



2008 REGION 2 CRC – MONTREAL, QUEBEC, CANADA

at the

Hyatt Regency Hotel, 1255 rue Jeanne-Mance,

Montreal PQ H5B 1E5

Friday August 22nd, to Sunday August 24th, 2008

HOST: MONTREAL CHAPTER

ORIENTATION SESSION

At 1:04 PM Friday August 22nd, 2008, 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 Regency Hyatt 1255 rue Jeanne-Mance, Montreal PQ H5B 1E5, Hospitalite Room. Chairman Laman noted that any the reports not submitted should be forwarded on a computer stick.

Chair Laman introduced Gordon Holness, Society President-Elect, Jim Fields, Society Vice President, Steve Comstock, Director of Publications and Education, Headquarters and Patricia Adelman, Manager of Fundraising - Headquarters, David Underwood, Secretary ASHRAE Research Canada [ARC].

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.

Chairman Laman called for a motion to elect the Recording Secretary for this meeting. It was moved by Terry Fowler of the Hamilton Chapter and seconded by Allard Vegter of the Toronto Chapter *that Gail Menzies be appointed for this position*. Motion passed unanimously.

Chair Laman asked for Jeff Clarke CRC Conference Chair to outline some changes in the agenda. After review the following agenda was recommended.

DRC Agenda

Friday August 22nd, 2007

- 13:00 to 13:30 Orientation session – chaired by DRC
 1. DRC introduces Head Table – explain their ASHRAE function, then self intro of delegates, alternates – ask where are missing if any
 2. DRC to explain role of delegate, alternate; how motions will be handled, explain difference between caucus, executive session,
 3. Motion by Hamilton to appoint Gail Menzies as recording secretary
 4. Motion to accept agenda.
 5. Motion to Move to approve CRC 2007 minutes.
 6. Motion to Move to approve Region 2 Planning Meeting
 7. Read Motions
 8. Introduce Jeff Clarke who expands on today's later events.
 9. Picture DRC, Delegates and Alternates for Regional Historian
- 13:30 to 15:15 TBA
 1. Caucus #1 for only Delegates and Alternates plus Nominating (meeting can have invited guests if requested so DRC needs to be in area)
 - President-Elect
 - Treasurer
 - Vice President (4)
 - Directors-at-Large (4)

2. DRC/RVCs Regional Planning meeting – who goes where DRC'S Room
3. RVC's to give Gail complete details of the awards if not already done.
4. DRC should prime the RVCs and official guests of upcoming format to reduce glitches e.g. speaking too long

- 15:15 to 15:30 Break TBA

- 15:30 to 18:00 First Business Session TBA

All delegates should be there plus head table – intro those who were missing

1. DRC Review status of Society Motions passed at 2006
2. Society Officer Reports
 - – President Elect / Treasurer
 - – Vice President
 - – Director / Staff
3. Ask for approval of Moncton's CRC final Financial Statement
4. RVC Reports(5) – 5 minute limit time
5. Chapter Reports – 5 minute limit time or session will run into overtime
6. Before adjourning this 1ST Session, explain ASHRAE RESEARCH CANADA MEETING – Delegates MUST be present [class B members of corporation], visitors welcome.
7. Select person to do Meatball Award calculation
8. DRC to call for Motion to recess

- 18:00 to 20:00 Welcome Party TBA

- 20:00 + Hospitality TBA

Saturday August 23rd, 2007

- 7:30 to 8:00 Ashrae Research Canada TBA

Research Canada's Meeting requires for all delegates to be there
Denis Potvin – President of Ashrae Research Canada will chair meeting

- 8:00 to 10:00 Second Business Session TBA

1. Chapter Reports – 5 minute limit time or session will run into overtime
2. DRC to firm up the next 3 CRCs dates and Chair for each
3. Call for Regional Fund status and audit – and motion to accept auditor's report
4. ask for next year's CRC budget, registration costs – then motion to accept
5. New Business
 - Travel Vouchers
6. DRC to call for Motion to recess

- 10:00 to 10:15 Break TBA

- 10:15 to 12:00

1. Executive Session

- 12:00 to 13:30 Presidential Lunch TBA

1. While eating give out some awards to free time up for speech – need help to distribute ribbons etc
2. DRC to introduce President Elect of ASHRAE for Presidential Speech
3. Awards and recognitions
4. Pass out gifts to Officers

- 13:30 to 18:30 Committee Workshops

1. Chapter Technical Transfer TBA
2. Student Activities TBA
3. Membership TBA
4. Research TBA
5. Historian TBA

- 18:30 Evening functions TBA

Sunday August 24th, 2006

- 7:30 to 8:00 Executive session if required _____
- 8:00 to finish Third Business Session _____ TBA
 1. Workshop Reports and Motions from workshops
 - Attendance Sheet and Copy of summary report to be submitted to Gail Menzies
 2. Thank officers for coming
 3. Thank CRC committee members
 4. State time and place for next CRC -Windsor host Chapter
 5. Adjourn meeting
- 9:45 to 10:00 Break _____ TBA
- 10:45 to 11:00 Technical Session #1 _____ TBA
- 11:30 to 12:15 CRC Debriefing _____ TBA

After some editing, Chair Laman asked for a motion to adopt the changes. It was moved by James Tse of Halifax Chapter seconded by John Deuel of Montreal Chapter **to adopt the revised agenda**. Vote unanimously.

CRC Conference Chair Jeff Clarke then thanked everyone for coming to Montreal and participating in the many events. He noted 130 people have signed up for the boat cruise with 102 currently registered for this meeting. He noted that the ARC Annual General Meeting of the Corporation is scheduled for 7 AM Sat morning and all chapter Delegates must attend [as Class B members of the corporation]. He noted that Jean Bundock will be a distinguished lecturer on Sunday August 24th at 10:45 AM. He will speak on "Commissioning".

Chair Laman called for a motion to accept the CRC 2007 Minutes from Moncton NB. Moved by Steve Koutsonicolas of Windsor Chapter, seconded by Terry Fowler of Hamilton Chapter **that the Minutes of the 2007 Region 2 CRC held in Moncton NB**. Vote was unanimous.

Chair Laman then explained that he would read out the motions that were forwarded by email to the DRC and any supplied today. This was done. Chair Laman asked the Delegates to discuss the motions over the next day or so and to ensure every motion has a seconder so it can be discussed during the third business session.

The orientation session was adjourned at 1:30 PM so the delegates and alternates could caucus. Chair Laman noted that Jay Jayaraman is now RVC for Membership and can not be an RVC and Nominating Alternate. Doug Cochrane is the reserve Region 2 Nominating Committee and will now move up to be the official Alternate with Daryl Somers as the Nominating Member. Chair Laman asked that George Menzies make the arrangements to take the "official" Region 2 Delegate/Alternate picture at the conclusion of the Caucus.

This was done at the conclusion of the caucus session.

Chairman Laman stated that Daryl Somers, Region 2 Member of the Society Nominating Committee would chair this Caucus. Then the RVCs were asked to join Wilfred Laman in his room to discuss chapter visits for the upcoming year. All others were now asked to leave the room for the Caucus session.

The Orientation session concluded at 1:30 PM



MINUTES OF FIRST BUSINESS SESSION

CALL TO ORDER

Wilfred Laman, DRC for Region 2 opened the meeting at 3:35 PM. He asked any new attendees to introduce themselves and sign the attendance sheet being circulated.

The following signed in.

CHAPTER	DELEGATE	ALTERNATE
Halifax	James C.H. Tse	Tom Lechpammer
NB/PEI	Daniel A. Boudreau	John Willden
La Ville de Quebec	Vincent Harrison	Charles –Andre Munger
Montreal	John A. Deuel	Genevieve Lussier
Ottawa Valley	Patrick St-Onge	Jason Alexander
Toronto	Allard Vegter	David J. Sage
Hamilton	Terry J.Fowler	Mike Krewski
London Canada	Eric Shaw	Jason Vanderberghe
Windsor	Steven K. Koutsonicolas	Frank Lakovidis

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

Name	CHAPTER or SOCIETY	POSITION
Gordon Holness	Society	President-Elect
James Fields	Society	Vice President
Patricia Adelman	Staff - Headquarters, Atlanta	Manager, Fund Raising
Steve Comstock	Staff- Headquarters, Atlanta	Director of Publications and Education
George Menzies	Hamilton	Society Committee Historian
Wilfred Laman	Hamilton	Region 2 DRC
Jeff Clarke	Montreal	2008 CRC General Chairman
Bill McCartney	Hamilton	Region 2 Treasurer
David Underwood	Toronto	ARC
David Rasmussen	Hamilton	RVC Research Promotion
Dan Castallen	Windsor	ARC/Chapter Membership
Daryl Somers	London Canada	Region 2 Nominating Com Member
Joel Primeau	Ottawa Valley	RVC Student Activities
Jay Jayaraman	Ottawa Valley	RVC Membership Promotion
Frederic Genest	Montreal	RVC CTTC

Allan Porter Toronto

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 2007 AND PRIOR YEARS - If Still open

REGION 2 CRC MOTIONS from the prior CRC in Moncton as well as earlier Region 2 CRCs:

Montreal Chapter – 2007 Fall CRC:

That Society reimburses Chapter Technology Transfer Committee Chairs for transportation expenses related to attendance at Chapters Regional Conferences (CRCs).

Answer (01/23/08): This motion was approved by the ASHRAE Board of Directors.

Quebec Chapter – Motion 4 (09/21/07):

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 has paid his membership.

Approved by Members Council.

Ottawa Valley Chapter – Motion 5 (09/21/07):

That a year-to-date column be added to the Chapter Change Summary report issued monthly.

Approved by Members Council.

Quebec Chapter – Motion 6 (09/21/07):

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).

Approved by Members Council.

Toronto Chapter – Motion 7 (09/21/07):

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.

Approved by Members Council.

Status: Staff was assigned an action item to investigate and determine if a drop down box can be added for Canadian members to choose their preferred chapter instead of letting the computer system assign it. **(Open)**

London Chapter – Motion 24 (09/21/07):

That Society streamline the process to ensure student membership cards are mailed to students within 60 days of Society receiving their membership applications.

Approved by Members Council.

Toronto Chapter – Motion 25 (09/21/07):

That Society reinstate giving Canadian members the choice of being able to pay their membership renewal dues in Canadian funds or US funds.

Status: This motion was postponed until the 2008 Winter Meeting to further investigate. **(Open)**

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

That the Research Promotion Chair training remain 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. **(Complete)**

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

That ASHRAE endorse the Kyoto protocol in order to promote sustainable development in accordance with its 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 II 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. **(Complete)**

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

That ASHRAE develop an effective strategy for clothes dryers 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) – 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 out weighs 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 re-circulate 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 CD-HVAC 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 & 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: Gordon Holness welcomed all the delegates and alternates and pointed out how important their role is here at the CRC. He noted that during the last few years it has been most exciting with ASHRAE going global, the importance of green buildings, indoor air quality, etc. He encouraged the delegates and alternates to get involved in the grassroots committees and move up the ladder to make a difference. Pres. Elect Holness thanked all the members for coming to the meeting and their time spent on ASHRAE work.

Society Vice-President: Jim Fields presented a power point presentation "ASHRAE'S Secret Weapon" - the most valuable people-you. Jim pointed out that he had come up through the ranks and got pigeon-holed in Research promotion. He pointed out that people power is an amazing thing. Volunteers run ASHRAE. There are over 536K of actual research projects being worked on in Region 2. Over 117.256 downloads of Advanced Energy Design Guides have been done. There are new publications in Support of Sustainable Engineering, new building energy labeling, Low Energy Buildings to Net Zero. Etc. Mr. Fields summed up that – ASHRAE people are good people and friendships made last a lifetime. You have access to the best technology available in your field.

Steven Comstock brought greetings from headquarters. There are over 100 employees at Headquarters to support the volunteers offer professional expertise when needed and run Society as a business. He pointed out that he was here to help you and support you and please feel free to ask questions. Forty people work on publications. There are

51,695 total members with 43,442 from US and Canada and 8,253 outside those countries. ASHRAE also offers certification programs and Joel Primeau from your Ottawa Chapter has just graduated. Steve invited all to the Winter Meeting in Chicago January 24/28, 2009 "Sustainable Urban Design Engineering for Tomorrow, Today.

President-Elect Holness stated he was excited about ASHRAE outreach. ASHRAE staff in Washington meets three times a year with the federal bodies and last spring President Kent Peterson spoke to Congress. ASHRAE keeps Capital aware of their activities.

Patricia Adelman, staff Research Promotion thanked the members for their contributions to the Research Promotion Campaign. Over \$2 million dollars was raised this past year and the new goal is \$3 million in four years.

Chair Laman thanked the Officers and Staff for their reports.

CRC 2007 NB/PEI FINAL FINANCIAL STATEMENT

The Windsor Chapter, Dan Castellan will due the audit of the New Brunswick/PEI CRC 2007 financial report. The 2007 CRC lost \$2,889.23, hence no income into the Region 2 fund this year. It was done and signed off at the 3rd business session. The report is below:

2007 ASHRAE CRC MONCTON, NB EXPENSES							Aug 29/06	ACTUAL
	Price	Qty	Total	Budget	Qty	Ind		
Hotel Meeting Rooms	\$100.00	6	\$ 600.00	\$ 600.00	0			\$0.00
Hospitality Suite (Supplies)	\$200.00	1	\$ 200.00	\$ 200.00	1			\$741.14
Coffee Breaks			\$ -					
Thursday Afternoon	\$ 6.00	25	\$ 150.00	\$ 150.00	40			\$214.25
Friday Morning	\$ 6.00	25	\$ 150.00	\$ 150.00	55			\$660.92
Friday Afternoon	\$ 6.00	65	\$ 390.00	\$ 390.00	70			
Saturday Morning	\$ 6.00	65	\$ 390.00	\$ 390.00	80			\$411.30
Saturday Afternoon			\$ -					
Breakfast			\$ 300.00	\$ 300.00	55	\$13.15		\$723.25
Friday	\$ 12.00	25	\$ 300.00	\$ 300.00	98	\$13.15		\$1,288.70
Saturday	\$ 12.00	65	\$ 780.00	\$ 780.00	80	\$24.48		\$1,956.80
Lunch			\$ 1,625.00	\$ 1,625.00	90	\$22.48		\$2,023.20
Friday	\$ 25.00	65	\$ 1,625.00	\$ 1,625.00	45	\$41.76		\$1,879.06
Saturday (PB)	\$ 33.00	85	\$ 2,805.00	\$ 2,805.00	110	\$56.00		\$6,160.00
Supper			\$ 900.00	\$ 900.00	2	\$855.00		\$1,710.00
Thursday	\$ 30.00	30	\$ 900.00	\$ 900.00	10	\$300.00		\$0.00
Friday	\$ 30.00	85	\$ 2,550.00	\$ 2,550.00	2	\$1,000.00		\$1,000.00
Friday Night Entertainment	\$ 30.00	85	\$ 2,550.00	\$ 2,550.00	1	\$200.00		\$186.02
Friday Night Buses	\$ 800.00	2	\$ 1,600.00	\$ 1,600.00	1	\$1,000.00		\$1,000.00
Employer Recognition Breakfast	\$ 30.00	10	\$ 300.00	\$ 300.00	1	\$1,000.00		\$1,000.00
Companion Activities	\$ 1,000.00	1	\$ 1,000.00	\$ 1,000.00	1	\$104.59		\$104.59
Technical Tour (Victor's Expenses)	\$ 200.00	1	\$ 200.00	\$ 200.00	1	\$136.80		\$136.80
Printing, Postage	\$ 1,000.00	1	\$ 1,000.00	\$ 1,000.00	0	\$0.00		\$0.00
Office Supplies	\$ 250.00	1	\$ 250.00	\$ 250.00	1	\$1,090.00		\$1,090.00
Advertising	\$ 250.00	1	\$ 250.00	\$ 250.00	0			
Audio Visual Equipment	\$ 1,000.00	1	\$ 1,000.00	\$ 1,000.00	0			
Complimentary Registration	\$ 450.00	4	\$ 1,800.00	\$ 1,800.00	0			
Transportation	\$ 500.00	1	\$ 500.00	\$ 500.00	0			
Photography	\$ 100.00	1	\$ 100.00	\$ 100.00	1			\$0.00
Gifts	\$ 50.00	8	\$ 400.00	\$ 400.00	5			\$270.00
Binder	\$ 10.00	12	\$ 120.00	\$ 120.00	0			\$0.00
Committee Secretary	\$ 600.00	1	\$ 600.00	\$ 600.00	1			\$600.00
Recording Secretary	\$ 600.00	1	\$ 600.00	\$ 600.00	1			\$684.00
Miscellaneous (Wif/GPW Expenses)	\$ 1,000.00	1	\$ 1,000.00	\$ 1,000.00	1			\$513.33
Wine/Friday Night Refreshments			\$ -					\$896.20
H/R Wed/Thursday	\$ 168.00	86	\$ 14,448.00	\$ 14,448.00	119	\$165.30		\$19,727.70
Pop Throu/ Friday			\$ -		186	\$3.44		\$637.98
Bank Charges/Misc			\$ -					\$337.48
Total Expenses			\$ 24,110.00	\$ 38,558.00				\$44,648.72

REVENUE						
	Price	Qty	Total	Budget		
Chapter Assessment	\$ 60.00	1270	\$ 7,620.00	\$ 7,620.00		\$8,466.00
Regional Contribution		1300	\$ -			
Full Registration	\$ 450.00	10	\$ 4,500.00	\$ 4,500.00		
Partial Registration	\$ 350.00	64	\$ 18,900.00	\$ 18,900.00		\$32,293.49
Companion Registration	\$ 125.00	20	\$ 2,500.00	\$ 2,500.00		
Corporate Sponsorship	\$ 1,080.00	1	\$ 1,080.00	\$ 1,080.00		\$0.00
Fund Raiser (Chapter SEED)	\$ 3,000.00	1	\$ 3,000.00	\$ 3,000.00		\$0.00
Previous Chapter - Wine Contribution	\$ 1,000.00	1	\$ 1,000.00	\$ 1,000.00		\$1,000.00
Other Revenue AIA(NB)			\$ -			\$0.00
Total Revenue			\$ 38,600.00	\$ 38,600.00		\$41,759.49

Reviewed Aug 24/2008 10:59 am
Dennis Lattin

RVC Reports:

MEMBERSHIP PROMOTION

Jay Jayaraman MP RVC discussed the report made by Isabelle Lavoie, former RVC MP. The Region 2 CRC was held in Moncton, New Brunswick on August 24-25, 2007. 8 out of the 9 MP chairs were present at the workshop. With 7 out

of the 9 chairs being returning chairs this was a nice opportunity to share experience, best practices and bring up new ideas. The main points of discussion were: It is important to contact and recognize each new member during a monthly dinner; Make Members feel important and really part of the group; We agreed upon that fact that each delinquent member is worth calling because it is surprising to see how often a member will decide to renew after having a discussion with a chapter representative; The new membership rate structure to help the transition from student member to member should be advertised more since it is really a great opportunity to increase membership. I have visited the past year the Montreal, London, Québec City and Ottawa Valley chapters and attended their monthly meetings. The regional stats are as follows: Paid Society Members: 2866; New Members: 304; Delinq. 0-90 days unpaid :88; Over 90 days unpaid:179; Cancellations: 300; Total Members on June 2008: 3133; Net Growth 4; % Cancellation: 9.6%; % new Members 9.7%; Delinquents 5.7%; net growth 0.1%. PAOE [400 par this year] Quebec 175; Montreal 1970; Ottawa 2270; Toronto 1215; Hamilton 925; Halifax 410; London 615; NB/PEI 615; Windsor 135.

CTTC

Frederic Genest RVC reported that at CRC 2007 Workshop, 9 of 9 chapters were represented with 6 of 9 incoming chapter chairs. Regional tech award candidates approved for submittal to Society were: Montreal 5 of 5 candidates 4 from the same 2 firms submitting year after year and Ottawa reported 8 Chapter entries in PAOE (same of last year). Eight of nine chapters earned PAOE Points and the highest PAOE points earned by a Chapter was NB/PEI with 2960. The Distinguished Lecturers Program: for 2007-2008 6 allocated plus 1 for CRC. Seven were used and the extra used 1. Chapter visits were made to Montreal and Hamilton Chapter at their meeting at U of Waterloo. Significant accomplishments were the great use of DL program by the chapters and 7 of 9 hosted the Satellite conference – will try to continue the program. Recommended an assistant CTTC Chair to help with work load.

RESEARCH PROMOTION

David Rasmussen RVC reported that the goal of \$120,150 was the same as last year and it was surpassed for a total raised in Region 2 of \$125,899. and the total raised by ASHRAE was \$2,081,000.00. This is a very historical Milestone. Region 2 had a record of 379 contributors. On a downside, \$57,864 of the \$125,899 raised by Region 2 came in June, too late for tracking missing cheques. We must improve there. Awards will be presented at the Luncheon Saturday.

STUDENT ACTIVITES

Joel Primeau RVC reported on last year's activities. He stated that great work was being done by many active Student Branches. Algonquin College branch has been reinstated and already have a team in place for the coming year. More emphasis will be placed Grades 6 to 8 and National Engineering week to get students interested in the HVAC industry. He is hoping to send a bus to Chicago for the Winter Meeting of about 40 students. K-12 did an actual experiment with eggs and it was very interesting. Awards will be presented at the Awards Luncheon.

REGIONAL HISTORIAN

George Menzies reported that the Historical Display from the Chapters is next door and all but two chapters are represented. Eight of nine chapters reached par and only 1 did not participate - Windsor. Two chapters will be receiving a gold ribbon at the Awards Luncheon.

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.

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 – this year in alphabetic order:

HALIFAX

Jim Tse Delegate reported on his Chapter. Assigned members 134 up from 130, Chapter Dues Paying Members 68 down from 77 -116 in prior year. 11 new Members compared, same as last year; 27 delinquents, same as last year. There is one Student Branch and no Technology Awards. The average chapter attendance is down to 17 from 21. RP was up significantly to \$6,150 up from \$5,476.00 slightly and better than goal of \$6,000.00. Chapter assets are \$27,800 up from \$27,000 last year. Chapter now has a website. The challenge for this year is to get more members out to monthly meetings and more volunteers on committees and to submit one tech award.

LONDON CANADA

Eric Shaw, President of the London Chapter and Delegate advised that London had a successful year. Assigned members were 109 up from 106; chapter members 77 up from 52; new members 15 vs 5 last year; students 16 down from 32. RP was \$11,720 just short of goal of \$12,000 and down from last year's \$12,308. Financially, we have \$17,574 down somewhat from \$20,079. Dues going up to \$50 from \$45. Challenges are: BOG & Committee involvement – We still struggle to bring in new volunteers. Working on better program to maintain & possibly increase monthly chapter attendance (e.g.. Golf Tourney Attendance #'s); managing the UWO Student Branch being started at University of Western with Faculty support to have first meeting in 2008-2009 year. Highlights include: Distinguished Lecturer successful in drawing a good crowd, and also gave an Engineering Presentation to Students at UWO during lunchtime - was well attended; Student Chair and UWO Faculty Member went to Atlanta, GA. for Student Activities Conference; Technical Tour of first LEED Gold Certified Building in London; Golf Tournament well attended (156 Golfers)

HAMILTON

Terry Fowler, President of the Hamilton Chapter and Delegate: Assigned members were 209 up from 199; chapter members 105 down from 110; new members 16 down from 23; students 17 up from 9 with one very active branch. Attendance was 25 down from 27[snow issues]. RP was \$7845 vs. goal of \$8,500, and last year raised \$8460. Challenges are: Maintaining and growing the monthly meeting attendance; serious financial impact to Chapter resulting from Satellite Broadcast; missing Research Promotion Goal; increasing Student Membership. Highlights include having Victoria Serda, Deputy Leader of the Green Party of Ontario open season; Distinguished Lecturer – Brian Monk speaking at student night at U of Waterloo; had speaker – Numerical Logics Inc. researcher for ASHRAE Research Project 1453-RP; a special refrigeration tour – Longos Supermarket State of the Art demonstrating integrated design; another successful and profitable Golf Tournament; meet challenge to reach par in all PAOE categories; and finally new people in Excom, veteran volunteer chairs reassigned.

MONTREAL

John Deuel, Delegate reported on his Chapter. Area assigned Society members 428 down from 432, Chapter Members are 326 down from 371. New Members are 57 up from last year 40, delinquents are 24 versus 18 last year and Student Members 103 down from 121. There are five active Student Branches all with 4 advisors as Chapter members. Some 17 projects were submitted for technology awards. Chapter attendance is 140 versus 118 last year. Research Promotion contributions were \$20,900, the same as last year. The assets are \$41,700 up from \$40,700. The challenges Keep-up the motivation after a long series of successful years; continue recruiting young active members in our different committees to keep the momentum; to start the campaign for research early in the year and to retain as many students as possible and encourage transfer to associate; to increased monthly meeting attendance This year chapter set a new record of 182 attendees in one evening. Average for in 2007-08 of 140(best average in past 10 years 125). New total attendance record of 1123 (best total attendance in past 10 years - 996). The total number of students attending monthly meetings throughout the year : 138 students attended. We had a career fair organized by Concordia University with 4 universities and 1 Cegep present; chapter had a half day Seminar on energy efficiency organized in collaboration with Hydro-Québec; a new Cegep Ahuntsic Student Branch was established.; the satellite Broadcast was presented in two Universities.

NEW BRUNSWICK/PRINCE EDWARD ISLAND

Dan Boudreau, delegate reported that the year was quite successful on several counts. Assigned members were 115 up from 107. Chapter members were 115 up from 107. Ten new members with 16 delinquents. \$7,640 was collected from RP up from \$6,834 and above goal. In August, with the organizational efforts of Gerry Waselynychuk and Dan Boudreau, the chapter hosted an excellent CRC for Region II. Most delegates appreciated the adjustment in agenda to suit airline schedules, and it was gratifying to see a number of families take advantage of the opportunity for a Maritime holiday as well. We had an interesting variety of programs this year, including: September 11:Hydronic Cooling (26 in attendance)*; October 9:Variable Speed Pumping (38 in attendance)*; November 13:PolyCello Tour in Amherst (approximately 20);December 11:BACnet (32in attendance); January 8:Efficiency NB (30 in attendance); February 19 Air/Air Recovery (22inattendance)*;March11:Humidification (17 in attendance); April 8:Indoor Air Quality (42 in attendance)*;May 7&8:MEET Show Seminars (~ 55 – 60 each day). *Indicates program shared with the Halifax Chapter, with the speaker in Halifax on Monday night and Moncton on Tuesday. Not counting the MEET seminars which were presented by ASHRAE Distinguished Lecturer, Tom Lawrence, and the PolyCello tour, our average meeting attendance was 38. Karen Rollins, another DL, from Canmore, Alberta, topped the attendance record this year with her presentation, "Confessions of an Indoor Air Quality Consultant." Once again, we participated in the bi-annual MEET Show, a two-day trade show for Mechanical, Electrical and Electronic Technologies. Many people visited our booth, and 102 stopped long enough to sign our guest book. Seven new ASHRAE members were signed up for our chapter, and it looks as if the Halifax chapter has picked up a couple of new members themselves. We mailed five ASHRAE ball caps to the lucky winners of our business card draw. Several

members of the Halifax Chapter assisted in staffing the booth, which was helpful in scheduling, and useful for exchanging ideas.

We anticipate continued cooperation between the chapters as Dan Boudreau and Jim Tse move into their new roles. The two chapters have also promoted each other's annual golf tournaments, and there is usually a good contingent of players crossing the border.

OTTAWA VALLEY

Patrick St-Onge Delegate reported for his Chapter. Assigned members are 357 up from 330, Dues Paying members 234 up from 145; New Members 42 up from 19; Delinquents 30 up from 25; 30 Student Members up from 15 with 2 active Student Branches – both advisors are chapter members. The average attendance is 58 down from 78 last year. Research Promotion raised \$19,433 up from \$17,919 and above goal of \$18,500. Chapter History has been digitized from chapter's beginning by Roderick Potter which is astounding and raises the bar for all ASHRAE Chapters. Financial assets of \$20,635 up from 7,300. Challenges for the chapter: casualty of the new ASHRAE database program was our chapter roster. The program that we had used for years to create our roster from the ASHRAE database was no longer compatible. Unfortunately by the time we realized this and found another suitable program, it was too late and the chapter roster was never issued. Also our average chapter meeting attendance was down this year. Not sure why. The fact that Ottawa had the second worst winter on record this year probably was a factor. The chapter meeting venue is moving to a more central location this coming year, so perhaps this will help. As stated in the our challenges, our two main goals at the start of the year 2007 were to increase our reserve funds and to increase the chapter paid members: both of these goals were achieved. The chapter account had a net increase of over \$13,000.00 and our chapter paid members increased from 145 to 234. Our program this year was outstanding vs. last year. All but one of the evening speakers were excellent presenters. This was a major reason why the 07-08 year was such a success and why the chapter paid membership increased so much this year. We had two very successful seminars; one on Life Cycle Costing in October and one in March on Commissioning from the ALI program. Not only did both these seminars sell out, but they were also big money makers for the chapter. It was a good year for Student Activities. We had our annual Career Fair that was once again a great success. We also re-established a student chapter at Algonquin College to compliment the student chapter that was established at Carleton University a couple of years ago. The challenge for next year will be to re-establish a student chapter at the University of Ottawa.

Due to time restraints, DRC Laman then called a recess at 6:30 until Sat, August 23rd, 2008 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 the welcome party on the outside Terrace in the hotel overlooking St Catherines Street where the Montreal Film Festival was taking place. The companions had a tour of Montreal during the First Business Session

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

During this Saturday business sessions, the companions went on a tour of the Nature Museum [Biodome; botanical garden; insectarium] and other local attractions.



ASHRAE RESEARCH CANADA

At 7:00 AM Saturday August 23rd, 2008, an Annual General Meeting of ASHRAE Research Canada Corporation was held with President Denis Potvin conducting the meeting. Three Class "A" Members present were ARC Vice-President David Underwood who was recording secretary; Wilfred Laman; and Denis Potvin. Nine 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, income and active research projects. It was agreed to post the minutes of the meeting on the Region 2 website. Meeting adjourned a 7:58 AM so the Delegates could move into their Second Business Session.



MINUTES OF SECOND BUSINESS SESSION

TIME: Saturday, August 23th, 2008 at 8:00 AM.

LOCATION: Hospitality Room, Hyatt Hotel, Montreal, Quebec .

CALL TO ORDER:

DRC Laman called the meeting to order at 8:03 AM. He noted that this business will move into Executive Session after the chapter reports are complete.

ROLL CALL:

CHAPTER	DELEGATE	ALTERNATE
Halifax	James Tse	Tom Lechpammer
NB/PEI	Dan Boudreau	John Willden
La Ville de Quebec	Vincent Harrison	Charles-Andre Munger
Montreal	John Deuel	Genevieve Lussier
Ottawa Valley	Patrick St-Onge	Jason Alexander
Toronto	Allard Vegter	Dave Sage
Hamilton	Terry Fowler	Mike Krewski
London Canada	Eric Shaw	Jason Vanderberghe
Windsor	Steve Koutsonicolas	Frank Iakovidis

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

Name	CHAPTER or SOCIETY	POSITION
Gordon Holness	Society	President-Elect
Jim Fields	Society	Vice President
Steve Comstock	Staff – Headquarters,	Director of Publications
Patricia Adelman	Headquarters Staff	Manager of Research Promotion
Wilfred Laman	Hamilton	DRC
George Menzies	Hamilton	Region 2 – Historian
Tom Pollard	London Canada	Region 2 Webmaster
Frederic Genest	Montreal	RVC-CTTC
Bill McCartney	Hamilton	Region 2 Treasurer
Jeff Clarke	Montreal	2008 CRC Chair
David Rasmussen	Hamilton	RVC Research Promotion
Jay Jayaraman	Ottawa Valley	RVC Membership
Daryl Somers	London	Nominating Com Member
Joel Primeau	Ottawa Valley	RVC Student Activities
Doug Cochrane	Toronto	Nominating Com Alternate
Dan Castellan	Windsor	2009 CRC Chairman
David Underwood	Toronto	Secretary ARC
Darryl Boyce	Ottawa Valley	Class Director of ARC

Chair Laman introduced Tom Pollard our Region 2 Webmaster. Tom commented on the Website noting it was hosted by ASHRAE. After this CRC, he will update the site including the ARC minutes.

Chapter reports now continued

TORONTO

Allard Vegter, Delegate reported for his Chapter. Area Assigned members 958 up from 876 and 866 in '06, Chapter Dues Paying Members 206 down from 351[location issues –no benefit being prepaid dinner chapter member], new Members were 82 down from 87 the previous year. Society reports 183 vs 476 delinquents vs 76 in '06. Student Members are 47, same as last year with 2 active student branches. Research Promotion raised \$30,579, down from \$32,897 but above their goal of \$28,000. Assets are at \$86,828 up from \$86,442.00.

Doug Cochrane, P.Eng. ASHRAE Toronto Chapter President 2007-2008. in his report stated that the Toronto ASHRAE Chapter had a great year. With a number of returning committee chairs, it made things easier and allowed us to get some succession planning in place. A strong CTTC program was arranged under the guidance of returning CTTC chair Michael Khaw and program chair Rudy Son Hing. It included 3 technical tours, and culminated in our final

dinner meeting where we had the pleasure of hosting ASHRAE Society President Kent Peterson as our distinguished lecturer for the evening. Our program committee assembled a great series of Dinner Speakers for our 8 meetings over the year covering a wide variety of topics. We continued moving the dinner meeting location around the GTA trying to draw in more members. Various theme nights were maintained such as our Student night in Oct, Membership night in November, Decemberfest boat cruise (although weather would not allow us to leave the dock), Past President's/Life Members night in Jan, Refrigeration night in Feb, Research Promotion night in Apr, and our History night to wrap up the year in May. The tours were of the GTAA Cogen facility, the McMichael Art Gallery, and St. Gabriel's church (a LEED facility). Al Porter returned as membership chair. There was a significant amount of time spent on membership. The chapter's CRC motion to have the applicant pick a chapter from a drop down menu on the application form has been incorporated by society. Working with our chapter administrator Sabrina Tai, membership lists were gone over and people were reassigned to the correct chapter. The chapters in the region worked with Ashrae staff to re-define chapter boundaries to ensure that members will get assigned to the proper chapter. We are still trying to figure out why our chapter membership has dropped off by 35% from what it was. With a set delinquent follow up committee, we not only managed to reduce our delinquency rate but we increased our net assigned members by 3.6%. A membership promotion night was held in November, and new members were recognized at monthly meetings and in the gazette. To inspire new chapter and society members we look to the future and have continued to focus on our student members. This year was an exceptional one for our student program under the direction of returning chair Darryl Yahoda. The chapter kicked off the year with Student night at Ryerson University where 40 students attended. We followed up next with a sponsored tour of the Air Canada Centre mechanical systems including the new dehumidification system followed by a Raptors basketball game. We worked hard on getting Seneca College set up as a new student branch. The chapter sponsored 15 students to attend the ASHRAE Winter meeting in NYC doubling the previous amount of students sent to a meeting. We have our two student scholarships but the chapter will also reimburse the student's ASHRAE membership if they attend 3 chapter meetings during the year. We have increased the assigned student members by 10% so the focus on students seems to be working. Although we did not have a YEA night this year, the chapter sponsored Darryl attending the YEA weekend in Atlanta this past May. He will lead the efforts in this regard in the upcoming year. Extra events this year included our May pre dinner golf game at Angus Glen, as well as our annual June golf game which this year was held again at the Carrying Place Golf & Country Club. The annual golf game was completely sold out and provided additional chapter donations to Research Promotion thru hole sponsorships, beat the pro, putting contest, and a 50/50 draw. Long time History chair Rich Manuel, continues to do a bang up job on our chapter history. Our May History night meeting had many chapter artifacts on display. We continue to digitize our history but it is a major task that is taking longer than anticipated to complete. Over the year monthly Board of Governor meetings were held to manage the chapter. These meetings were well attended and we post the minutes for these meetings on our website for all to see. Other accomplishments included adding new BOG members, and maintaining the input of PAOE points on a monthly basis. Our target to exceed PAR in all categories was achieved. Research Promotion, managed by our past President, Michael Rosenblitt, was again well supported by the Toronto Chapter with 50/50 draws at every dinner meeting, and donations from the annual golf game, as well as the tremendous support by the member organizations that attend the Toronto chapter. It came down to the wire, but we were able to raise \$ 30,579 dollars which exceeded our goal of \$28,000. On a final note, the financial status of the chapter remains strong, and we have recovered from our big loss last year. I worked on getting the correct dollar amount per member from society (we were still being paid on the previous year's rate). Treasurer Mike Wadham has done a great job making sure that the chapter stays on an even keel and starts off next year with sufficient funds in the bank. We continue to struggle with people pre-registering for the meeting and not showing up costing the chapter more money for meals that were not used. I enjoyed my year as chapter president, and would like to thank the many volunteers of the chapter who have made my job easier. I look forward to my upcoming role this year of Chapter Research Promotion Chair and continued participation in ASHRAE.

La VILLE de QUEBEC

Vincent Harrison Delegate reported for his Chapter. Area Assigned members 244 down from 261; current Chapter dues paying members 103. 30 new members this year compared to 28. Delinquent members are 50 vs 22 last year. Student Members are 36 down from 97. Average attendance at meeting 84 compared to 121 last year. Research Promotion dollars contributed was \$15,426 well above last year's \$13,250. Chapter assets are \$29,402 up from 27,159. Meal costs this year will be \$30 compared to \$45.00 last year. Annual golf tournament had 272 attendees. Very great job done by the history committee on scanning archive documents. Participation by chapter president on a Quebec Premier Charest meeting concerning the labor program for the province. For the first time we held mini-technical session before the monthly meeting and they were very well attended.

WINDSOR

Steve Koutsonicolas, President of Windsor Chapter and Delegate reported. They have 56 area assigned members up from 53. Chapter members almost equal – 52 down from 53. New members were 6 up from 2. Only 3 delinquents. 18

students down from 20 with one active student branch. Attendance was 30 down from 35. RP income was \$5503 vs goal \$5500. last year RP raised \$6020. Challenge is to find volunteers to continue the chapter. Highlights were having Victor Goldschmidt – Distinguished Lecturer in April 2008 meeting. We find more members attending chapter meetings when tours were involved. As usual, a highly successful golf tournament in Sept where new members are signed up.

Chairman Laman thanked the Delegates for their Chapter Reports. Next agenda item to be reviewed are the future dates and locations for the CRC. Next CRC is in Windsor in 2009 is Aug 21 to 23.

REGIONAL FUND REPORT

Bill McCartney, regional treasurer reported on the financial period July 1st, 2007 to June 30th, 2008. Some \$10,878.97 is left in fund. The first table is the income for the seed money for Montréal's CRC. No money was collected for regional fund because of a prior motion. Report follows:

Chapter	Assigned Members Society	Assigned Members Reported	Paid Members 2007 Invoiced	Chapter Members 2008	%	Invoice	REGION FUND \$1.00	CRC SEED \$2.00	CRC CHAPTER DUES \$6.00	INVOICE DATE
Halifax	134	131	77	68	51%	RF09-01	\$ -	\$ -	\$ 408.00	9/30/08
Hamilton	211	199	89	110	52%	RF09-02	\$ -	\$ -	\$ 660.00	9/30/08
London	110	109	72	77	70%	RF09-03	\$ -	\$ -	\$ 462.00	9/30/08
Montreal	458	428	344	326	71%	RF09-04	\$ -	\$ -	\$ 1,956.00	9/30/08
NB/PEI	115	115	107	115	100%	RF09-05	\$ -	\$ -	\$ 690.00	9/30/08
Ottawa	343	357	145	234	68%	RF09-06	\$ -	\$ -	\$ 1,404.00	9/30/08
Toronto	958	958	210	206	22%	RF09-07	\$ -	\$ -	\$ 1,236.00	9/30/08
Quebec	217	244	107	103	47%	RF09-09	\$ -	\$ -	\$ 618.00	9/30/08
Windsor	53	56	53	52	98%	RF09-08	\$ -	\$ -	\$ 312.00	9/30/08
Total	2599	2597	1204	1291			\$ -	\$ -	\$ 7,746.00	
Total	2599	2597	1204	1291			\$ -	\$ -	\$ 7,746.00	

ANNUAL FINANCIAL SUMMARY REPORT: Period: July 1st, 2007 - June 30th, 2008

DESCRIPTION	CREDIT	DEBIT	BALANCE
Opening balance for this period			13,650.05
INCOMES:			
Chapter's Assessment Dues	7,224.00		
Region II dinner in Dallas (cash returned)	1,924.95		
Total Incomes:	22,799.00		22,799.00
EXPENSES:			
DRC Expenses		511.16	

RVC Expenses		703.84	
CRC Expenses		203.65	
Miscellaneous (Region II NY dinner, plaques)		2,373.63	
Bank Service Charges		148.75	
Total Expenses:		3,941.03	18,857.97
CLOSING BALANCE: June 30th 2006			18,857.97
Accounts Payable[cheque not cashed in time for cutoff]			
Montreal CRC 2008		8,070.00	
		8,070.00	10,878.97

This report is to summarize the activities during the above financial period 2007/08 for the Region 2 Fund.

Due to the inability to get a membership count all chapters for Region 2, there were disputed invoices. The invoices was based on (motion R-1 A5-04) \$6.00/per member and the previous year's member count.

This total amount of \$7,224.00 was collected during this period and deposited for the end of June, 2008. This total is significantly less than the \$8,094.00 was collected during 2006-07 as well as the \$8,070.00 that was committed to Montreal for CRC 2008.

The Region 2 dinner in New York was put into the region fund so there was deposit of \$1,924.95 and expense of \$1,962.94 a put-through the account. The Salt Lake City Region dinner was changed to cash only to avoid mudding the numbers. This should be done this way in the future.

If no modification is forwarded at this meeting, the same method for invoicing the chapters will be taken for this coming year in January 2008.

When we deduct the total expenses of \$3,941.03 (for details, refer to attached summary sheet) the final closing balance is \$18,857.97 at the end of June 2008. The Montreal CRC 2008 cheque for \$8,070.00 had not cleared the account by June 30 and is considered an account payable.

The Regional Fund was depleted by \$2,862.08 (taking in consideration AR & AP) for the fiscal year therefore leaving an effective balance of \$10,787.97. The current minimum level of the fund was to be \$7,000.00. If the current expenses and income continue then consideration for re-instating an additional assessment per chapter member will need to be brought forward at the meeting.

This report is forwarded to the next CRC host chapter in 2009 to be audited. After approval, the signed copy should be return to the Regional Treasury for records.

Prepared and submitted by: William J. McCartney, Regional Treasurer, August 23rd, 2008

2008 WINDSOR CRC PROPOSED BUDGET

After lengthy discussion it was agreed by consensus to have a similar format starting at lunch on a Friday[August 21st, 2009] ending on a Sunday morning [August 23rd, 2009]. Danny Castellan CRC Conference Chair said it would be held downtown in Windsor at one of the 2 hotels he has already booked. Full registration would be \$300, partial \$200; companion \$175. They plan to use sponsors to supplement income.

WINDSOR ONTARIO AUG. 21, 2009 to AUG. 23, 2009					
				August-31-08	
REVENUE					
1	Chapter Assessment	\$6.00	1291	\$7,746.00	

2	Full Registration Paid	\$300.00	35	\$10,500.00		
3	Partial Registration	\$200.00	20	\$4,000.00		
4	Companion Registration	\$175.00	20	\$3,500.00		
5	Entertainment Event		75	\$0.00		
6	Welcome Party Wine (CRC 2010)			\$1,000.00		
	Sponsors			\$2,000.00		
	Total Revenue					\$28,746.00
EXPENSES						
	Hotel					
1	Hotel Meeting Rooms			\$1,800.00		
2	Friday afternoon Break	\$12.00	40	\$480.00		
3	Welcome Party	\$25.00	60	\$1,500.00		
4	Saturday Breakfast	\$20.00	60	\$1,200.00		
5	Saturday Morning Break	\$12.00	40	\$480.00		
6	Presidential Luncheon/Awards	\$50.00	75	\$3,750.00		
7	Wine (NB)	\$8.00	75	\$600.00		
8	Saturday Afternoon Break	\$12.00	40	\$480.00		
9	Sunday Breakfast	\$20.00	60	\$1,200.00		
10	Sunday Morning Break	\$12.00	40	\$480.00		\$11,970.00
	Entertainment					
11	Saturday Night Event	\$100.00	75	\$7,500.00		
12	Transportation	\$300.00	2	\$600.00		\$8,100.00
	Hospitality					
13	Hospitality Room (Friday/Saturday)			\$1,000.00		\$1,000.00
	Companion					
15	1st Companion Tour	\$25.00	20	\$500.00		
16	Companion Tour Transportation			\$300.00		
17	2nd Companion Tour	\$25.00	20	\$500.00		
18	Companion Tour Transportation			\$300.00		
19	Companion Gifts	\$15.00	20	\$300.00		\$1,900.00
	Administrative					
20	Telephone			\$50.00		
21	CRC 2009 Promotional Material (Shirts)			\$300.00		
22	Printing			\$100.00		
23	Audio Visual			\$1,500.00		
24	Regional Gifts			\$400.00		
25	Office Supplies			\$100.00		
26	Secretary Fee			\$500.00		
27	Photos			\$150.00		
28	Miscellaneous			\$50.00		\$3,150.00
	Extraordinary					
29	DRC accommodation			\$1,000.00		
30	Dignitary Dinner			\$1,000.00		\$2,000.00
	Total Expenses					\$28,120.00
	Excess (Loss)					-\$626.00

It was then moved by Steve Koutsonicolas, Windsor Delegate, seconded by Eric Shaw of London Canada **that the proposed budget be approved.** Approved unanimously.

At 9:15 AM the meeting recessed for 15 minutes and reopened at 9:30 AM to present the previously read chapter sponsored motions.

Chair Laman called for the first motion

R-1 Regional Motion

Moved by Montreal, seconded by Quebec, That an assistant CTTC Regional Vice-Chair be appointed each year, for a term of one (1) year, starting fiscal year 2009-2010. Budget not to exceed \$1,500 for fiscal year 2009-2010 from Regional Fund.

Background Information: This assistant shall be, by default, the 2nd place candidate for the position, as voted during the previous fiscal year's Executive Session. The assistant shall perform the CTTC duties assigned by the appointed CTTC RVC, including official CTTC chapter visits, and attend the CRC as an observer and assistant to the CTTC RVC. CTTC combines the duties of three (3) previous committees: TEGA, Refrigeration and Program, making it very broad in scope and thus difficult to fully grasp the extent of the duties. Good operation at the Chapter level is essential for reaching the goals of the committee, needing good support at the Regional level. The position will also serve as field training for the replacement CTTC RVC.

Fiscal Impact: 800\$/yr due to attendance at the CRC combined with optimal chapter visit assignments.

Vote: 7 for; 2 against.

R-2 Regional Motion

Moved by Quebec, seconded by NB/PEI, **That regional treasurer prepare and send to all delegates and alternates the draft financial report of the region by July 31st [with a year end June 30] and that the report continue to be audited by the host chapter of the CRC [at the CRC].**

Background Information: Usually delegates and alternates do not have access to this report before the CRC; it is not easy for them to ask questions at the CRC [and decide on the level of chapter assessments necessary to maintain fund].

Vote: 9 for – approved unanimously

Motion S-1

Moved by Toronto Chapter, seconded by Ottawa Valley **that Society embrace corporate sponsorship for catering and other similar expenses at the Society Meeting.**

Withdrawn to 3rd business session to rework background information.

Motion S-2

Moved by Toronto Chapter, seconded by la Ville de Quebec **that there be a maximum 2 public review periods per standard. Significant rationale would have to be provided for the 2nd public review to be deemed necessary.**

Background: Chapter member recently participated in a standard whereby 4 public reviews were required. The 2nd-4th public reviews did not solicit nearly as many comments as the 1st public review. I feel that the public would have had much greater benefit from having the standard on the street in use than the small marginal benefit that was received from the subsequent review periods. The comments from any review process beyond the first should be dealt with as addenda or errata and not hold up publication.

Financial impact -unknown

Vote 1 for ; 7 against; 1 abstained Motion failed

Motion S-3

Moved by Toronto chapter, seconded by Ottawa Valley **to change the "Gold Ribbon Award" requirements from every year to every 5 years submitted for review.**

Background Information:

At present Chapter Historians can submit one year's information [after initially receiving a gold ribbon]and receive a "Gold Ribbon Award" for it. This takes away from the prestige of the award if you can supply a single year's information

[update] and get another award. With frequency every five years you would not be handing them out left and right it would revert back to a cherished Award.

Fiscal Impact:

No fiscal impact you may even save money on not as many awards being handed out.

Vote: 8 for; 0 against; 1 abstained. Motion passed

Second Business Meeting went into Executive Session at 10:30 with the Award Luncheon scheduled for noon. The Delegates were asked to be efficient in their session so the luncheon could start on time. It adjourned at noon closing the second business session.

At Noon, the 2008 Award luncheon and Presidential address began.

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 Wilfred Laman DRC who welcomed all present noting that Executive Session was complete and tomorrow scheduled meeting at 7 AM is not needed. Wilfred introduced all the special guests and recent award winners from Region 2. He thanked the “yellow team” from Montreal Chapter who were our gracious hosts. He then gave the blessing.

Wilfred Laman then introduced Master of Ceremonies and Regional Historian George Menzies.

George stated that 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 would be used.

1. CTTC – Frederic Genest
2. Membership Promotion – Jay Jayaraman
3. Research Promotion– 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. Chapter Anniversary Announcement – Wilfred Laman re 25th for Windsor Chapter
8. Certificates of Appreciation – Wilfred Laman
9. Regional Award of Merit– Wilfred Laman
10. Chapter Service Awards– Wilfred Laman
11. Regional Communication Awards – Wilfred Laman
12. Regional Meatball Travel Award – Jeff Clarke

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 **NB/PEI - CTTC Chair Gerry Waselynychuk**

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.

Following this, he announced the winner of the **Regional Program Award for The Best Program Chapter Chair** for Region 2 as NB/PEI – Program Chair

Frederic then announced the winner for Sustainability CTTC activities in Region 2. This is based on a chapter achieving at least 200 points in Sustainability Activities in the CTTC category. Points can be achieved as follows:
30 points for each chapter program and chapter sponsored educational seminar having a clearly identified sustainability theme (e.g. energy efficiency, high performance buildings, etc.)
20 points for each chapter activity in community that is sustainability-oriented (e.g. planting trees, restoring natural habitats, etc.)

A Presidential certificate (the Chapter Sustainability Award) 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.

Our only winner in Region 2 is NB/PEI Dwight Scott, President – he receives a plaque and certificate as the only chapter to achieve more than 200 points for their sustainability CTTC activities in the region.

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:

Kenneth Sonmor, from Ecovision, Montreal Chapter, for the energy retrofit of an existing commercial building

Laurier Nichols/Alessandro Cirella, from Dessau, Montreal Chapter, for the design of the Cree Community Center of Mistassini

Stephane Sirard, from Dessau, Montreal Chapter, for the design of an new industrial facility

Roland Charneux, from Pageau Morel, Montreal Chapter, for the design of the Hagen Industries Head Office

Jacques de Grace, from Pageau Morel, Montreal Chapter, for the design of the Normand-Maurice federal building.

The next presenter was Jay Jayaraman RVC MP Region 2. He announced the following **Membership Promotion Awards for 2007-08**. He asked Isabelle Lavoie to make the presentation

Blue Ribbon Award (FIRST PLACE) Christine Kemp Ottawa Valley MP Chair

Red Ribbon Award (RUNNER UP) Genevieve LaChance of Montreal Chapter

The next presenter was David Rasmussen, Research Promotion RVC who announced the winners in **Research Promotion** fund raising for 07-08. The basis of the various volunteer and chapter awards were covered:

Volunteer Awards

Top Five RP Award for 2008 (this is a Society wide competition involving all chapters in 14 regions world-wide) This award recognizes the top five Chapter RP Chairs in ASHRAE globally with winners selected from 4 assigned chapter size groups: Chapters of 1-99 Society Members; 100 to 248; 250 to 499; and 500 + Society Members. The top winners in each of the groups receives Airline travel bag. Region 2 had one winner this year.

Top Five Winner in Region 2 was Windsor Chapter (Level 1 size chapter 1-99 – M.Hoppe RP Chair – receives an Airline Travel Bag 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 ASHRAE research investment program which exceeded 2 million this year.

Chapter Awards

Full Circle Award – This **full circle chevron** 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. 8 of 9 Chapters won this award in 2007-08

High Five Certificate – This award is for consistency in fund raising activities – to win chapter must have raised the most money in the past for the last 5 years AND have had highs in four of the preceding years. This award is now redesigned to be a certificate. Three chapters achieved this high level of consistency over many years.

Chapter Treasury Ribbons – for chapters making significant contributions to research: Gold for contributions greater than \$10,000; Silver \$5000 to \$9999; Bronze \$2,500 to \$ 4,999. Region 2 had one silver and two bronze.

Goal 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%). Five winners this year. All but Halifax won in 2006-07

Challenge Goal – chapter raised a minimum of 5% over the highest amount raised in past 5 years). Two chapters will received this Challenge Certificate.

The chapter's RP chairs were asked to come forth to receive the awards for their particular chapter

Montreal	R. Blais RP Chair:	High Five Certificate Goal Certificate Full Circle Chevron
NB/PEI	F.Desjardins RP Chair	High Five Certificate Goal Certificate Challenge Certificate High Five Chevron Full Circle Chevron
Ottawa Valley	G. MacLean	Goal Certificate Silver Treasury Certificate Full Circle Chevron
Quebec	R. Labbe	High Five Certificate Goal Certificate Challenge Certificate Bronze Treasury Ribbon Full Circle Chevron
Toronto	M.Rosenblitt	Goal Certificate Full Circle Chevron
Windsor	M. Hoppe	Airline Travel Bag
Halifax	S. Ramsay	Bronze Treasury Ribbon Full Circle Chevron
Hamilton	W.McCartney	Full Circle Chevron
London Canada	S.Turner	Full Circle Chevron

Hayward Murray RP Trophy* (Regional Award) went to NB/PEI F. Desjardins

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 we have two Gold Ribbon winners this year.

Ottawa Valley Chapter first Gold Ribbon – to Roderic Potter Historian for digitizing the entire key chapter documents back to Jan 28th, 1949 which was prior to the chartering of the chapter which gave details of a meeting held in Ottawa to evaluate if there was enough interest to start a chapter – the original minutes of this meeting are shown on the chapter website. George encouraged all to visit the Ottawa website and see this work.

Toronto Chapter, their second gold ribbon – To Richard Manuel for further updating the chapter history, a multiple gold ribbon winner.

Next, Joel Primeau announced the **Student Activities Awards for 2007-08**. 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.

Nicholas Lemire substituting for Joel [who was setting up his workshop] then made presentation to

Best Student Activities Committee – Montreal Chapter

Best Student Branch of 2007-08 – Montreal – CEGEP de Ahuntsic

The next series of awards covers **PAOE activities for 2007-08**. 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 which have been around since 1970. It was designed to encourage chapters to expand their activities in a number of designed categories areas such as membership growth, research investments, historical activities, student activities, chapter operations, technology transfer, CRC participation. Recognition is from the Society President and Chapters must acquire "minimum points" in some four of the designed categories. There is no maximum limit on points earned in any category e.g. Montreal achieved 5135 points for Student Activities category in 2007-08 which is remarkable. Toronto had 4300 in this same category.

Several other higher awards are also available and are based on achieving PAR level in all 5 categories over an extended period of years. This is done to encourage chapters to have ongoing effective programs be in student activities, research contributions, membership growth, and so on.

The PAR level is much higher than the minimum level of points and is designed as an objective for a chapter to reach. Most chapters presently exceed the par level in several categories where specific activities are well managed and effective.

Specific Presidential Awards of Excellence 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 plus a PAOE red chevron for their banner**
- **Special Citation Award (ribbon)** – Achieved minimum in 4 of 5 categories, with a minimum of 5000 points in total for all categories in 07-08 [up from 4300 points total in 06 07] – Chapter receives a **special citation blue ribbon for banner [Note! the 5000 points also applies in 08-09]**
- **STAR Award Gold Pin**- PAR achieved in all 5 categories – chapter receives a **star award gold pin for banner and the PAOE certificate is upgraded and has "star award" embossed on left top corner of certificate**
- **Honor Roll** – Chapter has achieved and received the PAOE award certificate and red emblems for achieving par in at least 4 categories for four prior consecutive years. The **award is 1. an upgraded PAOE certificate with "Honor roll" embossed in upper left corner of certificate plus 2. a Silver Gray/ Blue chevron for the awards banner with "Honor Roll 2007-08" highlighted**
- **High Honor Roll** – Chapter achieved the STAR award level with PAR points in 5 categories for more than four consecutive years. The **award is 1. an upgraded PAOE certificate with "High Honor Roll" embossed in the upper left corner of the certificate and 2. a High Honor Roll Blue on Royal Blue chevron with " High Honor Roll 2007- 08" highlighted for the chapter banner.**

The Chapter winners are

Halifax Chapter – Gary Leblanc, President: 2 awards: 1. **Honor Roll Award**: Chapter previously achieved PAOE red emblem for 4 consecutive years. Award consists of a Presidential **certificate** has “honor roll” highlighted on it and a **Silver Gray/Blue emblem** for banner. 2. **Gold Star pin** with Presidential certificate highlighting “Star Award”. They achieved a total of 4572 points in 07-08.

Hamilton Chapter- David Hills, 2nd term President: 2 awards: 1. **High Honor Roll** (chapter has achieved the Star award for 5 years having achieved par in at least 5 categories for 5 consecutive years. Award consists of an upgraded Presidential certificate with “High Honor Roll” embossed in upper left corner and a Royal Blue Emblem for the awards banner. 2. **Star Award** - achieved par in all categories – award has upgraded Presidential certificate with Star Award embossed on certificate in upper left, plus a **gold star pin** for banner. Chapter had a total of 4710 points for 07-08.

London Canada – Scott Edmunds, President: 3 awards: 1. **Honor Roll** is embossed on Presidential certificate plus silver gray /blue emblem for awards banner. Chapter previously received PAOE red emblem past 4 years; 2. **Star Award Pin** – chapter achieved par in all categories; Pin and an upgraded Presidential certificate; 3. **Special Citation Award Ribbon** for banner (must have achieved more than 5000 points actually got 6280 in 07-08),

Montreal – Nicolas Lemire, President: 3 awards: 1. **High Honor Roll** - chapter must achieve the Star Award Pin for 5 consecutive years which means achieving par in at least 5 categories. Upgraded Presidential certificate with “High Honor Roll highlighted plus a **Royal Blue Emblem** for banner; 2. **Star Award** – par in all categories – upgraded Presidential certificate and gold star pin for banner; 3. **Special Citation Blue Ribbon** – chapter must achieve at least 5000 points, actually 12780 points the highest in the region, up from 10,462 points last year which shows the growth and quality of the chapter’s activities in many categories especially student activities.

NB/PEI Chapter – Dwight Scott, President: 3 awards: 1. **Honor Roll** is embossed on Presidential certificate plus **silver gray /blue emblem** for awards banner. Chapter previously received PAOE red emblem past 4 years; 2. **Star Award** – par achieved in all categories - award includes upgraded Presidential certificate, gold star pin for banner. 3. **Special Citation Ribbon** - Chapter must have achieved >5000 points – actually achieved 8904 points up from 4345 in 06-07 and was one of only 5 chapters in region 2 made this new higher level of 5000 points to win the Pin. Great year after hosting the CRC last year when the pattern is for the chapter to go thro’ a let down period.

Ottawa Valley – Robert Lefebvre President: 3 awards: 1. **Honor Roll Award** – This is embossed on Presidential certificate plus **silver gray /blue emblem** for awards banner. Chapter must have received red emblem award for past 4 years; 2. **Star Award Pin**– achieved par in all PAOE categories - award includes upgraded Presidential certificate and gold star pin. 3. **Special Citation Blue Ribbon** Chapter must have achieved >5000 points – actually achieved 7559. 2270 points were in the membership category the highest in the region - congratulations

La Ville de Quebec – Luc Giguere President: 1 award: **Honor Roll Award** – This is embossed on Presidential certificate plus **silver gray /blue emblem** for awards banner. Chapter has previously received red emblem award for past 4 years; Chapter achieved 4444 points this past year.

Toronto – Douglas Cochrane, President: 3 awards: 1. **High Honor Roll award** - again this year – shows broad based activity in chapter for many years in a row! – to win chapter must achieve the STAR award level with PAR in all 5 categories for more than five consecutive years. The award is an upgraded Presidential certificate and an impressive **High Honor Roll Royal Blue Emblem**. 2. **Star Award** – again, PAR achieved in all 5 categories – award consists of an upgraded Presidential certificate and a gold star pin for banner. 3. **Special Citation Blue Ribbon** (must have achieved >5000 points – actually achieved 9535 up from 9430 in 06-07, the 2nd highest in region - congratulations

Windsor – No PAOE award this year yet were the highest in the region in research points.

DRC Laman then announced the following series of personal awards:

Certificates of Appreciation were then presented to

Jeff Clarke	2008 CRC General Chair
Jeff Clarke	Assistant Regional Chair
Isabella Lavoie	Outgoing Region 2 RCV Membership Promotion

Regional Award of Merit Certificates to:

T.David Underwood	Toronto Chapter
Douglas C. Cochrane	Toronto Chapter

Jeff Clarke	Montreal Chapter
Nicolas Lemire	Montreal Chapter
Robert E. Dollard	Ville De Quebec Chapter

Chapter Service Award to:

David S. Ting	Windsor Chapter
George B. Robb	Hamilton Chapter
T.David Underwood	Toronto Chapter
James Owens	Toronto Chapter
Douglas C. Cochrane	Toronto Chapter
Paul B. Baker	Ottawa Valley Chapter
Catherine E. Godin	Ottawa Valley Chapter
Joel Primeau	Ottawa Valley Chapter
David G. Eastwood	Ottawa Valley Chapter
Michel Bernier	Montreal Chapter
Luc Bertrand	Montreal Chapter
Laurier Nichols	Montreal Chapter
Roland Charneux	Montreal Chapter
Jeff Clarke	Montreal Chapter
Marcel Cyr	Montreal Chapter
Marc Andre Bauine	Montreal Chapter
Nicolas Lemire	Montreal Chapter
Robert E. Dollard	Ville de Quebec Chapter

The next two awards were selected by Wilfred Laman who was DRC during the past ASHRAE fiscal year – July 2007 to 2008

Regional Communication Award – this trophy 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. This large trophy was recently acquired from the Halifax Chapter who won it in 2001 but misplaced it until recently

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 – Montreal

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

Halifax. 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 the 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 Montreal Chapter. Then Jeff Clarke presented the gifts to President-Elect Gordon Holness; V-P Jim Fields; Society Director of Publications: Steve Comstock; and Patricia Adelman Manager of Research Promotion.

CRC Chair Clarke then presented Wilfred Laman with a gift.

**PRESIDENTIAL THEME 2008-09 by Bill Harrison [delivered by Gordon Holness]
Maintain to Sustain – Delivering ASHRAE's Sustainability Promise**

ASHRAE members routinely observe building installations and operating practices that waste precious energy and water resources. These buildings account for 40% of our energy use, more than transportation or industry use. And the world market energy use is estimated to grow 58% between 2004 and 2030. Expanded energy use is a global problem. Presently oil and coal will continue to be the primary source of energy and with rising prices, our economies are being adversely affected. ASHRAE and its members could help reduce the problem. We have the experience.

We had an energy crisis in the 70s and ASHRAE responded with their first energy standard which was effective but did reduce indoor air quality. Since then ASHRAE has developed standards to define comfort and prescribe ventilations procedures to provide acceptable indoor air quality.

Today, sustainability for ASHRAE means energy efficiency and healthy, productive indoor environments. Studies show that energy use in buildings can be reduced by 10 to 40% by improving operational strategies in buildings. Let's look some of the challenges.

- Retrocommissioning is a popular approach to improving operational strategies but is restricted currently by energy service companies and their proprietary technologies and the slow development of monitoring and reporting systems.
- Building operators need effective training to continually upgrade their capabilities or they soon slide back to accepting a poorly operated property.
- ASHRAE members must develop better relationships with building owners to show them energy savings features in their buildings.
- In the traditional design process, the architect has many energy saving concepts that get finalized before the mechanical and electrical consultants receive drawings. Integrated design process is essential if a building is to be a high performing. The design must go beyond the initial energy performance to one over the entire life of the building. Currently, time and money stand in the way of a collaborative integrated design – we are still dominated with “first-cost mentality”. We need to educate building owners so they can evaluate building decisions on life-cycle costing.

What can Chapter Members do to help?

- One method is improving communication with owners through commissioning agents.
- We need to take our message to organizations that serve the needs of owner such as BOMA. Chapter members need to meet with the local chapters of these organizations.
- Chapter members need to establish themselves as the trusted advisor on building energy issues.
- Chapters need to present educational programs focused at operating personnel and how to sustain high-performance buildings.
- Chapter need to educate owners about their building maintenance plans and how they will be executed over the buildings life.
- We need to educate owners and investors that a larger budget is needed for planning and design phase which will result in lower operating costs and a better long-term return on investment.

At the Society level

- ASHRAE's TCs need to develop a research project to show how to document energy performance of buildings over time – to avoid the preset anecdotal evidence – there is little hard evidence showing the deterioration over time.
- ASHRAE technical committees need to produce a guideline explaining in layman's terms the efficiency features used in buildings.
- ASHRAE TCs need to produce a integrated design manual to support the work of design teams.
- ASHRAE TC on commissioning guidelines needs to ensure the guide addresses high performance operation and maintenance procedures, documentation and training.
- ASHRAE needs to publish the new Std 180P *Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems*, and to ensure all those related organizations and agencies affected are aware of the standard.

Wasting energy is our problem, and we can no longer afford to shake our heads and walk away. ASHRAE members can influence directly the 40% of energy use in buildings. It is our duty to attack wasted energy. As Society President, I'm asking for your commitment.

Bill Harrison, 2008-09 ASHRAE President.

Chair Laman thanked Gordon for the informative talk and hopes all ASHRAE Members respond to the challenge.

The luncheon adjourned so all could attend the workshops which would last from 2PM till 5 PM. Wilfred announced that buses for the Boat trip dinner would leave promptly at 6 PM from lobby.

Membership Promotion Workshop	held in Lorraine Room
Research Promotion Workshop	held in Anjou Room
Technical Transfer Workshop	held in Vaudreuil Room
Student Activities Workshop	held in Touraine Room
Historical Workshop	held in Auteuil Room

At 6 PM, 130 members and families left to cruise the old port of Montreal from the Jacques Cartier Pier in old Montreal.

Many delegates continued discussions in the Hospitality room 1108 and enjoyed hot oversized corn beef sandwiches.



MINUTES OF THIRD BUSINESS SESSION Sunday Aug 24th, 2008

Chair Laman opened the third session at 8:04 AM after the conclusion of the ASHRAE Research Canada meeting. He asked all those present to sign in on the attendance sheet being circulated

CHAPTER	DELEGATE	ALTERNATE
Halifax	James Tse	Tom Lechpammer
NB/PEI	Dan Bourdeau	John Willden
La Ville de Quebec	Vincent Harrison	Charles Andre Munger
Montreal	John Deuel	Genevieve Lussier
Ottawa Valley	Patrick St-Onge	Jason Alexander
Toronto	Allard Vegter	Dave Sage
Hamilton	Terry Fowler	Mike Krewski
London Canada	Eric Shaw	Jason Vanderberghe
Windsor	Steve Koutsonicolas	Frank Iakovidis

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

Name	CHAPTER or SOCIETY	POSITION
Gordon Holness	Society	President-Elect
Jim Fields	Society	Vice President
Steve Comstock	Staff – Headquarters,	Director of Publications
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	2008 CRC Chair
David Rasmussen	Hamilton	RVC Research Promotion
Jay Jayaraman	Ottawa Valley	RVC Membership
Daryl Somers	London	Nominating Com Member
Joel Primeau	Ottawa Valley	RVC Student Activities
Doug Cochrane	Toronto	Nominating Com Alternate
Dan Castellani	Windsor	2009 CRC Chair
David Underwood	Toronto	ARC
Tom Pollard	London Canada	Region 2 Webmaster
Conrad Lelievre	Halifax	Chapter Chair MP
Guy Perreault	La Ville de Quebec	Society CTTC Chair
Alan Porter	Toronto	Chapter Chair MP
Yves Trudel	La Ville de Quebec	Chapter Bd Governors
Benoit Lacasse	La Ville de Quebec	Chapter Historian
Jean Luc Morin	La Ville de Quebec	Chapter Webmaster
Nicolas Lemire	Montreal	Society SA
Robert Lefebvre	Ottawa Valley	

Darryl Boyce	Ottawa Valley	Past ARC President
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Chair Laman asked for the Workshop reports and any motions from the workshops that had not yet been presented.

Motion S-4

Moved by the Hamilton Chapter, seconded by Toronto *that ASHRAE add under Honors and Awards section of the ASHRAE website, details about the chapter PAOE awards and the PAOE history and purpose.*

Background information

There is little if no detail readily available to chapter members under chapter awards section of the ASHRAE website about the meaning of the different levels of certificates, ribbons, pins, plaques, and chevrons.

Fiscal impact: No Cost

Vote 9 for; 0;0 Motion passed unanimously

Motion S-5

Moved by la Ville de Quebec, seconded by Montreal *that ASHRAE fix the renewal date of membership to June 30th of each year.*

Background information

Since the Society fix the renewal date of membership to a yearly period (after the first inscription), it is almost impossible for the chapter to do the follow up their assigned members. Plus society must understand that the chapter's membership [dues] do not correspond to the Society membership's dues date, If motion passes, it will be also easier for the Society to help the chapter to retain their members [and easier tracking of the delinquents].

During the first year of application of that approach, members should have the choice to pay for less or more than a complete year [prorate 1st year's dues].

Fiscal impact: yes, during 1st year of adjustment; minimum after that and maybe positive as less delinquents

Vote: 8 for; 0 against; 1 abstained. Motion passed

Motion S-6

Moved by La ville de Quebec, seconded by Montreal, *That Society implement [conduct] the ASHRAE research workshop at a CRC for all regions instead at a central location. (like Region 2 does)*

Background: It is more valuable for ASHRAE's research promotion chairs to share experiences and goals with the members within their region instead those of other regions. Also noted was the problem with the extra travel time to get to a centralized workshop for Region 2 RP chairs [up to 3 days] as well as the reduction in participation at the CRC. It was agreed to have a min of 6 hours RP workshop scheduled at future Region 2 CRCs.

Fiscal Impact: Travel costs likely the same

Vote: 8 for; 0 against; 1 abstained Motion passed

Motion R-3

Moved By: London Canada Chapter, seconded by Hamilton Chapter *That a new plaque (Award) be designed and purchased for 2010 / 2011 plus new one for Chapter Program Award.*

Background Information: The Allen J. Hanley is full or used up, and the Chapter Program Award has been misplaced or lost. Finding a new name for the Chapter Program Award may be desirable in order to recognize an ASHRAE member.

Fiscal Impact: Estimated cost of \$400 to \$500 per award.

George Menzies noted that another motion will be presented asking for a complete review of all regional awards to reaffirm their purpose, scope and presentation. Ribbons and annual awards for the winners to keep are considered more effective.

As a result the motion was withdrawn.

Region Motion R-4

Moved by Ottawa Valley, seconded by Montreal *that Region 2 to appoint an adhoc committee to review the status and administration of the Region II fund and prepare recommendations on Chapter assessments, expenses and fund management. The members of the adhoc committee shall be Jean Bundock, Darryl Boyce and the current Regional Treasurer. The committee shall report on the recommendations at the 2009-2010 CRC in Windsor.*

Background Information: The Chapter Assessment contributions to the Regional Fund were eliminated in prior years when the Regional fund had reserves in the range of \$20,000. We are now in a situation where the fund is

projected to be depleted in the near future. We need to develop a strategy to ensure that the region maintains sufficient funds to support the important ongoing regional activities. The members of the adhoc committee should be the most recent past DRC's and the current Regional treasurer as they have significant experience in the Regional operations and can undertake a thorough review to develop recommendations related to the future chapter contributions and administration of these funds

Vote 9 for – approved unanimously

Region Motion R-5

Moved by Toronto Chapter seconded by London Canada ***Chapter that the Region 2 DRC review the scope, purpose and relevance of all Region 2 regional awards, at a frequency of five years or less to reaffirm the need, format and selection process for every award.***

Background Information: The Society Honours and Awards Committee has a similar requirement for all Society awards. In the past in this region, it has been difficult for the DRC to recover the large trophies handed out at the CRC as they frequently disappear for many years. The Historical committee suggests it might be better to award a ribbon or certificate that can be kept permanently by the award winner for his/her office or to go on the awards banner. It was suggested a adhoc committee be selected by the DRC to help in the process. The Regional Historian, and all the RVCs should be included.

Vote 9 for – approved unanimously

Motion S-7

Moved by London Canada, seconded by Toronto ***that the Society President review the PAOE point system categories in order to add descriptions and indicate if PAOE points should be claimed as limited or unlimited, and for categories with limited point amounts, have the web site checked to ensure that entries are not above the limited maximum amount.***

Background: There was confusion during the History Workshop as to how some PAOE categories are claimed once or several times [digitizing records]. For example, some chapters scored each time they added one new digitized record which resulted in huge points. Similar questions occur in other PAOE categories.

Fiscal Impact: Members time to review and explain scoring listed

Vote: 9 for. Motion passed unanimously

Motion S-8

Moved by Ottawa valley, seconded by NB/PEI ***that the Chapter and Regional Treasurers be given the same level of access to the online Chapter database as the Chapter membership chair.***

Background: The treasurer being responsible for the finances of the Chapter should have access to all the information concerning the chapter fees paying members without involving the membership chair. The Regional Treasurer needs access to bill chapters for their regional assessment. It was noted that presently 3 members within a chapter are given access and it is up to the chapter to decide who gets access. Further discussion by the Delegates reinforced the need to pass the motion as stated.

Fiscal: nil

Vote: 9 for. Motion passed unanimously

Motion S-9

Moved by Toronto Chapter, seconded by Ottawa Valley ***that Society expands the corporate sponsorship at the annual and winter Meeting to included support of TCs.***

Background: Volunteers are the heart of the ASHRAE organization. These TC volunteers are required to attend society meetings and register at very high prices, however do not receive breakfast, lunch or even coffee in meetings that often span an entire day. Even the welcome party comes with a high-priced admittance fee. In another large organization, they have embraced corporate sponsorship and all of these benefits are available without any registration fee from the members who volunteer on standard and technical committees. The argument that corporate sponsorship may influence the decision-making of members is not only dated but assumes that the technical and moral judgment of members can be easily swayed.

Fiscal Impact: yes

Vote: 9 for. Motion passed unanimously

Region Motion 6

Moved By: Montreal Chapter, seconded by Ottawa Valley Chapter *that the Regional Nomination Committee allows Regional Officers to be present at the beginning of Caucus session #1 at CRC to brainstorm amongst name of individual in the Region that could be suitable for officer's position at regional level or Society.*

Background Information: It is hard for Delegates to know all people in the Region. By their duties, Regional Officers are more aware of skilled people in the Region that could easily be promoted at regional level or Society position. It would be useful to get the input of the regional officers at the beginning of the Caucus session to start the discussion. After that being done, they could leave the room to allow the closed session to occur. Voting procedure would remain the same. David Underwood said this should be a key topic for the regional planning meeting in May and thoroughly discussed at that time. Also it should be part of every chapters operation to discuss this well before the CRC. The Alternate role is to prepare for the next year needs and should be looking at candidates for impending positions and acquiring their up to date bios.

Vote: 0 in favour; 9 opposed. Motion failed. Chair Laman will take it as an Action Item

No more motions were presented, so Chair Laman asked Danny Castellan to review the format for next year's CRC in Windsor. Noted was the problem with this year's workshop time allocations – RP and CTC need more than 3 hours. Danny then reviewed his initial CRC program – noted below.

August 20, 2008

COMPANION PROGRAM

Rev. 1

<u>TIME</u>	<u>EVENT</u>	<u>LOCATION</u>	<u>COMMENTS</u>
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FRIDAY AUGUST 21, 2009

11:00 am	5:00 pm	Registration	Hotel Lobby	Open to All
1:30 pm	5:30 pm	Event		
7:00 pm	9:00 pm	Welcome Party		Open to All
9:00 pm		Dinner on your own		
9:30 pm		Hospitality Suite	Hotel Room Suite	Open to All

SATURDAY AUGUST 22, 2009

7:00 am	12:00 pm	Registration	Hotel Lobby	Open to All
7:00 am	9:00 am	Breakfast		Open to All
9:00 am	11:30 pm	Event		Open to All
12:00 pm	2:00 pm	Awards Luncheon		Open to All
2:00 pm	5:00 pm	Event		Open to All
6:30 pm	7:30 pm	Cocktails - Reception		Open to All
7:30 pm		President's Dinner		Open to All
10:00 pm		Hospitality Suite	Hotel Room Suite	Open to All

SUNDAY AUGUST 23, 2009

7:00 am	9:00 am	Breakfast		Open to All
9:00 am	11:30 pm	On Own		Open to All

PROGRAM

August 24, 2008

Rev.

<u>TIME</u>	<u>EVENT</u>	<u>LOCATION</u>	<u>COMMENTS</u>
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FRIDAY AUGUST 21, 2009

11:00 am	6:00 pm	Registration	Hotel Lobby	Open to All
11:30 am	1:00 pm	Historical Display		Open to All
1:00 pm	1:30 pm	Orientation & Welcome		Open to All
1:30 pm	3:15 pm	Caucus -1		Delegates & Alternates Only
3:15 pm	3:30 pm	Refreshment Break		
3:30 pm	6:30 pm	First Business Meeting		Open to All
7:00 pm	9:00 pm	Welcome Party		Open to All
9:00 pm		Dinner on your own		
9:30 pm		Hospitality Suite	Hotel Room Suite	Open to All

SATURDAY AUGUST 22, 2009

6:30 am	8:30 am	Breakfast		Open to All
8:00 am	5:00 pm	Registration	Hotel Lobby	Open to All
7:00 am	1:00 pm	Historical Display		Open to All
7:00 am	8:00 am	ASHRAE Research Canada		Delegates & Alternates
8:00 am	10:00 am	Second Business Meeting		Open to All
10:00 am	10:15 am	Refreshment Break		Open to All
10:15 am	11:30 am	Executive – 1		Delegates & Alternates Only
11:30 am	1:30 pm	Presidential & Awards Lunch		Open to All
		<u>COMMITTEE WORKSHOPS</u>		
10:15 am	5:30 pm	Research Workshop		Chapter Research Chairs
1:45 pm	5:30 pm	Historian		Chapter Historians
1:45 pm	5:30 pm	Student Activities		Chapter Student Activities Chairs
10:15 am	5:30 pm	Technical Transfer		Chapter TT Chairs

1:45 pm	5:30 pm	Membership		Chapter Membership Chairs
3:30 pm	3:45 pm	Refreshment Break		Open to All
6:00 pm	10:00 pm	Event		Open to All
10:00 pm		Hospitality Suite	Hotel Room Suite	Open to All

SUNDAY AUGUST 23, 2009

7:00 am	12:00 pm	Registration	Hotel Lobby	Open to All
7:00 am	12:00 pm	Historical Display		
7:00 am	9:00 am	Breakfast		Open to All
7:00 am	8:00 am	Executive Session 3		Delegates & Alternates Only
8:00 am	11:30 am	3rd Business Session		
10:00 am	10:15 am	Refreshment Break		Open to All
11:30 am	1:00 pm	CRC De-Briefing		
5:30 pm	7:30 pm	Regional Meeting		Regional Chairpersons

All agreed to the 2.5 day format with some concerns about flights into and out of Windsor. Danny suggested Detroit airport was only minutes away and the chapter would do pickups from there.

Chair Laman called for the Workshop reports.

Historical: Tom Pollard, Historian from London Canada chapter reported. 8 chapter Chairs present along with Steve Comstock and Jean Luc Morin the previous Region 2 Historian. Jean brought with him several boxes of files for George Menzies to take home and enjoy. Several old CRC minutes are apparently in the boxes. The workshop first covered a review of last year's PAOE points from each chapter. It was apparent some chapters were claiming more points than likely intended. A review of the 08-09 PAOE categories was done with some questions on interpretations. Steve Comstock said he would take it as an action item to the Society President. The Salt Lake Historical Committee Minutes were reviewed. There was discussion on regional awards and the format and if some still have relevance. It was noted that the regional website should have more information added about the region and prior regional award winners.

Research Promotion: Steve Koutsonicolas reported that all 9 chapter chairs were present. RVC David Rasmussen did a recap of 07-08 noting that most of the money came in June which is too late to track slipups e.g. missing contributions. He said the money needs to be solicited and forwarded throughout the year. DRC Laman said June 1st should be set as the goal to receive and mail the money to headquarters. Patricia did a PowerPoint presentation that is done in centralized training which gave those present the tool needed to strive and achieve the chapter goal. David then allowed each chapter to pick their goal for 08-09, which added up to \$122,500, an increase over this past year's goal. Jim Fields with many years of fund raising, added some ideas. David noted that the number of contributors is up which is encouraging.

Membership Promotion: Dan Castellani MP Chair from Windsor reported. All chapters represented with 5 of them chairs. Gord Holness, Jim Fields, and Isabelle Lavoie also participated in workshop. Time was spent on how to recruit and retain members – members get members approach. The video presentation was excellent. Mentoring was discussed and shown as very important to the new members to get them on board. Young members in ASHRAE [YEA] was reviewed and the need to give them responsibilities in the chapter's operation. The YEA is for graduated students and ASHRAE members up to 35 years in age.

CTTC: Eric Shaw of London Canada Chapter reported on the CTTC workshop. 6 Chapter Chairs and 9 Chapters were represented. Highlights included the discussion of the timing of the web cast as it restricts students ability to view as they are in exams at the time of the web cast [e.g. April 22nd, 2009]. All agreed more refrigeration nights need to be held. Chair recommended more time needed for workshop as so many topics were hardly discussed. It was suggested that some materials should be sent out in advance of the workshop.

Student Activities: Joel reported as his delegated spokesperson had left. Joel reported that 8 of 9 Chairs were present with only Hamilton missing. He noted that grades 6 to 8 are the key years to catch the interest of students, high school is too late as they have mostly made up there minds on careers. Student night needs to be fun and Joel offered to be a speaker at all chapter meetings to demonstrate an effective presentation. No one from region got a grant in aid which needs to be addressed by his chapter chairs. Chapter chairs need to reach out to mechanical depts. at universities now, early in the school year to sell ASHRAE.

Chair Laman thanked all those who made presentations. He noted that this is the third year of the paperless meeting – no more 4” binders. He said he has visited all chapters in past 2 years but Windsor. He asked that each chapter send him meeting dates so he can prepare for his visits. He wished everyone for a successful 08-09 year and that he and his RVCs plus the headquarters’ staff are available for assistance.

Wilfred announced that Daryl Somers is your Nominating Committee Member; Doug Cochrane is the Alternate and Jeff Clarke the Reserve Alternate for 08-09.

President Elect Gord Holness thanked everyone for a great and productive CRC. He found the workshops well done and that your DRC Wilfred is a great leader both at the CRC and at Society Board Meetings which he represents Region 2 well.

V-P Jim Fields thanked everyone for their hard work and attendance and for a productive CRC.

Chair Laman called for adjournment, there was a unanimous vote by all Delegates. Meeting adjourned at 10:36 AM



2008 CRC MOTION SUMMARY – August 22 to 24, 2008 [15 motions]

The following motions are numbered as they were presented at the business sessions. Of the motions passed at the 2008 Region 2 CRC in Montreal, 9 are Society motions with 7 going up to the Society Member Council and 6 are Regional motions (4 “passed” motions to be numbered and added to Regional summary on last page).

The Regional motions have been numbered to fit in with the active existing list of prior regional motions – missing numbers are obsolete motions that can be tracked in prior minutes.

The following Society motions are numbered as they were presented at the business sessions.

Motion #	Status	Society Motion	Topic
S-1	Withdrawn	yes	That society embrace corporate sponsorship for catering at society meetings
S-2	Failed	yes	That a maximum of 2 public review periods per standard
S-3	Passed 8/0/1	yes	To change gold ribbon requirements from every year to every 5 years.
S-4	Passed 9/0/0	yes	Add to ASHRAE Website details on PAOE awards
S-5	Passed 8/0/1	yes	To fix membership renewal date to June 30 of each year.
S-6	Passed 8/0/1	yes	That Society implement RP workshop at CRC instead of central location
S-7	Passed 9/0/0	yes	That Society President review PAOE in order to add descriptions to clarify if limited or unlimited points.
S-8	Passed 9/0/0	yes	That Chapter & Regional Treasurers be given access to online chapter database.
S-9	Passed 9/0/0	yes	That Society expand the corporate sponsorship program at Society meetings to include support of the TCs.

R-1[F4-08]	Passed 7/2/0	no	That an assistant CTTC Regional Vice-Chair be appointed each year, for a term of one (1) year, starting fiscal year 2009-2010. Budget not to exceed \$1,500 for fiscal year 2009-2010 from Regional Fund.
R2 [C9-08]	Passed 9/0/0	no	That regional treasurer prepare and send to all delegates and alternates the draft financial report of the region by July 31 st [with a year end June 30] and that the report continue to be audited by the host chapter of the CRC [at the CRC].
R3	Withdrawn	no	That a new plaque (Award) be designed and purchased for 2010 / 2011 plus new one for Chapter Program Award.
R4[B8-08]	Passed 9/0/0	no	That Region 2 to appoint an adhoc committee to review the status and administration of the Region 2 fund and prepare recommendations on Chapter assessments, expenses and fund management. The members of the adhoc committee shall be Jean Bundock, Darryl Boyce and the current Regional Treasurer. The committee shall report on the recommendations at the 2009-2010 CRC in Windsor.
R5[F6-08]	Passed 9/0/0	no	That the Region 2 DRC review the scope, purpose and relevance of all Region 2 regional awards, at a frequency of five years or less to reaffirm the need, format and selection process for every award.[adhoc committee DRC and all the RVCs]
R6	Failed	no	That the Regional Nomination Committee allows Regional Officers to be present at the beginning of Caucus session #1 at CRC to brainstorm amongst name of individual in the Region that could be suitable for officer's position at regional level or Society.

Details on the 15 Motions presented at the Region 2 CRC in Montréal

Motion S-1

Moved by Toronto Chapter, seconded by Ottawa Valley **that Society embrace corporate sponsorship for catering and other similar expenses at the Society Meeting.**

Withdrawn till 3rd business session to rework background information.

Motion S-2

Moved by Toronto Chapter, seconded by la Ville de Quebec **that there be a maximum 2 public review periods per standard. Significant rationale would have to be provided for the 2nd public review to be deemed necessary.**

Background: Chapter member recently participated in a standard whereby 4 public reviews were required. The 2nd-4th public reviews did not solicit nearly as many comments as the 1st public review. I feel that the public would have had much greater benefit from having the standard on the street in use than the small marginal benefit that was received from the subsequent review periods. The comments from any review process beyond the first should be dealt with as addenda or errata and not hold up publication.

Financial impact -unknown

Vote 1 for ; 7 against; 1 abstained Motion failed

Motion S-3

Moved by Toronto chapter, seconded by Ottawa Valley **to change the "Gold Ribbon Award" requirements from every year to every 5 years submitted for review.**

Background Information:

At present Chapter Historians can submit one years information [after initially receiving a gold ribbon]and receive a "Gold Ribbon Award" for it. This takes away from the prestige of the award if you can supply a single year's information [update] and get another award. With frequency every five years you would not be handing them out left and right it would revert back to a cherished Award.

Fiscal Impact:

No fiscal impact you may even save money on not as many awards being handed out.

Vote: 8 for; 0 against; 1 abstained. Motion passed

Motion S-4

Moved by the Hamilton Chapter, seconded by Toronto *that ASHRAE add under Honors and Awards section of the ASHRAE website, details about the chapter PAOE awards and the PAOE history and purpose.*

Background information

There is little if no detail readily available to chapter members under chapter awards section of the ASHRAE website about the meaning of the different levels of certificates, ribbons, pins, plaques, and chevrons.

Fiscal impact: No Cost

Vote 9 for; 0;0 Motion passed unanimously

Motion S-5

Moved by la Ville de Quebec, seconded by Montreal *that ASHRAE fix the renewal date of membership to June 30th of each year.*

Background information

Since the Society fix the renewal date of membership to a yearly period (after the first inscription), it is almost impossible for the chapter to do the follow up their assigned members. Plus society must understand that the chapter's membership [dues] do not correspond to the Society membership's dues date, If motion passes, it will be also easier for the Society to help the chapter to retain their members [and easier tracking of the delinquents].

During the first year of application of that approach, members should have the choice to pay for less or more than a complete year [prorate 1st year's dues].

Fiscal impact: yes, during 1st year of adjustment; minimum after that and maybe positive as less delinquents

Vote: 8 for; 0 against; 1 abstained. Motion passed

Motion S-6

Moved by La ville de Quebec, seconded by Montreal, *That Society implement [conduct] the ASHRAE research workshop at a CRC for all regions instead at a central location. (like Region II does)*

Background: It is more valuable for ASHRAE's research promotion chairs to share experiences and goals with the members within their region instead those of other regions. Also noted was the problem with the extra travel time to get to a centralized workshop for Region 2 RP chairs [up to 3 days] as well as the reduction in participation at the CRC. It was agreed to have a min of 6 hours RP workshop scheduled at future Region 2 CRCs.

Fiscal Impact: Travel costs likely the same

Vote: 8 for; 0 against; 1 abstained Motion passed

Motion S-7

Moved by London Canada, seconded by Toronto *that the Society President review the PAOE point system categories in order to add descriptions and indicate if PAOE points should be claimed as limited or unlimited, and for categories with limited point amounts, have the web site checked to ensure that entries are not above the limited maximum amount.*

Background: There was confusion during the History Workshop as to how some PAOE categories are claimed once or several times [digitizing records]. For example, some chapters scored each time they added one new digitized record which resulted in huge points. Similar questions occur in other PAOE categories.

Fiscal Impact: Members time to review and explain scoring listed

Vote: 9 for. Motion passed unanimously

Motion S-8

Moved by Ottawa valley, seconded by NB/PEI *that the Chapter and Regional Treasurers be given the same level of access to the online Chapter database as the Chapter membership chair.*

Background: The treasurer being responsible for the finances of the Chapter should have access to all the information concerning the chapter fees paying members without involving the membership chair. The Regional Treasurer needs access to bill chapters for their regional assessment. It was noted that presently 3 members within a chapter are given access and it is up to the chapter to decide who gets access. Further discussion by the Delegates reinforced the need to pass the motion as stated.

Fiscal: nil

Vote: 9 for. Motion passed unanimously

Motion S-9

Moved by Toronto Chapter, seconded by Ottawa Valley *that Society expands the corporate sponsorship at the annual and winter Meeting to included support of TCs.*

Background: Volunteers are the heart of the ASHRAE organization. These TC volunteers are required to attend society meetings and register at very high prices, however do not receive breakfast, lunch or even coffee in meetings that often span an entire day. Even the welcome party comes with a high-priced admittance fee. In another large organization, they have embraced corporate sponsorship and all of these benefits are available without any registration fee from the members who volunteer on standard and technical committees. The argument that corporate sponsorship may influence the decision-making of members is not only dated but assumes that the technical and moral judgment of members can be easily swayed.

Fiscal Impact: yes

Vote: 9 for. Motion passed unanimously

R-1 Regional Motion [assigned as F4-08]

Moved by Montreal, seconded by Quebec, That an assistant CTTC Regional Vice-Chair be appointed each year, for a term of one (1) year, starting fiscal year 2009-2010. Budget is not to exceed \$1,500 for fiscal year 2009-2010 from Regional Fund.

Background Information: This assistant shall be, by default, the 2nd place candidate for the position, as voted during the previous fiscal year's Executive Session. The assistant shall perform the CTTC duties assigned by the appointed CTTC RVC, including official CTTC chapter visits, and attend the CRC as an observer and assistant to the CTTC RVC. CTTC combines the duties of three (3) previous committees: TEGA, Refrigeration and Program, making it very broad in scope and thus difficult to fully grasp the extent of the duties. Good operation at the Chapter level is essential for reaching the goals of the committee, needing good support at the Regional level. The position will also serve as field training for the replacement CTTC RVC.

Fiscal Impact: 800\$/yr due to attendance at the CRC combined with optimal chapter visit assignments.

Vote: 7 for; 2 against.

R-2 Regional Motion [assigned C9-08]

Moved by Quebec, seconded by NB/PEI, That regional treasurer prepare and send to all delegates and alternates the draft financial report of the region by July 31st [with a year end June 30] and that the report continue to be audited by the host chapter of the CRC [at the CRC].

Background Information: Usually delegates and alternates do not have access to this report before the CRC; it is not easy for them to ask questions at the CRC [and decide on the level of chapter assessments necessary to maintain fund].

Vote: 9 for – approved unanimously

R-3 Regional Motion

Moved By: London Canada Chapter, seconded by Hamilton Chapter **That a new plaque (Award) be designed and purchased for 2010 / 2011 plus new one for Chapter Program Award.**

Background Information: The Allen J. Hanley is full or used up, and the Chapter Program Award has been misplaced or lost. Finding a new name for the Chapter Program Award may be desirable in order to recognize an ASHRAE member.

Fiscal Impact: Estimated cost of \$400 to \$500 per award.

George Menzies noted that another motion will be presented asking for a complete review of all regional awards to reaffirm their purpose, scope and presentation. Ribbons and annual awards for the winners to keep are considered more effective.

As a result the motion was withdrawn.

R-4 Region Motion [assigned B7-08]

Moved by Ottawa Valley, seconded by Montreal, that Region 2 to appoint an adhoc committee to review the status and administration of the Region II fund and prepare recommendations on Chapter assessments, expenses and fund management. The members of the adhoc committee shall be Jean Bundock, Darryl Boyce and the current Regional Treasurer. The committee shall report on the recommendations at the 2009-2010 CRC in Windsor.

Background Information: The Chapter Assessment contributions to the Regional Fund were eliminated in prior years when the Regional fund had reserves in the range of \$20,000. We are now in a situation where the fund is projected to be depleted in the near future. We need to develop a strategy to ensure that the region maintains sufficient funds to support the important ongoing regional activities. The members of the adhoc committee should be the most recent past DRC's and the current Regional treasurer as they have significant experience in the Regional operations and can undertake a thorough review to develop recommendations related to the future chapter contributions and administration of these funds

Vote 9 for – approved unanimously

R-5 Regional Motion [assigned F6-08]

Moved by Toronto Chapter seconded by London Canada Chapter **that the Region 2 DRC review the scope, purpose and relevance of all Region 2 regional awards, at a frequency of five years or less to reaffirm the need, format and selection process for every award.**

Background Information: The Society Honours and Awards Committee has a similar requirement for all Society awards. In the past in this region, it has been difficult for the DRC to recover the large trophies handed out at the CRC as they frequently disappear for many years. The Historical committee suggests it might be better to award a ribbon or certificate that can be kept permanently by the award winner for his/her office or to go on the awards banner. It was suggested a adhoc committee be selected by the DRC to help in the process. The Regional Historian, and all the RVCs should be included.

Vote 9 for – approved unanimously

R-6 Regional Motion

Moved By: Montreal Chapter, seconded by Ottawa Valley Chapter **that the Regional Nomination Committee allows Regional Officers to be present at the beginning of Caucus session #1 at CRC to brainstorm amongst name of individual in the Region that could be suitable for officer's position at regional level or Society.**

Background Information: It is hard for Delegates to know all people in the Region. By their duties, Regional Officers are more aware of skilled people in the Region that could easily be promoted at regional level or Society position. It would be useful to get the input of the regional officers at the beginning of the Caucus session to start the discussion. After that being done, they could leave the room to allow the closed session to occur. Voting procedure would remain the same. David Underwood said this should be a key topic for the regional planning meeting in May and thoroughly discussed at that time. Also it should be part of every chapters operation to discuss this well before the CRC. The Alternate role is to prepare for the next year needs and should be looking at candidates for impending positions and acquiring their up to date bios.

Vote: 0 in favour; 9 opposed. Motion failed. Chair Laman will take it as an Action Item

Prepared by Gail Mensies September 1, 2008 forwarded to DRC electronically Sept 1, 2008

The updated Regional Motions follow:



Current Regional Motions – updated September 1st, 2008

Current Regional Motions – Updated after 3 rd Business Session, August 24 th , 2008 Montreal CRC	
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)
- B7-08 Moved by Ottawa Valley, seconded by Montreal **“That Region 2 to appoint an adhoc committee to review the status and administration of the Region 2 fund and prepare recommendations on Chapter assessments, expenses and fund management. The members of the adhoc committee shall be Jean Bundock, Darryl Boyce and the current Regional Treasurer. The committee shall report on the recommendations at the 2009-2010 CRC in Windsor”**. [intent to continue adhoc committee to do an annual review and recommendation]

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)
- C9-08 Moved by Quebec, seconded by NB/PEI, **That regional treasurer prepare and send to all delegates and alternates the draft financial report of the region by July 31st [with a year end June 30] and that the report continue to be audited by the host chapter of the CRC [at the CRC].**

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”.

E. CHAPTER REPORTS

No specific ongoing regional motions – DRC advises of format at spring Planning Meeting –now to be done electronically.

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”.
- F5-08 Moved by Montreal, seconded by Quebec, **“That an assistant CTTC Regional Vice-Chair be appointed each year, for a term of one (1) year, starting fiscal year 2009-2010. Budget not to exceed \$1,500 for fiscal year 2009-2010 from Regional Fund.”**
- F6-08 Moved by Toronto Chapter seconded by London Canada Chapter **that the Region 2 DRC review the scope, purpose and relevance of all Region 2 regional awards, at a frequency of five years or less to reaffirm the need, format and selection process for every award.**[ongoing review by Adhoc committee consisting of DRC and all RVCs

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 from websites)

Updated Sept 1st, 2008 by Regional Historian - G.E.Menzies

End of Region 2 CRC Minutes - Montreal 2008
