said this would be an action item at Members Council at this fall's Meeting.

Motion S2

It was moved by Toronto Delegate Doug Cochrane, seconded by Luc Giguere of La Ville de Quebec **that Society reinstate giving Canadian Members the choice of being able to pay their membership renewal dues in Canadian funds or USA funds.**

Background information: Up until this year, Canadian members had the choice to pay their membership renewal in U.S. or Canadian funds. It is easier for some Canadian people to get reimbursed if the invoice is in Canadian funds. ASHRAE already has a Canadian bank account that is used to pay membership dues, travel expenses etc. there is no worry about exchange rates with the Canadian/US dollar if members pay in Canadian funds.

Fiscal impact: Minimal – provided new computer system can accommodate change

Vote 9 in favour – motion passed unanimously

Motion S3

It was moved by Doug Cochrane Toronto, seconded by Robert Lefebvre of Ottawa Valley ***that Society should assign region 2 members by postal code or city to determine what chapter they are assigned to.***

Background information: This motion has come up the last two years but was withdrawn as action was promised by Society. Frank Bann former RVC Membership was going to develop a listing by postal code for chapter assignment. Unfortunately, too many members are still being assigned to the wrong chapter making it difficult for the chapter membership committee. It would be much more efficient to have it done right the first time. Other discussion followed noting that postal codes are not the answer. The issue will be reviewed in the MP Workshop and a new motion could be prepared to cover the current problems.

Vote 1 for ; 5 against; 3 abstained – motion failed.

Motion S4

It was moved by Doug Cochrane Toronto, seconded by Scott Edmunds of London Canada Chapter ***that Society should note on the new member listing if member asked for this preferred chapter or if it was assigned by society***

Background: Currently with the new member report it does not show where the chapter assignment came from i.e. did the member ask for that chapter or was it assigned by society. Because of overlap, a member could potentially reside in one chapter boundary but work in another. This would make it easier for the chapter membership committee to identify if member is assigned to the correct chapter or not. After discussion motion was withdrawn. The MP workshop to address concern and bring forth a new motion.

Withdrawn

Motion S5

It was moved by Nicolas Lemire of Montreal, seconded by Dwight Scott of NB/PEI Chapter ***that Society reimburse Chapter Technology Transfer Committee Chairs for transportation expenses related to attendance at Chapters Regional Conferences (CRCs).***

Background: The Chapter Technology Transfer Committee (CTTC) continues to increase its activities and have more responsibilities placed upon it. To have a successful year, the Chapter must have a well trained CTTC chair, knowledgeable in all aspects of this committee including the upcoming Speakers Database, the Distinguished Lecturer (DL) program, ASHRAE technology awards, sustainability efforts, refrigeration, governmental affairs and advocacy issues just to name a few. Although CTTC doesn't bring in society funds like Research Promotion or Membership does, CTTC provides too many valuable services for a chapter chair not to be properly trained. Since attendance at the CRC workshop is critical to the success of this grassroots committee at the Chapter level, and Society's past and present policies have encouraged the attendance at CRC by the grassroots committee chairs for Membership Promotion and Research Promotion by reimbursing their transportation expenses to CRC, Society should extend this policy to include the CTTC Chairs in order to demonstrate its commitment to the support of the volunteer base at the grassroots level.

Financial impact: \$60,000 approx. Society wide (based on expenditures for attendance at CRC by MP Chapter Chairs during the 2006-07 Society Year)

Vote 8 for, London Delegate abstained. Motion passed

Motion R1

Moved by Luc Giguere of La Ville De Quebec, seconded by Nicolas Lemire of Montreal ***that Region 2 consider changing the format of the spring planning meeting from an actual meeting to an electronic-conference.***

Background: Considering the large geographical area covered by Region 2, getting people to travel for a 3-4 hour meeting represent a big time and money commitment. The use of a video-conferencing would most evidently reduce costs to society and the region. Also instead of taking a full day when including all the travel time, only local travel and meeting time would be required. Finally, this would be in line with the society objective towards sustainability.

Fiscal impact: None or most probably negative. However, a request to Society to compensate the travel saving by support to set-up the video conference should be considered. Actual costs to be determined. Further discussion took place on the ability of chapter to have AV conferencing available.

Vote: 8 for, London delegate abstained, Motion passed

Action Item: Chair Laman appointed Frederic Genest, Joel Primeau, and Jay Jayaraman to bring forth a plan by January 31st, 2008 to implement this motion.

Motion S6

Moved by Luc Giguere of La Ville De Quebec, seconded by Nicolas Lemire of Montreal ***that ASHRAE accelerate the process of updating the membership list. This list must be exact by the end of the next following month after a member paid his membership.***

Background: Currently, the list provided to the chapter is not accurate and does not reflect reality. It is almost impossible for the chapter's membership chairman to use that list to make his follow-up and track membership status.

Vote: 8 for, London delegate abstained, Motion passed

Motion S7

Moved by Luc Giguere of La Ville De Quebec, seconded by Gary LeBlanc of Halifax ***that ASHRAE send to member the renewal membership form 1 month before the renewal date with a copy to the chapter membership chairman.***

Background: This motion is complementary to motion S6. Currently it's almost impossible for the chapter's membership chairman to make a follow-up of his chapter membership

Vote 1 in favour; 7 no; 1 abstained

Motion Failed

Motion S8

Moved by Robert Lefebvre of Ottawa Valley, seconded by Nicolas Lemire of Montreal ***that a year-to-date column be added to the Chapter Changes Summary report issued monthly.***

Background: The year to date column will allow the chapter officers and committee chairs to review the overall progress of the chapter operations on a monthly basis.

Vote 9 in favour – motion passed unanimously

Motion R2

Moved by Robert Lefebvre of Ottawa Valley, seconded by Nicolas Lemire of Montreal ***that a Regional budget be prepared by the Regional Treasurer at the beginning of each fiscal year for review and approval by the Chapter Delegates.***

Vote 9 in favour – motion passed unanimously

Action Item: Regional Treasurer William McCartney was asked to do this for next year's CRC in Montreal.

Motion R3

Moved by David Hills of Hamilton, seconded by Doug Cochrane of Toronto ***to revise prior regional motions***

Background: This report was done by the Regional Historical Committee and was presented at last year's 2006 CRC in Niagara Falls. The Delegates found that there was too much detail to digest at the final business session. Chair Laman stated he would send the report out to the Delegates for a letter ballot to be returned by September 30, 2006. Only one chapter responded. The details have now been available for a year. The report is again presented. George Menzies as Region 2 RVC Historical Committee commented that many regional motions have become obsolete or redundant. To clarify the motions (or part of a motion) that are considered as obsolete or redundant, they are grayed in colour and recommended as being eliminated. The ones that need clarity have the changes **in green** with the original motion shown immediately above. If the report is accepted, the CRC Minutes will show the details plus will have the 2006 and 2007 regional motions added as well to give an updated listing of prior regional motions.

1.0 Existing Regional Motions

Regional Motions – Appendix to CRC Minutes – updated August 31st,2005

Current Regional Motions – Updated after 3 rd Business Session, August 31 st , 2005	
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)

New wording

A1-89 Moved by Montreal Chapter, seconded by Ottawa Valley, and passed:
“That the CRC assessment be \$6.00 per chapter member” based on the June 30 year-end chapter membership numbers.

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.

New wording for A2-92

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 based on June 30 year-end chapter membership numbers.

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.* **obsolete**

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) **obsolete**

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.

New wording for A5-04

A5-04 Moved by Hamilton Chapter, seconded by NB/PEI and passed;

“That the Chapter assessment be \$6/chapter member” – no contribution to the Regional Fund till it reaches a level of \$5000 to \$7000. (see A1-89 for purpose of the assessment)

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) Already in Manual plus time needed as well
- 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

New wording for C1-89

- C1-89 Moved by Hamilton Chapter, seconded by NB /PEI Chapter and passed:
“That a Regional Fund be established in Region 2. The fund to be financed by each chapter of Region 2 with an assessment per chapter member for CRC expenses plus 50% of the excess revenue over expenditures of each CRC. Administration of the fund will be by the Regional Treasurer”
- 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.
- New wording for C2-91- to allow Delegates to approve how Regional fund money is spent; also clarifies C4-98**
- C2-91 Moved by Hamilton Chapter, seconded by Montreal Chapter and passed:
“That the DRC and Regional Treasurer formulate a budget for the disposition of the regional fund which shall be submitted annually for approval of the delegates at the CRC. The fund should be audited annually at the CRC by the Host Chapter.
- 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) **–this motion rolled into C2-91 above**
- 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 traveling expenses for those who are invited by the DRC/ARC at this planning meeting and are not reimbursed by the Society.”
Note!!! (Aug 27,2006-DRC currently evaluating need for Planning Meeting – may use funds to get RVCs to chapter meetings)
- 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” **Society now dictates the dates to permit Society officials to be present**
- 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 **now done electronically prior to CRC**
- 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)
New wording to reflect paperless meeting
- D3-90 Moved by Hamilton and duly seconded and passed
“That the DRC bring to the CRC, the last 5 CRC approved minutes in electronic format. (As of Aug 2003 Regional Historian has this info on a CD which is presently updated annually)
- 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” **already available**
- 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”. **–obsolete as currently maintained by Regional Historian**
- 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”. This is now approved within CRC business meeting and is included in Minutes

- 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. (or sent out as a electronic ballot to allow a more extensive review)
- 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 2005
- 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. This is now part of Nominating members job. DRC also advises Delegates to ensure positions are filled with qualified members
- 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”. Obsolete –now posted within 30 on Region 2 Website for review
- 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) **Obsolete as Minutes are assembled in electronic format for prompt distribution after a CRC**
- 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”. Chapters’ workshop attempts to cover this and other subjects for effective chapter operation
- 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”. DRC attempting to do this through improved electronic communication. Society also recognizes there is a weakness in skills of new RVCs which weaken this committees activities and is discussing improvements

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”. Done routinely now

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.” Done routinely

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. complete

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”.

F5-05 Moved by: Hamilton Chapter – Bill McCartney – Delegate; Seconded by: Ottawa Valley – Jay Doshi – Delegate
“That ASHRAE Region 2 Chapters should offer to pay the balance of the first ten (10) first time registrants from their chapter to the Annual/Semi Annual meetings”. Ongoing support to new attendees

F6-05 Moved by: Montreal Chapter, Isabelle Lavoie, Delegate; Seconded by: NB/PEI Chapter, Ken Martin – Delegate
“To establish a selection criterion for two regional scholarships of \$500.00 each - one for a university level student and one for a technical college level student”. Completed at 2006 CRC

F7-05 Moved by: Ottawa Valley Chapter, Jay Doshi, Delegate; Seconded by: La Ville de Quebec, Milan Jovanovic, Delegate
“That all programs and events of each chapter be emailed to all chapter presidents and CTTC members”. complete

F7 -06 Add 2 \$500 scholarships motion

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 2004 and Aug 2005, John Luc Morin distributed the above on a CD

New wording

H1-90 Moved by Hamilton Chapter, seconded by Toronto Chapter and passed.

“That the Regional Historian assemble and distribute annually in electronic form to each Chapter Historical chair, 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”

Vote: 8 for, London delegate abstained, Motion passed

Chair Laman thanked the Delegates for the excellent motions and said he would present the Society Motions at the fall Members Council Meeting

Translations: Chair Laman next reviewed his assignment from Members Council to chair an adhoc committee to address the topic of translating ASHRAE publications into different languages. He asked for input from the Delegates. Nicolas Lemire Delegate from Montreal who represents a bilingual chapter said this is really a non-issue as we will never see the end of it once we start moving in this direction. As a Chapter, we will do translations of technical information ourselves as the need arises. We do have some problem in Montreal that potential candidates for technical awards will not take the time to translate into English. Andy Persily, Society VP noted that subject is currently open-ended as far as ASHRAE publications and education programs being translated. We need to explore the topic carefully as ASHRAE is expanding internationally. Bruce Hunn commented that Headquarters will approve translations on a case by case basis. An added issue is correctly translating technical material, so is the translator liable for the correctness of the material? Plus the cost benefits as a publication are also a factor in approving a translation. The question is how we as a Society fully integrate our information – standards, research, to advance world technology. Nicolas commented that English is the technical language presently and he does not see a change soon. Chair Laman then concluded this topic by saying he would work with RVC CTC Frederic Genest.

Chair Laman asked that we now recess. He stated that a buffet lunch would be available immediately outside the meeting room. At 1:00 PM the five workshops would commence. Attendees were reminded to be in the lobby by 5:30 PM for bus ride to Shediac.

The five workshops met as follows:

- | | | | |
|-------------------------------|-------|--------------------|----------------|
| 1. Chapter Technical Transfer | Chair | Frederic Genest | Mactaquac Room |
| 2. Student Activities | Chair | Joel Primeau | Madawaska Room |
| 3. Membership Promotion | Chair | Isabelle Lavoie | Miramichi Room |
| 4. Research Promotion | Chair | David Rasmussen | Matapedia Room |
| 5. Historian | Chair | George Menzies | Kedgwick Room |
| 6. Management Skills | Chair | Victor Goldschmidt | Shediac A & B* |

* This session was led by Victor Goldschmidt, an Emeritus Purdue Professor of Mechanical Engineering, Fellow of ASHRAE, and honorary member of the IIR (International Institute of Refrigeration). His topic was **“Leadership and Implications of Change”**. His summary is as follows: Leadership is what we are all called to be involved in at different times. We move towards excellence and creative change through effective leadership. There are consequences to change that will be addressed. The primary components of leadership: “envision”, “equip”, “empower”, “edify”, and “evaluate” will be presented. Through them we will be challenged to further refine our leadership skills. Discussion of these principles will be enhanced via introspection and sharing in a constructive and cooperative environment.

At the conclusion of the workshops, attendance sheets were forwarded to the Recording Secretary.

Friday evening, some 110 went to Shediac NB with half going out on the boat for a Lobster Cruise and dinner and entertainment while the other half enjoyed a blues band at Captain's Dan's. At 8:15 PM the groups switched places. The buses returned to Moncton between 10 and 11 PM.

ASHRAE RESEARCH CANADA

At 7:30 AM Saturday August 25th, 2007, an Annual General Meeting of ASHRAE Research Canada Corporation was held with President Denis Potvin conducting the meeting. Class "A" Members present were ARC Vice-President David Underwood who was recording secretary; Wilfred Laman; and Denis Potvin. Seven Chapter Delegates [Class "B" Members of the Corporation] were present which provided the quorum needed. Eleven visitors were also present. Denis reviewed the actions of the corporation during the past year and reviewed the financial statements and projects. He noted some \$750,000 is currently under contract in Canada. He stated that \$124,790.00 was collected in Region 2 for 06-07 which was above the goal of \$112,000.00. As President, Denis will appoint the other four officers – Class "A" members once the results of the Society's Nominating Committee Meeting are announced in January at the Semi-Annual Meeting. Meeting adjourned a 7:58 AM so the Delegates could move into Executive Session.



MINUTES OF THIRD BUSINESS SESSION

Chair Laman opened the third session at 8:20 AM after the break from the ASHRAE Research Canada meeting.

He asked all those present to sign in on the attendance sheet being circulated

CHAPTER	DELEGATE	ALTERNATE
Halifax	Gary LeBlanc	James Tse
NB/PEI	Dwight Scott	Dan Boudreau
La Ville de Quebec	Luc Giguere	Vincent Harrison
Montreal	Nicolas Lemire	
Ottawa Valley	Robert Lefebvre	
Toronto	Doug Cochrane	Allard Vegter
Hamilton	David Hills	
London Canada	Scott Edmunds	Eric Shaw
Windsor	Mazen Abuomar	Frank Iakovidis

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

Name	CHAPTER or SOCIETY	POSITION
Bill Harrison	Society	President-Elect
Andy Persily	Society	Vice President
Bruce Hunn	Staff – Headquarters,	Director of Technology
Patricia Adelman	Headquarters Staff	Manager of Research Promotion
Wilfred Laman	Hamilton	DRC
George Menzies	Hamilton	Region 2 – Historian
Frederic Genest	Montreal	RVC-CTTC
Bill McCartney	Hamilton	Region 2 Treasurer
Jeff Clarke	Montreal	RVC RP & 2008 CRC Chair

David Rasmussen	Hamilton	RVC Research Promotion
Isabelle Lavoie	Montreal	RVC Membership
Daryl Somers	London	Nominating Com Member
Joel Primeau	Ottawa Valley	RVC Student Activities
Jay Jayaraman	Ottawa Valley	Nominating Com Alternate
Gerry Waselynychuk	NB/PEI	2007 CRC Chair
Stephen Lynch	Ottawa Valley	Chapter Chair SA
Robert Lefebvre	Ottawa Valley	Chapter Chair RP
Christine Kemp	Ottawa Valley	Chapter Chair MP
Terry Fowler	Hamilton	Chapter Chair CTTC
Alan Porter	Toronto	Chapter Chair MP
Michael Khan	Toronto	Chapter Chair CTTC/ TO Secretary
David Underwood	Toronto	Board of Governors
Rejean Blais	Montreal	Chapter Chair RP
Genevieve Lachance	Montreal	Chapter Chair MP
Tom Pollard	London	Historical Chair/Region 2 Webmaster
Darryl Boyce	Ottawa Valley	Past ARC President

Chair Laman asked for the Workshop reports and any motions from the workshops. He said the meeting would then recess so that all CRC participants could attend the technical session being held in the adjacent room – Shediac C. After the sessions, the Presidential Lunch would start at 12:30 PM

Motions follow:

Motion S9

Moved by Luc Giguere of La Ville de Quebec, seconded by Nicolas Lemire of Montreal ***that the staff be instructed to send the recognition items for all major donors (\$500 +) directly to the chapter instead of directly to the donor. All other recognition items will be sent directly to the donor (<\$500)***

Background: Beginning in 2005-06 staff was directed by member's council to send all recognition items directly to all donors. This eliminates the opportunity personal/professional recognition of major donors at the chapter meeting.

Vote 9 in favour – motion passed unanimously

Motion S10

Moved by Doug Cochrane of the Toronto Chapter, seconded by David Hills of the Hamilton Chapter ***that Canadian members must enter the chapter that they want to be assigned to when applying or renewing membership and that Society does not automatically make an assignment.***

Background: Many members have been assigned to the wrong chapter and this has become very difficult for chapters to manage. In a case of boundaries between two chapters being very close, a member could decide for various reasons to choose the farther chapter. Also, the postal code management problems Society has been having is causing many wrong chapter affiliations. This can be achieved by having a field that must be filled out by applicant.

Fiscal Impact: None

Vote 9 in favour – motion passed unanimously

Motion R4

Moved by David Hills of the Hamilton Chapter, seconded by Doug Cochrane of the Toronto Chapter, ***that the Regional Treasurer maintain in the official Region 2 Treasurer's Book, a copy of each year's final CRC Financial Report for historical purposes.***

Background: To assist future CRC Chairs in preparing their budgets.

Vote 9 in favour – motion passed unanimously

Note! This now supercedes a prior Regional Motion which states the Historian is to keep copies – this will be removed from the Regional Motions. PS This puts the final statement in a more logical place.

Reports from the Workshops

Membership Promotion – Eleven attendees were at workshop with 8 of 9 Chairs present. Seven of the 9 were returning Chairs. Motion S10 was presented which addressed the topic of assigning chapters when renewing your membership. This should simplify the process and reduce the problems that currently exist. Isabelle commented that she will attempt to improve the reporting of membership activity so chapters can better address the delinquent members especially now the period has been shortened to 6 months from one year. She noted that personally contacting delinquents helps get them to renew. She said a couple of key points covered were the importance of recognizing new members during a monthly dinner and to ensure student members know of the transition membership dues format. She said they reviewed 5 ways to better serve young members.

Research Promotion – Twelve attendees were at workshop with 7 of 9 Chairs. Windsor had their President attend for over half the workshop. Only Halifax did not make an appearance. Headquarters Manager of Research Promotion Patricia Adelman led the discussion using two PowerPoint presentations – first entitled Region 2 Training, followed by Research and You. All present said they expected another positive year with more emphasis on early contacts and collections. A goal of \$120,510.00 was set by the Chairs.

CTTC – A total of 14 attendees with 6 of 9 chapter Chairs present at the 3.5 hour workshop. The first part of the workshop covered the general CTTC and Awards opportunities. The second half covered an explanation of the PAOE criteria. All three Society officials were present during most of the workshop and helped answer questions.

Student Activities – Ten were present for the 4 hour workshop. All 9 Chapters were represented with many being Chairs. The potential MBOs for next year were reviewed. Everyone left with a positive feeling.

Historical – Ten in attendance with 7 attendees being their chapter Historians. The activities for 06-07 were reviewed with Roderic Potter of Ottawa detailing his success of digitizing the chapter history since it was chartered. A simplified MBO was discussed for 07-08.

Leadership Skills – This workshop had seventeen present – primarily the Chapter Delegates and Alternates and was led by Victor Goldschmidt. He had a lively session and covered a number of issues related to organizational dynamics, leadership, and dealing with change.

At approximately 9:10 AM the third business session was adjourned.

TECHNICAL SESSIONS 9:00 AM till 12:00 noon

First topic was Seismic Restraint and about 25 were present. This was followed by two different addresses by Society Distinguished Lecturer – Victor W. Goldschmidt from Northport Michigan. About 50 attended these two sessions. Victor Goldschmidt is an Emeritus Purdue Professor of Mechanical Engineering with more than 35 years of lecturing experience, Fellow and Past Director-at-Large of ASHRAE, and honorary member of the IIR (International Institute of Refrigeration), ACAIRE (Colombia Association of Air Conditioning and Refrigeration, AAF (Argentine Association of Cold), and ASURVAC (Uruguay Association of Refrigeration, Ventilation, Air Conditioning and Heating). He has also served as chair of the ASHRAE Task Group on Climate Change, and while serving in that role and carefully reviewing the published literature he slowly changed his perspective on the culpability of refrigerants in ozone depletion and global warming. His industrial experience includes having been an Application Engineer, and a Development Engineer with Honeywell, as well as serving as team leader with numerous research contracts with the HVAC&R industry. He also led research teams through grants with the DOD, NSF, and other governmental bodies. With more than 200 publications, he served as mentor to both graduate and undergraduate students. His earlier research and teaching included studies in atmospheric flows, and turbulent transport processes. Currently he is a facilitator to leadership,

problem solving and strategic planning sessions, and Trustee in the Leelanau Township Board in the Lower Northwest Michigan.

His talk on “Global Warming – Differing Perspectives” was a different approach to the usual formal presentation on these topics will be presented. It is the consequence of attempting to analyze the available data to demonstrate the reality of anthropogenic global warming. Unfortunately the analysis led to the conclusion that the only reality is in the uncertainties of these areas. A review of the data and predictions from climate change models will first provide evidence as to the culpability of CO₂. Following that, through careful analysis of the data, consideration of astronomical large scale effects, and the nature of computer modeling, the second perspective will raise serious doubts on the culpability of CO₂ as a greenhouse gas threatening the welfare or even survival of future generations. The closing message will be a challenge to always “think as engineers”.

His first talk covered the history of air conditioning and a look into the future. This covered a brief overview of some of the creative minds that helped to formalize a foundation was presented, showing the variety in their backgrounds. An attempt to predict the future was conditioned by the realization of the failure in natural extrapolations, and covered some of the drivers in product development and the natural expectations based on those constraints. The time from patent to product for typical domestic appliances and products, together with recognition of the normal period between major design changes, lead us to the conclusion that very likely it will be during this current decade that a replacement for the vapor compression cycle will be (or has already been) conceived.

The primary purpose of this presentation is three-fold: 1) To recognize that a person’s individual background is not sufficient to limit that person’s creativity and ability to affect HVAC for the benefit of humankind; 2) To acknowledge that there is a natural delay between an idea being formalized and a product put into the market; 3) To challenge individuals to reach into the future and to improve it.

The tech sessions concluded at noon.

The luncheon took place in the main Ballroom of the Hotel. During lunch, the Awards were presented.

AWARDS LUNCHEON/PRESIDENTIAL ADDRESS

Lunch was served (*awards were presented throughout lunch to allow time for Presidential Talk*) with about 90 present, somewhat less than had reserved.

The Luncheon opened with David Potter, member of the NB/PEI Chapter who welcomed all present to the fourth CRC hosted by the chapter. He noted that only he and George and Gail Menzies have been at all four CRCs. Mr. Potter gave the blessing.

Wilfred Laman DRC at the podium thanked Gerry Waselynychuk, and his team – Jennifer, Dwight Scott and the chapter members for all their efforts which made the CRC so successful.

Today’s awards presentation was divided into several sections each honoring a specific phase of ASHRAE – technical, membership, research investments, chapter performance and finally personal awards. The following format was used.

1. CTTC – Frederic Genest
2. Membership- Isabelle Lavoie
3. Research – Dave Ramussen - first the volunteer awards , then chapter performance awards
4. Historical - George Menzies
5. Student Activities- Joel Primeau
6. PAOE – first individuals, then chapters – Wilfred Laman
7. Certificate of Appreciation – Wilfred Laman
8. Regional Award of Merit– Wilfred Laman
9. Chapter Service Awards– Wilfred Laman
10. Regional Communication Awards – Wilfred Laman
11. Regional Meatball Travel Award – Gerry Waselynychuk

The first presenter was Frederic Genest, CTTC RVC for Region 2.

He announced the winner of the **CTTC Allen Hanley Plaque for The Best CTTC Chapter Chair** for Region 2 as Toronto. The award has been presented since 1997 and is in memory of an outstanding Montreal ASHRAE member

who was involved in many ASHRAE technical activities. Note: This award is the property of the region and is to be returned to the next CRC.

Frederic then announced that Vincent Harrison of Ville de Quebec won the Chapter Star Award Program for the Region.

Next he announced the "GAME" winners for Sustainability activities in Region 2 - Toronto won a special plaque and was one of only 6 chapters throughout the Society to win the plaque. President-Elect Harrison presented the plaque to Toronto. Toronto and Montreal also won certificates. Only 17 were won throughout Society.

Frederic then announced the following Regional Technology Awards from the latest ASHRAE Society competition. The certificates will be presented at the Chapter Meetings during chapter visits:

Renewable Energy, 1st place: Cegep de Saint-Hyacinthe, Pavillon Science et vie – Rene Dansereau, Dessau-Soprin (Montreal)
 Healthcare Existing, 1st place: Rehabilitation of Honore Mercier – Laurier Nichols et Rejean Blais, Dessau-Soprin (Montreal)
 Institutional New, 1st place: Centre de formation professionnelle 1'Horizon – Stephane Sirard – Dessau-Soprin (Montreal)
 Institutional New, 2nd place: EMS Central Fleet Facility – Richard Lay, Stephen Carpenter et Lou Lima, Enermodal (Hamilton)
 Institutional Existing, 1st place: Decelles Building HEC Montreal – Pierre Roussel BPA (Montreal)
 Commercial Existing 1st place Complexe Les Ailes – Pierre Roussel, BPA (Montreal)
 Public Assembly, 1st place: Camps musical amateur – Martin Roy, Martin Roy and Ass (Montreal).

The next presenter was Isabelle Lavoie RVC MP Region 2. She announced the following **Membership Promotion Awards for 2006-07**

Blue Ribbon Award (FIRST PLACE) Montreal Chapter- Co-Chairs Caroline Paquet and Genevieve LaChance.

Red Ribbon Award (RUNNER UP) La Ville De Quebec – Guylaine Gagnon

The next presenter was David Rasmussen RP RVC who announced the winners in **Research Promotion** fund raising for 06-07.

Volunteer Awards

Top Five Award (this is a Society competition from 170 chapters in 14 regions world-wide) – one was won in Region 2 this year. This award recognizes the top five RP Chairs throughout all of the Chapters in ASHRAE globally with winners selected from 4 size groups: 1-99 Society Members; 100 to 248; 250 to 499; and 500 + Society Members. The top winners in each of the 4 categories receives a framed motivational print; 2nd through 5th place finishers in each grouping receive a paperweight.

Top Five Winner in Region 2 was London Canada Chapter (Level 2 size chapter 100-249) – Joe Claessens RP Chair – receives Money Clip for exceeding PAOE par; exceeding chapter RP goal, met challenge goal, had high \$\$\$/assigned member invested.

There are a number of other awards to recognize a chapter participation in the research investment program

Chapter Awards

Full Circle Award – This award is won when all the Chapter Executive Officers invest a minimum of \$100 in ASHRAE Research Canada. Chapters winning have their names published in Insights in February as well as listed in the October Journal. All Chapters won this award in 2006-07

High Five Patch – This award is for consistency in fund raising activities – to win chapter must have attained a new high for the last 5 years AND have had highs in four of the preceding years. The patch has been recently redesigned to accommodate date chevrons for future qualifying years. Quebec, London and NB/PEI won in 2006-07

Chapter Treasury Ribbons – for chapters making significant contributions to research: Gold > \$10,000; Silver \$5000 to \$9999; Bronze \$2,500 to \$ 4,999. La Ville de Quebec won Silver ribbon; Toronto and Montreal won Bronze

Goalbuster Certificates – for the Chapter RP Chair volunteers – three ways to win: a) for exceeding chapter goal; b) for establishing a new chapter High Five – highest result in past 5 years; c) for exceeding the Chapter's challenge goal (High Five plus 5%). All but Halifax won in 2006-07

Challenge Goal (5% over Highest 5 years) La ville de Quebec, and NB/PEI won in 2006-07

Gold Circle for an individual contributor – Enbridge Gas Corporation won for their \$10,000.00 investment in research.

Hayward Murray RP Trophy* (Regional Award) went to Milan Jovanic of the Ville de Quebec Chapter.

This is a regional award and is named after the individual who initiated the paperwork to form a Canadian corporation called ASHRAE Research Canada [ARC] so businesses in Canada would have the same opportunity as in the USA for using their investment as a tax deduction.

* The trophy is held for a year and is returned to the CRC for the next year's presentation.

Society Historical Award – George Menzies reported that Jean Luc Morin Regional Historian did not submit any names for the Gold Ribbon and Certificate. However, George reported that Ottawa Valley will win this award this year for their outstanding digitization of their complete chapter history from 1952 by Roderick Potter, Chapter Historian extraordinaire. George invited all to visit the Ottawa website and see this work.

Next, Joel Primeau announced the **Student Activities Awards for 2006-07**. In this region two SA special awards can be won. They are:

First award is: **Best Student Activities Committee** and is not based solely on the PAOE points accumulated during the year. The RVC looks at improvement over prior years, the quality of the activities organized for students, the dynamism of the SA committee and the overall impact on students in the chapter are all factors considered in this award

Second Award is: **Best Student Branch of the year**. Each chapter submits their choice of the best branch within their chapter territory to the RVC. The RVC then looks at each submission for the branch's participation in the ASHRAE program, plus the quality of the activities organized within the branch and finally the impact on the students.

Joel then made presentation to:

Best Student Activities Committee – Toronto Chapter with honorable mention to Montreal for their total PAOE of 3342 (4925 in 05-06) points and to Ottawa Valley for their improvement with 2155 up from 690 points in 05-06 and

Best Student Branch of 2006-07 – Ryerson Student Branch in Toronto

The next series of awards covers **PAOE activities for 2006-07**. George Menzies took the podium and asked DRC to do the presentations with time allocated for pictures.

Geo Menzies first explained that the PAOE awards acknowledge outstanding chapters who have had successful activities in a number of different areas.

To receive one of the Presidential Award of Excellence Awards known as PAOE awards, Chapters must acquire "minimum points" for chapter activities in some four PAOE categories such as membership growth, research investments, historical activities, student activities, chapter operations, technology transfer. There is no maximum limit on points earned in any category e.g. Montreal got 3342 points for SA in 06-07.

Other higher awards are also available and most are based on achieving PAR level in all 5 categories.

The PAR level is an objective for a chapter to reach. Most chapters exceed the par level in several categories where specific activities are well managed and effective.

Specific awards issued are described below:

- **PAOE Award** – Minimum points achieved in four of the following five categories: Chapter Operations, Chapter Technology Transfer, Membership Promotion, Research Promotion and Student Activities – Chapter receives a **PAOE certificate, PAOE red emblem for banner**
- **Special Citation Award (ribbon)** - Minimum in 4 of 5 categories, with a minimum of 4300 points total – Chapter receives a **special citation blue ribbon for banner**
- **STAR Award (pin)** - PAR achieved in all 5 categories – chapter receives a **PAOE Red emblem, star award certificate, star award pin for banner**
- **Honor Roll** - PAOE min. in 4 categories for four consecutive years. **The award is a PAOE certificate and Silver/ Blue emblem**
- **High Honor Roll** - STAR level with PAR in all categories for > four consecutive years. **The award is a PAOE certificate and a High Honor Roll Royal Blue Emblem.**

The Chapter winners are

Halifax Chapter – Steven Ramsay, President: PAOE red emblem award and Special Citation award with a total of 4635 points in 06-07. They made PAOE last year as well.

Hamilton Chapter- David Hills, President: Honour Roll (achieved PAOE for >4 years) PAOE certificate and honor roll silver emblem. Special Citation Award (>4300 actually 5335 up from 4633 pts in 05-06) Special Citation ribbon, Star Award – par in all categories PAOE red emblem, star award certificate, star award pin.

London Canada – Scott Turner, President: Honour Roll silver/blue emblem (achieved PAOE for >4 years), Special Citation Award (> 4300 actually 6573 up from 4995 pts in 05-06), Star Award – par in all categories, star award certificate, star award pin.

Montreal – Rejean Blais, President: Honour Roll(achieved PAOE for >4 years) silver/blue emblem, Special Citation (>4300, actually 10,462 vs 11711 pts in 05-06), Star Award – par in all categories and a star pin.

NB/PEI Chapter – Frederic Desjardins, President: Honour Roll (achieved PAOE for >4 years) silver/blue emblem, PAOE, Special Citation (>4300 actual 4345 vs 5614 in 05-06)

Ottawa Valley – Glenn MacLean, President: Honour Roll(achieved PAOE for >4 years) silver/blue emblem, Special Citation (>4300 pts, actual 7175 up from 5821 in 05-06), Star Award – par in all categories, star award certificate, star award pin.

La Ville de Quebec – Robin Labbe President: PAOE award red emblem, Special Citation (>4300 pts, actual 6175), Star Award – par in all categories, star award certificate, star award pin.

Toronto – Michael Rosenblitt, President: High Honour Roll (achieved PAOE for >5 years) Royal Blue Emblem, Special Citation Award (>4300 actually 9430 vs 9861 pts in 05-06), Star Award – par in all categories

Windsor – William Davies, President: Honor Roll (achieved PAOE for >4 years) silver/blue emblem, Special Citation Award (>4300 actually 5181).

Please note: The PAOE emblems are issued in various colours and are accompanied by certificates which depend on the chapter's success in achieving PAOE points over several years.

For example, if the chapter has made minimum PAOE in at least 4 of five specific categories (Chapter Operations, Chapter Technology Transfer, Membership Promotion, Research Promotion and Student Activities – History is not included at the present time), a **red emblem** is presented.

A "**special citation**" is a blue ribbon for banner and is awarded if the chapter made a minimum in 4 of 5 categories with a minimum of 4300 points – will be a 5000 minimum in 07-08.

If the success continues and the chapter achieves the minimum in 4 of 5 categories for 4 consecutive years, the award is a **silver/blue emblem** and the award is called "Honour Roll"

If the chapter achieves PAR in all the above 5 categories (the STAR category) for at least four consecutive years, the award is called the "High Honour Roll" and the emblem is **royal blue** in colour.

If a chapter has achieved PAOE every year since the chapter's inception or since 1970 with the chapter's first year excluded, the emblem is **gold**.

Note that minimum and par can change yearly in any or all categories – the above applies to the 06-07 year.

A new award for 2006-07 was announced by Chair Laman – **the Sustainability Award** and it is based on a chapter achieving at least 200 points in Sustainability Activities in the CTTC category. A certificate is awarded to all chapters in a region who exceeded the 200 points with a beautiful blue plaque presented to the chapter with the highest points in the region.

Montreal Chapter received a **certificate**

Toronto Chapter received a **plaque and certificate{best in region}**

DRC Laman then announced the following series of personal awards:

Certificates of Appreciation for outgoing RVCs and others were then presented to

Gerry Waselynychuk	CRC General Chair
Jeff Clarke	Outgoing Region 2 RVC Research Promotion
Nicolas Lemire	Outgoing Region 2 RCV Student Activities
Guy Perreault	Outgoing Region 2 RVC CTTC

Regional Award of Merit to:

Frank Bann	Ottawa Valley Chapter
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Chapter Service Award to:

Richard Manuel	Toronto Chapter
Frank Bann	Ottawa Valley Chapter
Jean Bundock	Quebec City Chapter

The next two awards were selected by Wilfred Laman who was DRC during the past ASHRAE fiscal year – July 2006 to 2007

Regional Communication Award – this award is given by the DRC for the chapter which communicates the most with the DRC. It is a discretionary award with the evaluation based on several factors: CRC participation, chapter Newsletters addressed to and received by DRC, MBO sent in to DRC, reporting regularly on the progress of the MBOs, a chapter budget sent to DRC, and ensuring all chapter minutes are forwarded to and received by DRC.

Regional Golden Gavel Award – is selected by DRC and is awarded to the chapter with the greatest PAOE points, plus chapter must met or exceed par in all categories except history, has shown an increase in PAOE over previous year. With such an extensive criteria, this award is NOT presented every year. The award is an **engraved brass nameplate with an ASHRAE logo with a gavel embedded in the plaque**

The winners were announced by DRC Wilfred Laman

Regional Communication Award – Toronto

Regional Golden Gavel Award – Ottawa Valley

The next award was the **Regional Meatball Traveling Award** and it went to:

Toronto with 19,956 man-miles of travel to Moncton. The award is based on travel distance times the attendees at the conference and was started by then Society President Barney Burrows in Oct 1988 while at CRC in Chicoutimi, PQ. London Canada was the first winner in 1988.

Chair Laman asked that the Society representatives come forward for a gift from the NB/PEI Chapter. Then Gerry Waselynychuk presented the gifts to President-Elect William Harrison; Society VP Andy Persily; HQ Director of Technology Bruce Hunn; and Patricia Adelman Manager of Research Promotion(who was absent).

CRC Chair Waselynychuk then presented Wilfred Laman with a clock because he had kept the meeting on time throughout the CRC.

Dwight Scott, President of the NB/PEI Chapter presented Gerry Waselynychuk and his wife with a gift certificate for the Oyster Bar for leading another successful CRC team.

Pres-Elect William Harrison thanked Region 2 for their excellent performance and the great CRC. He followed with the President Theme for 07-08.

PRESIDENTIAL THEME 2007-08

President – Elect Bill Harrison reviewed Kent Peterson’s Presidential Theme for the year- **Greater Efficiency Today, Blue Skies Tomorrow**. The theme emphasizes innovation in the quest for sustainability in the built environment. As Society President, he notes that “energy efficiency should always be the elegant alternative to fuel consumption.” As such, he encourages ASHRAE members to become more radical in their ideas, more daring in their creativity, and dedicated to delivering innovative systems, methods and technology.

The complete text of the Presidential talk is on the ASHRAE Website and also available on the CD produced for this CRC.

Chair Laman thanked Bill for the enlightening talk and hopes all ASHRAE Members respond to the challenge.

As one of the final agenda items, Wilfred asked the CRC General Chair for 2008 Jeff Clarke to come to the podium. Jeff addressed to group in a Montreal Canadiens sweater and invited everyone present to come to Montreal next year in August 22nd to 24th, 2008 for the CRC in the downtown Hyatt Regency Hotel, and to lobby Society for the 2011 ASHRAE Annual Meeting. It will be the Chapter’s 75th Anniversary.

DRC thanked everyone present for their hard work in making this CRC so successful. He then adjourned the Meeting. He noted the debriefing would be held immediately.



SOCIETY AND REGIONAL MOTIONS SUMMARY

2007 CRC MOTION SUMMARY

The following motions are numbered as they were presented at the business sessions. Of the motions passed at the 2007 Region 2 CRC in Moncton, NB. Ten are Society motions to go the Member Council and 4 are Regional motions (to be added to Regional summary on last page).

The Regional motions have been numbered to fit in with the existing list of prior regional motions.

Motion #	Status	Society Motion	Regional Motion and Assigned #	Topic
S-1	Passed	yes	no	Mail out student cards within 60 of receiving membership
S-2	Passed	yes	no	Society reinstate giving Canadian members the choice of being able to pay their membership renewal dues in CDN funds or US funds
S-3	Failed	yes	no	Assign CDN members by postal code .
S-4	Withdrawn	yes	no	Members to select the chapter to be affiliated with their membership
S-5	Passed	yes	no	That ASHRAE pay for CTTC Chairs to attend CRC Workshop.

S-6	Passed	yes	no	That ASHRAE accelerate the process of updating the membership list. This list must be exact by the end of the next following month after a member paid his membership
S-7	Failed	yes	no	That ASHRAE send to member the renewal membership form 1 month before the renewal date with a copy to the chapter membership chair.
S-8	Passed	yes	no	The Ottawa Chapter moves that a year-to-date column be added to the Chapter Changes Summary report issued monthly.
S-9	Passed	yes	no	That the staff be instructed to send the recognition items for all major donors (\$500 +) directly to the chapter instead of directly to the donor. All other recognition items will be sent directly to the donor (<\$500)
S-10	Passed	yes	No	Canadian members must enter the chapter that they want to be assigned to when applying or renewing membership and that Society does not automatically make an assignment.
R-1	Passed	no	D15-07	That region 2 consider changing the format of the spring planning meeting from an actual meeting to a electronic-conference.
R-2	Passed	no	C8-07	that a Region budget be prepared by the Regional Treasurer at the beginning of each fiscal year for review and approval by the Chapter Delegates.
R-3	Passed	no	F8-07	To bring regional motions up to date as we currently operate the region
R-4	Passed	no	B6-07	That the Regional Treasurer maintain in the official Region 2 Treasurer Book, a copy of each year's final CRC Financial Report for historical purposes. Note! This supercedes a prior motion whereby Regional Historian was to keep record. This makes more sense and easier to retain

(Motion summary ONLY forwarded to DRC September 4th, 2007)

The updated Regional Motions follow:



Current Regional Motions – updated September 4th, 2007

Current Regional Motions – Updated after 3rd Business Session, August 25th, 2007 NB/PEI	
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 \$6.00 per chapter member”, based on the June 30th year-end chapter membership numbers.
- 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 based on the June 30th year-end chapter membership numbers”.
- A5-04 Moved by Hamilton Chapter, seconded by NB/PEI and passed;
“That the Chapter assessment be \$6/member with no contribution to the Regional Fund till it reaches a level of \$5000 to \$7000”. (See A1-89 for the purpose of the assessment)

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.”(This report is approved at the following year’s CRC and kept by the Regional Treasurer in the Regional Financial Books)
- 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.
- 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”.
- B6-07 Moved by David Hills of the Hamilton Chapter, seconded by Doug Cochrane of the Toronto Chapter,
“That the Regional Treasurer maintain in the official Region 2 Treasurer’s Book, a copy of each year’s final CRC Financial Report for historical purposes”. (Another prior motion said the Regional Historian was to keep the report but this format was not successful, so a new motion passed in Moncton Aug 2007)

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 per chapter member plus 50% of the excess revenue over expenditures of each CRC. Administration of the fund will be by the Regional Treasurer”. (Note the chapter member assessment suspended in 2005 as fund had too high assets – to be reinstated when fund drops to \$5000 to \$7000 range – see Motion A5-04)
- C2-91 Moved by Hamilton Chapter, seconded by Montreal Chapter and passed:
“That the DRC and Regional Treasurer formulate a budget for the disposition of the regional fund which shall be submitted annually for approval of the Delegates at the CRC. The fund to be audited at the CRC by the Host Chapter General CRC Chair”.
- 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 (hotel) night at

the meeting place. This amount should not be applicable for those whom the Society reimburses these fees. The regional fund should reimburse the traveling expenses for those who are invited by the DRC/ARC at this planning meeting and are not reimbursed by the Society."

- C8-07 Moved by Ottawa Valley Robert Lefebvre, seconded by Montreal Nicolas Lemire
" That a Regional budget be prepared by the Regional Treasurer at the beginning of each fiscal year for review and approval by the Chapter Delegates (at the CRC in August).

D. CRC FORMAT and PROCEDURES

- D3-90 Moved by Hamilton and duly seconded and passed
"That the DRC bring to the CRC, the last 5 CRC Approved Minutes in electronic format.
- 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 all 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 2005
- 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".
- D15-07 Moved by La Ville de Quebec, Luc Giguere seconded Nicolas Lemire **_that region 2 consider changing the format of the spring planning meeting from an actual meeting to a electronic-conference.** Action item for Frederic Genest, Jay Jayaraman and Joel Primeau to report to DRC by end of January with a plan for implementation for an electronic meeting. – will be obsolete when action item completed in Jan 2008

E. CHAPTER REPORTS

No specific ongoing regional motions – DRC advises of format at spring Planning Meeting

F. SPECIAL MOTIONS

- 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 (now superceded as information available at anytime)

H1-90 Moved by Hamilton Chapter seconded by Toronto Chapter and passed.

“That the Regional Historian assemble and distribute in electronic form to each chapter Historical Chair, annually updated historical information including:

- 1. Active Regional Motions from past CRCs** (on Region 2 website in CRC Minutes)
- 2. Regional Awardees** (supplied by Headquarters as part on CRC information package)
- 3. CRC financial reports** (available from Regional Treasurer anytime)
- 4. Canadian Research Projects and chapter annual contributions** (up-to-date information now available from ARC President anytime and at ARC meetings at a CRC)
- 5. Other key Region 2 information** (award information now part of CRC Minutes)

This motion now redundant as of 2007

Updated Sept 5th, 2007 by Regional Historian - G.E.Menzies

End of Region 2 CRC Minutes - Moncton 2007