



**2009 REGION 2 CRC – WINDSOR, ONTARIO, CANADA**  
at the

**Caesars Windsor, 377 Riverside Drive East,  
Windsor, Ontario N9A 7H7**

**Friday August 21<sup>st</sup>, to Sunday August 23<sup>rd</sup>, 2009**

**HOST: WINDSOR CHAPTER #141**

**ORIENTATION SESSION**

At 1:01 PM Friday August 21<sup>st</sup>, 2009, Director and Regional Chair (DRC) Guy Perreault welcomed all the Chapter Delegates and Alternates, Regional Representatives and the visiting dignitaries and guests to the Region 2 CRC at Caesars Windsor, 377 Riverside Drive East, Windsor, ON N9A 7H7 in the Saturni Room. Chair Perreault noted that any reports not submitted should be forwarded on a computer stick.

DRC Perreault described the Delegates and Alternates function which is to report on their chapter and bring forth motions to improve Regional and Society operations. He asked the delegates to bring forth their motions as soon as possible so that they can be read, but not voted on at this session.

DRC Perreault then described the difference between caucus and executive sessions and the importance of bringing forth names for future positions in Society and the Region.

DRC Perreault then introduced Dan Castellan, Chairman for this 2009 Windsor CRC.

Chairman Castellan welcomed all to the Windsor CRC. He advised that all his committee were wearing yellow shirts and to ask them for help if need be. He advised that the Welcome Party will be held tonight at 6:00 to 8:00 p.m. in the Jovis Room and that the Hospitality Suite would be open following the wine and cheese party.

DRC Perreault advised that the Technical Session will be in the adjacent room and will be concurrent with the Caucus. All are welcome to attend except those involved in the Caucus.

DRC Perreault concluded this Orientation Session at 1:20 p.m.

He noted that the Caucus and the Technical Session will proceed until 3:30 p.m. when the First Business Session will convene.

At this time, the Delegate and Alternate photograph was taken by George Menzies, Region 2 Historian just prior to the opening of the caucus. Some three Delegates and Alternates were missing from the photo.

Those not required in the caucus then had the opportunity to attend the technical session.

The featured technical speaker was Rupp Carriveau Ph.D. P.Eng. who is a Faculty member in the Department of Civil and Environmental Engineering at the University of Windsor. His fundamental research background is in vortex dynamics which he now applies in Renewable Energy Generation, Energy Storage, Energy Management, and Biomedical Engineering. He currently participates in collaborative research projects with The University of Western Ontario Boundary Layer Wind Tunnel Laboratory, the Lawson Health Research Institute, The University of Kentucky Center for Cardiovascular Innovation, Sandia National Laboratories – New Mexico, The University of Texas and several industrial partners. Some projects include structural health monitoring of a full scale commercial wind farm, Investigation into the viability of compressed air energy storage in Ontario, and development of a micro fluidic.

His topic was ***Energy Consumption Profiling Through Time Series Signal Processing***

He discussed the fact that industrial energy consumption has become a topic of significant interest recently. Monthly utility fees are typically the most palpable measure of how an industry is managing their energy. However, also



- V. Review and approval of the agenda - Perreault
- VI. Approval of Minutes – Montreal CRC 2009 - Perreault
- VII. First read of motions – no discussion of vote
- VIII. Introduce Dan Castellan to expand on today's later events. - Castellan
- IX. Picture DRC, Delegates and Alternates for Regional Historian

13:30 – 15:15 Caucus (SATURN I)

- I. Closed session to delegates and alternates – Daryl Somers/ Doug Cochrane  
\*N.B. DRC/RVCs Regional Planning meeting – (room TBC)

15:30 – 18:00 First Business Meeting (SATURN I)

- I. Review status of Society Motions passed at the 2008 CRC - Perreault
- II. Society Officer Reports
  - – President Elect - Bellenger
  - – Director / Staff - Abrams
- III. Approval of Montreal's CRC final Financial Statement - Perreault
- IV. RVC Reports
- V. Chapter Reports

Saturday Aug. 22<sup>nd</sup>, 2009

7:00 - 8:00 ASHRAE Research Canada (SATURN I)

Research Canada's Meeting requires for all delegates to be present –Underwood

8:00 – 10:00 Second Business Meeting (SATURN I)

- I. Chapter Reports – 5 minute limit time or session will run into overtime
- II. CRC dates t three years - Perreault
- III. Regional Fund status and audit – Perreault/Boyce
- IV. 2010 CRC budget, presentation (Halifax Chapter)
- V. New business - Perreault
  - o Travel Vouchers

10:15 – 11:30 Executive Session # 1 (SATURN I) - Somers/Cochrane

11:30 - 13:30 Awards Luncheon AUGUSTUS III Open to All

#### COMMITTEE WORKSHOPS

10:15 - 11:30 Research Promotion - Part 1 (MARTIS) Chapter Research Chairs

10:15 -11:30 Technical Transfer - Part 1 (SOLIS) Chapter CTTC Chairs

13:45 - 17:30 Research Promotion - Part 2 (MARTIS) Chapter Research Chairs

13:45 - 17:30 Technical Transfer - Part 2 (SOLIS) Chapter CTTC Chairs

13:45 - 17:30 Student Activities (LUNA) Chapter Student Activities Chairs

13:45 - 17:30 Historian (MERCURI) Chapter Historians

1:45 - 5:30 Membership Promotion (JOVIS) Chapter Membership Chairs

18:00 - 20:30 PM Presidential Dinner (AUGUSTUS III)

Sunday Aug. 23<sup>rd</sup>, 2009

7:00 – 8:00 Executive Session # 1 (VENERIS) – Somers/Cochrane [if necessary]

8:00 – 10:00 Third Business Meeting (SATURN I) - Perreault

11:30- - 13:00 Regional Debriefing (VENERIS) – Perreault

The Agenda was reviewed and a motion **to accept the Agenda** was made by Terry Fowler of Hamilton and seconded by John Willden from NB/PEI. This motion was unanimously accepted. For: 9 Against: 0.

DRC Perreault asked for a Motion to appoint the Recording Secretary for this conference.

A motion was made by Eric Shaw of London Chapter, seconded by David Sage of Toronto **to appoint Gail Menzies Recording Secretary for this CRC**. Vote was unanimous. Mrs. Menzies was filling as Secretary this year.

#### APPROVAL OF MINUTES OF MONTREAL 2008 CRC

A motion was presented by David Sage of Toronto Chapter, seconded by Eric Shaw of London Chapter **to accept the Montreal Minutes as previously distributed**. This motion was unanimously accepted. For: 9 Against: 0.

DRC Perreault asked for any new motions which will affect the way Society and the Region operate to be put onto a computer stick and given to him so he can show them to those in attendance. Two motions from Montreal were presented, but more were to be presented as several Delegates commented. Their motions were being edited after discussions.

### **STATUS of REGION 2 MOTIONS FROM AUG 2008 [taken from ASHRAE Website –updated July 28, 2009]**

DRC Perreault reviewed the Status of Motions from the 2008 CRC. They are as follows:

#### **Toronto Chapter – Motion 3 (10/25/08):**

*That the “Gold Ribbon Award” requirements be changed and submitted from every year to every five (5) years for review.*

**Members Council** defeated Motion 3 because this should be updated every year; it is not just chapters updating chapter information; it also affects publishing history of people and companies in the industry.

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#### **Toronto Chapter – Motion 4 (10/25/08) – Motion amended:**

*That the chapter treasurer be given the same level of access to the online chapter database as the chapter membership promotion chair.*

**Members Council approved the amended motion.**

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#### **Quebec City Chapter – Motion 15 (10/25/08):**

*That ASHRAE fix the renewal date of the membership to June 30<sup>th</sup> of each year.*

**Members Council** defeated Motion 15 because this would be cost prohibitive and our current computer system is unable to do this.

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#### **Toronto Chapter – Motion 16 (10/25/08):**

*That Society expands the corporate sponsorship at the annual and winter meetings to include support of TCs.*

**Members Council** defeated this motion because Society solicits sponsorships that subsidize other meeting costs and it benefits all attendees, even the TCs; in addition it would be difficult to sponsor 200+ committees and subcommittees.

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#### **Hamilton Chapter – CRC Motion 2:**

*That ASHRAE add under the Honors and Awards section of the ASHRAE website, details about the chapter PAOE awards and the PAOE history and purpose.*

**Answer (07/28/09):** It was recommended by the PAOE Subcommittee to include the PAOE list of awards on the PAOE website. A section for the PAOE history and purpose will also be included on the PAOE website during the 2009-2010 Society year.

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#### **London Chapter – CRC Motion 5:**

*That the Society President Elect 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 website checked to ensure that entries are not above the limited maximum amount.*

**Answer (07/28/09):** We do have maximum limits set up in the 2009-10 PAOE program which will not accept an amount over the number of points that can be earned for specific line items. In reviewing the PAOE for this year, specified limits are stated as: limit 2, 100 point limit, one time, etc. The PAOE system is programmed not to accept over the specified limit amount of points.

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#### **Quebec City Chapter – CRC Motion 4:**

*That Society implement (conduct) the ASHRAE research workshop at a CRC for all regions instead at a central location (like Region2I does).*

**Answer (10/25/08):** The RP Committee opposes this motion for several reasons: The assumption that sharing with just the Region is more valuable is faulty. Based on the last three year’s surveys conducted after Centralized Training, the majority of participants report that they find it more valuable to hear from RP Chairs outside their Region. It generates new ideas for fundraising, new special event ideas and leads to a greater understanding of ASHRAE Society as a whole, not just their Region. They enjoy the different interactions and still have 90 minutes during Training to meet specifically with their RVC and RP Chairs in their Region. There is also no increase in travel time or inconvenience. Centralized Training is arranged in major cities and everyone can fly in on Friday evening and leave Saturday afternoon or Sunday morning. This is comparable, or even less, travel required for attending the entire CRC, which begins at noon on Friday goes until mid-day on Sunday. The RP Committee also disputes the claim that not having RP Training at the CRC will “reduce the CRC.” Based on a study of Regions I –

XII, this is found NOT to be the case. The percentage of RP Chairs who attend CRCs in regions where they also attend Centralized Training is very similar to the attendance of the other Grassroots Committees (MP, CTT, SA). This is despite the fact that RP Chairs receive no travel reimbursement except to Centralized Training. In terms of pure costs: travel costs are, in fact, likely to **\*increase.\*** CRC transportation reimbursement for Region 2 is the 2<sup>nd</sup> highest when comparing Regions I – XII reimbursement for Centralized Training. Across the board, CRC transportation reimbursements are \$16 higher per person when compared to Centralized Training Reimbursement. With approximately 105 Chairs trained, that's an additional \$1,680 to ASHRAE. There is also an increase in cost to the member as Centralized Training hotel rooms are \$89-\$99 per night, compared to the \$170 per night of the Montreal CRC Hotel. The hotel next year in Windsor is slated to be similar or more expensive while the Centralized Training hotel rooms will remain \$89-\$99. Over after two nights, the most required to spend at Centralized Training, that's a savings of \$140 to the member. It's been proven for the last three years with outstanding RP Campaign results that Centralized Training Works. It's also been proven that it does not 'reduce' the CRCs (see Regions I, III –XII report as proof), Centralized Training is more cost efficient for ASHRAE and, most importantly, it is less money for the member.

***This motion was withdrawn.***

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**Montreal Chapter – 2007 Fall CRC:**

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

**Approved by the Board of Directors (01/23/08).**

**Status:** This same motion was submitted by several regions during their 2007 Fall CRC. Because of this, Members Council considered one motion from Region IV which asked that both the CTTC and SAC chairs be reimbursed, (the other motions from the regions requested that the CTTC chair be reimbursed). The motion was approved by Members Council but will need the Board of Directors approval at the 2008 Winter Meeting. **(Complete)**

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**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.**

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**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.**

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**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.**

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**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. **(Complete)**

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**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.**

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**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.*

**Approved by Members Council.**

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Chair Perreault asked the Society officials to address the conference.

DRC Perreault called upon **Society President-Elect Lynn Bellenger** of Syracuse NY

Lynn Bellenger opened her remarks by explaining why she was late due - to heavy traffic in the Tunnel from Detroit to Windsor- was not the ½ hour estimated by Goggle

President-Elect Bellenger explained that PAOE is near to her heart. She said she was aware of last year's motions re PAOE and she will check on those to see how they are progressing.

She thanked the attendees stating that they are the great leaders in Region 2. She urged the delegates to bring their motions forward here at the CRC and they will get Society attention. This is your way of bringing your concerns to Society. She explained that Society is only sending one officer to the CRCs instead of two as a way of cutting costs. President-Elect Bellenger stated that she had recently attended a Net Zero Energy Building Conference. In LA, there is a huge shading impact on energy use plus taking advantage of sunlight for daylight to reduce lighting loads. California has a nice climate and that works for net zero energy. The ASHRAE Headquarters renovations are complete and the ribbon cutting was held in October. It features a living lab and is a learning and meeting centre. She invited anyone to visit either on line or in person and you would be taken on a tour. Thanks to donors of money and equipment, we expect to meet the Leeds Platinum category. The building energy quotient is still in the pilot stage. Standard 189.1 is in process and we hope to vote for publication in January 2010. The Indoor Air Quality Guide will be available in October. It was a joint effort and comes with a CD. The Advanced Energy Guide on Health Care is in progress and we are working on a guideline for existing buildings. The guide for High Performance Buildings, 2008 Beyond Green, won first place. ASHRAE representatives meet in Washington every year to discuss government affairs. ASHRAE has a permanent office in Washington. Scholarships are available for countries other than the US and students can apply for these. There will be a Solar Decathlon in October at the Mall in Washington. The Winter Meeting in Orlando will discuss Humidity and Sustainable Indoor Environment and the Summer Meeting – Raising Efficiency to New Levels.

President- Elect Bellenger thanked Region 2 for their wonderful work in Research Promotion making it possible for ASHRAE to reach \$2,000,000.00 globally for the second year. She also thanked Region 2 for their wonderful volunteer service. She pointed out that there are employment opportunities on the Home Page. It was pointed out that in Canada, 300 more hours of university education is required than US.

DRC Perreault then introduced **Joyce Abrams from Society Headquarters** who is Group Manager of Education and Certification. She advised that about 100 people work in Atlanta and 3 people in the Washington Office. She said she thinks in paisley not linear. She provides support for the skeleton and you put the meat on the bones. There are presently 51,858 members from US, Canada, other countries and includes student members. Jeff Littleton heads the staff as Executive V-P. He has 5 Directors From which he takes direction. Joyce explained the staff organization and people to contact at Headquarters. She encouraged the members to go to the website as it is easy to navigate and to learn about jobs, and YEA. The Leadership weekend is coming up in Oct 2-4<sup>th</sup>, where a member can earn an ASHRAE Certification and stand out in the Crowd -see [www.ashrae.org/certification](http://www.ashrae.org/certification). There are certification centres in Canada in Kelowna, BC, Montreal, Edmonton, Halifax, Saskatoon, Vancouver, Winnipeg and St. John's. We offer self-paced learning. ASHRAE is a membership society and it exists because of you.

DRC Perreault next introduced **Patricia Adelmann, Manager of Research Promotion**. Patricia advised that this was her fourth CRC in Region 2 and she was pleased to be here again. ASHRAE Research Canada is its own company. Canada and Region 2 is the reason ASHRAE reached 2 million dollars this year. Over half a million is spent in Canada on research. Patricia thanked David Rasmussen, RVC Research Promotion and Region 2 for a job well done.

DRC Perreault thanked Lynn and Headquarters staff for their presentations.

#### **APPROVAL OF 2008 CRC MONTREAL FINANCIAL STATEMENT.**

A motion **to approve the financial statement from the 2008 CRC** was made by David Sage of Toronto and Charles-Andre Munger of La Ville de Quebec Chapters was accepted unanimously. It was noted that there was a \$444.00 loss. A copy is attached for your perusal.

ASHRAE  
Region II - CRC 2008  
Montreal, Quebec

Final Financial Report							
	Budget			Actual			Comments
	Amount	Number	Total	Amount	Number	Total	
<b>REVENUES</b>							
R1	Chapter Assessment	\$ 0	1,377	\$ 6,232	1,345	\$ 6,270	
R2	Full Registration	\$ 300	35	\$ 10,650	21	\$ 10,350	
R3	Partial Registration	\$ 200	32	\$ 7,000	44	\$ 8,550	
R4	Corporate Registration	\$ 175	11	\$ 1,750	17	\$ 1,925	
R5	Saturday Event Registration	\$ -	-	\$ -	35	\$ 1,325	
R6	Chef Tour	\$ -	-	\$ -	18	\$ 645	
R7	Museum Fine Arts	\$ -	-	\$ -	1	\$ 20	
R8	Inspector Welcome Reception	\$ -	-	\$ -	30	\$ 60	
R9	Inspector Postcard Function	\$ -	-	\$ -	50	\$ 50	
R10	Corporate Donations	\$ -	-	\$ -	1	\$ 750	Hydro Quebec contribution
R11	Welcome Party	\$ 1,000	1	\$ 1,000	1	\$ 1,200	Paid by Windsor Chapter
<b>Total Revenues</b>			<b>\$ 8,482</b>			<b>\$ 34,628</b>	
<b>EXPENSES</b>							
E1	Hotel Meeting Rooms	\$ 200	5	\$ 1,000	-	\$ -	No charge
E2	Welcome Party	\$ 40	30	\$ 2,000	1	\$ 2,725	Factura - Hotel
E3	Hospitality Suite	\$ 500	2	\$ 1,000	1	\$ 1,115	Factura - Hotel
E4	Hospitality Supplies	\$ 2,000	1	\$ 2,000	1	\$ 1,991	Factura - Guyton
E5	Saturday Breakfast	\$ 25	42	\$ 675	1	\$ 514	Factura - Hotel
E6	Saturday Luncheon	\$ 50	92	\$ 4,600	1	\$ 4,730	Factura - Hotel
E7	Sunday Breakfast	\$ 25	95	\$ 1,500	1	\$ 1,475	Factura - Hotel
E8	Breaks	\$ 900	1	\$ 2,000	1	\$ 2,342	Factura - Hotel
E9	Saturday Event	\$ 100	10	\$ 2,000	1	\$ 1,250	Factura - Amalago Cysion
E10	Transport Saturday Event	\$ 1,000	1	\$ 1,000	1	\$ 1,525	Factura - Pdl Montreal
E11	Wignier Supper	\$ 1,000	1	\$ 1,000	1	\$ 800	Factura de Jeff Clave
E12	Regional Gifts	\$ 100	4	\$ 400	1	\$ 415	Factura de Isabelle-Eve
E13	Securitorial	\$ 500	1	\$ 500	1	\$ 520	Factura de Linda Laird
E14	Audio Visual Rentals	\$ 500	1	\$ 500	1	\$ 3,484	Factura - Hotel
E15	Decorations Materials	\$ 1,000	1	\$ 1,000	1	\$ 1,525	Factura Fikrente Promotions
E16	Corporate Tour	\$ 1,000	1	\$ 1,000	1	\$ 815	Factura - Hotel
E17	Technical Presentation	\$ -	-	\$ -	1	\$ 125	Factura de Jean Burdoux
E18	Secretary Fees	\$ -	-	\$ -	1	\$ 225	Services de Carl Marquis
E19	Miscellaneous	\$ 1,000	1	\$ 1,000	1	\$ 225	Expenses CRC Chair
		\$ -	-	\$ -	1	\$ 475	Expenses CRC Promotion II
		\$ -	-	\$ -	1	\$ 125	Expenses CRC Vice-Chair
		\$ -	-	\$ -	1	\$ 125	Expenses CRC dues
<b>Total Expenses</b>			<b>\$ 28,275</b>			<b>\$ 35,072</b>	
<b>Total Revenues</b>			<b>\$ 8,482</b>			<b>\$ 34,628</b>	
<b>Total Expenses</b>			<b>\$ 28,275</b>			<b>\$ 35,072</b>	
<b>Total Revenues Less Expenses</b>			<b>\$ 207</b>			<b>\$ (444)</b>	

ASHRAE\_CRC\_2008 Final Financial Report  
2008-01-12

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Next, the Chair called for the **RVC Reports**

**HISTORY:**

George Menzies, Historian for Region 2 and Region 2 RVC History said that he has a short but positive report. The year's highlight is that Rod Potter, Ottawa Valley Historian has won the Lou Flagg Award for his phenomenal Ottawa Valley Chapter historical website. It details the complete chapter history in all aspects. Rod will be presented with a plaque and lapel pin in Jan 2010 at the Society Plenary session in Orlando, Florida Sat. Jan 23rd at 3:30 PM. Rod is a prior Gold Ribbon winner for his history of the chapter. Rod also led all the chapters in historical PAOE points again this year with 610, well above the 200 par. In Region 2, 8 of 9 chapters achieved par with only one not participating - the same chapter that had no chair at last year's workshop. All 8 Chairs who were at the workshop achieved their MBO's for 08-09. Of special; note, Rod will not be here as he is in Europe with a family reunion, however, he has sent a number of historical books and documents for archiving at ASHRAE headquarters. Patricia Adelman has offered to transport them back to Headquarters. George noted that his workshop is scheduled for Sat. at 2 PM in the Mercuri Room. Tips to improve a chapter's operation will be discussed. Jason Alexander, Delegate from Ottawa acknowledged that they are very proud of Rod and certainly appreciate all the hours he gave to this project.

**CTTC**

Frederic Genest RVC reported that attendance at his workshop last CRC was good and they had a very informative session. Fourteen submittals were made to Society. They were:

**Commercial, New:**

- 1st place: Sobeys Warehouse (Montreal).

Note: This project should also be submitted for the Milton Garland Award (it is good enough for both awards). Frederic commented that you should visit the following website for instructions on how to make your submission:

<http://www.ashrae.org/members/page/1692>. the deadline for submission to CTTC RVC – Region 2 is October 1st

- Honorable Mention: Constitution Square Ph 2 (Ottawa)

**Commercial, Existing:**

- 1st place: National Bank Tower (Montreal)
- Resubmit May 2010: C.D. Howe Building (Ottawa)

Both very interesting projects and eligible to win at Society Level. However, the NB Tower submittal shows more readiness and has a slight edge on the CDH project; hence the decision.

CDH project was recommended to be resubmit next year with a Long Form submittal and complete information

**Institutional, New:**

- 1st place: Sureté du Québec Police Station (Montreal)
- 2nd Place: Laboratory Expansion (Ottawa)

**Institutional, Existing:**

- 1st place: Pavillon Environnement (Montreal)

This will be resubmitted in May 2010: NRC Chiller Plant Upgrade (Ottawa). Refer to the same commentary above for "Commercial, Existing"

**Health Care, New:**

This is to be resubmit May 2010: District Hospital (Ottawa). Project needs 12 months on operation before being submitted (expansion completed April 2009; hence, not eligible yet). Otherwise, appears like a good candidate, but significant efforts needed to be put into submittal document

**Industrial Facility & Process, New:**

- 1st place: Logistik Unicorp (Montreal)

**Industrial Facility & Process, Existing:**

• 1st place: Place Desjardins (Montreal). Central plant renovation into existing building, but without any impact on IAQ/Comfort, etc. Hence acceptable into this category.

**Public Assembly:**

- 1st place: Kawanake Survival School (Montreal)

**Residential:**

- 1st place: LeBreton Flats (Ottawa)

Another resubmittal for 2010 is Jardins Lebourgneuf (Quebec) Both good projects, though LeBreton appears to have a slight edge overall (more reach into each judging criteria). However, Jardins is a good contender and invited to resubmit next year with a Long Form and complete documentation.

**MEMBERSHIP PROMOTION**

Cathy Godin, RVC reported that she assumed this position mid term and was using the PAOE structure as a good guideline. She has two very strong chapters and some are struggling. Cathy is looking forward to leading an informative workshop at this meeting.

**STUDENT ACTIVITIES:**

Joel Primeau, RVC reported he had visited 7 chapters throughout the year. There was a new student branch at Western University in London ON. In the design competition, we had three entries and only one was sent to Society. Huge American schools always win the rising star award. The Integrated Student Design Building Competition with entries from all over the world was won by Seneca College in Toronto - first prize. This year, the focus in Student Activities is on K to 12 with grades 6 to 8 having the most attention. Their goal is to reach one million kids to talk about engineering using ASHRAE student branch members.

**RESEARCH PROMOTION**

David Rasmussen, RVC reported "***We are the Champions***" Our goal was \$122,500.00 and we raised \$142,626.00 which enabled Society to raise more than \$2,000,000.00. Seven of 9 chapters in Region 2 exceeded their goal and Dave thanked everyone for the excellent work. He pointed out that there is a display outside the History Room and invited anyone who was an investor to take an investor sticker. In response to a question, he stated that the campaign ends June 15 in Region 2 rather than the 30<sup>th</sup> as mailing takes about 2 weeks – cheques need to be at HQs before June 30<sup>th</sup> to count!



**NOMINATING COMMITTEE**

Daryl Somers, Nominating Member advised he had an interesting meeting. It is hard to get people to step forward and volunteer. He feels that we should encourage people to attend Society meetings and hopefully they will get hooked. It is an ongoing concern and until people see the value in ASHRAE, they will not get involved. Doug Cochrane pointed out that you can volunteer to be a monitor at the society meetings and receive free registration although travel and hotel can mount up quickly. It was suggested that a first timer to a Society meeting be charged a flat \$100.00 for registration instead of the usual several hundred dollars. This was open to discussion. It was pointed out that there is one free registration/chapter for a first timer.

**Director at Large, Walid Chakroun from Kuwait** advised that his region-at-large has many common concerns and challenges. He stated that he thinks ASHRAE is an amazing Society with good leaders and staff and we should try hard to get first timers to Society and hopefully they will get interested. He agreed with D. Cochrane's suggestion.

DRC Perreault thanks the RVCs for their good reports.

**CHAPTER REPORTS**

**HALIFAX; [100]**

Delegate Tom Lechpammer reported that area assigned members were (AAM) 177 vs 134 last year, Chapter Dues Paying Members (CDPM) were 69 vs 68 last year, New Members 17 vs 11, Delinquents were 38 vs 27, Student Members 19 vs 7, Attendance 15 vs 17 Research Promotion dollars \$6,500.00 vs \$6,150.00 Chapter Dues are \$65.00 and meal costs are \$25.00. Challenges are getting more chapter members, bringing speakers from other parts of Canada and getting young people on the executive. The highlight was reaching PAOE par in all categories. Chair Perreault noted that the chapter could propose a section in Newfoundland. Talk to Joel Primeau for the details.

**NB/PEI [117]**

Delegate John Willden reported that the AAM were 115 vs 106, CDPM 6 vs 18, new members 12 vs 10, delinquents 28 vs 16, student members 38 vs 7, attendance 30 vs 28, dollars collected \$8,725.00 vs \$7,834.00, Chapter dues are 0[show income so high] and meal cost is \$25.00. The challenges are getting members outside immediate Moncton area involved and getting student members on chapter committees. The highlights were a solar panel seminar which was sold out and a visit to a wind farm for students which was well attended.

With the time approaching 6 PM, Chair Perreault stated he would adjourn the meeting. He asked President-Elect David Underwood to announce the ASHRAE Research Canada Corporation's Annual General Meeting.

David reviewed the fact that all the Delegates to this CRC are Class B members of the Corporation and are needed to be present at the AGM at 7AM Saturday.

Conference Chair, Danny Castellan was invited to address the group. He gave details about the Welcome Party that would start at 6PM to 8PM where wine and appetizers would be served. He noted that the wine is complimentary through a \$1000 contribution from the next CRC Host Chapter which was Halifax [ongoing tradition per Regional Motion]. Dinner was on your own. He noted that he arranged for a shuttle to a local restaurant. Later in the evening, the hospitality room would be open. It was located in the Forum Tower room 2101.

Meeting adjourned at 5:55 PM



At 7 AM, David Underwood chaired the AGM for ASHRAE Research Canada. Eight of the nine Class B Directors from Region 2 were present plus a number of Class A Directors. Minutes follow:



NON-PROFIT CANADIAN CORPORATION FOR  
SCIENTIFIC RESEARCH IN CANADA  
SOCIÉTÉ CANADIENNE À BUT NON LUCRATIF  
POUR LE SOUTIEN DE LA RECHERCHE AU CANADA

IN ASSOCIATION WITH AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS  
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**Attendance**

The following directors and visitors signed in.

<b>Name</b>	<b>CHAPTER or SOCIETY</b>	<b>POSITION</b>
David Sage	Toronto Delegate	ARC Class B Director
Mike Wadham	Toronto Alternate	Visitor
Patricia Adelman	Staff - Headquarters, Atlanta	Visitor
Terry Fowler	Hamilton Delegate	ARC Class B Director
George Menzies	Hamilton	Past president ARC
Wilfred Laman	Hamilton	ARC Class A director
Mike Krewski	Hamilton Alternate	Visitor
Eric Shaw	London Delegate	ARC Class B Director
David Underwood	Toronto	ARC Class A Director
David Rasmussen	Hamilton	ARC class A Director
Doug Cochrane	Toronto	Visitor
Jon Palmer	Windsor	ARC Class B Director
John Willden	NB/PEI delegate	ARC Class B Director
Dan Boudreau	NB/PEI alternate	Visitor
Charles-Andre Munger	Quebec Delegate	ARC Class B Director
Andrea Daigle	Quebec Alternate	Visitor
Genevieve Lussier	Montreal Delegate	ARC Class B Director
Jason Alexander	Ottawa Delegate	ARC Class B Director
Christine Kemp	Ottawa Alternate	Visitor
Lynn Bellenger	Society Pres-Elect	Visitor

With a quorum of Directors of the corporation present, David Underwood, acting President opened the meeting at 7:08 AM Saturday morning.

**AGENDA**

1. Introductions
2. General explanation of the function of ARC
3. ARC president resignation
4. approval of the 07-08 audited statements
5. appointment of the auditors for 2008-09
6. election of the ARC President
7. Election of the class A Directors
8. Any other business
9. Adjourn

**1. Introductions**

As acting chair, David Underwood thanked all the Directors and visitors for coming to the early meeting. He introduced himself and asked that the others present do self-introductions.

He asked all present to review the agenda that he distributed and asked if there were any additions at this time. None were offered.

David then asked that George Menzies, past president of the corporation take minutes.

**2. ARC Function**

At this time David outlined the function of ARC which is a Canadian corporation used to fund Canadian research projects. Contributions to the corporation would give the business contributors a tax deduction under Section 37.1 of the income tax act. However, individuals do not have the same benefit – only those carrying on business in Canada.

As a corporation, each year it must have an Annual General meeting of the Directors which is why we are meeting today. In the corporation's Bylaws, the directors consist of 5 class A Directors and 15 class B directors – the B class are the Chapter Delegate to a CRC from each Canadian chapter – 15 in total from Region 2 and 11.

At the AGM, there are 3 items that must be voted each year – appoint auditors [usually the same used by ASHRAE]; approve financial statements [prepared by ASHRAE's auditors] and elect the Class A Directors [usually the DRC from Region 2 and 11 and the RVC-RP from Region 2 and 11 plus a President [who already goes to Society meetings for other purposes]

The current problem is that the AGM is usually rotated between Region 2 and 11. Region 11 has a spring CRC, Region 2 a fall. To ensure the audited statements are approved within 12 months after the close of the calendar year, the current timing of the AGM does allow this to happen. David suggested that this needs to be resolved.

Patricia Adelman from ASHRAE Headquarters, Director of fund raising for ASHRAE, asked that Chair D. Underwood explain the difference between non-profit [ASHRAE is this] vs. a charity and a business expense. This was done – see above re ARC.

Next David Underwood congratulated Dave Rasmussen on the record for Region 2 in fund raising. This year some \$142,626 was contributed vs. the goal of \$122,400. Plus a record 351 companies and 184 individuals contributed, for a record 535 – all this done in a major downturn in the economy.

### 3. ARC President Resignation

David announced that Denis Potvin has resigned as President due to business pressures and that he as Vice President was now filling in the capacity as acting President of ARC.

### 4. Approval of 07-08 audited statements

David Underwood stated that the statements were not available. He noted that they had been published in Insights early last year. He suggested the problem of approving audited statements could be fixed through some agreement of electronic mailing to all the directors after they are made available by ASHRAE Headquarters.

### 5. Approval of auditors for 08-09

It was moved by Eric Shaw, seconded by David Sage **that Jones Kolb be the corporate auditors for the year 08-09.** Vote was unanimous.

At this time Davis suggested the Directors present consider ways to approve corporate business more effectively – that all 20 Directors [class A and class B] need to be involved in the key corporate decisions.

It was then moved by Terry Fowler, seconded by Eric Shaw, **that the Annual General Meeting [AGM] of ASHRAE Research Canada[ARC] be held electronically in the period Oct 15<sup>th</sup> to Nov 15 each year.** Vote was unanimous.

### ACTION ITEM

HQ staff- Patricia Adelman offered to arrange the conference call or equivalent. She was also asked to ensure all the pertinent documents are emailed out to the chapter CRC Delegates [class B directors of the corporation] and the 5 Class A directors prior to the electronic AGM. Also noted was the 4 hour time difference across Canada and late a time was be appropriate for all to participate.

### 6. Election of ARC President

It was moved by David Sage, seconded by Eric Shaw **that David Underwood be elected as President of ARC.** Vote was unanimous.

### 7. Election of Class A Directors

Discussion took place on potential candidates. It was noted that it is beneficial to elect those Class A directors who normally would have their transportation paid to Society meetings so that they can meet with no expense to ARC [although a motion at an AGM previously approved the expense for transportation if ASHRAE did not].

The slate of Class A directors proposed are as follows:

David Underwood	Class A Director
Erick Binder, DRC Region 11	Class A Director
Guy Perreault, DRC Region 2	Class A Director
Darryl Boyce, Vice President/Secretary	Class A Director
Bill Dean, Region 11]	Class A director

It was moved by David Sage, seconded by Eric Shaw **that the slate proposed be elected as class A Directors of ARC.** Vote was unanimous.

### 8. Other business

David Underwood described how the ARC funds are spent. There are a number of active research projects active in Canada costing more than 600,000.00 dollars at this time. We raise about one third of that with the rest coming from US and other contributions – i.e. more money is spent in Canada than we raise so the contributors must be aware that their money is being spent in Canada with virtually no administration expense – every dollar goes to research.

He also noted that several Canadian students receive scholarships and Grants-in-Aid from money contributed both to research and from the Life Members Clubs contributions

Chair Underwood asked if any other business need come forth. There being none he asked for a motion to adjourn.

It was then moved by Terry Fowler, seconded by Eric Shaw, **that the AGM be adjourned.** Vote was unanimous.

Meeting adjourned at 7:46 AM

Minutes forwarded to David Underwood August 26<sup>th</sup>, 2009 for review



## MINUTES OF SECOND BUSINESS SESSION

**TIME:** Saturday, August 22, 2009 at 8:00 AM.

**LOCATION:** Saturni Room, Caesars Windsor, Windsor, Ontario Canada

**CALL TO ORDER:**

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

**ROLL CALL:**

CHAPTER	DELEGATE	ALTERNATE
Halifax	Tom Lechpammer	Conrad LeLievre
NB/PEI	John Willden	Robert McEwen
La Ville de Quebec	Charles-Andre Munger	Andrea Daigle
Montreal	Genevieve Lussierl	Ronald Gagnon
Ottawa Valley	Jason Alexander	Christine Kemp
Toronto	David Sage	Mike Wadham
Hamilton	Terry Fowler	Mike Krewski
London Canada	Eric Shaw	Jason Vanderberghe
Windsor	Frank Iakovidis	Jon Palmer

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

Name	CHAPTER or SOCIETY	POSITION
Lynn Bellenger	Society	President-Elect
Guy Perreault	La Ville de Quebec	Region 2 DRC
Joyce Abrams	Staff – Headquarters,	Group Man. Education and Certification
Patricia Adelman	Headquarters Staff	Manager of Research Promotion
Wilfred Laman	Hamilton	Assistance RC
George Menzies	Hamilton	Region 2 – Historian
Catherine Godin	Ottawa Valley	RVC Membership
Frederic Genest	Montreal	RVC-CTTC
David Rasmussen	Hamilton	RVC Research Promotion
Joel Primeau	Ottawa Valley	RVC Student Activities
Daryl Somers	London	Nominating Com Member
Doug Cochrane	Toronto	Nom. Com Alternate
Dan Castellan	Windsor	2009 CRC Chairman
David Underwood	Toronto	ARC President
Darryl Boyce	Ottawa Valley	ARC Vice President
Jean Bundock	La Ville de Quebec	CTTC Chapt. Chair
Walid Chakroun	Kuwait	RAL/DAL
Nadim Chakroun	Purdue Univ. Indiana	Student member
Alexis T. Gagnon	La Ville de Quebec	Newsletter Editor
Vincent Harrison	La Ville de Quebec	Chapter RP chair
Reaz Usmanali	Hamilton	Chapter RP chair
Richard Manuel	Toronto	Chapter Historian

**Chapter reports now continued**

**MONTREAL[014]**

The Montreal Chapter report was given by Genevieve Lussier, Delegate. She reported there were AAM 478 vs 458, CDPM 366 vs 326, New Members 52 vs 57, Delinquents 11 vs 90, Student Members 97 vs 103, Student Branches 5 with 4 advisors as chapter members, Attendance 148 vs 140, Technology awards 7 vs 6, RP \$33,308 vs 20,900, Chapter Dues \$75.00, Meal \$35.00. Their challenges are to create a section in Abitibi and to encourage students to participate in all ASHRAE activities. The highlights were a new attendance record, 3 first place winners for technology from Society, a seminar with 192 in attendance on energy efficiency and the extremely successful RP campaign.

**La Ville de QUEBEC [013]**

Delegate Charles-Andre Munger reported that the AAM 217 vs 244, DPM 108 vs 120, new Members 25 vs 6, Delinquents 15 vs 18, Student Members 74 vs 3, Average attendance 90 vs 74, RP \$17,485.00 vs \$15,426.00, dues of \$50.00, meal \$30.00 Challenges to hire an external CA to track \$s., and to maintain partnerships with HQ and Gaz Metro. Highlights were student employer night with 150 present, technical sessions before meetings and RP income.

**OTTAWA VALLEY [015]**

Delegate Jason Alexander reported that the AAM was 385 vs 357, CDPM 159 vs 180, new Members 32 vs 42, Delinquents 45 vs 30, Students 17 vs 30, 3 active student branches with 2 advisors who are chapter members, attendance 67 vs 58, RP income was \$23,459.00 vs \$19,433.00 Dues \$50.00 and meals \$30.00. The challenges are that the chapter President resigned end of July 09 and it was a challenge to get material for CRC. The venue for monthly meetings was poor, so we are now relocated to a central place with higher standards and this helped with attendance; Another challenge is getting people to volunteer—too many one man committees and to straighten out accounting/invoicing. The highlights included Rod Potter winning the Society Lou Flagg Award for History.

**TORONTO [016]**

David Sage, delegate reported that the AAM was 1,079 vs 958, CDPM 219 vs 206, New Members 97 vs 82, Student Members 62 vs 47, Delinquents 45 vs 30 Average attendance 81 vs 88, RP \$29,740.00 vs \$30,579.00 but exceeded goal. We are moving to an electronic format to pay chapter dues, and meals separately vs the traditional dues and meals as one full invoice which was \$190.00.

We are using Monkey software to survey our members as to why they are not coming out to the meetings. It costs about \$100.00 for the program but it is free for 30 days. This software is similar to Zoomerang. The growth in Student Activities is phenomenal. The YEA program is great . We exceeded our RP goal and exceeded par in all PAOE categories.

**HAMILTON [037]**

Terry Fowler, delegate reported that AAM 217 vs 209, CDPM 81 vs 105, New Members 0 vs 16, Delinquents 38 vs 17, Students 7 vs 17, current student advisor is on sabbatical, attendance 23 vs 25, RP \$6,525.00 less than goal of \$9,000.00 and last year we collected \$7,845.00, Chapter dues are \$75.00 with meals at \$30.00. The changes we face are the economic downturn in Hamilton which is worse than most Canadian cities and it is a challenge to get members to meetings. The highlights included the wind tunnel tour at RWDI; having Joel Primeau, RVC SA speak on Student Night; the joint meeting with Toronto Chapter when DL Thomas Lawrence spoke on proposed Standard 189.1. We are making major progress to reactivate the student branch at McMaster University with the advisor being an ASHRAE member. The commissioning seminar headed by Bill McCartney, Hamilton Chapter member was a major source of income. The 50<sup>th</sup> Anniversary is Oct 22<sup>nd</sup>, 2009. All ASHRAE members are welcome. President Holness will be the featured speaker.

**LONDON [100]**

Delegate Eric Shaw reported that the AAM 110 vs 109, CDPM 58 vs 77, New Members 8 vs 15, Delinquents 2 vs 5, Student Members 53 vs 16 (Chapter members are presenting lectures at UWO) Student Branch 1 and the Advisor is a chapter member. Average attendance is 56 vs 44; RP \$11,476 slightly under the goal of \$12,000.00, last year \$11,720.00 was raised; dues are \$50.00 and meals \$25.00. The challenge is to get new volunteers on the BOG and we are working on a member call list to increase chapter attendance. Our other challenge is to maintain the UWO student branch and ensure its success. Our highlight was establishing this branch and holding the satellite broadcast at the University for engineering students.

**WINDSOR [141]**

Delegate Frank Iakovidis reported that the AAM 58 vs 56, CDPA 32 vs 52, New Members 1 vs 0, Delinquents 4 vs 3, Student Members 15 vs 18, Student branch 1 with advisor a chapter member, attendance 38 vs 30, RP \$5,708 vs \$5,508.00, dues are \$50.00 and meals \$40.00. The challenges faced as a small chapter there are few volunteers to fill many positions and as a result we are delinquent in filing reports, PAOE points, etc. We have great support from contractors, but little involvement from the engineering community. The highlights included our 25<sup>th</sup> Anniversary

celebration when President-Elect Gordon Holness addressed the meeting. We use different venues for our meeting to attract interest and we exceeded at RP goal working with our industry community. President elect Lynn Bellenger asked if they had thought about combining a meeting with the Detroit Chapter. Frank said that they have done it in the past and it is something to think about again.

President-Elect Lynn Bellenger thanked the chapters for their report. She announced that YEA would be having a Leadership Weekend in October. This will be an energizing and exciting conference and encouraged participation. She answered a question on anniversary billing whereby members with more than 10 years service still are invoiced July 1. Newer members get billed on the date they joined.

ASHRAE has not been impacted by the downturn in the economy until recently when a major change occurred when some 12,000 renewals were not paid vs a normal 5,000. Some of this may have been the electronic format used for billing –previously members got a hard copy in the mail. This financial deficit is alarming as 1/3 of the Society revenue comes from dues. As a result, membership promotion at all levels in the Society must act immediately to address the situation. Paper billing has already been sent out.

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

### CRC DATES/LOCATIONS

Halifax NS	Aug 27 <sup>th</sup> to 29 <sup>th</sup> , 2010
Quebec PQ	Aug 26 <sup>th</sup> , to 28 <sup>th</sup> , 2011
Ottawa ON	Aug 24 <sup>th</sup> to 26 <sup>th</sup> , 2012

Action Item: Halifax was asked to select a Conference Chair ASAP – Tom Lechpammer is acting Chair

### REGIONAL FUND REPORT

No final audited report for 08-09 expenses was available as the time of the CRC as the whole Regional Fund expenditures is presently under review.. Bill McCartney, regional treasurer during the 3 years when the DRC was from Hamilton, passed the books on to Ives Trudel of La Ville de Quebec June 30<sup>th</sup>, 2009. The regional treasurer is selected by the DRC and usually resides in his/her home chapter to help with the operation.

At last year's CRC, a subcommittee [B.McCartney; D.Boyce; J.Bundock] was created to look at future regional assessment and how the fund should function. Darryl Boyce then commented that there are no formalized rules on how to spend the money in the fund. He acquired a Manual of Procedures from Region 11 which he suggested could form the basis of format for Region 2. He noted that in 2004)\* the Region voted to stop assessing the chapters until the fund, which at that time was > \$17,000, had shrunk to about \$7,000. Based on the expenses in the past few years, Bill McCartney predicted that the \$7,000 would be reached in 2010 based on the analysis below and that the CRC needs to reinstate a \$1.00/chapter member assessment for 09-10 to kep fund > \$7,000.00.

#### \* Background Regional Motions that explain chapter assessments

\* 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)

\*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)

A1-89 Moved by Montreal Chapter, seconded by Ottawa Valley, and passed:

**“That the CRC assessment be \$6.00 per chapter member”**, based on the June 30<sup>th</sup> year-end chapter membership numbers.

Yves Trudel prepared the following budget to help the Delegates understand the need to reinstate some level of assessment.

### Regional Budget 09-10

Description	Members	Dues	Budget
<b>Income</b>			
Chapter Assessment Dues	1200	\$ 6.00	\$ 7,200.00
Regional fund dues	1200	\$ 1.00	\$ 1,200.00

CRC 2009 Income		\$ -
Chapter Dues		
Wilf Laman[see explanation later in Minutes]		\$ 1,800.00
<b>Total Income</b>	2400	<b>\$ 10,200.00</b>
<b>Expenses</b>		
DRC - Travel ASHRAE		\$ 500.00
- Travel Chapters		\$ 500.00
RVC - Travel		\$ 1,000.00
- Miscellaneous		\$ 200.00
CRC 2009 - seed money		\$ 7,776.00
Miscellaneous		\$ 100.00
Bank Service Charges		\$ 150.00
Account Transfer Fee		
<b>Total Expenses</b>		<b>\$ 10,226.00</b>
Profit <b>(Loss)</b> _		<b>-\$ 26.00</b>
Loss per member		<b>-\$ 0.02</b>

**Action Item:** DRC Perreault asked that a subcommittee consisting of Darryl Boyce, John Bundock and Bill McCartney be formed to develop a MOP to be presented to the Delegates by electronic vote prior to the CRC in Halifax.

**Regional Motion:** It was then moved by the Hamilton Chapter Delegate Terry Fowler, seconded by Toronto Chapter Delegate David Sage *that the chapter member assessment of \$1.00/year be reinstated effective 2009-2010.* Passed unanimously. [Regional Motion #3 -list to be updated – now included in regional motion A5-04]

**Motion:** It was moved Quebec Delegate Charles-Andre Munger, seconded by Ottawa Valley Delegate Jason Alexander *that the Regional Budget be accepted as presented.* Passed unanimously.

Halifax presented their 2010 CRC budget with a large deficit. Chair Perreault asked that the chapter revise their budget and bring it back to the 3<sup>rd</sup> Business Session As a balanced budget or a slight surplus.

The Halifax Delegate Tom Lechpammer noted that he used the Society “American Express Travel Services” for his travel here to Windsor. He did not have to put any charges against his own credit card, and the transportation was paid direct by Headquarters to the Agency. He suggested others take advantage of this free service.

Chair Perreault adjourned the 2<sup>nd</sup> Business Session so the Delegates could move into Executive Session. He noted that the Awards Luncheon would start at 11.30 a.m.



The 2009 Award luncheon began.

Lunch was served (*awards were presented throughout lunch to allow time for the awards*) with about 90 present.

The Luncheon opened with Guy Perreault DRC welcoming all present noting that the Executive Session was complete and tomorrow’s scheduled meeting at 7 AM is not needed. Guy introduced all the special guests. He thanked the “yellow team” from the Windsor Chapter who were gracious hosts. He asked Wilfred Laman to ask the blessing.

Guy then introduced Master of Ceremonies and Regional Historian George Menzies.

George stated that today's awards presentation was divided into several sections each honouring 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 – Cathy Godin
3. Research Promotion– Dave Rasmussen - first the volunteer awards , then chapter performance awards
4. Historical - George Menzies
5. Student Activities- Joel Primeau
6. PAOE – first individuals, then chapters – Guy Perreault
7. Chapter Anniversary Announcement – Wilfred Laman re 50<sup>th</sup> for the Hamilton Chapter
8. Certificates of Appreciation – Guy Perreault
9. Regional Award of Merit– Guy Perreault
10. Chapter Service Awards– Guy Perreault
11. Regional Communication Awards – Wilfred Laman
12. Regional Meatball Travel Award – James Smith [to be announced at end of CRC]

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 Ottawa Valley Chapter, Georges Maamari CTTC Chair.

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 Montreal Chapter, Program Chair Anthony Jonkov

Frederic then announced there were no winners for Sustainability CTTC activities in Region 2 this year.

Next he announced that the recommendation for the Society Dan Mills Technical Award from this region would be J.G.Joannette of the Montreal Chapter.

Next he announced that the society Milton Garland Award recommendation for the best Refrigeration Chair from the region would be Martin Roy, P.E. of the Montreal chapter.

Frederic then announced the following Regional Technology Awards and that many would be submitted to the Society competition. The total projects submitted: 14-a record from this region

**Commercial, New:**

- 1st place: Sobey's Warehouse (Montreal)

Note: This project should also be submitted for the Milton Garland Award (it is good enough for both awards). To locate the format for a submission go to Instruction: <http://www.ashrae.org/members/page/1692>. the deadline for submission to CTTC RVC - October 1st

- Honorable Mention: Constitution Square Ph 2 (Ottawa)

**Commercial, Existing:**

- 1st place: National Bank Tower (Montreal)
- Resubmit in May 2010 will be the C.D. Howe Building (Ottawa)

Both very interesting projects and likely to win at Society Level. However, NB Tower submittal shows more readiness and has a slight edge on the CDH project; hence the decision. The CDH project is recommended to be resubmitted next year with a Long Form submittal and complete information.

**Institutional, New:**

- 1st place: Sureté du Québec Police Station (Montreal)
- 2nd Place: Laboratory Expansion (Ottawa)

**Institutional, Existing:**

- 1st place: Pavillon Enviroton (Montreal)

Recommend to resubmit in May 2010 the NRC Chiller Plant Upgrade (Ottawa). Use same format as for "Commercial, Existing" –see above.



**Health Care, New:**

Resubmit May 2010: District Hospital (Ottawa). Project needs 12 months on operation before being submitted (expansion completed April 2009; hence, not eligible yet). Otherwise, appears like a good candidate, but significant efforts needed to be put into submittal document

**Industrial Facility & Process, New:**

- 1st place: Logistik Unicorp (Montreal)

**Industrial Facility & Process, Existing:**

- 1st place: Place Desjardins (Montreal). Note! Central plant renovation into existing building, but without any impact on IAQ/Comfort, etc. Hence acceptable into this category.

**Public Assembly:**

- 1st place: Kawanake Survival School (Montreal)

**Residential:**

- 1st place: LeBreton Flats (Ottawa)

Resubmit in 2010: Jardins Lebourgneuf (Quebec) Both good project, though LeBreton appears to have a slight edge overall (more reach into each judging criteria). However, Jardins is a good contender and invited to resubmit next year with a Long Form and complete documentation.

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The next presenter was Cathy Godin RVC MP Region 2. She announced the following **Membership Promotion Awards for 2008-09**.

**Blue Ribbon Award (FIRST PLACE)** Montreal Chapter Francois Guimont-Hebert MP Chair

**Red Ribbon Award (RUNNER UP)** Toronto Chapter – Alan Porter MP Chair

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The next presenter was David Rasmussen, Research Promotion RVC who announced the winners in **Research Promotion** fund raising for 08-09. George Menzies outlined the basis of the various volunteer and chapter awards.

**Volunteer Awards**

**Top Five RP Award for 2009 (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 three winners this year Nicolas Lemire of Montreal, Ottawa Valley Robert Lefebvre, and Windsor Steve Koutsonicolas.

There are a number of other awards to recognize a chapter participation in the ASHRAE research investment program which exceeded 2 million again 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. 9 of 9 Chapters won this award in 2008-09

**High Five Certificate** – This award is for consistency in fund raising activities – to win a 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	N. Lemire RP Chair:	High Five Certificate Goal Certificate Full Circle Chevron Airline Bag Silver Treasury Ribbon Challenge Certificate
NB/PEI	F.Desjardins RP Chair	High Five Certificate Goal Certificate Challenge Certificate High Five Chevron Full Circle Chevron
Ottawa Valley	Robert Lefebvre	Goal Certificate High 5 Certificate Full Circle Chevron High 5 Chevron Challenge Certificate
Quebec	L. Giguère	High Five Certificate High 5 Chevron Goal Certificate Challenge Certificate Silver Treasury Ribbon Full Circle Chevron
Toronto	M.Rosenblitt	Goal Certificate Full Circle Chevron Silver Treasury Ribbon
Windsor	Steve Koutsonicolas.	Airline Travel Bag Goal Certificate Full Circle Chevron
Halifax	Gary Leblanc	Goal Certificate Full Circle Chevron
Hamilton	David Hills	Full Circle Chevron
London Canada	Scott Evans	Full Circle Chevron

**Hayward Murray RP Trophy\* (Regional Award) was not presented.**

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. Its present location is unknown.

**Society Historical Award** – George Menzies reported that **we have a Society Lou Flagg winner Rod Potter** Regional Historian Ottawa Valley Chapter. This award is a society wide award and many submissions are received for regions. The award recognizes the vital role historians play in identifying and preserving the accomplishments of its members and the industry. It recognizes the most outstanding history on projects or persons selected by members of the Society Historical Committee. It is presented annually at the Society's Annual Meeting. Only one nomination is submitted yearly from each Region.

Rod will receive his plaque and pin at the Society Plenary Session in January in Orlando Florida. All Region 2 members at the Winter meeting should come to the Plenary session and cheer on Rod.

Next, Joel Primeau announced the **Student Activities Awards for 2008-09**. In this region two SA special awards can be won. They are:

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

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

Joel then made presentation to

**Best Student Activities Committee – Montreal Chapter**

**Best Student Branch of 2007-08 – Seneca College- Greater Toronto**

The next series of awards covers **PAOE activities for 2008-09**. George Menzies took the podium and asked DRC to do the presentations with time allocated for pictures.

George 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, and 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** – James C.H.Tse, President: one award: 1. **Honour 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. They achieved a total of 3545 in 08-09 vs 4572 points in 07-08.

**Hamilton Chapter**- Terry J. Fowler, 1<sup>st</sup> of 2 terms as President: one award: 1. **Honor Roll**. 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 2008-09” highlighted. Chapter achieved 4450 points in 08-09, down somewhat from 4710 points for 07-08.

**London Canada** – Eric W. Shaw, 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 6 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 7132 in 08-09 vs 6280 in 07-08),

**Montreal** – John A. Deuel, 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 got 12,650 points the highest in the region, down 130 from 12,780 in 07-08 but up from 10,462 points 06-07 which shows the growth and quality of the chapter’s activities in many categories especially student activities.

**NB/PEI Chapter** – Daniel A. Boudreau, 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 5 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 achieved >5000 points – actually achieved 10,728 up from 8904 points in 07-08 and 4345 in 06-07 and was one of only 6 chapters in region 2 made this new higher level of 5000 points to win the Pin. An absolutely great year with a broad range of successful activities.

**Ottawa Valley** – Patrick St.Onge 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 5 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 5603 down a bit from prior year.

**La Ville de Quebec** – Vincent Harrisson 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 5 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 5050 up from 4444 in 07-98.

**Toronto** – Allard C.Vegter, 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 9575 up from 9535 in 07-08 and 9430 in 06-07. Great stability in the chapter.

**Windsor** – Steven K. Koutsonicolas President: 1 award **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 both an upgraded PAOE certificate with “Honor roll” embossed in upper left corner of certificate plus**

a **Silver Gray/ Blue chevron for the awards banner with “Honor Roll 2008-09” highlighted.** Chapter was busy preparing for CRC and did not enter all the PAOE points generated, so number was artificially lower than actual.

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DRC Perreault then announced the following series of personal awards:

**Certificates of Appreciation were then presented to**

Danny Castellan	2009 CRC General Chair
Danny Castellan	Assistant Regional Chair
Jay Jayamaran	Outgoing Region 2 RCV Membership Promotion
Wilfred Laman	Outgoing Region 2 DRC
Bill McCartney	Outgoing Region 2 Treasurer

**Regional Award of Merit Certificates to:**

Daryl Somers	London Canada Chapter
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**Chapter Service Award to:**

Gerry Waselynychuk	NB/PEI
Art Irwin	Halifax Chapter

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**The next three awards were selected by Wilfred Laman who was DRC during the past ASHRAE fiscal year – July 2008 to 2009**

**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 and it was presented to the Toronto Chapter

**Regional Golden Gavel Award** – is selected by DRC and was awarded to the NB/PEI the chapter this year with the significant PAOE points [Montreal was 2nd], plus chapter must meet 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.** **No names are shown on the plaque. It appears to be a permanent plaque for the Chapter president to keep.**

**Regional Communication Award – Toronto Chapter**

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The next award was the **Regional Meatball Traveling Award** and it went to: **NB/PEI** with honourable mention to La Ville de Quebec

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. [*this award was actually announced at the end of the CRC*]

Luncheon adjourned at 1:30 PM

Workshops were in 5 break-out rooms. Note Some workshops started at 10:15 AM to allow extra time for discussion.

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At 5:30 PM in the Augustus III, the Presidential dinner was held.

After dinner, President Elect Lynn Bellenger gave President Gordon Holness Presidential Theme/Address for his term as president. She commented that his complete address is on the ASHRAE Website. It was entitled:

**Sustaining Our Future by Rebuilding Our Past: Energy Efficiency in Existing Buildings—Our Greatest Opportunity for a Sustainable Future.**

The majority of buildings that will exist in the year 2030 have already been built, says ASHRAE's 2009-2010 President, Gordon V.R. Holness in his inaugural address. Holness describes ASHRAE's path forward on addressing energy efficiency in existing buildings. While existing buildings present great challenges, they offer us a greater opportunity to

significantly impact our overall national energy demand, reduce our dependence upon imported oil and gas and minimize our carbon footprint.

The group adjourned at 8:15 PM so all could attend the Donna Summers concert in the Caesars Colosseum immediately below where ASHRAE was holding its meetings. Some 6000 were present- no all were ASHRAE members!

After the concert, many attendees went to the Hospitality Suite.



## MINUTES OF THIRD BUSINESS SESSION Sunday Aug 23, 2009

DRC Perreault opened the third session at 8:00 AM.

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

CHAPTER	DELEGATE	ALTERNATE
Halifax	Tom Lechpammer	Conrad LeLievre
NB/PEI	John Willden	Robert McEwen
La Ville de Quebec	Charles-Andre Munger	Andrea Daigle
Montreal	Genevieve Lussier	Ronald Gagnon
Ottawa Valley	Jason Alexander	Christine Kemp
Toronto	David Sage	Mike Wadham
Hamilton	Terry Fowler	Mike Krewski
London Canada	Eric Shaw	Jason Vanderberghe
Windsor	Frank Iakovidis	Jon Palmer

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

Name	CHAPTER or SOCIETY	POSITION
Lynn Bellenger	Society	President-Elect
Guy Perreault	La Ville de Quebec	DRC
Joyce Abrams	Headquarters Staff	Group Manager- Education & Certification
Patricia Adelman	Headquarters Staff	Manager of Research Promotion
Wilfred Laman	Hamilton	ARC
George Menzies	Hamilton	Region 2 – Historian
Frederic Genest	Montreal	RVC-CTTC
David Rasmussen	Hamilton	RVC Research Promotion
Catherine Godin	Ottawa Valley	RVC Membership
Joel Primeau	Ottawa Valley	RVC Student Activities
Daryl Somers	London	Nominating Com. Member
Doug Cochrane	Toronto	Nominating Com. Alternate
Walid Chakroun	Kuwait	RAL/DAL
Dan Castellani	Windsor	2009 CRC Chair
David Underwood	Toronto	ARC President
Tom Pollard	London Canada	Region 2 Webmaster
Darryl Boyce	Ottawa Valley	ARC Vice-Pres.
Patrick St.Onge	Ottawa Valley	RP Chapter Chair

The Chair asked Wilfred Laman to address group as he had requested.

Wilfred Laman requested the meeting reopen the CRC Fund report for further discussion. They agreed. He explained that he and other incoming DRCs were encouraged by society to visit up to three CRCs outside of their own region to get exposure to other formats for chairing/operating a CRC. As an example Walid Chakroun from the Region-At-Large is present at our CRC for this very reason. Wilfred was also told that expenses not covered by Society would be covered by the Regional Fund. He attended Region 8 CRC in 2006 and Region 11 CRC in 2007 for a total registration and accommodation cost of \$3,492 Cdn excluding spousal registration and accommodation costs. These CRCs happened to occur within the same fiscal year. He did not attend a 3<sup>rd</sup> CRC. He said he choose those CRC because they were paperless formats- no big 3-ring binders

In the spirit of trying to have a balanced Regional budget for 2009-10 year, Wilfred offered to make a one time \$1800.00 donation to the Regional Fund. He continued to explain that previous DRCs have visited other CRCs in the past but not recently. A lot was gained from the visits as we moved from a full paper CRC to an electronic CRC. The

format and agenda that we are using today, is a direct result from attending both Region 8 and 11 CRCs. To this end Wilfred asked that a one time line item of \$1800 income be included in the Regional Fund Revenue portion of the budget. This would result is the budget being balanced once the \$1.00/assessment/year is reintroduced.

It was moved by Hamilton Chapter Delegate Terry Fowler, seconded by London Canada Chapter Delegate Eric Shaw **to accept Wilfred Laman's \$1800.00 contribution to the Regional Fund.** Approved unanimously.

Chair Perreault asked the Halifax Delegate to present the CRC budget.

## 2010 HALIFAX CRC PROPOSED BUDGET

Tom Lechpammer answered questions on the budget. Hotel cost would be about \$200.00 including parking and free internet service. Registration would be \$300. the meeting format similar to this CRC.

<b>Halifax CRC 2010 August 27-29, 2010</b>					
<b>REVENUE</b>					
1	Chapter Assessment	\$6.00	1200*	\$7,200.00	
2	Full Registration	\$300.00	30	\$9,000.00	
3	Partial Registration	\$200.00	35	\$7,000.00	
4	Companion Registration	\$175.00	20	\$3,500.00	
5	Welcome Party Wine			\$1,000.00	
	<b>Total Revenue</b>				<b>\$27,700.00</b>
<b>EXPENSES</b>					
<b>Hotel</b>					
1	Hotel Meeting Rooms			\$2,025.00	
2	Friday Afternoon Break	\$12.50	30	\$375.00	
3	Welcome Party	\$25.00	50	\$1,250.00	
4	Saturday Breakfast	\$25.00	30	\$750.00	
5	Saturday Morning Break	\$12.50	30	\$375.00	
6	Presidential Luncheon/Awards	\$50.00	85	\$4,250.00	
7	Wine	\$10.00	85	\$850.00	
8	Saturday Afternoon Break	\$12.50	65	\$812.50	
9	Sunday Breakfast	\$25.00	65	\$1,625.00	
10	Sunday Morning Break	\$12.50	65	\$812.50	
					\$13,125.00
<b>Entertainment</b>					
1	Saturday Night Event	\$90.00	85	\$7,650.00	
					\$7,650.00
<b>Companion</b>					
1	Companion Tour 1	\$25.00	20	\$500.00	
2	Transportation			\$300.00	
3	Companion Tour 2	\$25.00	20	\$500.00	

4	Transportation			\$300.00	
					\$1,600.00
	<b>Administrative</b>				
1	CRC 2010 Promo Material			\$500.00	
2	AudioVisual Supplier			\$1,500.00	
3	Secretary Fee			\$500.00	
4	Regional Gifts			\$500.00	
5	Printing, Office Supplies, Misc			\$300.00	
					\$3,300.00
	<b>Extraordinary</b>				
1	DRC Accommodation			\$1,000.00	
2	DRC Dinner			\$1,000.00	
					\$2,000.00
	<b>Total Expenses</b>				<b>\$27,675.00</b>
	<b>Excess</b>				<b>\$25.00</b>

\*Post meeting Note! Chapter members as of June 30<sup>th</sup>, 2009 are 1207. Assessment income is 1207x\$6.00

It was then moved by John Willden of NB/PEI, seconded by Charles-Andre Munger of Quebec **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 workshop reports and the previously read chapter sponsored motions.

Chair Perreault called for the workshop reports.

**Historical:** George Menzies reported 6 chairs, with 7 chapters represented. 9 historical displays were displayed – a record. 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. Subsequent to workshop, Delegates asked that recent award winners of the regional awards be shown on the Regional Website – Attention Tom Pollard.

**Research Promotion:** Dave Rasmussen reported that all 9 chairs present. RVC David Rasmussen did a recap of 08-09 noting that most of the money came in June which is too late to track slippups e.g. missing contributions. Goal set for \$126,700. Patricia did a Power Point presentation that is done in centralized training which gave those present the tool needed to strive and achieve the chapter goal. David noted that the number of contributors is up to a record level.

**Membership Promotion:** Cathy Godin RVC reported. 8 chapters were represented with 7 of them chairs with one YEA sub-chair. Time was spent on how to recruit and retain members – members get members approach. They demystified the ASHRAE website for obtaining membership info – the highlight!!

**CTTC: Frederic Genest, RVC** invited Robin Ellis, Chapter chair, from Toronto to report. She advised 9 chapters were represented with 8 chairs present. This was a very beneficial workshop with lots of information presented. The attendees felt the expanded workshop time to 5 hours was very good. There was emphasis on building a strong committee and not to try to do all the work by oneself.

**Student Activities:** Joel Primeau, RVC invited Ronald Gagnon Chapter Chair from Montreal to report. He reported 9 chapters were represented with 8 chairs. He noted the workshop was energetic and informative. Their goal is to increase the number of student branches and to get ASHRAE information out to students from K to grade 12 levels. They reviewed MBOs.



Chair Perreault thanked all those who made presentations. He asked Doug Cochrane to announce the results of the Regional Nominating members. Doug said ***the Delegates elected Doug Cochrane your Nominating Committee Member; Jeff Clarke the Alternate and John Bundock the Reserve Alternate for 09-10.*** He added that all the pertinent names were filled in on the form.

Chairman Perreault advised we would take a 5 minutes break while the computer was rebooted. Motions would follow.

The chair called for the motions:

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

Motion #	Status	Society Motion	Topic
S-1	Passed 9/0/0	yes	That HQ corrects error in the Run Chapter Master List
S-2	Passed 9/0/0	yes	That CIQ have more than 1 scroll menu
S-3	Passed 9/0/1	yes	That \$5 of member dues used for Regional Leadership Fund.
S-4	Passed 9/0/0	yes	That ASHRAE allow permanent chapter staff [non-member]to have password
S-5	Passed 9/0/1	yes	That Society consider a \$100 registration fee to 1 <sup>st</sup> time attendees.
S-6	Passed 9/0/1	yes	That Society RP resolve Cdn vs US contribution issue re credit cards
S-7	Passed 9/0/0	yes	That ASHRAE develop a guideline to define and communicate intent of interoperability of technology systems.
R-1	Withdrawn	no	That Ottawa Valley contribute scapers profits to RP fund
R-2	Passed 9/0/0	no	That H&A personal awards for Region 2 members be published on regional website.
R-3[A5-04]	Passed 9/0/0	no	Regional fund assessment of \$1.00/yr starting 09-10 year

#### **Details on the 10 Motions presented at the Region 2 CRC in Windsor [7 Society and 3 Regional]**

##### **Motion S-1**

Moved by Montreal Chapter Delegate Genevieve Lussier, seconded by Quebec Delegate Charles-Andre Munger ***that Society Headquarters correct error in the Run Chapter Master List for members who have non matching Print Grade and Member Type information.***

**Background Information:** When filling in CIQ, an error occurs when entering a member who's Print Grade and Member Type are not identical. The web site freezes, and has to be reloaded. The exercise is very time consuming. For more details contact Genevieve Lussier (Montreal Chapter president)

**Fiscal Impact:** Unknown

**Vote Count: Unanimous**

##### **Motion S-2**

Moved by Montreal Chapter Delegate Genevieve Lussier, seconded by Quebec Delegate Charles-Andre Munger ***that the Program on the CIQ website more than one scroll menu for functions by members.***

**Background Information:** When a member has more than one function within the chapter, we have to enter that member in the CIQ for each function. This means that if a member has three functions (which is very often the case in our chapter), he/she has to be entered three times in the CIQ. This makes the process very long. For more information contact Genevieve Lussier Montreal Chapter president.

**Fiscal Impact:** None

**Vote Count: Unanimous**

##### **Motion S-3**

Moved by Toronto Chapter Delegate David Sage, seconded by NB/PEI Delegate John Willden ***that to assist in development of society leadership, \$5.00 of each society membership dues be sent to each region based on their total assigned society due paying members. This Leadership Fund is to be used as is appropriate for each region to develop society leadership candidates.***

**Background Information:**

We in Region 2 have had a long time concern that development of future leaders for the region and society may be severely restricted due to lack of funding. The Leadership Fund would assist in financially supporting those members

that may require this help. This return of some of the dues to the grass roots can also be explained to employers as an ASHRAE investment for local members.

**Fiscal Impact:**

\$175,000 beginning in 2010-2011 society year. This is based on 35,000 paying members.

**Vote Count: Unanimous**

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**Motion S-4**

Moved by Montreal Chapter Delegate Genevieve Lussier, seconded by Quebec Delegate Charles-Andre Munger *that ASHRAE allow chapter staff appointed by the chapter president (for example a secretary) to get a user name and a password for the website without being an ASHRAE member.*

**Background Information:** In order for the staff to conduct business in a timely fashion it would be very useful for them to have their own access codes to the website. At the present time a chapter officer has to disclose his or hers personal login and password. It is the only way to work around this problem, but it creates a security issue.

**Fiscal Impact:** Unknown

**Vote Count: Unanimous**

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**Motion S-5**

Moved by the London Canada Chapter Delegate Eric Shaw, seconded by Toronto Chapter Delegate David Sage *that Society consider a reduced registration fee of \$100.00 for all first time attendees to a Society Annual or Winter Meeting.*

**Background Information:** Many chapters are having difficulty getting members to participate in positions at the Regional and Society levels. These members are missing out on the many personal benefits available to them thru ASHRAE by not attending and interacting at Society Meetings. Our research finds that the total cost of attending Society Meetings tends to be expensive vs the perceived value of those meetings. We feel that a one-time reduced fee will give the member the opportunity to check out some of the many activities going on that would be of interest to them, and help create a more willing participant in ASHRAE Activities at Regional and Society levels.

**Fiscal Impact:** Should be a "Net Gain" to ASHRAE considering most of these people would not be attending the meeting anyway, and the cost of the conference has been budgeted and paid for without these potential attendees included.

**Vote 9 for; 0;0 Motion passed unanimously**

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**Motion S-6**

Moved by Ottawa Valley Chapter Jason Alexander, seconded by Halifax Delegate Tom Lechpammer *that ASHRAE research resolve the issue of donations made via credit card online to be in local funds not only American funds.*

**Background Information:** Presently a donation made online in Canada with a credit card gets charged the donation amount in American funds. A \$100 donation becomes \$113 when converted to by the credit card company but the individual only gets credited \$100 in Canadian by ASHRAE research. If paid by cheque a \$100 Canadian donation gets credited as a \$100 donation

**Fiscal Impact: Unknown**

**Vote 9 for; 0;0 Motion passed unanimously**

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**Motion S-7**

Moved by Hamilton Chapter Delegate Terry Flower, seconded by Toronto Chapter Delegate David Sage *that ASHRAE develop a standard or guideline to define and communicate intent of interoperability of technology systems in an open communications (eg: IP, BACnet) environment.*

**Background:**

Various building technologies are converging onto open protocol environments (e.g.: IP, BACnet); and our building industry has growing momentum towards building High Performance Green; there is higher level of reliance on building systems that are more technologically advanced and their interaction than ever experienced in the past; this must be considered throughout the life of a building. ASHRAE needs to create a standard or guideline to help building Owners, Design Engineers, Commissioning Agents, and Facility Managers properly define and communicate the intent of specifying and implementing interoperability (eg-read only, system level integrate, sharing on information, reporting, energy management, predictive failure analysis, scheduling preventative maintenance), define hierarchy, define/standardise the extended responsibilities, such as maintenance.

The standard or guideline should be utilized to identify the lifecycle benefits and costs/responsibilities of end-users such as facility managers.

The standard or guideline should be utilized to sustain design conditions through the building & system life-span using the converged interoperability of systems.

**Vote 9 for; 0;0 Motion passed unanimously**

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**R-1 Regional Motion**

Moved by London Chapter Delegate, Eric Shaw, seconded by Hamilton Chapter Delegate Terry Fowler, **that the Ottawa Chapter make an \$80.00 research donation.**

**Background Information:** It is rumored that the some of the CRC attendees from the Ottawa Chapter “scalped” their Donna Summer tickets to the tune of \$40 per ticket.

To demonstrate a Leading Attitude for the other attendees – it is suggested that these Members make an Research Donation to the ASHRAE Research Fund.

**Fiscal Impact:** ASHRAE will benefit from such a strong demonstration of commitment to ASHRAE Research Canada.

Vote: Motion Withdrawn

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**R-2 Regional Motion [assigned as F7-09]**

**Moved By:** Moved by Hamilton Chapter Delegate Terry Flower, seconded by NB/PEI Chapter Delegate John Willden that the Honors and Awards for Region 2 be published on the regional web site as a dedicated webpage and updated after every CRC.

**Background Information:** To share with rest of the society the success and good work of region 2. Chair Perreault asked Regional Historian Menzies and Regional Webmaster Tom Pollard to take this as an action item.

**Vote 9 for; 0;0 Motion passed unanimously**

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DRC Perreault thanked the officers, including Walid Chakroun RAL from Kuwait, staff delegates and alternates for attending this CRC.

President-elect Lynn Bellenger was impressed with the Host Committee, and the Delegates and Alternates and she thanked them for a great meeting, Joyce Abrams said she thought it was a great meeting and Patricia Adelman thanked the group as well. Patricia is not pursuing centralized training for Region 2. Walid Chakroun thanked everyone and stated he had enjoyed himself very much. Region 2 is a healthy region full of enthusiasm. He saw lots of dedication here.

**Plaques and Trophies:**

There was brainstorming on the handling of regional awards. One idea was the virtual trophy room. The debate between large trophies that have to be transported every year, vs a chevron or ribbon to be permanently added to the banner was discussed. No strong direction is apparent. As a result, **Chair Perreault appointed Joel Primeau and George Menzies to investigate no later than the regional planning meeting in May 2010.**

DRC Perreault invited Windsor CRC Chairman, Dan Castellan to come forth. Dan thanked very one for coming to make this year’s CRC so effective. He then gave out token appreciation gifts to President-Elect Lynn Bellenger, Joyce Abrams, Patricia Adelman, Guy Perreault and Walid Chakroun.

DRC Perreault thanked Dan and his committee for a great job organizing and presenting this excellent CRC. He also thanked Gail Menzies for filling in as recording secretary this year. He noted that the next meeting will be in Halifax, August 27 to 29, 2010.

Regional historian noted that the CRC Minutes would show the updated Regional Motions e.g. the \$1.00/assessment per chapter member to go to regional fund.

On motion by Eric Shaw of London Chapter seconded by Frank Iakovidis of Windsor the meeting was adjourned at 10:15 a.m.

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## 2009 CRC MOTION SUMMARY – August 21<sup>st</sup>, to 23<sup>rd</sup>, 2009 [10 motions]

The following motions are numbered as they were presented at the business sessions. Of the motions passed at the 2009 Region 2 CRC in Windsor, 7 are Society motions with 7 going up to the Society Member Council and 3 are Regional motions (2 “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 motions are numbered as they were presented at the business sessions.

Motion #	Status	Society Motion	Topic
S-1	Passed 9/0/0	yes	That HQ corrects error in the Run Chapter Master List
S-2	Passed 9/0/0	yes	That CIQ have more than 1 scroll menu
S-3	Passed 9/0/1	yes	That \$5 of member dues used for Regional Leadership Fund.
S-4	Passed 9/0/0	yes	That ASHRAE allow permanent chapter staff [non-member]to have password
S-5	Passed 9/0/1	yes	That Society consider a \$100 registration fee to 1st time attendees.
S-6	Passed 9/0/1	yes	That Society RP resolve Cdn vs. US contribution issue re credit cards
S-7	Passed 9/0/0	yes	That ASHRAE develop a guideline to define and communicate intent of interoperability of technology systems.
R-1	Withdrawn	no	That Ottawa Valley contribute scalpers profits to RP fund
R-2	Passed 9/0/0	no	That H&A personal awards for Region 2 members be published on regional website.
R-3[A5-04]	Passed 9/0/0	no	Regional fund assessment of \$1.00/yr starting 09-10 year

The updated Regional Motions follow:



### Current Regional Motions – updated August 25<sup>th</sup>, 2009

Current Regional Motions – Updated after 3 <sup>rd</sup> Business Session, August 23 <sup>rd</sup> . 2009 Windsor	
Section	Subject
<b>A</b>	<b>Chapter Assessments</b>
<b>B</b>	<b>CRC Financial</b>
<b>C</b>	<b>Regional Fund</b>
<b>D</b>	<b>CRC Format and Procedures</b>
<b>E</b>	<b>Chapter Reports</b>
<b>F</b>	<b>Special Motions</b>
<b>G</b>	<b>Regional Chairman's Chapter Visits</b>
<b>H</b>	<b>Regional Delegates Manual</b>

#### **A. CHAPTER ASSESSMENTS**

A1-89 Moved by Montreal Chapter, seconded by Ottawa Valley, and passed:  
**“That the CRC assessment be \$6.00 per chapter member”**, based on the June 30<sup>th</sup> 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 30<sup>th</sup> 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).

**Regional Motion in Windsor Aug 22<sup>nd</sup>, 2009:** It was then moved by the Hamilton Chapter Delegate Terry Fowler, seconded by Toronto Chapter Delegate David Sage *that the chapter member assessment of \$1.00/year be reinstated effective 2009-2010.* Passed unanimously.

## **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 31<sup>st</sup> [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 Aug 25<sup>th</sup>, 2009 by Regional Historian - G.E.Menzies

End of Region 2 CRC Minutes - Windsor 2009

Prepared be Gail Menzies. August 28, 2009; forwarded to Guy Perreault Aug 28<sup>th</sup>, 2009 to review

Reviewed by Guy Perreault

