



2010 REGION 2 CRC

HALIFAX, NOVA SCOTIA, CANADA

AT THE

**Delta Barrington, 1875 Barrington Street
Halifax, Nova Scotia, Canada B3J 3L6**

Friday August 27/2010 to Sunday Aug 29/2010

HOST: HALIFAX CHAPTER #100

REGION 2 CRC 2010 ACTION ITEMS2009 Society Motions

- A1. DRC Guy Perreault to check with Society Staff on Montreal 2009 Motion S-1 = Society Headquarters to correct error in the Run Chapter Master List for members who have non matching Print Grade and Member Type information.
- A2. Hamilton Chapter to review 2009 Motion S-7 = 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. (possible resubmission?)

2010 RVC/Chapter Reports

- B1. Student Activities = Francis Lacharite RVC and Joel Primeau to develop a calendar of student activity events
- B2. History = George Menzies RVC, to add student branch information to Region 2 timeline
- B3. History = George Menzies RVC, to added CRC information (who chaired, number of attendees, location, special events, room rental info, etc) (also see Action Item #C3 and C7)
- B4. Chapter Reports = DRC Guy Perreault and ARC Jeff Clarke to prepare chapter report spreadsheet so that reports are quicker to review and allow more time for chapter operation items to be discussed.

CRC Activities

- C1. Ottawa = CRC 2012 chair to be assigned
- C2. Toronto = CRC 2013 chair and location to be established
- C3. Windsor = CRC 2009 registrations and room rentals; Halifax – CRC 2010 registrations and room rentals (for use by CRC Chairs in booking upcoming CRC) (also see Action Item #C7 and B3)
- C4. Regional Fund = Guy Perreault to discuss with Regional Treasurer William Yves Trudel for an invoice to NB/PEI for 2010 member/CRC money.
- C5. Regional Fund = Regional Treasurer William Yves Trudel to invoice in January to chapters based on chapter members when chapter has dues, or based on area assigned members when no chapter dues (refer to 2010 Regional Motion R-1)
- C6. Subcommittee [B.McCartney; D.Boyce; J.Bundock] = to look at future regional assessment, how the fund should function and what Regional Fund money can be used for. This to be come part of Regional Operation Manual. Regional Motion Summary Table prepared by George Menzies to be reviewed and incorporated in Regional Operation Manual.
- C7. History Chapter Chairs and RVC (George Menzies) = to prepare Region 2 CRC information on registrations and room rentals that can be used by chapters for future CRC planning. (also see #C3 and B3)

ORIENTATION SESSION – Friday Aug 22/2010

At 1:05pm on Friday August 27th/2010, Director and Regional Chair (DRC) Guy Perreault called the meeting to order and welcomed all the Chapter Delegates, Alternates, Regional Representatives, visiting dignitaries and guest to the Region 2 Chapter Regional Conference (CRC) at the Delta Barrington, 1875 Barrington Street, Halifax, Nova Scotia, Canada, B3J 3L6 in the Barrington Room. DRC Perreault thanked everyone for committing their time to ASHRAE for without their time and volunteers the Society would not exist. DRC Perreault then began a roll call of the attendees along with self introductions.

The following were in attendance and introduced themselves:

CHAPTER	DELEGATE	ALTERNATE
Halifax	Conrad Lelievre	Jeff MacNeil
NB/PEI	Robert McEwen	Kevin Clannon
La Ville de Quebec	Andréa Daigle	Benoît Lacasse
Montreal	Ronald Gagnon	Caroline Paquet
Ottawa Valley	Chistine Kemp	Joel Primeau
Toronto	Michael Wadham	Michael Khaw
Hamilton	Mike Krewski	George Menzies
London Canada	Jason Vandenberghe	Jack Maynard
Windsor	Jon Palmer	Gord Snell

NAME	CHAPTER OR SOCIETY	POSITION
Doug Reed	Society	Dir Gov` t Affairs
Patricia Adelman	Society	Manager Fund Raising
Ron Jarnagin	Society	President Elect
David Underwood	Toronto	Society Vice President & President ASHRAE Research Canada
Guy Perreault	Quebec	DRC Region 2
Jeff Clarke	Montreal	ARC Region 2
Doug Cochrane	Toronto	Nominating Region 2
Jean-Gabriel Joannette	Montreal	RVC CTTC Region 2
Francis Lacharite	Montreal	RVC Student Activities Region 2
Cathy Godin	Ottawa	RVC Membership Region 2
David Rasmussen	Hamilton	RVC Research Region 2
Tom Pollard	London	Region 2 Webmaster
Jim Tse	Halifax	CRC 2010 Chairperson
Dave Sage	Toronto	Research
Alan Porter	Toronto	Membership
Anthony Jonkov	Montreal	Treasure
Adam Moons	Ottawa	Membership
Dan Costellan	Windsor	Membership
Dwight Scott	NB/PEI	Historian

Reaz Usmanali

Hamilton

CTTC

DRC Perreault formally introduced and welcomed Society representatives. Doug Reed from the Washington Office of ASHRAE who will be presenting a report on the activities ASHRAE does at the Capital Hill in Washington. Patricia Adelman who is the staff liaison for Research Promotion and who will also be presenting at the Research Workshop.

DRC Perreault reviewed the **Agenda** (refer to appendix A1) with the Delegates and Alternates including if required a Caucus Session on Sunday morning (if required). The Caucus Session is a closed session for names to be brought forward for Regional and Society positions. The Delegates should be prepared as a summer planning session was held. Doug Cochrane, Nominating Region 2, would provide additional information during the first Caucus Session.

DRC Perreault brought forward a motion to **appoint Tom Pollard as the Recording Secretary for the CRC**. Michael Wadham, Toronto Chapter Delegate, confirmed the motion with Jason Vandenberghe, London Canada Chapter, seconded the motion. Vote was unanimously accepted. For: 9 Against: 0. Mr Pollard was filled as 2010 CRC Secretary.

DRC Perreault indicated a CRC 2011 draft budget and agenda had been prepared and would be distributed for review. The Quebec Chapter will be doing a formal presentation at a future business session. Delegates were asked to review and prepare questions for the presentation on Saturday morning.

DRC Perreault brought forward the **minutes from the 2009 CRC** held at Windsor. Draft minutes had been previously distributed to Delegates and posted on the regional web site. Michael Wadham, Toronto Chapter Delegate submitted the motion for approval of the 2009 CRC Minutes. For: 9 / Against: 0. CRC 2009 minutes accepted.

DRC Perreault then asked Delegates to forward motions for this CRC so they can be presented and prepared for the future business session on Sunday morning. Prepared motions were then read by each chapter so they could be assembled and to make other chapters aware of the motions. Motions were discussed and voted on at the Sunday morning business session.

DRC Perreault then introduced Jim Tse, Halifax CRC Chair, to review the upcoming events at the conference. Mr Tse indicated that the committee had worked hard to put together the CRC to make it enjoyable. The hotel and conference location was selected as a downtown location so that it would be close to all the amenities that Halifax has to offer (harbour, diner boat cruise on Saturday night, Signal Hill). There are also open courtyard to shops and restaurants connected to the hotel. The host chapter members were wearing yellow shirts to make themselves visible. DRC Perreault thanked Jim Tse and the CRC committee.

DRC Perreault asked about other items that need to be reviewed at the CRC. George Menzies, Hamilton Chapter Alternate, indicated he is on a SubCommittee for the regional awards. George indicated **future regional award appearance** should be reviewed and discussed as previous large trophies have had issued in the past and questions have been raised as to who should keep the awards and then getting them to the next CRC. The SubCommittee has narrowed the award options to personal plaques that would be issued to the winners each year and would allow the awards to be retained. George had a sample Society award for Research which may be what is appropriate for Regional awards. The sample had the ASHRAE blue logo, the award name, details of the winner, and the back would have a description of the award. George asked that Delegates provide some input as to if this type of award is appropriate. DRC Perreault indicated that regional awards will have some regional fund impact. Delegates indicated that they would generally be in favour of this type of award. DRC Perreault will bring up the awards review with discussion of the regional budget. David Rasmussen also suggested a regional web site trophy room could be established to record the winners.

DRC Perreault indicated the CRC Delegate and Alternate group photo would be taken just before the Caucus Session. Those not required in the Caucus then had the opportunity to attend the Technical Session.

DRC Perreault concluded the orientation session at 1:30pm. He noted that the Caucus and the Technical Session will proceed until 3:30pm when the First Business Session will reconvene. DRC Perreault asked RVC's to gather for a quick meeting to review the chapter visits for the year.

The featured technical speaker was Mr. Ron Jarnagin, Society President Elect, who served on the committee involved in the **Society Headquarters Renovations**. Mr. Jarnagin reviewed the history of the building (built in 1965, 31,100sqft, ASHRAE acquired in 1981, first renovated in 1991) and an overview of the step taken for the renovations. He explained that a Committee was formed to review options including: doing nothing, leasing, sell and built, renovate, and repair. The Committee found that renovations to the existing building was the most appropriate option as it allowed Society to own its own building, lead by example ("Walk the

Sustainability Talk”), control own own destiny, renovation was seen as lower risk, donor funding possibilities, living lab potential, and it would be a demonstration project. A project team was selected and the Committee worked as a group to set the renovation options for the building. The mechanical renovations included a first floor multi-split air-cooled variable refrigerant flow fan coil units with inverter driven outdoor DX heat pumps; while the second floor had ground source direct expansion heat pumps serviced by closed loop vertical wells. The completed system includes indoor air quality monitoring, photo-voltaic solar array panels, and a weather station. Ron had photos and discussed some of the issue uncovered during the construction. The building performance is now being monitored and compared to the design model. The initial online building performance data is available now on the ASHRAE website. The building has received Energy Star rating and LEED-NC Platinum. Approximately 30 people attended to session.

MINUTES OF THE FIRST BUSINESS SESSION
Friday Aug 27/2010 3:30pm

CALL TO ORDER

Guy Perreault, DRC for Region 2, opened the meeting at 3:30pm, Friday Aug 27/2010.

The following were in attendance:

CHAPTER	DELEGATE	ALTERNATE
Halifax	Conrad Lelievre	Jeff MacNeil
NB/PEI	Robert McEwen	Kevin Clannon
La Ville de Quebec	Andréa Daigle	Benoît Lacasse
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Francis Lacharite	Montreal	RVC Student Activities Region 2
Cathy Godin	Ottawa	RVC Membership Region 2
David Rasmussen	Hamilton	RVC Research Region 2
Tom Pollard	London	Region 2 Webmaster
Ashish Saxea	Toronto	Treasurer

Dan Costellan	Windsor	Membership
Dwight Scott	NB/PEI	Historian
Douglas Coles	NB/PEI	Member
Robert Hoadley	NB/PEI	Newsletter
Yves Savoie	NB/PEI	Membership
Alexis Gagnon	Quebec	Newsletter Editor

Guy Perreault, DRC reviewed the **status of Society motions** that were passed last year. Guy explained that the process includes having motions presented and passed at a CRC. The motions are then reviewed internally for regional motions and to have recommended actions brought forward to Society. The Society motions are brought forward at a Society Board meeting or at a Tech Council meeting. Society motions are discussed at a Regional Subcommittee of Members Council that Guy attends who would then present the motions, and defends, explains or provided additional information. The Subcommittee could then refer a motion to Tech Council, Publications, or internally for Members Council to review. A motion report is typically available on the Society web site in November.

DRC Perreault reviewed the **status of Society motions** from the 2009 CRC. They are are follows:

Montreal Chapter – 2009 Motion S-1

That Society Headquarters correct error in the Run Chapter Master List for members who have non matching Print Grade and Member Type information.

The item was assigned to a Society staff member to review.
 Montreal indicated that reports are better but still contain some errors.
 Guy indicated he would check with Society staff. (ACTION ITEM)

Montreal Chapter – 2009 Motion S-2

That the Program on the CIQ website allow more than one scroll menu for functions by members.

Members Council defeated as motion is not possible with current computer system. Each chapter position creates a single record and the computer system is not programmed to select multiple positions or create multiple records at the same time.

Toronto Chapter – 2009 Motion S-3

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.

Defeated as motion as this is an regional issue and funded by the regional dues assessment. No plan was provided as to how the money would be used.
 Guy Perreault, DRC indicated that this item would need to be brought forward as a Regional Motion and voted on as it would effect the Regional fund budget.

Montreal Chapter – 2009 Motion S-4

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.

Defeated as computer system only permits authorized members to have access. There is personal and financial information that needs to be safeguarded. If the chapter has a staff member that requires access, then they will need to be become a member and assigned a chapter administer position.

London Chapter – 2009 Motion S-5

That Society consider a reduced registration fee of \$100.00 for all first time attendees to a Society Annual or Winter Meeting.

Defeated as each chapter president currently receives a coupon for passing out to 1st time attendees who have a choice for a one day complimentary registration or use towards a \$250.00 discount on the entire meeting registration.

Ottawa Chapter – 2009 Motion S-6

That ASHRAE research resolve the issue of donations made via credit card online to be in local funds not only American funds.

Motion was assigned to a staff member to review for payments thru a Canadian bank. Staff found that to set up would require a few thousands of dollars which would benefit only a few members. This would also take staff time to administer.

Hamilton Chapter – 2009 Motion S-7

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.

This motion was postponed until the Orlando Society meeting as additional information was required from the Hamilton Chapter as the background information did not reflect the motion wording. The motion could be referred to Tech Council at any time. It was thought the request was unclear. Guy indicated he had reviewed the motion with the Hamilton Chapter and asked that they get back to him with more information. (ACTION ITEM)

Toronto Motion – 2008 Society Motion (carried forward)

That the gold ribbon award requirements be revised from every year to every 5 years.

Members Council Defeated as it was left this award should require chapter to update yearly and effects publishing of history of members and companies in the industry.

Guy Perreault, DRC asked that chapters could review older motions that could be brought back for discussion if necessary.

DRC Perreault next asked Society officials to report to the conference.

Chair Perreault called upon **Society Vice President David Underwood.**

David Underwood, indicated it was privilege for him to attend the conference as a Society official representing the organization. It is particularly great for David as he has been a member of Region 2 for a long time and has attended several CRC's. David knows a number of people at the conference and would be happy to talk to anyone.

David firstly wished to indicate the organization is a grass roots organization which he hoped everyone was aware of but did not want the understanding to be lost. David wanted to talk about Society as to what Society is doing for you as members so you could engineer the projects in the world we live in.

David indicated that the Region has done a very good job in promotion over the years and the Region does not fit in the general mold of ASHRAE where they have regionalized the Research Promotion meetings. Region 2 is currently the only region that still has the Research training session at the Saturday morning CRC which is unusual.

Last year Society did very well with a little over \$2 million investment in Research in spite of a very very difficult economy. This is the engine behind which Society can fund research. This years research budget is \$5 million which is funded by we the members which is an important item to remember as a grass roots organization.

David explained that one of the items from ASHRAE research is a term or measurement called “energy use intensity”. In 1979 the average energy use intensity was 114kbtu per sqft. With ASHRAE 90.1 the energy consumption has been reduced to 91 kbtu per sqft. If the ASHRAE 90.1-2004 standard is used, the energy consumption would be reduced further to 71kbtu per sqft. Additional detail is part of the Presidential theme for this year. David indicated that looking forward to what is proposed for 2025 the rate will be done to 40kbtu per sqft and is half the roof area of the US is photo-voltaic the rate becomes 12.2kbtu per sqft which is very close to net zero and one of the big objective of ASHRAE in the next little while.

David indicated that ASHRAE standard that had been published this year include 62.1 and 62.2 which are the ventilation standard for both large buildings and residential. ASHRAE Standard 90.1 final standard was approved by the Board and will be published later this year and is projected to be 22 to 30% over energy efficient than the 2004 standard. The Green Building Standard is the first standard for green building design and helping on the road to net zero buildings. This standard does not just look at energy but also building location, orientation, usage, waste – a full building design. This will require us to look beyond just hvac&r and will be an very important issue for us in the future.

ASHRAE has looked at a pilot project of building labelling and what is the “Building EQ”. ASHRAE is developing two different methods – one is for the Building EQ as the building is operating, and one is for the Building EQ as it is designed. Cooperation with some very large developers is underway so they can improve their energy consumption and how they can do those items.

Performance measurement protocols are being developed as you need to know how to measure something before you know if the building is performing the way you want it to.

An Indoor Air Quality Guide also was published this year. ASHRAE also had a webinar this spring about the guide.

ASHRAE is working with other groups and providing the tools that everyone needs. The Advanced Energy Design guides with the last of 6 completed this year are recommended. These provide 30% better energy usage for the small commercial market (under 25,000sqft). These buildings typically do not use energy consultants as they can not afford to pay the fees. As a result, the Contractor will build what he believes is worthwhile but the energy consumption is not considered. The small building under 25,000sqft represents a very large portion of the new building environment. These Energy Design Guides have been offered for free and have more than 250,000 downloads. These guides are also being used for retrofits, bigger buildings, and are getting usage for more than was originally proposed. A newer 50% design guide series is being worked on with a net zero series also planned.

Existing Building Guide is a new 3 part series on energy efficiency that is targeted on Owners and Managers. These are to give a business case to why you would use energy efficient systems.

ASHRAE also has certification programs. More than a thousand people are now registered with several from Region 2. David Underwood has a personal objective to have better marketing of these programs.

Education is a very important part of ASHRAE. The renovation to headquarters included an addition specifically for education purposes. In the fall there will be 11 online professional development courses with 2 new courses on ASHRAE 90.1. A strategic objective to also offer courses to Asian countries to show that ASHRAE is not just a North American organization but attempting to be a world wide organization..

There are also E-Learning courses. Region 2 member Darryl Boyce was very involved in setting these up. Revenue and control of the courses is by ASHRAE and to permit better use by the members.

ASHRAE has scholarships available for students. This might be a tool to attract new members in the industries. ASHRAE is the lead engineering society in the US for Engineering Week.

David Underwood asked everyone to join him for the winter conference in Las Vegas.

ASHRAE will also be at the IAQ Conference in Malaysia - Kuala Lumpur. This will be the first time a ASHRAE conference will be held outside US.

David asked everyone to help contribute to the ASHRAE world wide best practices databank using innovative and successful technologies to better serve the needs hvac&r community.

DRC Perreault thanked David Underwood for his presentation.

DRC Perreault then introduced **Society President Elect Ronald E. Jarnagin** who had also provided the earlier Distinguished Lecturer technical talk for those that were not in caucus.

Ron was happy to be at the CRC and was originally scheduled to be the visiting officer but had been reassigned to attend another CRC. Ron was able to attend as part of the Distinguished Lecturer program. Ron is from Region 11 which has the rest of Canada's chapters and includes some US chapters. Region 11 rotates the CRC's between Canada and US. Ron will take the office of Society

President in Montreal in 2011. Ron also was able to attend a Montreal Chapter meeting this past year. David Underwood is the official visitor and Ron is just attend to help out. Ron would like to meet as many of the members as possible as Society leads but needs to know what the members think. Ron is looking forward to the challenges of leading this great Society.

Guy Perreault, DRC asked for the **Society Staff Report from Doug Reed.**

Doug thanked everyone for attend the CRC and it was a pleasure for him to be in Halifax. Doug was sent to this CRC to talk about public policy. This should give some idea was to what is happening at the Federal level and in Washington DC and hopefully use in Canada. There are 3 people in the Washington office of ASHRAE. Part of the work they are involved in are advocacy and public relations. ASHRAE is involved with several other groups and coalitions including workshops and programs. ASHRAE takes the lead on a Coalition on High Performance Buildings, 2030 Coalition of reduction of green house gases, and Zero Energy Building Consortium.

ASHRAE also takes the lead on a number of briefings that are taken to Capital Hill. These are use to advise the Members of Congress on how to vote on energy legislation. ASHRAE is also preparing a transition document for the new administration and is being customized for the Canadian market with involvement by Darryl Boyce.

ASHRAE Washington office also hosts a monthly meeting on high building performance. New legislation has a common thread to have targets for energy efficiency of 30% better then AHSRAE 90.1-2004 by 2010, and 50% by 2015. ASHRAE uses letter writing and provides comments to proposed legislation. Seniors members of AHSRAE also testify before committees. ASHRAE has also prepared a one page nontechnical policy brief (available on web site). There are position statements and documents that are easier to read, use and understand. A toolkit has been prepared for interaction with policy makers.

Energy efficiency, IAQ, climate change, water conservation is what has been focused on. Anticipated issues for the upcoming year include getting a new energy bill passed was well as climate change and the economy. State and local remains to be issues for ASHRAE. Several states have their own energy codes (if they have any) with enforcement, training and competition with other groups being concerns.

DRC Perreault thanked Doug Reed for his presentation.

Joel Primeau, Alternate from Ottawa Valley, asked about setting up similar programs in Canada and asked if anything had been discussed or started. Doug indicated he would be open to meeting and discussing at annual or winter meetings and that Darryl Boyce is involved with the advocacy committee. There have been a few meetings with provincial energy ministers. The provinces may like to have local people involved who are familiar with how the local government operates. A road map could be developed.

The review of the Windsor 2009 CRC report was rescheduled to Saturday.

DRC Perreault indicated the **ASHRAE RESEARCH CANADA** meeting on Saturday is no longer necessary. The caucus session can then begin at 7:30am on Saturday to provide more time for discussion and voting.

DRC Perreault then turned the floor over to David Underwood to talk about **ASHRAE RESEARCH CANADA.**

David explained that **ASHRAE Research Canada** is a corporation to allow business organization in Canada to invest to ASHRAE Research to obtain a corporate tax receipt. A personal contribution still does not allow a personal tax receipt. ASHRAE Research Canada is made up with 5 Class A directors – currently David Underwood is the Chair, Darryl Boyce is the Secretary, Region 2 DRC Guy Perreault and Region 11 DRC Erich Binder are members, and Bill Dean from Saskatoon Chapter. The Region 2 and Region 11 Canadian Delegates are the Class B directors. The ASHRAE Research Canada meetings have been switching between Region 11 and Region 2 and it was confusing for the review of the annual statements.

A change was proposed to have annual phone conference call for ASHRAE Research Canada in November. A majority of the 5 Class A Directors and 13 Class B Chapter Delegates are required for voting for approvals and reconfirm or elect new Class A Directors.

ASHRAE Research Canada has also taken an initiative from Society President Gordon Holness being in Saskatoon last year and talking to government officials in Regina. It was found that most government officials had no idea as to who ASHRAE was, what the standards are, and how we are involved in energy efficiency. There does not appear to be a central resource to establish government agencies that we may wish as an organization and need to work with. Darryl Boyce has offered that if any member in

Canada knows of a government agency that would be interested in talking about ASHRAE standards or ASHRAE Research, to forward to Darryl who will collect and follow up with them.

A short 10 minute break was then taken.

Guy Perreault, DRC reconvened the meeting (4:00pm) and then asked for **RVC Reports** be presented.

CTTC

Jean-Gabriel Joannette, RVC, reported the Windsor 2009 CRC had 9 out of 9 chapters at the workshop with 8 chairs and included 3 new chapter chairs. Chapter Program Star Award Recommendation: none. Dan Mills Technical Award Recommendation: none. Milton Garland Award Recommendation: project identified but need to speak to engineer about submittal. Refrigeration Comfort Cooling Award Recommendation; none. Technology Award Recommendations: 16 regional submittals (8 from Montreal and 8 from Ottawa) with 14 getting 1st place and 2 honourable mentions. PAOE summary: 9 of 9 earned points, 8 of 9 making minimum, 7 of 9 making par. DL Program: 6 allocated (with 5 used) + 1 for CRC in Windsor. Significant ASHRAE presence at Halifax MEET event and CMX-CIPHEX show (to be repeated in 2010). Suggestions for improvement: participation in Tech Awards by Chapters (only 2 of 9); schedule ALI courses by Chapters, use all 7 DL visits, better chapter activity reporting to RVC; cleared evaluation criteria for Regional CTTC awards. New this year: Webcast conference was around 12,380 viewers for 2010, with 20,00 viewers expected for 2011 on April 21 with access for 2 weeks for registrants. CRC future: centralized training for CTTC Chairs for some regions.

DRC Perreault added that Society centralized training has been discussed as some regions get limited attendance at the CRC workshops.

STUDENT ACTIVITIES

Francis Lacharite, RVC, ask Joel Primeau to speak as he was the RVC last year. Joel reported the Windsor 2009 CRC had 9 out of 9 chapter represented at the workshop. Student branches are being formed or being reactivated which should help future membership growth in the Region. The Region needs to improve with grants applications. University and College students in the Region could apply as the form is very simple. Activities in K to 12 should continue and grades 6 to 8 should have more focus. A student guide for energy home audits is being used in Ottawa that follows the school curriculum and may be used in the US. The student design competition has started to grow from 1 to now 5. Seneca College last year won the integrated design competition. This year Algonquin College finished 3rd in the design competition. Improvements include supporting regional activities a little more; preparing a calendar with required activities (to be issued to Student Chairs and Chapter Presidents). (ACTION ITEM)

HISTORY

George Menzies, RVC, reported Chapter History PAOE are steady with slight improvement for most chapter. The Windsor 2009 CRC workshop had 8 out of 9 chapters represented. Region 2 has developed a timeline for the forming of chapters which is posted on the web site. Student branch information is needed for the timeline. (ACTION ITEM). CRC information also needs to also be added to the timeline (who chaired, number attended, location, events). Challenge for this year: add a technical presentation at chapter meeting on "What have we learned in the past 50 years" or a specific historical topic e.g. controls – why change; ventilation – schools, hospitals, casinos, offices. The best presentation will be recommended for a technical presentation at a Society Meeting.

MEMBERSHIP PROMOTION

Cathy Godin, RVC, reported Windsor 2009 CRC had 8 out of 9 chapters represented with 1 YEA subcommittee chair. Regional training is being promoted by Society. A candidate was put forward for the Lincoln Bullion award but was not selected as a finalist. A new GREEN ribbon award will be presented regionally which will be for the Chapter with the greatest percentage of on-line renewals and new member registrations. Society wide membership growth is 3,000 new members. Regionally the goal is 6.9% or 189 new members. Membership PAOE was entered by all 9 chapters, who each held at least one membership night.

DRC Perreault added that membership growth goal is very aggressive and Isabelle Lavoie from the Montreal Chapter, is the chair of the Society Membership Committee, so each chapter needs to work hard to get to the membership goal.

RESEARCH PROMOTION

David Rasmussen, RVC, reported that this was his 4th year as RVC. In David's first year had concerns trying to met the research goal established for the year. Jeff Clarke was the previous years RVC and indicated Region 2 is the "Kardiac Kids" - win the game in the final minutes. For the past 4 years, the Research Chairs have always surpassed our Regional Goal for Research – ALWAYS in the last month – June. Region 2 Goal was \$126,700; on May 31, 2010 we sat at \$67,773 (short by \$58,927); Region 2 final total raised was \$144,866 (beat goal by \$18,166). Society also surpassed the \$2million mark. Region 2 had 293 companies and 186 individuals contribute. David asked that each chapter thank their Research Chair. Workshops have had 9 out of 9 chapter attend

consistently. David indicated a display had been set up at the CRC with the names of the major contributors from the Region.

DRC Perreault then asked to begin the **Chapter Reports**

(report numbers are for the current 2009-2010 year to date vs previous 2008-2009 year)

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HALIFAX CHAPTER #100

Conrad Lelievre, Delegate, reported that Halifax chapter includes Newfoundland & Labrador. They do not get Newfoundland & Labrador members to come to any meetings and maybe they should set up a subchapter. Current Area Assigned Members = 179 vs 177; Chapter Dues Paying Members = 72 vs 69; New Members=12 vs 17; Delinquents = 25 vs 38; New Student Members = 6 vs 19; Active Student Branches = 1 vs 1; Adviser is Chapter Member = No vs No; Monthly Meetings = 8 vs 8; Total/Average Attendance = 166/21 vs 118/15; Research Goal = \$6,000 and Contributed = \$6,848; Total Chapter Funds = \$26,254 vs \$28,900; Chapter Dues = \$65 vs \$65, Meal Cost = \$25 vs \$25. Challenges = convincing assigned members to pay chapter dues, bring in speakers for technical presentations, stimulating younger members to get involved as executive, following student members. Highlights: Life Member Ed Brown, 97, played golf. Mr Brown first started with ASHRAE New York as there was no local chapter. Halifax Chapter also has continued growth of students, diversity of technical presentations (including DL) and property management, reaching par for PAOE points in every category and hosting the CRC.

NB/PEI CHAPTER #117

Robert McEwen, Delegate, reported: Current Area Assigned Members = 126 vs 115; Chapter Dues Paying Members = 0 vs 0; New Members = 13 vs 12; Delinquents = 16 vs 28; New Student Members = 49 vs 38; Active Student Branches = 2 vs 2; Adviser is Chapter Member = 1 vs 1; Monthly Meetings = 9 vs 10; Total/Average Attendance = 370/41 vs 392/30; Research Goal = \$8,000 and Contributed = \$10,052; Total Chapter Funds = \$17,020 vs \$48,652 (fluctuates due to MEET show every 2 years); Chapter Dues = \$0 vs \$0, Meal Cost = \$20 vs \$20. Challenges = getting participation from outside Moncton, converting student members, getting more than one person on chapter committees. Highlights: MEET trade show, DL speakers, christmas history presentation., lobster party, golf tournament, afternoon out a hockey game.

La VILLE DE QUEBEC CHAPTER #013

Andréa Daigle, Delegate, reported: Current Area Assigned Members = 223 vs 217; Chapter Dues Paying Members = 115 vs 118; New Members = 22 vs 25; Delinquents = 22 vs 15; New Student Members = 110 vs 74; Active Student Branches = 1 vs 1; Adviser is Chapter Member = 1 vs 1; Monthly Meetings = 6 vs 6; Total/Average Attendance = 512/85 vs 540/90; Research Goal = \$15,000 and Contributed = \$18,796; Total Chapter Funds = \$39,000 vs \$31,017; Chapter Dues = \$50 vs \$50, Meal Cost = \$30 vs \$30. Challenges = establish permanency to give better services to members, improve chapter operation and organization to be able to be able to handle our tasks more efficiently, maintain partnerships with HQ and GazMetro. Highlights = symposium, student and employers evening, research fund raising campaign, golf tournament (269 players on 2 courses), 6 YEA on administrative chapter board. The Quebec Chapter looks forward to hosting the CRC in Quebec City in 2011. The increase in students was due to a student and employers evening, Hydro Quebec sponsoring the small pocket handbook for each of them, and the college sponsoring the student membership.

With time approaching 6:00pm, Guy Perreault, DRC adjourned the meeting until 7:30am.

The First Business Session adjourned at 5:58pm

MINUTES OF THE SECOND BUSINESS SESSION
Saturday Aug 28/2010 7:30am

CALL TO ORDER

Guy Perreault, DRC for Region 2, opened the meeting at 7:30am, Saturday Aug 28/2010.

The following were in attendance :

CHAPTER	DELEGATE	ALTERNATE
Halifax	Conrad Lelievre	Jeff MacNeil

NB/PEI	Robert McEwen	Kevin Clannon
La Ville de Quebec	Andréa Daigle	Benoît Lacasse
Montreal	Ronald Gagnon	Caroline Paquet
Ottawa Valley	Chistine Kemp	Joel Primeau
Toronto	Michael Wadham	Michael Khaw
Hamilton	Mike Krewski	George Menzies
London Canada	Jason Vandenberghe	Jack Maynard
Windsor	Jon Palmer	Gord Snell

NAME	CHAPTER OR SOCIETY	POSITION
Doug Reed	Society	Dir Gov`t Affairs
Patricia Adelman	Society	Manager Fund Raising
Ron Jarnagin	Society	President Elect
David Underwood	Toronto	Society Vice President & President ASHRAE Research Canada
Guy Perreault	Quebec	DRC Region 2
Jeff Clarke	Montreal	ARC Region 2
Doug Cochrane	Toronto	Nominating Region 2
Jean-Gabriel Joannette	Montreal	RVC CTTC Region 2
Francis Lacharite	Montreal	RVC Student Activities Region 2
Cathy Godin	Ottawa	RVC Membership Region 2
David Rasmussen	Hamilton	RVC Research Region 2
Tom Pollard	London	Region 2 Webmaster
Danny Castelon	Windsor	Membership Chair
Doug Coles	NB/PEI	Member
Dwight Scott	NB/PEI	Historian
Darryl Boyce	Ottawa	ASHRAE Research Canada
Alexis Gagnon	NB/PEI	Newsletter/Web Master
Rod Potter	Ottawa	Secretary & Historian

Guy Perreault, DRC thanked the Halifax chapter for the Friday night welcome party.

DRC Perreault then asked for the **Chapter Reports** to continue

MONTREAL CHAPTER #014

Ronald Gagnon, Delegate, reported: Current Area Assigned Members = 490 vs 478; Chapter Dues Paying Members = 392 vs 366; New Members = 35 vs 52; Delinquents = 122 vs 83; New Student Members = 80 vs 97; Active Student Branches = 5 vs 5; Adviser is Chapter Member = 4 vs 4; Monthly Meetings = 8 vs 8; Total/Average Attendance = 1240/155 vs 1185/148; Research Goal = \$24,000 vs \$21,000 and Contributed = \$27,081 vs 33,308; Total Chapter Funds = \$67,000 vs \$49,350; Chapter Dues = \$75 vs \$75, Meal Cost = \$40 vs \$35. Challenges = locate historical display which was misplaced after last years CRC, update website to accept payments in advance of events (using www.surveymonkey.com has helped in getting an idea on number of attendees), reach the same amount of donations to ASHRAE Research, increase number of members, get students to apply for scholarships, decrease of new student membership at Society. Highlights = record high attendance, modified cocktail hour before monthly supper to a larger hall which accept more tabletops and covered the cost of hall, great year for Tech Award participation, great turnout to golf tournament (293 players and \$21000 in sponsorships) great popularity of student prepaid 4 pack of suppers. George Menzies also indicated that the Montreal Chapter submitted a candidate for the EK Campbell Award for outstanding full-time educator. Ronald

also indicated the golf sponsors were in addition to payments by members and hole-in-one, longest ball, lunch sponsor, dinner sponsor.

OTTAWA CHAPTER #015

Christine Kemp, Delegate, reported: Current Area Assigned Members = 366 vs 385; Chapter Dues Paying Members = 253 vs 159; New Members = 35 vs 32; Delinquents = 9 vs 45; New Student Members = 19 vs 17; Active Student Branches = 2 vs 3; Adviser is Chapter Member = 1 vs 2; Monthly Meetings = 8 vs 8; Total/Average Attendance = 475/59 vs 526/67; Research Goal = \$20,000 vs \$18,500 and Contributed = \$27,803 vs \$23,459; Total Chapter Funds = \$20,295 vs \$12,257; Chapter Dues = \$50 vs \$50, Meal Cost = \$35 vs \$35. Challenges = recruit and retain members to stay active in chapter operations, new chapter officers are new and inexperienced, ALI courses and little to no response from society for support (chapter VFD seminar done by chapter was successful). Highlights = program organized for year before Sept meeting, new student chapter and submissions to the student design competition, financial audits completed and up to date, push to reduce number of delinquent members, research kicked off early with \$40 earned from Donna Summer tickets at Windsor CRC.

TORONTO CHAPTER #016

Michael Wadham, Delegate, reported: Current Area Assigned Members = 980 vs 1079; Chapter Dues Paying Members = 294 vs 219; New Members = 120 vs 97; Delinquents = 64 vs 181; New Student Members = 42 vs 62; Active Student Branches = 3 vs 2; Adviser is Chapter Member = 3 vs 2; Monthly Meetings = 8 vs 8; Total/Average Attendance = 89 vs 81; Research Goal = \$29,000 vs \$26,500 and Contributed = \$29,911 vs \$29,740; Total Chapter Funds = \$70,725 vs \$77,757; Chapter Dues = \$70 vs \$190; Meal Cost = \$15/student/\$65/guest/\$40/members vs \$included in dues. Challenges = trying to get more engineers out to meetings which typically have contractors and suppliers attend; committee size to increase with more younger people, focus on early delivery of Gazette, increase committee size. Highlights = membership down due to some assigned members from across Canada being reassigned to proper chapters, dues changes from including dinner (\$190) to just dues (\$70) making them much more affordable; focus on students the last 3 years and looking to start another student branch this year; separate technical tours for students are popular along with pub crawl; DL visit and shared with Hamilton and located in Oakville to allow both chapters to attend; program will have a standards and tour for engineers; web site set up for member only access as a benefit for the member and need to justify dues; pay -as-you-go plan for payments using Wild Apricot (www.wildapricot.com) web site for pay up front. Questions were asked about access to Toronto web site and Regional Officers need to given access. Members dues allow access for past meeting information and discount at golf tournament.

HAMILTON CHAPTER #037

Mike Krewski, Delegate, reported: Current Area Assigned Members = 219 vs 217; Chapter Dues Paying Members = 82 vs 81; New Members = 14 vs 0; Delinquents = 41 vs 38; New Student Members = 17 vs 7; Active Student Branches = 2 vs 2; Adviser is Chapter Member = 1 vs 0; Monthly Meetings = 8 vs 8; Total/Average Attendance = ?/23 vs ?/24; Research Goal = \$9,000 vs \$9,000 and Contributed = \$6,275 vs \$5,800; Total Chapter Funds = \$14,485 vs \$17,271; Chapter Dues = \$65 vs \$75, Meal Cost = \$30 vs \$30. Challenges = local steel industry is down so members and corporate sponsors is down; same old faces at meetings; declining bank balance; hard to find new and young members to join the executive. Highlights = Enermodal tour of LEED platinum office building; 50year anniversary with visit by Gord Holness; McMaster Univ student recipient of ASHRAE scholarship. Golf tournament research hole – charged to to play hole and get money back if get on green (only 7 did get on but usually contribute to Research).

LONDON CHAPTER #116

Jason Vandenberghe, Delegate, reported: Current Area Assigned Members = 115 vs 110; Chapter Dues Paying Members = 70 vs 58; New Members = 5 vs 8; Delinquents = 6 vs 2; New Student Members = 31 vs 53; Active Student Branches = 1 vs 1; Adviser is Chapter Member = 1 vs 1; Monthly Meetings = 8 vs 8; Total/Average Attendance = 260/37 vs 373/56; Research Goal = \$10,000 vs \$12,000 and Contributed = \$11,072 vs \$11,476; Total Chapter Funds = \$17,563 vs \$17,641; Chapter Dues = \$55 vs \$50, Meal Cost = \$35 vs \$25. Challenges = sometimes hard to get students to meetings but starting to have meetings at University; low attendance at Feb and meeting; getting good speakers that do not do a sell job; get members out to meetings who have not attended on a regular basis. Highlights = pest president night in January was well attended; change meeting locations; strong student chapter underway.

WINDSOR CHAPTER #141

Jon Palmer, Delegate, reported: Current Area Assigned Members = 55 vs 54; Chapter Dues Paying Members = 35 vs 34; New Members = 2 vs 1; Delinquents = 3 vs 3; New Student Members = 29 (started new St Clair College chapter) vs 7; Active Student Branches = 2 vs 1; Adviser is Chapter Member = yes; Monthly Meetings = 8 vs 8; Total/Average Attendance = 30 vs 31; Research Goal = \$5,600 vs \$5,500 and Contributed = \$6,571 vs 5,858; Total Chapter Funds = \$6,500 vs \$4,500; Chapter Dues = \$50 vs \$50, Meal Cost = \$40 vs \$35. Challenges = local economy is bad but sponsorships have remained; low attendance at some events; chapter president had to step down; finding speakers. Highlights = new student chapter started; tour with dinner after gets members out to meetings; hosted CRC last year; great tours.

Guy Perreault, DRC, thanked the Delegates for their Chapter Reports.

The future CRC meeting dates and locations was discussed

Future CRC DATES and LOCATIONS

Quebec City	Aug 26 to 28/2011
Ottawa	Aug 24 to 26/2012 (chair required)
Toronto	Aug 23 to 25/2013

A discussion began for the Chapter Reports to make them into a spreadsheet format to allow easier to assembly and report. DRC Guy Perreault and ARC Jeff Clarke to review so that reports are quicker to review and allow more time for chapter operation items to be discussed. (ACTION ITEM)

CRC 2009 WINDSOR FINACIAL REPORT

Danny Castellan, chair for the 2009 CRC in Windsor, reported on the actual vs budget amounts for the conference (see Appendix A2). Revenue was near projections for registrations and sponsors, expenses had hotel and entertainment but some was covered by the sponsors, the a/v equipment rental was expensive but the conference had a net profit of \$702.26 (to be shared between chapter and Regional fund).

A question about number of conference registrations (full, partial, and companions) and rooms rentals for each night to be recorded for future chairs to use in setting up CRC bookings. Windsor has information and can forward. Halifax to also prepare summary report. (ACTION ITEM)

The 2009 CRC financial report from Windsor was accepted.

REGIONAL FUND REPORT

Guy Perreault, DRC, presented the report prepared by the Regional Treasurer William Yves Trudel (refer to Appendix A3).

For the 2009/2010 year, the invoices were based on (motion R-1 A5-04) \$6.00/per member and the previous years member count, and \$ 1.00/ per member for the Regional Fund. This total amount of \$8,478.00 was collected during this period and deposit for the end of June 2010. At that time the accounts receivable was \$1,008.00 for total revenue of \$9,486.00. An amount of \$869.00 was collect in July and \$139.00 is still pending. When we deduct the total expenses of \$14,907.26 (for details, refer to attached summary sheet) the final closing balance is \$11,454.81 at the end of June 2010. The current minimum level of the fund was to be \$7,000.00. If the current expenses and income continue than consideration to keep the assessment per chapter member will need to be brought forward at the meeting. This report is forwarded to the next CRC host chapter in 2010 to be audited.

The 2009/2010 Regional Fund statements were moved for approval by Montreal Delegate, Ronald Gagnon and seconded by La Quebec Delegate, Andréa Daigle as submitted. Passed unanimously.

Guy Perreault, DRC, then called upon Darryl Boyce to discuss the future funding of the regional fund and CRC's. Darryl indicated he had reviewed past CRC's and funding by the chapters. The chapters would fund the region by collecting a portion of chapter dues and send to the Region for CRC's and regional activities. Recently one of the chapters has decided not to charge their members any dues and this has effected their chapter dues paying member numbers (the chapter now has 6 dues paying mebers down from the previous 107). This change effects the CRC money if other chapters started to change the way they also charge their members. Using a Society area assigned membership also causes problems for chapters that have lots of members that do not participate in chapter activities. A possible solution would be to set a ratio of chapter members to assigned members. Past CRC discussions have set a Regional Fund of \$7,000 to \$8,000. A method needs to be set for establishing the rate that each chapter needs to contribute.

NB/PEI indicated that the chapter had funding from a trade show and several sponsors and so had removed the requirement for chapter dues. The NB/PEI chapter have area assigned members that do not attend meetings and so they questioned why they should be required to pay chapter dues. The Chapter does not charge chapter dues to keep members involved in ASHRAE. NB/PEI Chapter offered that to pay to the Regional Fund based on number of people in chapter as assigned by Society.

A suggestion to have a Regional Motion to set the chapter assigned members for regional fund for chapters that have no dues. A

draft motion to be prepared and brought forward with other motions.

NB/PEI offered to pay regional fund amounts for 2010. ACTION ITEM: Guy Perreault to discuss with Regional Treasurer William Yves Trudel to have invoice set to NB/PEI chapter.

Hamilton Alternate George Menzies asked if the 2009 item to have a subcommittee [B.McCartney; D.Boyce; J.Bundock] was created to look at future regional assessment, how the fund should function, and what Regional Fund money can be used for. ACTION ITEM: to be carried forward.

Guy Perreault, DRC, presented the draft **2010/2011 Regional Fund Budget** (refer to Appendix A4 - updated).

The summary table was needed to be updated by Guy Perreault, DRC to show chapter dues paying members along with NB/PEI area assigned members that was recently discussed. A short 15 minute break was taken to allow the Regional Fund Budget to be updated.

Guy Perreault, DRC, asked Delegates to ensure that they have completed their travel reimbursement forms or completed forms from Society web site.

Guy Perreault, DRC, reconvened the meeting at 9:45am

The **Regional Fund Budget** summary table had been updated with Region 2 chapter members assessment numbers and a new award expense, and CRC income from Windsor. (refer to Appendix A4). The updated NB/PEI chapter numbers for dues assessment improved the Regional Fund income. The updated and revised 2010/2011 Regional Fund Budget as presented was accepted. Motion by Montreal Delegate, Ronald Gagnon and Seconded by Hamilton Delegate, Mike Krewski. Passed unanimously.

Guy Perreault, DRC, adjourned the Business Session at 10:00am

Jim Tse, Halifax CRC 2010 Chairperson advised those in attendance that the Awards luncheon would be in the Bluenose Room, 8th Floor at the Delta Halifax located across the road from the hotel.

Delegates, Alternates, Doug Cochrane and Jeff Clarke, Nominating Region 2, then stayed for the closed door Executive Session (Caucus).

The 2010 Awards Luncheon

The lunch began at 11:40am with awards being presented during the lunch. Approx 100 people were in attendance.

The luncheon opened with Guy Perreault, DRC, welcoming all present. The location and setting overlooking the harbour and city provided a great setting for recognizing those that had contributed to ASHRAE over the last year. Guy indicated that after the meal the Presidential message would be presented by David Underwood with the Regional and Chapter awards to follow.

During the desert portion of the meal, Guy Perreault thanked the Halifax Chapter and Jim Tse, CRC 2010 Chairperson for the organizing of the conference. Guy then introduced all the special guests.

Guy then called on David Underwood, Society Vice President. David first thanked the Halifax Chapter CRC Committee for the fantastic conference and meeting location. David presented the ASHRAE Presidential message from Lynn G. Bellenger, P.E. "Modelling a Sustainable World". This marks the 5th consecutive year that the presidential theme has focused on sustainability.

After the Presidential Address, Guy Perreault, DRC, then called upon Jean-Gabriel Joannette, Montreal Chapter to speak about the **2011 ASHRAE Annual Meeting June 25 - 29, 2011 in Montreal, Quebec Canada**. Region 2 members could attend and become a monitor for the event to get registration to be paid for. The Montreal Chapter will be sending information to each of the chapters once the program has been established.

Guy then introduced George Menzies as the Master of Ceremonies for the awards.

George stated that today's awards presentation was divided into several sections each honouring a specific phase of ASHRAE. The following format would be used.

1. CTTC
2. Membership Promotion
3. Research Promotion
4. Historical
5. Student Activities
6. PAOE
7. Special Sustainability Award
8. Certificates of Appreciation
9. Regional Award of Merit
10. Chapter Service Awards
11. Regional Communication Awards
12. Regional Meatball Travel Award

The first presenter was Jean-Gabriel Joannette, CTTC RVC for Region 2. Jean-Gabriel was very pleased with the Regional submittals this year with Ottawa and Montreal chapters submitting a total of 16 projects to the Region and 14 of the projects will be forwarded to Society. Jean-Gabriel announced the winner of the **CTTC Allen Hanley Plaque for The Best CTTC Chapter Chair** for Region 2 as Robin Ellis, Toronto 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. The Toronto Chapter had great PAOE work for the year, organized a presidential visit, and ALI courses at the CMX-CIPHEX technology show.

The next presenter was Cathy Godin RVC MP Region 2. Cathy indicated a new award for the sustainability for the chapter that had the most on-line membership registrations and renewals. She announced the following **Membership Promotion Awards**.

Sustainability Award	Toronto Chapter - Alan Porter
Blue Ribbon Award (1 st Place PAOE)	Montreal Chapter - Simon Khaled
Red Ribbon Award (2 nd Place PAOE)	Ottawa Valley Chapter - Phil Lemieux and Adam Moons

The next presenter was David Rasmussen, Research Promotion RVC who announced the winners in **Research Promotion** fund raising for 2009-2010. George Menzies outlined the basis of the various volunteer and chapter awards.

This year the region raised \$144,840 which is a record for Region 2. There is also a record 35 awards to be presented.

Volunteer Awards

Top Five RP Award (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.

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 2009-2010.

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. Five 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.

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%).

Challenge Goal – chapter raised a minimum of 5% over the highest amount raised in past 5 years).

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

HAMILTON	Reaz Usmanali	Full Circle Chevron
LONDON (CANADA)	Karl Gilroy	Full Circle Chevron Goal Certificate
MONTREAL	John Deuel	Full Circle Chevron Goal Certificate
TORONTO	Allard Vegter	Gold Treasury Ribbon Full Circle Chevron Goal Certificate
HALIFAX	James Tse	Full Circle Chevron High Five Certificate Goal Certificate
WINDSOR	Steven Koutsonicolas	Runner-up (PAOE, \$ Paid Per Member) Full Circle Chevron High Five Certificate Goal Certificate Challenge Certificate
NB/PEI	Daniel Boudreau	Runner-up (Goal, Challenge) Full Circle Chevron High Five Certificate High Five Chevron Goal Certificate Challenge Certificate
OTTAWA VALLEY	Patrick St.Onge	Runner-up (Goal, Challenge, PAOE, \$ Paid Per Member) Silver Treasury Ribbon Full Circle Chevron High Five Certificate Goal Certificate Challenge Certificate
QUEBEC	Vincent Harrisson	Runner-up (Total \$ Raised) Silver Treasury Ribbon Full Circle Chevron High Five Certificate High Five Chevron Goal Certificate Challenge Certificate

Hayward Murray RP Trophy * (Regional Award)

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 location is unknown. David Rasmussen indicated that a plaque for recognition will be presented to Daniel Boudreau, NB/PEI Chapter.

Society Historical Award – George Menzies reported that we have a two gold ribbons to present.

Dwight Scott, NB/PEI Chapter – he held in December a meeting concentrating on history two part history: One part of the presentation was on the oldest tavern in New Brunswick, the Chris Rock Tavern; and the second part of the biography of Spurgeon “Spud” Perry (1908 – 1968), who installed the original refrigeration system.

Rod Potter, Ottawa Valley Chapter – won the Loe Flagg award for history last year and this year prepared a personal history of Subash Vohra that was published in the chapter’s Nov 2009 newsletter.

Next, Francis Lacharite announced the **Student Activities Awards**. In this region two SA special awards can be won. They are:

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.

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.

Francis then made presentation to:

Best Student Activities Committee – Quebec Chapter (organized more then 150 people attended student event)

Best Student Branch – Algonquin College, Ottawa (because of their involvement with ASHRAE and 3rd place place finish HVAC design competition)

The next series of awards covers **Presidential Award of Excellence Awards (PAOE)** activities. 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 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

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 – Chapter receives a special citation blue ribbon for banner

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 the 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.

George Menzies then ask Guy Perreault, DRC to do the presentations with assistance from Ron Jarnagin, Society President Elect.

The **Chapter winners** are

Halifax Chapter – Tom Lechpammer, Past Chapter President: Honour Roll Award, Special Citation, Star Award

Hamilton Chapter - Terry J. Fowler, Past Chapter President: Honour Roll Award,

London Canada Chapter – Eric Shaw, Past Chapter President: High Honor Roll, Special Citation, Star Award

Montreal Chapter – Genevieve Lussier, Past Chapter President: High Honor Roll, Special Citation, Star Award

NB/PEI Chapter – John Wilden, Past Chapter President: Honor Roll, Special Citation, Star Award

Ottawa Valley – Jason Alexander, Pasr Chapter President: High Honor Roll, Special Citation, Star Award

La Ville de Quebec Chapter – Charles-Andre Munger, Past Chapter President: Honor Roll, Special Citation, Star Award

Toronto Chapter – David Sage, Past Chapter President: High Honor Roll, Special Citation, Star Award

Sustainability Award to the chapter that recognizes efforts in chapter activities. Guy Perreault, DRC presented the **Sustainability Award** to London Canada Chapter – Eric Shaw, Past Chapter President.

DRC Perreault then announced the following series of personal awards:

Certificates of Appreciation were then presented to:

Frederic Genest - Outgoing RVC-CTTC
 Wilfred Laman – Outgoing Assistant Regional Chair
 Joel Primeau - Outgoing RVC Student Activities
 Daryl Somers - Outgoing Nominating Com Member
 Jim Tse - CRC 2010 Chairperson

Jim Tse, thanked his Halifax committee members for their hard work in planning and Organizing the CRC. Jim also recognized the major corporate sponsors: Eng Air, Trane, Johnson Controls, O'Neill Scriven & Assoc. who have each contributed between \$500 and \$1000 to the CRC; and M&R Engineering at the gold sponsorship level who contributed in excess of \$1000 to the CRC.

Jim Tse, then thanked the **CFA (Come From Away)** by giving out tokens appreciation gifts to: David Underwood, Doug Reed, Patricia Adelman, Ron Jarnagin, and Guy Perreault.

The last award to be presented by Guy Perreault who was DRC during the past ASHRAE year.

Regional Communication Award – this award is given by the DRC for the chapter which communicates the most with the DRC. It is a discretionary award with the evaluation based on several factors: CRC participation, chapter newsletters addressed to and received by DRC, MBO sent in to DRC, reporting regularly on the progress of the MBOs, a chapter budget sent to DRC, and ensuring all chapter minutes are forwarded to and received by DRC. This large trophy was recently acquired from the Halifax Chapter and it was presented to the Toronto Chapter.

The other award to be presented, the **Regional Meatball Travelling Award** went to: Toronto Chapter (with runner up Montreal Chapter) [this award was actually announced near the end of the CRC].

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.

The Awards Luncheon adjourned at 1:45pm.

Workshops were held in 5 break-out rooms for the afternoon. Note: the Research and CTTC workshops started at 10:15am in the morning to allow extra time for their presentations and discussion.

A Saturday evening dinner and boat cruise on the Halifax harbour allowed the CRC attendees to relax and socialize.

MINUTES OF THE THIRD BUSINESS SESSION
Sunday Aug 29/2010 8:00am

CALL TO ORDER

Guy Perreault, DRC for Region 2, opened the meeting at 8:02am, Sunday Aug 29/2010.

Guy then asked those in attendance to identify themselves:

CHAPTER	DELEGATE	ALTERNATE
Halifax	Conrad Lelievre	Jeff MacNeil
NB/PEI	Robert McEwen	Kevin Clannon
La Ville de Quebec	Andréa Daigle	Benoît Lacasse
Montreal	Ronald Gagnon	Caroline Paquet
Ottawa Valley	Chistine Kemp	Joel Primeau
Toronto	Michael Wadham	Michael Khaw
Hamilton	Mike Krewski	George Menzies
London Canada	Jason Vandenberghe	Jack Maynard
Windsor	Jon Palmer	Gord Snell

NAME	CHAPTER OR SOCIETY	POSITION
Doug Reed	Society	Dir Gov` t Affairs
Patricia Adelman	Society	Manager Fund Raising
David Underwood	Toronto	Society Vice President & President ASHRAE Research Canada
Guy Perreault	Quebec	DRC Region 2
Jeff Clarke	Montreal	ARC Region 2
Doug Cochrane	Toronto	Nominating Region 2
Jean-Gabriel Joannette	Montreal	RVC CTTC Region 2
Francis Lacharite	Montreal	RVC Student Activities Region 2
Cathy Godin	Ottawa	RVC Membership Region 2
David Rasmussen	Hamilton	RVC Research Region 2
Tom Pollard	London	Region 2 Webmaster
Danny Castelon	Windsor	Membership

Doug Coles	NB/PEI	Member
Dwight Scott	NB/PEI	Historian
Darryl Boyce	Ottawa	ASHRAE Research Canada
Fernand Ricard	Montreal	CTTC
Stephane Dufour	Quebec	Membership
Ashish Saxena	Toronto	Treasure
Sara Algudady	Windsor	Membership
Alan Porter	Toronto	Membership

Guy Perreault, DRC thanked to CRC group for the Saturday evening boat cruise and dinner event.

Chair Perreault called for the workshop reports.

CTTC: Jean-Gabriel Joannette reported that 8 out of 9 chairs attended with a total of 15 people sitting in on the discussion. The group would like to have more discussions on the strengths and weaknesses of the chapter events and how to improve the program and CTTC activities. Jack Maynard, London Chapter CTTC Chair presented an overview of the session that included a background on the CTTC functions, what to promote, continuing education at the chapter level, make members available to local decision makers, program to avoid giving the impression of endorsements, get speakers to focus on the technology and not the brand (NB/PEI has a primer sheet they use for speakers), technology award to showcase local construction projects, get chapter speaker reviews back to Jean-Gabriel, promote the upcoming Society webcast on Geothermal Heatpumps. David Underwood suggested that the Ottawa Chapter could find the connections into parliament that are engineers (Engineers Canada would have a list).

History: George Menzies reported that 8 out of 9 chapters had a representative at the workshop with 7 out of 9 MBO submitted during the workshop. Tom Pollard, London Chapter reported that 6 chapters had historical displays at the CRC. The workshop included a background of the Historical Committee at Society and some of the issues that they have had, some chapters have prepared some history which has been part of the Region 2 timeline on the web site, missing is information on Student Branches of the Chapters (when incorporated, who was involved – task item for this year), Hamilton Chapter had completed some interviews and bios for older chapter members and on web site which got these members to start reattending their chapter meetings.

Student Activities: Francis Lacharite reported 7 out of 9 chapters chairs were at the workshop with a total of 12 people sitting in on a portion of the discussion. Workshop discussion involved getting more new students from university to join ASHRAE, David Underwood attended and spoke to inspire the chairs, to have more communications by chapters thru the year vs just at CRC.

Membership Promotion: Cathy Godin reported all 9 out of 9 chapters chairs attended with a total of 14 people sitting in on the discussion with additional visitors for a portion of the workshop. The new powerpoint presentation by Society was reviewed and given to each chapter on a flash drive with some discussion by returning chairs, some best practises was discussed for delinquencies, membership goal for region is 6.9% growth which was divided among the chapters, and how to contact and engage potential candidates outside the traditional engineers and contractors.

Research Promotion: David Rasmussen reported all 9 out of 9 chapters chairs attended for the 4th consecutive year. Patricia Adelman presented on Research and what had changed over the years. The Research goals for each chapter were set with an expected increase from last year. David and Patricia would like to have more time for the workshop – Patricia indicated this is also an issue with centralized training. David indicated most chapters came to the workshop with a Research goal in mind which helped but it was hard to cover everything in the workbook. It was suggested to issue some of the information from the workbook before the workshop with instructions to review before the CRC.

A general discussion about the length of workshops and if there was suitable time to cover the necessary topics. George Menzies indicated the History had sent out a 2 page summary of action items expected to be before the workshop. Jean-Gabriel for the CTTC workshop might have been better with 2 hours before lunch and 2 hours after as the 1 + 3 hour format is hard to keep discussion going from the first session and 3 hours after lunch is harder to keep concentration. Guy Perreault, DRC, indicated a revised schedule for the next CRC might be possible.

Chair Perreault thanked all those who made presentations.

Guy then asked Doug Cochrane to report on the **Nominating Sessions**. Doug thanked all the Delegates and Alternates who came prepared to the CRC to review and discuss which allowed them to avoid an early Sunday morning session and complete their work a hour early on Saturday. Doug asked that Alternates, now that they have attended one session, can come prepared to the next CRC. Doug Cochrane was able to report the Nominating Committee Member for 2010-2011 is Doug Cochrane; Alternate is Jeff Clarke; and backup is Wilf Laman. He added that all the pertinent names were filled in on the forms.

Guy Perreault, DRC then presented the **CRC 2011 Budget** for Quebec City (refer to Appendix A5). The latest information with the recent chapter dues assessment had then been added to the budget along with revised registration costs. The room penalty charges are not included in the CRC expenses as the last CRC room rental counts should give an estimate of the attendees expected.

A question and discussion about the Saturday night event expense as a cap may be necessary to keep registration costs more manageable. The Halifax Saturday dinner and boat cruise allowed the attendees to mix and socialize vs attending an event or performance. The budget amount allows the CRC committee to review what type of events they could plan. The Halifax dinner and boat cruise was approx \$100 per person so the proposed amount appeared reasonable.

A history of CRC attendees and room rental information was discussed to be kept as a record. George Menzies indicated the Regional Historical Chairs would review what CRC information chapters have to create some past summaries. (ACTION ITEM)

The CRC 2011 Budget motion to accept as submitted by Hamilton Delegate, Mike Krewski and Seconded by London Delegate, Jason Vandenberghe. Passed unanimously

The chair Guy Perreault, DRC, called for **Motions**

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

2010 Motion #	Status (For/Ag/Sust)	Society Motion	Topic
S-1	Passed 9/0/0	yes	Allow on-line web access to handbooks to full ASHRAE members members in good standing through their ASHRAE membership fees at no extra charge.
S-2	Defeated 1/8/0	yes	Society to indicate on renewal forms when paying the Chapter and Society fees on-line with a credit card, to show what the exchange rate at the time of renewal
S-3	Passed 9/0/1	yes	Society change the date format on the Chapter Master List report form month/day/year to year/month/day.
S-4	Passed 9/0/0	yes	Society dissolve the chapter section; Kingston, Ontario, Canada sponsored by the Ottawa Valley Chapter
S-5	Passed 9/0/0	yes	Society President-Elect update PAOE criteria and point values for history to encourage efforts focused on ensuring preservation and accessibility of chapter historical data
S-6	Passed 9/0/0	yes	Society Honours and Awards Committee Expand Category E "General Activities" criteria for the Distinguished Service Award and the associated Exceptional Service Award to include points for those ASHRAE Life Members serving on the Executive Board of the ASHRAE Life Members Club
S-7	Passed 9/0/0	yes	Society Honours and Awards Committee expand Category E "General Activities" criteria for the Distinguished Service Award and the associated Exceptional Service Award to include points for those ASHRAE members serving on the Executive of ASHRAE Research Canada
R-1	Passed 9/0/0	no	The regional fund assessment and CRC assessment shall be based on the chapter dues paying members. If the chapter does not collect dues, the area assigned members shall be used for the assessment calculations.

Details on the 8 Motions presented at the Region 2 CRC in Halifax [7 Society and 1 Regional] follows:

2010 Motion S-1

Moved by Jason Vandenberghe London Chapter Delegate, second by Ronald Gagnon Montreal Delegate that ***Allow on-line web access to handbooks to full ASHRAE members in good standing through their ASHRAE membership fees at no extra charge.***

Background Information: Currently the ASHRAE website allows members to access on-line handbooks for a fee of \$49.00 per year. The motivation behind this motion is to promote membership into ASHRAE by providing a better access to ASHRAE information to members. In addition, making this information more available on-line, supports ASHRAE's commitment to sustainability. The on-line web access may be suspended when a member becomes delinquent and this may be a useful tool in reducing delinquency as well.

Fiscal Impact: unknown (lost of revenue from the fee of \$49.00 may be partially or fully offset by additional dues from an increase in the number of members)

Vote: **Unanimous** (9/0/0)

2010 Motion S-2

Moved by Jason Vandenberghe London Chapter Delegate, second by Ronald Gagnon Montreal Delegate that *Society to indicate on renewal forms when paying the Chapter and Society fees on-line with a credit card, to show what the exchange rate at the time of renewal*

Background Information: With the USD and CDN dollar so close to par value, it would be nice to know what exchange rate we are paying.

Fiscal Impact: unknown

Vote: **Defeated** (1/8/0)

2010 Motion S-3

Moved by Chistine Kemp Ottawa Chapter Delegate, second by Michael Wadham Toronto Delegate that *Society change the date format on the Chapter Master List report form month/day/year to year/month/day.*

Background Information: When sorting the members' list by date of birth or election date, it is currently difficult because the dates are entered in the MM/DD/YYYY format. It would be more useful to sort if the format used was the internationally more common YYYY/MM/DD format.

Fiscal Impact: Staff time to implement changes.

Vote: **Unanimous** (9/0/0)

2010 Motion S-4

Moved by Chistine Kemp Ottawa Chapter Delegate, second by Ronald Gagnon Montreal Delegate that *Society dissolve the chapter section; Kingston, Ontario, Canada sponsored by the Ottawa Valley Chapter*

Background Information: The Kingston Chapter Section has been inactive for 8 years

Fiscal Impact: None

Vote: **Unanimous** (9/0/0)

2010 Motion S-5

Moved by Chistine Kemp Ottawa Chapter Delegate, second by Mike Krewski Hamilton Delegate that *Society President-Elect update PAOE criteria and point values for history to encourage efforts focused on ensuring preservation and accessibility of chapter historical data*

Background Information: The current criteria does not recognize the importance of preserving the material, and opportunities presented by the digital age with only 25 points awarded for digitizing this material. This is far too low when compared to the other categories. We need to strengthen the need to digitize valuable documents.

Fiscal Impact: None

Vote: **Unanimous** (9/0/0)

2010 Motion S-6

Moved by Mike Krewski Hamilton Chapter Delegate, second by Michael Wadham Toronto Delegate that *the Society Honours and Awards Committee expand Category E "General Activities" criteria for the Distinguished Service Award and the associated Exceptional Service Award to include points for those ASHRAE Life Members serving on the*

Executive Board of the ASHRAE Life Members Club [LMC] with 1 point for a year's service as the Chair, 1 point per year's service as Secretary; ½ point per year as Vice-Chair; ½ point per year as Treasurer and ¼ point for the each year of service of the other directors.

Background Information: The Life Members Club [LMC] purpose is to solicit contributions from all ASHRAE Life Members - members who have been full paid Society Members for 30 years and have reached the age of 65 years of age. These Life Members are exempt from Society dues. The Club was formed to solicit contributions and to use those contributions to underwrite at least one or two \$10,000 Grant-In Aids and to award \$10,000 award annually as the E.K.Campbell Award to a full-time educator in recognition of their outstanding service and achievement in teaching and/or research in subjects relating to the industry and professions represented by the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE). For the past few years, \$30,000 has been awarded annually with an additional contribution to the ASHRAE Foundation as income permits.

The Executive Committee and the various subcommittees meet at the two Society Meetings Annually with extensive work by all Directors between meetings. All of this activity has not been recognized in the DSA/ESA criteria.

Fiscal Impact: None

Vote: **Unanimous** (9/0/0)

2010 Motion S-7

Moved by Mike Krewski Hamilton Chapter Delegate, second by Ronald Gagnon Montreal Delegate that ***the Society Honours and Awards Committee expand Category E "General Activities" criteria for the Distinguished Service Award and the associated Exceptional Service Award to include points for those ASHRAE members serving on the Executive of ASHRAE Research Canada [ARC] with 1 point for a years service as the President, ½ point for a years service as Secretary; and ¼ point for the each of the other three Class "A" Directors.***

Background Information: There are five directors elected annually by CRC Delegates as Class A directors who serve on ARC. They meet 3 times a year – at a Region 2 or 11 CRC, and at the two Society meetings held each year. They meet to discuss the needs and issues with ARC – a Canadian Corporation that works with the Society's Research Promotion Committee and the Treasurer of the Society to ensure all the Canadian contributors operating as a business in Canada have an opportunity to use their investment in ASHRAE research as a tax deduction. In addition, the Class A directors track Canadian research activities, Canadian projects and encourage participation in future research projects. To date their extensive work for ASHRAE is not recognized in the DSA/ESA criteria.

Fiscal Impact: None

Vote: **Unanimous** (9/0/0)

2010 Motion R-1

Moved by Mike Krewski Hamilton Chapter Delegate, second by Robert McEwen NB/PEI Delegate that **The regional fund assessment and CRC assessment shall be based on the chapter dues paying members. If the chapter does not collect dues, the area assigned members shall be used for the assessment calculations.**

Background Information: This motion ensures an equitable contribution between all the chapters. A chapter may not collect chapter dues but should still contribute to the regional fund and CRC funds. This motion clarifies the amounts due by other regional motions for regional fund assessments and CRC assessments (motions #A1-89, #A5-04, and #A6-09).

Fiscal Impact: positive for the Region

Vote: **Unanimous** (9/0/0)

The chair asked for additional motions. No additional motions were submitted.

Chair Guy Perreault, DRC, then discussed a review of the **Regional Motion Summary** prepared by George Menzies that was included within the 2009 CRC Minutes. A review of these is necessary as some old motions are no longer applicable. George Menzies explained that some Regional Motions will become part of the Regional Operation Manual to be prepared by B.McCartney; D.Boyce; J.Bundock committee. Past CRC have not had enough time to review past Regional Motions.

Darryl Boyce indicated that the summary information prepared by George Menzies to be forwarded to him for review and to become part of the Regional Operation Manual. Guy thanked George for taking the time to prepare the summary list of Regional

Motions.

Guy Perreault, DRC presented the **Regional Meatball Travelling Award** to the Toronto Chapter. (refer to Saturday awards lunch summary)

Guy Perreault, DRC indicated he planned to have conference calls each month to month & half at a convenient time for most of the delegates (dates and times to be determined) to keep updated about Society events and to received chapter activity summaries.

DRC Perreault thanked the staff representatives Patricia, Doug and David, the delegates and alternates, and others for attending this CRC and well as the Halifax CRC organizing committee.

Guy hoped to see everyone next year's CRC in Quebec.

Thus concluding the business of the 2010 Region 2 CRC completed, the meeting was adjourned at 10:05am.

- Appendix A1 **ASHRAE CRC 2010 AGENDA**
- Appendix A2 **ASHRAE CRC 2009 Financial Report** (budget vs actual)
and **CRC 2009 Account Activity**
- Appendix A3 **ASHRAE REGION 2 – 2009/2010 Financial Summary**
- Appendix A4 **ASHRAE REGION 2 – 2010/2011 Financial Budget**
- Appendix A5 **ASHRAE REGION 2 – Quebec City CRC 2011 Financial Budget**

End of Region 2 CRC Minutes – Windsor 2009

CRC minutes prepared be Tom Pollard; forwarded to Guy Perreault for review.

Reviewed by Guy Perreault _____

APPENDIX A1**ASHRAE CRC 2010 AGENDA**

REGION II CRC 2010 – Halifax, Nova Scotia

Delta Barrington Hotel

Friday Aug. 27, 2010

13:00 -13:30 - Orientation Session (Sackville Room)

- I. Call to order -Perreault
- II. Roll call/Introduction of guests
- III. Request motion to appoint Tom Pollard as recording secretary
- IV. Review and approval of the agenda – Perreault
- V. Approval of Minutes – Windsor CRC 2009 - Perreault
- VI. First read of motions – no discussion of vote
- VII. Introduce Jim Tse to expand on today's later events. - Tse
- VIII. Picture DRC, Delegates and Alternates for Regional Historian - Menzies

13:30 – 15:15 Caucus (Sackville Room)

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

15:30 – 18:00 First Business Meeting (Sackville Room)

- I. Review status of Society Motions passed at the 2009 CRC – Perreault – 15min
- II. Society Officer Reports
 1. President Elect – Underwood 15- min
 2. Director / Staff – Read- 15 min.
- III. Approval of Windsor CRC final Financial Statement – Perreault – 10 min.
- IV. RVC Reports – 30 min.(5 min. Each)
- V. Chapter Reports – until 17:55 (5 min. each)

Saturday Aug. 28, 2010

7:00 - 8:00 ASHRAE Research Canada (Sackville Room)

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

8:00 – 10:00 Second Business Meeting (Sackville Room)

- I. Chapter Reports –CRC dates for the next three years – Perreault , Quebec,Ottawa, Toronto
- II. Regional Fund status and audit – Perreault/Boyce - 30 min.
 1. Future funding of the regional fund and CRCs
- III. 2010 CRC budget, presentation (Quebec Chapter) -15 min.
- IV. New business – Perreault -10 min.
 1. Travel Vouchers

10:15 – 11:30 Executive Session # 1 (Sackville Room) – Clarke/Cochrane

11:30 - 13:30 Awards Luncheon (Bluenose Room – Delta Halifax) Open to All

APPENDIX A1

continued

Saturday Aug. 28, 2010 (continued)

COMMITTEE WORKSHOPS

- 10:15 - 11:30 Research Promotion - Part 1 (Duffus Room) Chapter Research Chairs
10:15 - 11:30 Technical Transfer - Part 1 (Grandville Room) Chapter CTTC Chairs
- 13:45 - 17:30 Research Promotion - Part 2 (Duffus Room) Chapter Research Chairs
13:45 - 17:30 Technical Transfer - Part 2 (Grandville Room) Chapter CTTC Chairs
13:45 - 17:30 Student Activities (MacKinlay Room) Chapter Student Activities Chairs
13:45 - 17:30 Historian (Barrington Room) Chapter Historians
13:45 - 17:30 Membership Promotion (Citadel Room) Chapter Membership Chairs


18:00 - 20:30 PM Presidential Dinner (Harbour Queen I)

Sunday Aug. 29, 2010

- 7:00 – 8:00 Executive Session # 1 (Grandville Room) – Clarke/Cochrane
- 8:00 – 10:00 Third Business Meeting (Sackville Room) – Perreault
- 11:30- - 13:00 Regional Debriefing (Grandville Room) - Perreault

APPENDIX A2

ASHRAE CRC 2009 Financial Report (budget vs actual)

						BUDGET	ACTUAL
 ASHRAE - CRC 2009 WINDSOR, ONTARIO CHAPTER AUG. 21, 2009 to AUG. 23, 2009							
REVENUE							
1	Chapter Assessment	\$6.00	1291		\$7,746.00		\$7,776.00
2	Full Registration Paid	\$300.00	46		\$13,800.00		\$22,340.00
3	Partial Registration	\$200.00	35		\$7,000.00		
4	Companion Registration	\$175.00	11		\$1,925.00		
5	Entertainment Event	\$150.00	6		\$900.00		
6	Welcome Party Wine (CRC 2010)Halifax				\$1,000.00		\$1,000.00
7	Sponsors-				\$2,500.00		\$6,850.00
8	Registration Other 215 + 30	\$245.00	1		\$245.00		
		Total Revenue				\$35,116.00	\$37,966.00
EXPENSES							
Hotel							
1	Hotel Meeting Rooms Suite for Hospitality	\$450.00	2		\$900.00		\$20,159.60
2	Friday afternoon Break	\$8.00	40		\$320.00		incl.
3	Welcome Party & Wine	\$25.00	50		\$1,250.00		\$1,000.00
4	Saturday Breakfast	\$24.50	99		\$2,425.50		
5	Saturday Morning Break	\$8.00	40		\$320.00		
6	Presidential Luncheon/Awards	\$40.00	99		\$3,960.00		
7	Blank	\$0.00	0		\$0.00		\$642.28
8	Saturday Afternoon Break	\$8.00	60		\$480.00		
9	Sunday Breakfast	\$24.50	75		\$1,837.50		
10	Sunday Morning Break	\$8.00	40		\$320.00	\$11,813.00	\$21,801.88
Entertainment							
11	Saturday Night Event	\$112.00	99		\$11,088.00		\$6,073.53
12	Transportation airport pick up Volunteers!!!	\$300.00	1		\$300.00	\$11,388.00	\$40.00 \$6,113.53
Hospitality							
13	Hospitality Room (Friday/Saturday)	\$1,000.00	1		\$1,000.00	\$1,000.00	\$1,000.00
Companion							
15	1st Companion Tour wine tasting Art gallery	\$45.00	20		\$900.00		\$666.57
16	Companion Tour of riverfront	\$1.00	20		\$20.00		\$45.00
17	2nd Companion Tour Hiram Walkers	\$25.00	20		\$500.00		\$63.52
18	Companion Tour Transportation req's shuttle				\$150.00		
19	Companion Gifts	\$15.00	20		\$300.00	\$1,870.00	\$775.09
Administrative							
20	Telephone				\$50.00		
21	CRC 2009 Promotional Material (Shirts)				\$300.00		
22	Printing Name Tags & Tickets				\$100.00		\$238.29
23	Audio Visual -Stage vision see Q#ht0943871				\$2,715.00		\$2,929.53
24	Regional Gifts				\$1,100.00		
25	Office Supplies & Postage				\$300.00		\$1,159.75
26	Secretary Fee Hotel & registration				\$800.00		\$600.00
27	Photos				\$350.00		\$350.00
28	Miscellaneous				\$50.00		\$1,095.67
						\$5,765.00	\$6,373.24
Extraordinary							
29	VP Gift				\$150.00		
30	President gift				\$150.00		
31	DRC accommodation-2 nights + Registration				\$1,000.00		
32	Dignitary Dinner 2 -ASHRAE				\$1,000.00		\$1,200.00
						\$2,300.00	\$1,200.00
		Total Expenses				\$34,136.00	\$37,263.74
		Excess (Loss)				\$980.00	\$702.26

APPENDIX A2

continued

ASHRAE CRC 2009 Account Activity

ASHRAE CRC ACCOUNT: Sept 14, 2009				
Date	Transactions	Debit	Credit	Balance
	Deposit From ASHRAE Windsor for Ceasars Windsor		\$1,000.00	-\$1,000.00
3-Jul-09	Haller Mechanical Donation	\$200.00		-\$800.00
9-Jul-09	Deposit from ASHRAE Windsor	\$1,000.00		\$200.00
9-Jul-09	CRC Registration - Baymar Check # 25922	\$2,800.00		\$3,000.00
	\$300.00 - Atlanta Chapter			
	\$2200.00 - Quebec Chapter			
	\$300.00 - Toronto Chapter			
10-Jul-09	Payment Dan Castellan for Donna Summer (CH#001)		\$3,622.73	-\$622.73
27-Jul-09	CRC Registration - Baymar Check #25980	\$7,775.00		\$7,152.27
	\$550.00 - Atlanta Chapter			
	\$2450.00 - Hamilton Chapter			
	\$300.00 - Kuwait Chapter			
	\$1900.00 - Montreal Chapter			
	\$2275.00 - NB/PEI Chapter			
	\$300.00 - Joyce Abrams			
27-Jul-09	CRC Registration - Halifax Chapter Check # 117	\$1,200.00		\$8,352.27
11-Aug-09	Payment Dan Castellan for Donna Summer (CH#002)		\$2,785.00	\$5,567.27
17-Aug-09	Deposit Ceasars Windsor		\$6,750.00	-\$1,182.73
17-Aug-09	Payment to Troy for Welcome Party (CH#004)		\$1,000.00	-\$2,182.73
18-Aug-09	Payment from Dan Castellan for Tickets (CH#003)	\$334.20		-\$1,848.53
18-Aug-09	CRC Registration - Caltab	\$350.00		-\$1,498.53
18-Aug-09	CRC Registration - London Chapter	\$2,950.00		\$1,451.47
21-Aug-09	CRC Registration - Baymar Check #26044	\$7,140.00		\$8,891.47
	\$1050.00 -Windsor Chapter (Baymar)			
	\$2,200 - Toronto Chapter			
	\$350.00 - Windsor Chapter (Dorie Cullen)			
	\$300 - Hamilton Chapter			
21-Aug-09	CRC Registration - Guy Perreault	\$300.00		\$8,891.47
21-Aug-09	ASHRAE CRC Membership Fee	\$7,776.00		\$16,667.47
21-Aug-09	Donation - Dillon Consulting	\$500.00		\$17,167.47
21-Aug-09	Donation - Trans Windsor	\$750.00		\$17,917.47
21-Aug-09	Donation - H&E Comfort	\$750.00		\$18,667.47
21-Aug-09	Donation - Southern Mechanical	\$750.00		\$19,417.47
21-Aug-09	Donation - Caltab	\$200.00		\$19,617.47
21-Aug-09	Donation - Vollmer	\$1,000.00		\$20,617.47
21-Aug-09	Donation - Belimo	\$250.00		\$20,867.47
21-Aug-09	Payment to Jason Alexander for refund (CH#008)		\$175.00	\$20,692.47
21-Aug-09	Payment to Alberta Distillers (CH#007)		\$63.52	\$20,628.95
21-Aug-09	Payment for Mancuso's for Dinner Friday (CH#009)		\$1,200.00	\$19,428.95
21-Aug-09	Payment to City of Windsor for waterfront tours (CH# 005)		\$45.00	\$19,383.95
23-Aug-09	Payment to Rosa for Photos (CH# 011)		\$350.00	\$19,033.95
25-Aug-09	Payment to Gail Menzies for secretary service (CH#012)		\$600.00	\$18,433.95
25-Aug-09	Payment to Art Gallery (CH#013)		\$60.00	\$18,373.95
3-Sep-09	Payment to Bill Davies Bistro and Lush (CH#018)		\$606.57	\$17,767.38
3-Sep-09	Payment for Remaining Balance to Ceasars (CH#016)		\$12,409.60	\$5,357.78
3-Sep-09	Payment to James Smith for CRC Expenses (CH#019)		\$877.00	\$4,480.78
14-Sep-09	Deposit - \$1000 Wine donation from Halifax Chapter	\$1,000.00		\$5,480.78
21-Sep-09	Bank Expense - New Check Order for CRC Account		\$42.28	\$5,438.50
22-Sep-09	Payment - University of Windsor - Poster Expense (nCH#001)		\$282.75	\$5,155.75
22-Sep-09	Payment - Dan Castellan for CRC Expenses (nCH#002)		\$1,095.67	\$4,060.08
23-Sep-09	Payment - Stage Vision Rentals - Casino - A/V (nCH#003)		\$2,929.53	\$1,130.55
23-Sep-09	Payment - Steven Koutsonicolas - Gas & Bridge Tolls (nCH#004)		\$40.00	\$1,090.55
23-Sep-09	Payment - Baymar - VISA Merchant-Services Expenses (nCH#005)		\$600.00	\$490.55
26-Oct-09	Payment - University of Windsor - Program Book Printing (nCH#006)		\$238.29	\$252.26
27-Oct-09	Payment - Windsor Chapter - Ceasar's Deposit + Seed Money (nCH#007)		\$2,000.00	-\$1,747.74
29-Oct-09	Donation - Baymar Supply	\$300.00		-\$1,447.74
4-Nov-09	Donation - Dillon Consulting	\$350.00		-\$1,097.74
4-Nov-09	Donation - Union Gas	\$500.00		-\$597.74
4-Nov-09	Donation - Fieldcraft Engineering	\$300.00		-\$297.74
4-Nov-09	Donation - Eagle Mechanical Group	\$250.00		-\$47.74
4-Nov-09	Donation - Chorley & Bisset	\$750.00		\$702.26
		\$39,475.20	\$38,772.94	\$702.26

APPENDIX A3**ASHRAE REGION 2 – 2009/2010 Financial Summary**

		<u>2009/2010 Actual</u>	<u>Budget</u>
Jul 31, 2009	Starting Balance	\$17,884.07	
Income			
	Chapter Assessments/Dues	\$6,678.00	\$8,400.00
	(\$139.00 still outstanding as of July 2010)		
	Reimbursement from W. Laman	\$1,800.00	
		\$8,478.00	
Expenses			
	Travel	\$509.96	\$2,000.00
	CRC	\$14,364.00	\$7,776.00
	RVC	\$0.00	\$0.00
	MISC	\$0.00	\$300.00
	Bank Charges	\$33.30	\$150.00
	Total Expenses	-\$17,884.07	-\$10,226.00
	Net for Year	-\$6,429.26	
Jun 30, 2010	Ending Balance	\$11,454.81	

Notes:

At the 2010 CRC it was discussed at the Saturday morning business session that the NB/PEI Chapter assessment should be invoiced based on their chapter assigned members as the chapter no longer collects chapter dues. Refer to 2010 Motion R-1. NB/PEI Chapter offered to pay a chapter assessment to the Regional Fund for 2010 based on the new motion, and in 2011, and the future. The Regional Treasurer to invoice NB/PEI Chapter to the additional assessment.

APPENDIX A4**ASHRAE REGION 2 – 2010/2011 Financial Budget**

				<u>2010/2011</u>
				<u>Budget</u>
Income				
	Chapter Assessments/Dues (1459 x \$6.00)	1459	\$6.00	\$8,754.00
	Regional Fund Dues (1459 x \$1.00)	1459	\$1.00	\$1,459.00
	CRC 2009 income			\$351.13
	Total Income			\$10,564.13
Expenses				
	DRC – Travel Ashrae			\$0.00
	DRC – Travel Chapters			\$0.00
	RVC – Travel			\$550.00
	MISC			\$250.00
	CRC 2011 seed money			\$8,754.00
	Regional Awards Plaques			\$600.00
	Bank Charges			\$150.00
	Total Expenses			-\$10,304.00
	Profit (Loss)			260.13
	Gain (Loss) per member			\$0.18

APPENDIX A5**ASHRAE REGION 2 – Quebec City CRC 2011 Financial Budget**

Quebec City CRC 2011	Financial Budget		
August 26-28, 2011			
REVENUE			
Chapter Assessment	\$6.00	1459	\$8,754.00
Full Registration	\$275.00	30	\$8,250.00
Partial Registration	\$175.00	35	\$6,125.00
Companion Registration	\$175.00	20	\$3,500.00
Welcome Party Wine (Ottawa)			\$1,000.00
Sponsors			\$4,500.00
Total Revenue			\$32,129.00
EXPENSES			
Hotel			
Hotel Meeting Rooms			\$2,400.00
Friday Afternoon Break	\$7.50	30	\$225.00
Welcome Party	\$35.00	50	\$1,750.00
Saturday Breakfast	\$28.00	30	\$840.00
Saturday Morning Break	\$7.50	30	\$225.00
Presidential Luncheon/Awards	\$55.00	85	\$4,675.00
Wine	\$10.00	85	\$850.00
Saturday Afternoon Break	\$7.50	65	\$487.50
Sunday Breakfast	\$17.00	65	\$1,105.00
Sunday Morning Break	\$7.50	65	\$487.50
Sunday Afternoon Break	\$7.50	30	\$225.00
			\$13,270.00
Entertainment			
Saturday Night Event	\$125.00	85	\$10,625.00
			\$10,625.00
Companion			
Companion Tour 1	\$35.00	20	\$700.00
Transportation			\$300.00
Companion Tour 2	\$35.00	20	\$700.00
Transportation			\$300.00
			\$2,000.00
Administrative			
CRC 2010 Promo Material			\$200.00
Audio-Visual Supplier's Fee			\$1,500.00
Secretary Fee			\$500.00
Regional Gifts			\$500.00
Printing, Office Supplies, Misc.			\$300.00
Staff Shirts			\$700.00
Room reservation penalties (\$2,300.00)		not included	
			\$3,700.00
Extraordinary			
DRC Accommodation			\$1,000.00
DRC Dinner			\$1,000.00
			\$2,000.00
Total Expenses			\$31,595.00
Excess			\$534.00