



## **2011 REGION 2 CRC**

**Quebec City, Quebec, CANADA**

**AT THE**

**Concorde Hotel  
Quebec, Quebec, Canada**

**Friday August 26/2011 to Sunday Aug 28/2011**

**HOST: La Ville de Quebec Chapter #013**

### **ORIENTATION SESSION – Friday Aug 26/2011**

At 1:05pm on Friday August 26<sup>th</sup>/2011, Director and Regional Chair (DRC) Isabelle Lavoie 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 Concorde Hotel in Quebec City. DRC Lavoie thanked everyone for committing their time to ASHRAE for without their time and volunteers the Society would not exist. DRC Lavoie then began a roll call of the attendees along with self introductions.

The following were in attendance and introduced themselves:

<b>CHAPTER</b>	<b>DELEGATE</b>	<b>ALTERNATE</b>
Halifax	Jeff MacNeil	Mark Lawrence
NB/PEI	Kevin Clannon	Dwight G Scott
La Ville de Quebec	Benoît Lacasse	David Gauvin

Montreal	Caroline Paquet	Michel Lecompte
Ottawa Valley	Stephen Lynch	Donald Weekes
Toronto	Michael Khaw	David Benedetti
Hamilton	Mike Krewski	Reaz Usmanali
London Canada	Jason Vandenberghe	Karl Gilroy
Windsor	Gord Snell	Troy Manson

NAME	CHAPTER OR SOCIETY	POSITION
Claire Ramspeck	Society	Dir of Technology
Patricia Adelman	Society	Manager Fund Raising
Tom Watson	Society	President Elect
David Underwood	Toronto	Society Vice President & President ASHRAE Research Canada
Isabelle Lavoie	Quebec	DRC Region 2
Joel Primeau	Montreal	ARC Region 2
Doug Cochrane	Toronto	Nominating Region 2
Jeff Clarke	Montreal	Alternate 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
Daryl Somers	London	RVC Research Region 2
Tom Pollard	London	Region 2 Webmaster
Charles-Andre Munger	Quebec	CRC 2011 Chairperson
Daniel Redmond	Ottawa	CRC 2012 vice-chair
Darryl Boyce	Ottawa	CRC 2012 vice-chair

DRC Lavoie formally introduced and welcomed Society representatives. Claire Rampseck of ASHRAE who will be presenting a report on the activities AHSRAE does. Patricia Adelman who is the staff liaison for Research Promotion and who will also be presenting at the Research Workshop.

DRC Lavoie 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.

DRC Lavoie brought forward a motion to **appoint Joel Primeau as the Recording Secretary for the CRC**. Moved and seconder unknown. Vote was unanimously accepted. For: 9 Against: 0. Mr Primeau was filled as 2011 CRC Secretary.

DRC Lavoie asked Delegates to forward motions for this CRC so they can be presented and prepared for the business session on Sunday morning.

DRC Lavoie then introduced Charles-Andre Munger, Quebec CRC Chair, to review the upcoming events at the conference. Mr Munger indicated that the committee had worked hard to put together the CRC to make it enjoyable. The hotel and conference location was selected as an Old Quebec location so that it would be close to all the amenities that Quebec has to offer. The host

chapter members were wearing dark blue polo shirts to make themselves visible. DRC Lavoie thanked Charles-Andre Munger and the CRC committee.

DRC Lavoie indicated the CRC Delegate and Alternate group photo would be taken just before the Caucus Session. The regional representatives not attending the caucus are asked to meet with DRC Lavoie to review the Awards that will be hand out at the presidential luncheon and to establish the chapter visits for the upcoming year.

DRC Lavoie concluded the orientation session at 1:30pm. She noted that the Caucus and the Regional meeting will proceed until 3:30pm when the First Business Session will reconvene.

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**MINUTES OF THE FIRST BUSINESS SESSION**  
**Friday Aug 26/2011 3:30pm**

**1. CALL TO ORDER**

Isabelle Lavoie, DRC for Region 2, opened the meeting at 3:30pm, Friday Aug 26/2011.

The following were in attendance:

<b>CHAPTER</b>	<b>DELEGATE</b>	<b>ALTERNATE</b>
Halifax	Jeff MacNeil	Mark Lawrence
NB/PEI	Kevin Clannon	Dwight G Scott
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Claire Rampseck	Society	Dir of Technology
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Isabelle Lavoie	Quebec	DRC Region 2
Joel Primeau	Montreal	ARC Region 2
Doug Cochrane	Toronto	Nominating Region 2
Jeff Clarke	Montreal	Alternate 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
Daryl Somers	London	RVC Research Region 2
Tom Pollard	London	Region 2 Webmaster
Charles-Andre Munger	Quebec	CRC 2011 Chairperson
Daniel Redmond	Ottawa	CRC 2012 vice-chair
Darryl Boyce	Ottawa	CRC 2012 vice-chair

Isabelle Lavoie, DRC reviewed the **status of Society motions** that were passed last year. Isabelle 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.

## **2. Review of CRC 2010 Motions**

DRC Lavoie reviewed the **status of Society motions** from the 2010 CRC. They are follows:

### **London Chapter – Motion 8 (10/24/10):**

That ASHRAE allow on-line web access to handbooks to full ASHRAE members in good standing through their ASHRAE membership fees at no extra charge.

**Defeated because this would be a significant fiscal impact on Society.**

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### **Ottawa Valley Chapter – Motion 9 (10/24/10):**

That Society changes the date format on the Chapter Master List report from month/day/year to year/month/day.

**Defeated because not all chapters will want this change on their reports; an action item was assigned to staff to provide instructions for the chapters' use.**

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### **Hamilton Chapter – Motion 10 (10/24/10):**

That the Society Honors 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 each the of the other directors.

**02/01/11 – Withdrawn. The H&A Committee recommends that points not be given for service on the Executive Board of the Life Members Club (LMC). The LMC Executive Board is not a recognized standing ASHRAE committee and its level of activity is not comparable with that of groups permitted service points on the ESA/DSA Point Tally Form.**

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### **Hamilton Chapter – Motion 11 (10/24/10):**

That the Society Honors 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 year's service as the President, ½ point for a year's service as Secretary; and ¼ point for each of the other three Class “A” Directors.

**02/01/11 – Withdrawn. The H&A Committee recommends that points not be given for ASHRAE Research Canada (ARC). The ARC's workload is not comparable to existing recognized groups permitted service points on the ESA/DSA Point Tally Form.**

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### **Ottawa Valley Chapter – Motion 26 (02/01/11):**

That the Society President-Elect update PAOE criteria and point values for History to encourage efforts focused on ensuring preservation and accessibility of chapter historical data.

**02/01/11 – Approved.**

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### **Ottawa Valley Chapter – 2010 Fall CRC:**

That Society dissolve the chapter section; Kingston, Ontario, Canada sponsored by the Ottawa Valley Chapter.

**Approved.**

### 3. Society Officers Reports

Society Vice President David Underwood to present the Society report.

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.

Society Staff Report from Claire Ramspeck.

Claire has presented the following topics:

- ASHRAE staff operation, department and budget
- ASHRAE Membership
- Tools available for members such as Handbook Online, Virtual Conference from ASHRAE Conferences, eLearning program, Free research reports online, Advanced Energy Design Guides free downloads, Owning, operating database at [www.ashrae.org/database](http://www.ashrae.org/database)

### 4. Halifax 2010 CRC Final Financial Statement

Jeff MacNeil Halifax chapter delegate reported on the actual vs budget amounts for the conference (see Appendix A2). The conference had a net profit of \$1,170 (to be shared between chapter and Regional fund).

The 2010 CRC financial report from Halifax was accepted

### 5. RVC reports

#### CTTC

Jean-Gabriel Joannette, RVC, reported the following:

#### CRC 2010 Participation:

Number of Chapters Represented: 9 of 9

Number of Incoming Chapter Chairs in attendance: 8 of 9

#### Chapter Program Star Award Recommendation

- Application to be submitted to CTTC Chair and Staff Liaison by Sept 30
- Name: Marco Ottavino Chapter: Toronto
- Dan Mills Technical Award Recommendation
- Application to be submitted to CTTC Chair and Staff Liaison by Sept 30
- Name: Any suggestions?

#### PAOE Summary 2010-2011

- Number of Chapters Earning PAOE Points: 9 of 9\*
- Number of Chapters Making Society Minimum (450): 8 of 9
- Number of Chapters Making Society PAR (850): 8 of 9
- Highest PAOE Points earned by a Chapter:  
Montreal (1725), Toronto (1300), Hamilton (1125)  
\* Windsor only earned/entered RVC points

#### Regional CTTC Awards (to chapters)

- Allen Hanley TEGA Award It's a secret
- Chapter Program Award It's a secret
- Iceman Refrigeration Award None

#### DL Program

- For 2010-2011: 6 allocated + 1 for CRC (100%)
- CRC Halifax: DL used
- Allocated Used: 6; Extra Used: None
  - Best year for Region II in sharing DLs, congratulations to Montreal for the extra effort in sharing the DLs
  - All 111 Society visits for 2010-2011 used by Dec 1st!

#### **Chapter Visits**

- Halifax
- NB/PEI
- Montreal

#### **Chapter “Advocacy” Activity**

- Meetings reported in PAOE
- Hamilton (13), Toronto (8), London (4), Montreal and Halifax (2), Quebec (1)
- Must be meetings/letters with specific purpose of speaking for ASHRAE/Chapter to elected officials (not casual mention)

#### **Significant Accomplishments/Lessons Learned:**

- Toronto had joint meetings with BOMA, CaGBC and STLE-HVAC/R
- Unusual Chapters have received Tech Awards submissions (Quebec City and Hamilton)

#### **Suggestions for Improvement:**

- Participation at Tech Award by Chapters must be improved (2 of 9 for 2010-2011, 4 out of 9 to possibly come this September)
- Scheduling of ALI courses by Chapters (special pricing for Chapters)
- More DL sharing is mandatory
- Better Chapter activity reporting to RVC would be appreciated (please make sure I receive at least your newsletters)

#### **New stuff – 2011**

- New CTTC Chapter Chair Calendar available (Appendix Z of the CTTC Resource Manual)
- DLs: around 30-40 will be added next year
- Hot topics videos will most likely be cancelled
- CRC future
  - Centralized training for CTTC Chairs has been tried out for some Regions, still being analyzed

### **STUDENT ACTIVITIES**

Francis Lacharite, RVC, reported the following:

#### **New Student Branch**

- Mc Master University - Hamilton Chapter
- Humber College – Toronto Chapter

To be approved

Vanier College – Montreal Chapter

#### **Design competition**

HVAC System Design

- 2nd place Lakehead University Society level
- University of western Ontario Regional Level
- Algonquin college Regional level (last year 3<sup>rd</sup> place society level)

#### **Grant**

No request from Region 2

#### **Post High - Popular Career fair**

- Cegep Limoilou Quebec Chapter
- Université Concordia Montreal Chapter

- University of New Brunswick NB/PEI Chapter
- Algonquin College Ottawa chapter

#### **Student tours**

Toronto chapter, Montreal chapter, Quebec chapter

#### **Las Vegas-Winter Meeting**

Good participation from region 2 at the winter meeting

Over 50 students present

#### **K-12 activity**

- **Visit in school and judging at career fair**
  - Quebec chapter, Ottawa chapter, Montreal chapter

#### **Society involvement**

Special highlight to the student of Polytechnique Montreal who participated in a project for Accueil Bonneau a homeless shelter with solar domestic hot water system

#### **Things to improve**

- Student retention and transfer
- K-12 involvement and visits
- Communication from chapter to region and between chapters

### **HISTORY**

George Menzies, RVC, reported the following:

- During the year 2010-11, all the chapters made the minimum points re PAOE, up from prior years.
- Five chapters exceeded PAR.
- However, six chapters had lower PAOE scores than for the year 2009-2010.
- There were no “Gold Ribbon” candidates from our Region for past year.
- We did have 2 winners in the prior year: Ottawa Valley and NB/PEI
- Effective July 2011, the qualifications to win a “Gold Ribbon” for updating a chapter’s history is now somewhat more difficult [this is result of Region 2 Motion to require a 5 year update instead of one]. The Society HC considered this too difficult and reduced it to a 3 year cycle.
- However, there are many other ways to win the Gold Ribbon based on a single historical article re person, company; system; and a piece of equipment.

### **MEMBERSHIP PROMOTION**

Cathy Godin, RVC, reported the following:

#### **REGION II TOTAL MEMBERS**

Total members & students: 3,570 (- 16)

Members: 2,861 (+ 41)

Students: 709 (- 57)

#### **NET GROWTH – RECRUITMENT**

MP Committee presented a lofty goal of requiring each region to have a Net Growth of 5% - **This meant a target growth of 189 members for Region II**

Region Net Growth = 41 at June 30th



Biggest Net Growth Winners: Halifax and NB/PEI for largest percentage NET

Overall society increase just over 1% net growth (not including students)

Region II 1.5% net growth

#### **DELINQUENCIES**

Average Regional Delinquency: 2.5%

PAOE: all chapters entered PAOE points

CRC 2011: 100% of chairs are registered for workshop

#### **MEMBERSHIP NEWS AND INITIATIVES:**

- Centralized Training has been adopted by most regions
- Student Survey results shared with MP – how do we get more transfers from student memberships?
- CTTC – how can program attract new members
- Industry association joint activities

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#### **RESEARCH PROMOTION**

Daryl Somers, RVC, reported the following:

##### **Recap if Campaign**

- Region 2 goal was \$134,000. On May 25, 2011 we sat at \$60,246. (short by \$73,754)
- Final Result: \$136,756. We beat our GOAL by \$2,756
- Society surpassed the \$2 million mark again for the 4<sup>TH</sup> straight year
- 7/9 Chapters EXCEEDED their GOAL this year

##### **CRC Attendance by RP chairs**

- 4 YEAR RECAP : 4 YEARS X 9 RP CHAIRS=36
- CRC RESEARCH ATTENDANCE: 36! 100% attendance

##### **RVC RECAP**

- Visited all 9 Chapters at least once during my 4 year term. Hamilton, my Home Chapter, I visited 32 times.
- I must add that I was treated like Royalty at each Chapter.
- Each Chapter eat extremely well.
- You will see HOW HARD my Team worked at the Awards Luncheon.
- Please welcome Daryl Somers as your new Research RVC

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#### **YOUNG ENGINEERS IN ASHRAE - YEA**

Aaron Smith, YRC, reported the following:

##### **Objectives of YEA committee**

Primary objective for the YEA Committee of Members Council is to enhance our member benefits for young professional ASHRAE members by identifying activities and services focused on their needs

##### **Role of YRC**

- Represent the Region at the annual and winter YEA committee meetings.
- Participate in Regional planning meeting with Regional officers
- Establish relationships with each chapter and regional leadership
  - Help Chapters establish YEA Chairs
  - Remain available for consultation from any chapter representative for guidance and help
  - Visit chapters and present on YEA in order to promote YEA in the region
  - Provide each chapter YEA Chair with a POAE summary for YEA associated points
  - Link regional websites YRC pages to chapter YEA articles
  - Select a minimum of one chapter YEA article per year for publication in the YEA connection newsletter
  - Help to identify potential YEA members within the Region

- Act as a Liaison with Student Activities (Regional Level)
- Relay presentation for YEA Chairs to give to their chapters identifying all of that the YEA Institute has to offer
- Submit semi-annual updates to the DRC. Cc report to YEA Society Committee Chair.
  - Summarize the chapter reports
  - Identify YEA membership numbers for the Region
- Host annual CRC workshop to provide guidelines and instruction for chapter chairs.
  - Develop CRC presentations
  - Contact each chapter and invite them to the YEA CRC workshop

### **The YEA Institute**

To help you develop your skills, grow as a professional and expand your network, the YEA Institute was created to offer a variety of YEA-focused education and networking programs tailored to your specific needs:

- YEA Leadership Weekend
- Smart Start Program
- Social/Networking Events at Society Meetings
- YEA Page on Society Website
- YEA Connections Newsletter
- Face book Page
- Technical Committees Guide
- Young Members Guide
- Mentorship Program
- College of Fellows Graduate Student Travel Award
- 1<sup>st</sup> Time at an ASHRAE Meeting
- Leadership U
- New Faces in Engineering

## **6. Chapter Reports**

### **HALIFAX CHAPTER #100**

Jeff MacNeil, Delegate reported the following:

Current Area Assigned Members = 157 vs 139;

Chapter Dues Paying Members = 77 vs 83;

New Members=25 vs 2; Delinquents = 24 vs 25;

New Student Members = 2 vs 4; Active Student Branches = 0 vs 0; Adviser is Chapter Member = No vs No;

Monthly Meetings = 8 vs 8;

Total/Average Attendance = 158 / 20 vs 166 / 21;

# of other technical events = 2 vs 1

# of Distinguished Lecturer used = 2 vs 1

# of social events (Member's night, golf tournament, etc.) Golf Tournament (Attendance: 140) = 2 vs 1

# of Refrigeration events = 1 vs 1

Research Goal = \$6,500 and Contributed = \$6,550;

Total Chapter Funds = 36,014\$ vs \$26,254;

Chapter Dues = \$65 vs \$65,

Meal Cost = \$25 vs \$25.

Challenges

- Growing Student members
- Finding ways to show value for members in a very large geographical area
- Bringing in speakers from other parts of the country

Highlights

- 2010 CRC
- 13% increase in Membership
- Developing a New YEA Chapter in Halifax
- Ed Brown (98 yrs old) highlighted in August ASHRAE Insights
- Lot of great things happening in our Chapter and we are excited about the upcoming year.

**NB/PEI CHAPTER #117**

Kevin Clannon, Delegate reported the following:

Current Area Assigned Members = 144 vs 126;  
 Chapter Dues Paying Members = 0 vs 0;  
 New Members=25 vs 2; Delinquents = 9 vs 16;  
 New Student Members = 19 vs 94; Active Student Branches = 2 vs 2; Adviser is Chapter Member = 1 vs 1;  
 Monthly Meetings = 8 vs 9;  
 Total/Average Attendance = 229 / 28 vs 370 / 41;  
 # of other technical events = 1 vs 0 (technical tour of the ny thermal plant in Saint John NB)  
 # of Distinguished Lecturer used = 1 vs 2  
 # of social events = 3 vs 3 (Golf Tournament, Night with the Cats (Local Hockey), Lobster Party (Past Presidents))  
 # of Refrigeration events = 1 vs 3  
 Research Goal = \$10,555 and Contributed = \$11,055;  
 Total Chapter Funds = 26,960 vs \$17,002;  
 Chapter Dues = \$0 vs \$0;  
 Meal Cost = \$20 vs \$20.

**Challenges**

- Getting more participation from outside the Moncton area.
- Creating active committees of more than one person
- Awards and Recognition committee that meets regularly and puts forth nominations.

**Highlights**

- Golf Tournament
- Lobster Party
- Afternoon out with the Cats (Hockey Game)
- NY Thermal Tour

**La VILLE DE QUEBEC CHAPTER #013**

Benoit Lacasse, Delegate reported the following:

Current Area Assigned Members = 235 vs 223;  
 Chapter Dues Paying Members = 96 vs 115;  
 New Members=44 vs 22; Delinquents = 10 vs 22;  
 New Student Members = 82 vs 110; Active Student Branches = 5 vs 1; Adviser is Chapter Member = yes vs yes;  
 Monthly Meetings = 6 vs 6;  
 Total/Average Attendance = 415 / 69 vs 512 / 85;  
 # of other technical events = 4 vs 2 (Symposium Hydro-Québec 8 conferences (1.28T Co2 offset: 9 Trees, Web broadcast, \*Hydro-Québec sustainable program 1, \*Hydro-Québec sustainable program 2, Result: 2.56 tons of CO2 were offset by planting 27 tree  
 # of Distinguished Lecturer used = 2 vs 1  
     – # of social events = 2 vs 1 (Golf Tournament, Employers/Student networking)  
 # of Refrigeration events = 2 vs 2  
 Research Goal = \$15,500 and Contributed = \$21,514;  
 Total Chapter Funds = 39,902 vs \$39,900;  
 Meal Cost = \$30 vs \$30.

**Achievements**

- Membership retention and growth:
  - Established an ongoing process of updating our list of members and event participants
  - Established a networking and challenges process: the chapter officers and governors were encouraged to:
    - Bring at least 2 new members
    - Bring a least 10 new prospects (5 autumn; 5 spring)
    - Advise the membership committee for any changes (new address etc)
- Improve chapter operation and better serve our members:
  - Improved registration and payment for each Chapter event:
    - Online registration and payment method by credit card
    - Automatic email solicitation and follow up

- Online participant databank and report
  - Established a permanent Chapter's email address
- ASHRAE's 2010-2011 "sustainable world" mission alignment
  - ASHRAE's mission promotion in our ASHRAE journal
  - We chose to lead by example:
    - Since Jan 2011: initiative which consists in Greenhouse gas offset program (travel and transport) through tree planting.
    - Symposium – conferences – CRC – Social events
      - Result: 2.56 tons of CO2 were offset by planting 27 trees
  - Vision...(next steps):
    - Net zero Greenhouse gas for each chapter's event!
    - Net zero Greenhouse gas & waste for each chapter's event!
  - Chapter Website improvement:
  - We changed the Website provider: faster, more reliable larger bandwidth.
    - This improvement will allow us to put technical documents and presentations from our speakers to our website for consultation
- Research fundraising Campaign:
  - Monthly meeting registration:
    - Allowed the opportunity to make a 5\$ donation
  - Golf tournament registration:
    - 10\$ donation for each participant
- New service to Engineers:
  - Mandatory (OIQ) continuing training since April 2011
    - Developing a strategy to issue certificates during seminars or conferences
    - The new service will increase the participation rate of engineers to our conferences and seminars
    - With the collaboration of the Montreal Chapter
  - Certificates are expected to be delivered from the next monthly meeting (Oct. 2011)
- Established a refrigeration committee :
  - Started in Jan. 2010
  - Activities:
    - Participation in the Government MELS forum
    - Technical article publication on the Québec City chapter journal (June 2011)

#### Highlights:

- Chapter events:
  - Online registration and payment + research donation + reports
  - Greenhouse gas offset program (transportation)
  - New Refrigeration committee: Started Jan 2011
  - Membership growth: 110% of goal
  - Research Campaign: 138% of goal
  - Student and employers evening: 150 persons
  - Golf Tournament (Aug. 2010): 269 players
  - Symposium ASHRAE/Hydro-Québec: 8 conferences-180 persons
- Partnership:
  - Hydro-Québec and Gaz Métro

#### Chapter Vision:

- Better alignment to the ASHRAE's mission
  - Lead by example
- Better serve our members
  - Efficient and easy registration
  - Preparation to the web technical documentation
  - Training Certification for participation to ASHRAE seminars (Engineers)
  - Refrigeration committee

**MONTREAL CHAPTER #014**

Caroline Paquet Delegate reported the following:

Current Area Assigned Members = 510 vs 496;  
 Chapter Dues Paying Members = 396 vs 392;  
 New Members=44 vs 22; Delinquents = 42 vs 122;  
 New Student Members = 150 vs 80; Active Student Branches = 5 vs 5; Adviser is Chapter Member = yes vs yes;  
 Monthly Meetings = 8 vs 8;  
 Total/Average Attendance = 1210/ 151 vs 1240/ 155;  
 # of other technical events = 18 vs 16 (8 mini-sessions before each monthly meetings, satellite conference, Energy efficiency seminar, Grandes Entreprises conference, Energy efficiency symposium on natural gas, conferences given by Ronald Gagnon and Michel Lecomte to other associations, Hot topic presentation )  
 # of Distinguished Lecturer used = 3 vs 4  
 # of advocacy activities = 1 vs 1 (Member of the « Standing Committee on Energy Efficiency in Buildings » of National Resources Canada)  
 # of social events = 7 vs 5 (Golf Tournament June 2, Gastronomic supper at W, Christmas dinner at la Ménara, 3 YEA cocktail hours held at a local bar, Cirque du Soleil in old Port)  
 # of Refrigeration events = 3 vs 2  
 # of Chapter Technology Awards = 7/7/8 vs 8/8/7 (chapter/region/society)  
 Research Goal = \$25,000 and Contributed = \$29,965;  
 Total Chapter Funds = 73 464\$ vs \$ 66 878\$;  
 Meal Cost = \$45 vs \$40.

**Challenges**

- Updating the website to accept payment in advance to our events. We have yet to update the site. The challenge will be postponed to next year again due to technical difficulties.
- Maintain level of donation to ASHRAE Research with an end of recession mood.
- Maintain and Increase the number of members and attendance to our monthly meetings.
- Get more students to apply for the chapter scholarship.
- Maintaining and upgrading communication with vision like organization such as ADBAT, AQME, ASPE.
- Increase refrigeration activities.

**Highlights**

- Maintained high attendance this year again, average of 151 per supper, with average of 25 students per supper.
- Second year of the improved “cocktail hour” before the monthly supper, is becoming an event on its own.
- Another great year for ASHRAE Technology Award participation.
- The golf tournament had a great turn out (despite CMMTQ tournament on the same day) with 300+ players and more than 22 345\$ in sponsorships.
- 77 attendees at our annual gastronomic supper at Mount Stephen Club.
- Hosting Society’s summer meeting was a overwhelming experience.
- The sustainability project at Accueil Bonneau derived from the summer meeting was an outstanding success (over 250K investment)
- Having a strong BOG, great committee chairs and a lot of dedicated volunteers with an important contingent of Yeas

**6. Adjournment of First Business Session**

With time approaching 6:00pm, Isabelle Lavoie adjourned the meeting until 7:15am next morning.

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**MINUTES OF THE SECOND BUSINESS SESSION**  
**Saturday Aug 27/2010 7:15am**

**CALL TO ORDER**

Isabelle Lavoie, DRC, opened the meeting at 7:15am, Saturday Aug 27/2010.

The following were in attendance:

<b>CHAPTER</b>	<b>DELEGATE</b>	<b>ALTERNATE</b>
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Tom Pollard	London	Region 2 Webmaster
Charles-Andre Munger	Quebec	CRC 2011 Chairperson
Yves Trudel	Quebec	Regional Treasurer
Daniel Redmond	Ottawa	CRC 2012 vice-chair
Darryl Boyce	Ottawa	CRC 2012 vice-chair

**1. Chapter Reports – Continued**

DRC Lavoie asked for the **Chapter Reports** to continue

### OTTAWA CHAPTER #015

Stephen Lynch, Delegate reported the following:

Current Area Assigned Members = 396 vs 366;  
 Chapter Dues Paying Members = 209 vs 253;  
 New Members=37 vs 35; Delinquents = 37 vs 9;  
 New Student Members = 10 vs 19; Active Student Branches = 2 vs 2; Adviser is Chapter Member = yes vs yes;  
 Monthly Meetings = 8 vs 8;  
 Total/Average Attendance = 560/ 70 vs 475 / 59;  
 # of other technical events = 5 vs 4 (4 technical sessions: Psychometric chart, basics of a cooling load calculation & HVAC fundamentals - 1 tour – Centre des Metiers Minto (La Cite))  
 # of Distinguished Lecturer used = 3 vs 1;  
 # of advocacy activities = 2 vs 0;  
 # of social events = 4 vs 2 (Golf tournament, Curling Bonspiel, Bowling Tournament and 70's history quiz night)  
 # of Refrigeration events = 1 vs 1  
 # of Chapter Technology Awards = 2 / 2 / 1 vs 08/ 0 / 0 (chapter/region/society)  
 Research Goal = \$23,000 and Contributed = \$16,943;  
 Total Chapter Funds = 17 840\$ vs \$ 20 295\$;  
 Meal Cost = \$35 vs \$35.

#### Challenges

- Lack of Consultant representation - We have noticed a lack of representation from our Engineer Consulting community. There lack of involvement directly impacts the lack of participation of our younger engineers.
- Research Promotion – Our chapter lacked focus and drive. We were not as organized as previous years and therefore missed opportunities.
- ASHRAE Seminars - This year we avoided using ASHRAE organized seminars as a result of previous issues with Society. Costs, coordination and communication with Society being the main drivers. This affected our program but we avoided potential loss of funds.

#### Highlights

- Career Fair - This event has been held for over 5 years successively: We changed the venue to Algonquin College. Over 100 students came to the show compared to 20-25 on previous years. One of our local contractors hired 4 students from this fair.
- Technical Sessions – Before our monthly meetings, we held a technical session. These tech talks were focused on the “Basics of HVAC”. This drew in approx. 20-25 people to the monthly chapter meetings.
- Program – We held an executive summer planning meeting prior to start of our year. Because of this extra effort, we had a very well planned and attended program organized for our chapter

#### Summary

- The program was very well received as can be seen in our increased meeting attendance.
- New this year was an educational technical session an hour before each meeting which also contributed to attendance and recognition for the Chapter
- Our CRC planning committee is well on their way to finalizing all details for 2012/2013 CRC in Ottawa
- We made a strong emphasis on our student and younger members and making great strides in growing our membership with the demographic
- Our nomination committee chair has developed a tentative succession plan for responsible leadership for the chapter

### TORONTO CHAPTER #016

Michael Khaw, Delegate reported the following:

Current Area Assigned Members = 1236 vs 980;  
 Chapter Dues Paying Members = 437 vs 294;  
 New Members=25 vs 120; Delinquents = 74 vs 64;  
 New Student Members = 50 vs 42; Active Student Branches = 4 vs 3; Adviser is Chapter Member = 4 vs 2;  
 Monthly Meetings = 8 vs 8;

Total/Average Attendance = 101 vs 89;  
 # of other technical events = 4 vs 4;  
 # of Distinguished Lecturer used = 2 vs 1;  
 # of advocacy activities = 3 vs 3;  
 # of social events = 5 vs 6  
 # of Refrigeration events = 1 vs 1  
 Research Goal = \$29,000 and Contributed = \$23 197;  
 Total Chapter Funds = 69 225\$ vs \$ 70 725\$;  
 Chapter Dues/per member = 70 vs 70;  
 Meal Cost = \$45 vs \$40.

#### Challenges

- Continue to improve turn out to monthly meetings.
- Continue to refine new cost structure
- Focus on early delivery of Gazette
- Create exciting and interesting meeting profiles.
- Focus on RP – Our RP went MIA last year

#### Highlights

- Student Activities continues to grow
- Development of YEA program, sent three YEA members to ALTANTA
- Meet Par in all PAOE categories except PR
- Pay-As-You-Go plan Created 143 more Chapter members
- Online payment structure functioning created good backbone for future
- Improvement to online structure for payment
- Raised new revenues by Job Board \$100/ad
- Held 1<sup>st</sup> Job Career Fair, big success.

### **HAMILTON CHAPTER #037**

Mike Krewski, Delegate reported the following:

Current Area Assigned Members = 222 vs 219;  
 Chapter Dues Paying Members = 96 vs 82;  
 New Members=15 vs 14; Delinquents = 20 vs 41;  
 New Student Members = 21 vs 17; Active Student Branches = 2 vs 2; Adviser is Chapter Member = 2 vs 2;  
 Monthly Meetings = 8 vs 8;  
 Total/Average Attendance = 22 vs 23;  
 # of other technical events = 0 vs 1;  
 # of Distinguished Lecturer used = 1 vs 1;  
 # of advocacy activities = 3 vs 3;  
 # of social events = 2 vs 2  
 # of Refrigeration events = 0 vs 3  
 Research Goal = \$9,000 and Contributed = \$9 275;  
 Total Chapter Funds = 13 980\$ vs \$ 14 485\$;  
 Chapter Dues/per member = 75 vs 75;  
 Meal Cost = \$30 vs \$30.

#### Challenges

- Challenge #1-Hamilton steel industry is still not at full production, membership is same group of folks attending.
- Challenge #2-Challenge to find new and young members to join the Hamilton BOG.
- Challenge #3-A challenge to find a refrigeration tour/topic that will draw in increased meeting attendance.

#### Highlights

- Highlight #1-First time in 4 years we have exceeded our Research Goal at \$9275, which was 103% of our target due to the efforts of Dave Rasmussen & BOG.
- Highlight #2-Two well attended combined meetings with our McMaster Student branch. Ben Oliver a 4<sup>th</sup> year Mechanical Engineering student received Rueben Trane \$ 5k + \$ 5k scholarship



**LONDON CHAPTER #116**

Jason Vandenberghe, Delegate, reported the following:

Current Area Assigned Members = 117 vs 115;  
 Chapter Dues Paying Members = 67 vs 70;  
 New Members=8 vs 5; Delinquents = 3 vs 6;  
 New Student Members = 32 vs 31; Active Student Branches = 1 vs 1; Adviser is Chapter Member = 1 vs 1;  
 Monthly Meetings = 8 vs 8;  
 Total/Average Attendance = 261/37 vs 260/37;  
 # of other technical events = 1 vs 2;  
 # of Distinguished Lecturer used = 1 vs 1;  
 # of social events = 1 vs 2  
 # of Refrigeration events = 1 vs 2  
 Research Goal = \$9,000 and Contributed = \$9 275;  
 Total Chapter Funds = 13 268\$ vs \$ 17 563\$;  
 Chapter Dues/per member = 55 vs 55;  
 Meal Cost = \$35 vs \$35.

**Challenges**

- Low attendance for the Webcast
- Making sure speakers read about ASHRAE's commercialism criteria
- Finding good speakers
- Increase new membership

**Highlights**

- Had visits by Doug Cochrane & David Rasmussen
- DL Dr. Sam Hui from U of Hong Kong
- Changed location of golf tournament
- Students from UWO won an Engineering Award
- Able to get another 4 people to join BOG
- Kept changing location of diner meetings
- Surpassed our RP Goal

**Summary**

- We have already booked new location for dinner meetings
- Will now have 2-3 people for each position
- Booked another new 9 hole Golf Tourney to start of new year

**WINDSOR CHAPTER #141**

Gord Snell, Delegate, reported the following:

Current Area Assigned Members = 57vs 55;  
 Chapter Dues Paying Members = 36 vs 35;  
 New Members= 2 vs 2; Delinquents = 2 vs 3;  
 New Student Members = 7 vs 29; Active Student Branches = 2 vs 2; Adviser is Chapter Member = 2 vs 21;  
 Monthly Meetings = 8 vs 8;  
 Total/Average Attendance = 33 vs 30;  
 # of other technical events = 3 vs 3; (Webinar on Geothermal Heatpumps Media Plex VRF Tour Solar Panel Rooftop Tour David Suzuki LEED Tour)  
 # of Distinguished Lecturer used = 1 vs 0;  
 # of social events = 2 vs 2  
 # of Refrigeration events = 1 vs 1  
 Research Goal = \$6,000 and Contributed = \$6 250;  
 Total Chapter Funds = 9 862\$ vs \$ 6 500\$;

Chapter Dues/per member = 50 vs 50;  
Meal Cost = \$40 vs \$40.

#### Challenges

- Challenge #1- Re-Organization of our BOG team
- Challenge #2 – Bringing up records to electronic format
- Challenge #3 – Finding Speakers

#### Highlights

- Highlight #1- YEA student night, first annual.
- Highlight #2 – A lot of students showing up to the meetings
- Highlight #3 – Great Tours
- 2010-11 was a great year and we became much better organized after losing two presidents in two preceding years.

Isabelle Lavoie thanked the Delegates for their Chapter Reports.

## 2. Upcoming CRCs

#### Future CRC DATES and LOCATIONS

Ottawa	Aug 24 to 26/2012 (Darryl Boyce vice-chair and Dan Redmond, vice chairs)
Toronto	Aug 23 to 25/2013 (Doug Cochrane, chair)
London	August 22 to 24/2014 (TBD)

## 3. Regional Fund Report

Yves Trudel, Regional Treasurer, presented the report he prepared (refer to Appendix A3).

For the 2010/2011 year, the invoices were based on (CRC 2011 motion R-1 A5-04) \$7.00/per chapter dues paying member of the previous year (\$6.00 for next year CRC and \$1.00 for the Regional Fund). Since N-B-PEI chapter does not collect chapter due, Area Assigned Member number has been used.

This total amount of \$9,558.00 was collected during this period and deposit for the end of June 2011. At that time the accounts receivable was \$655.00 for total revenue of \$11,611.13. When we deduct the total expenses of \$9,419.10 (for details, refer to attached summary sheet) the final closing balance is \$13,646.84 at the end of June 2011. The current minimum level of the fund was to be \$7,000.00. This report is forwarded to the next CRC host chapter in 2012 to be audited.

The 2010/2011 Regional Fund statements were moved for approval. Moved by and seconder unknown. Passed unanimously.

## 4. 2012 Ottawa CRC Budget

Daniel Redmond and Darryl Boyce presented the budget for next year CRC (refer to Appendix A5). The budget has been prepared to be balanced with an excess of \$291.50.

The budget has been prepared using this CRC and previous CRC figures. Lodging being at the University residences this will reduce cost for chapters to attend.

## 5. Adjournment of Second Business Session

Isabelle Lavoie adjourned the Business Session at 10:00am

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

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**MINUTES OF THE THIRD BUSINESS SESSION**  
**Sunday Aug 28/2010 8:30am**

**CALL TO ORDER**

Isabelle Lavoie, DRC for Region 2, opened the meeting at 3:30pm, Friday Aug 26/2011.

The following were in attendance:

<b>CHAPTER</b>	<b>DELEGATE</b>	<b>ALTERNATE</b>
Halifax	Jeff MacNeil	Mark Lawrence
NB/PEI	Kevin Clannon	Dwight G Scott
La Ville de Quebec	Benoît Lacasse	David Gauvin
Montreal	Caroline Paquet	Michel Lecompte
Ottawa Valley	Stephen Lynch	Donald Weekes
Toronto	Michael Khaw	David Benedetti
Hamilton	Mike Krewski	Reaz Usmanali
London Canada	Jason Vandenberghe	Karl Gilroy
Windsor	Gord Snell	

<b>NAME</b>	<b>CHAPTER OR SOCIETY</b>	<b>POSITION</b>
Claire Rampseck	Society	Dir of Technology
Patricia Adelman	Society	Manager Fund Raising
Tom Watson	Society	President Elect
David Underwood	Toronto	Society Vice President & President ASHRAE Research Canada
Isabelle Lavoie	Quebec	DRC Region 2
Joel Primeau	Montreal	ARC Region 2
Doug Cochrane	Toronto	Nominating Region 2
Jeff Clarke	Montreal	Alternate 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
Daryl Somers	London	RVC Research Region 2
Tom Pollard	London	Region 2 Webmaster
Charles-Andre Munger	Quebec	CRC 2011 Chairperson

## 1. 2011/2012 Regional Fund Budget Approval

Yves Trudel presented the draft 2011/2012 Regional Fund Budget (refer to Appendix A4).

The Chapter Assessment Dues and regional fund amount was obtained by using the chapter member paid dues for 2010-2011. For NB-PEI the area assigned member was used.

	Chapter Paid Dues 2010-2011
#100 - Halifax	77
#037 - Hamilton	96
#116 - London	67
#014 - Montreal	396
#117 - NB/PEI	144
#015 - Ottawa Valley	209
#013 Quebec City	96
#016 - Toronto	437
#141 - Windsor	36
	<b>1558</b>

The budget presented is a balanced budget.

The budget has been approved.

## 2. Workshop Reports

### CTTC:

#### History:

#### CRC 2011 Historical Workshop Summary

There were 8 attendees that represented 7 chapters at the workshop. There were 8 Chapter Historical displays at the CRC.

George Menzies, Region II RVC for History, for presented the Historical Committee web page information from the Society web site that has information on the responsibility and activities required of the chapter historian. George also explained that the Society Historical committee is being reorganized into subcommittees to look after their responsibilities.

A copy of the Society Historical Committee minutes from the Las Vegas NV meeting were distributed and the items concerning chapter historical actives was reviewed.

Next the POAE points categories and descriptions was reviewed along with some discussion as to that functions the Chapter Historical Chairs should be performing over the upcoming year. It was noticed that one of the Society training powerpoint slides describing the PAOE points for digitizing chapter historical records did not match the word description on the Society web site.

George Menzies reviewed a form used for recall interview questions that he has found to be very successful. George wishes that all Region II chapters do at least one recall interview over the upcoming year.

The Lou Flagg Award requirements was presented and discussed.

Each of the historical workshop attendees prepared their objectives and forwarded them to George.

Tom Pollard, London Chapter, indicated he has prepared some draft CRC summary pages from when the London Chapter hosted the CRC's. The one page summary indicates hotel rooms, meals, and summary of activities. Other Region II chapters will be

contacted and asked to also prepare CRC attendance, room and activity summaries.

George Menzies was asked to have the Society Historical Committee review the requirements for historical displays at CRC's. Some chapter's bring large heavy displays that could cost a fair amount of money to ship/bring to CRC's when the Society is trying to promote conservation.

George was also able to locate old CRC minutes going back several years. Rod Potter, Ottawa Chapter, offered to scan the material for archiving and would like Region II approval for costs to be charged to the Regional fund (motion to be brought forward).

#### **Student Activities:**

#### **Membership Promotion:**

#### **Research Promotion:**

### **3. Travel Vouchers**

Isabelle Lavoie reminded everyone that travel voucher must be send to her for approval within 90 days of the CRC.

### **4. Motions**

Isabelle Lavoie called for motions.

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

2011 Motion #	Status (For/Ag/Sust)	Society Motion	Topic
S-1	Passed 9/0/0	yes	Society to remove ADTBAT (Abitibi sub chapter) as a Montreal Sub chapter.
S-2	Passed 9/0/0	yes	Region II, be exempt from attending mandatory centralized training for membership chairs in 2012 and continue to provide MP workshop at the Region II CRC level
S-3	Passed 9/0/0	yes	ASHRAE to establish a standard method for testing the mist removal efficiency and air flow resistance of oil mist collectors
S-4	Passed 9/0/0	yes	Society to provide Chapter Officers & Committee Chairs with instructions on how to determine PAOE points from Chapter reports available through Society
R-1	Passed 9/0/0	no	To have the old paper copies of CRC minutes and information be scanned and digitally archived and that the amount for scanning can be charged to the Region II fund in an amount not to exceed \$300.00 + HST.
R-2	Passed 9/0/0	no	That Region II allocates regional funds for the purpose of promoting a YEA attendee at a winter meeting, summer meeting or a leadership event in fiscal 2011.

Details on the 6 Motions presented at the Region 2 CRC in Quebec City [4 Society and 2 Regional] follows:

#### **Motion S-1, August 28<sup>th</sup> 2011 Montreal Chapter**

#### **Motion:**

Society to remove ADTBAT (Abitibi sub chapter) as a Montreal Sub chapter.

#### **Background Information:**

ADTBAT received a letter from the chapter earlier this month informing them of the chapter's intentions and the upcoming region II CRC plenary session where the motion would be submitted.

Initial considerations 5 years ago for forming a sub chapter in Abitibi region came from a nucleus of local industry related individuals that wished to organize themselves to form an entity to promote building science knowledge and development. In the first stages it seemed as a good idea to be an ASHRAE sub chapter. With time and being the only organization in that remote territory their scope began to broaden to embrace today a very large spectrum of the building industry.

ADTBAT is now a vision like organization with an autonomous legal and financial operation, therefore not qualifying as a sub chapter as described in the chapters manual of operations. They manage their own finances and do not report to the Board of governors.

They have grown in a self-sustaining organization with a broader scope of interest, including: fire protection, plumbing, electricity and HVACR.

The Montreal chapter will maintain its efforts and collaboration to support them in the fields of convergence of both organizations.

**Fiscal Impact:**

None

**Vote Count:**

**For:**   9   **Against:**   0   **Abstained:**   0   **Chair Voting:**   N/A  

**Passed:**     X     **Failed:** \_\_\_\_\_

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**Motion No. S-2, August 28<sup>th</sup> 2011**  
**Ottawa Valley Chapter**

**Motion:**

That Region II, be exempt from attending mandatory centralized training for membership chairs in 2012 and continue to provide MP workshop at the Region II CRC level

**Background Information:**

MP has successfully voted to adopt centralized training for MP Chairs to due to low society wide CRC attendance, resulting is poorly trained Chairs.

Region II does not suffer from this condition. Workshop attendance:

- 2011 - 7/9 attendance
- 2010 - 9/9 attendance
- 2009 - 8/9 attendance

Region II growth is positive and delinquency rates are less than society average  
Society will only reimburse travel costs to centralized training beginning in 2012.

**Fiscal Impact:**

CRC's are still encouraged to host MP workshops and chapters to send representation, however if travel is not reimbursed the future dissemination of the CRC is predicted. Changing from regional training to centralized training of MP chairs will adversely affect our ability to approach membership promotion issues at a regional, and chapter level.

**Fiscal Impact:** None

**Vote Count:**

**For:**   9   **Against:**   0   **Abstained:**   0   **Chair Voting:**   N/A  

**Passed:**      X      **Failed:** \_\_\_\_\_

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**Motion No. S-3, August 28<sup>th</sup> 2011**  
**Hamilton Chapter**

**Motion Identification No.**

(Region 2., Hamilton Chapter Motion No 037-1., August 26<sup>th</sup>, 2011)

**Moved By:** Mike Krewski Hamilton Chapter Delegate;

**Motion:** I moved ***“that ASHRAE establish a Standard Method for Testing the Mist Removal Efficiency and Air Flow Resistance of Oil Mist Collectors”***. 2<sup>nd</sup> by .....Chapter Delegate

**Background Information:**

This standard will address two aspects of ASHRAE Strategic Plan approved by BOD March 20, 2006.

Firstly, air filtration is the primary means to protect occupants of buildings or other enclosures from potentially harmful effects of aerosols and particulate matter. **At present there is not a recognized test standard to evaluate the performance of an industrial oil mist collector.** Establishment of such a standard will address the strategic plan goal B2 (*Provide an optimal indoor environment for buildings and facilities with respect to comfort productivity, health and safety*) because of the importance of air filtration to this overall goal. The existence of a uniform test method for oil mist collectors that is consistently reliable, repeatable and reproducible will allow the industry to properly select oil mist collectors for protection of building occupants.

Secondly, if the oil mist collector is significantly efficient to meet OSHA,NIOSH and other countries air quality requirement, the previously discarded air may be returned to the work area and reduce the overall energy requirements of the building. This will address ASHRAE's strategic goal A7 (*Develop evaluation methods that allow reductions in energy, cost and emissions as well as improvement in comfort*).

Application of Results: This new standard will permit designers, manufacturers and users of oil mist collector to measure and evaluate the performance of their devices according to an industry standard. This new standard can be used by users/purchasers to properly specify the level of protection required by building occupants as well as oil mist collector manufacturers to uniformly evaluate the performance of the collector.

Why is controlling oil mist so important? Metal working operations have long used liquid coolants to cool and lubricate parts to improve productivity and extend cutting tool service life. During metal machining, an airborne oil mist, is generated. These airborne contaminants are not only a nuisance but can also cause severe health problems to building occupants. Airborne exposures to the coolants have been implicated in health problems including irritation of the skin, lungs, eyes, nose and throat. Long term issues such as dermatitis, acne, asthma, hypersensitivity pneumonitis, irritation of the upper respiratory tract, and a variety of cancers have been associated with exposure to metal working fluids. These fluids are complex mixtures of oils, detergents, surfactants, biocides, lubricants, anti-corrosive agents, and other potentially toxic ingredients whose long term health effects are still being assessed.

**Fiscal Impact:** Cost of research and writing of standard – unknown at this time

**Vote Count:**

**For:**   9   **Against:**   0   **Abstained:**   0   **Chair Voting:**   N/A  

**Passed:**      X      **Failed:** \_\_\_\_\_

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**Motion No. S-4, August 28<sup>th</sup> 2011****London Chapter****Motion:**

Society to provide Chapter Officers & Committee Chairs with instructions on how to determine PAOE points from Chapter reports available through Society

**Background Information:**

Several PAOE points are determined using Chapter reports available through Society. Many of these PAOE points are not directly shown in Chapter reports. The Chapter Officers & Committee Chairs must manipulate the data in different reports using sorting and/or filtering techniques in order to determine PAOE points. This process can be time-consuming and error-prone since data column headings in reports may be unclear and PAOE point's descriptions can be ambiguous to first-time Chapter Officers & Committee Chairs. Documentation that provides step-by-step instructions on how to determine each and every PAOE points from Chapter reports would be very beneficial. Instructions covering i) what Chapter report to use, ii) what column headings to analyze, iii) what data manipulation (if any) should be performed and iv) how to read the results would better ensure the accuracy and validity of all POAE recorded by a Chapter. These step-by-step instructions could be added to the training manuals distributed to Committee Chairs during CRC workshops.

**Fiscal Impact:**

The time required to have support staff at Society to prepare each instruction would be minimal. An estimate of one person's labour cost for one-day for each Chapter Committee that reports PAOE point should be sufficient. Printing cost would also be very minimal.

**Vote Count:**

**For:** 9 **Against:** 0 **Abstained:** 0 **Chair Voting:** N/A

**Passed:** X **Failed:**        **Withdrawn:**       

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**Motion R-1 August 28<sup>th</sup> 2011**

**Moved By:** London Chapter # 116

**Motion:** That the old paper copies of CRC minutes and information be scanned and digitally archived and that the amount for scanning can be charged to the Region II fund in an amount not to exceed \$300.00 + HST.

**Background Information:** Old (prior to 1997) CRC minutes, programs, reports, financial summaries, etc are currently only retained as one paper copy. The scanning would allow a digital record of the information for backup and to have this information added to the Region II web site.

Rod Potter, Ottawa Chapter, has offered to arrange for the scanning of the information (one briefcase full) and to organize the information. Tom Pollard, London Chapter, has offers to add to the Region II web site once the information has been scanned.

If additional funds are required to scan all the information, then the proposed additional costs must be approved by the DRC and ARC and Regional Treasurer.

**Fiscal Impact:** Region II fund – maximum \$300.00 + HST

**Vote Count:**

**For:** 9 **Against:** 0 **Abstained:** 0 **Chair Voting:**       

**Passed:** X **Failed:**        **Withdrawn:**

**Motion R-2** August 28<sup>th</sup> 2011

**Moved By:** Hamilton chapter

**Motion:** That Region II allocate regional funds for the purpose of promoting a YEA attendee at a winter meeting, summer meeting or a leadership event in fiscal 2011.

**Background Information:**

The need for long range leadership planning would greatly benefit from the development of YEA leaders. Examples of such events would be activities sanctioned by the YEA institute (Leadership U, leadership weekends).

A candidate will be selected by the Region II executive committee and the YRC.

**Fiscal Impact:** \$2 500 annually

**Vote Count:**

For:   9   Against:   0   Abstained:   0   Chair Voting:           

Passed:   X   Failed:            Withdrawn:           

**5. ASHRAE Research Canada**

No notes on subject discussed.

**6. Report from Nominating committee**

Doug Cochrane reported 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. 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 2011-2012 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.

**7. Closing comments**

DRC Lavoie thanked the staff representatives Claire and Patricia, the Society officers Tom Watson and David Underwood Doug, the delegates and alternates, and others for attending this CRC as well of course as the Quebec city CRC organizing committee.

**8. Adjournment of the Third and final Business Session**

Thus concluding the business meetings of the 2011 Region 2 CRC completed, the meeting was adjourned at 11:00 am.

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**REGION 2 CRC 2011 ACTION ITEMS****CRC Activities**

- C1. London = CRC 2014 chair and location to be established
- C2. Regional Fund = Isabelle Lavoie assigned an ad hoc committee to make recommendation on how to the regional fund could be used. Committee composed of: Guy Perreault (Quebec city chapter), Jeff Clarke (Montreal chapter), Doug Cochrane (Toronto chapter), Jason Van Vandenberghe (London chapter) and Conrad Lelievre (Halifax chapter).
- C3. Subcommittee [Guy Perreault (Quebec city chapter), Jeff Clarke (Montreal chapter), Doug Cochrane (Toronto chapter), Jason Van Vandenberghe (London chapter) and Conrad Lelievre (Halifax chapter).] to look at future regional assessment, how the fund should function and what Regional Fund money can be used for. This to become part of Regional Operation Manual. Regional Motion Summary Table prepared by George Menzies to be reviewed and incorporated in Regional Operation Manual.

**SUMMARY OF THE 2011 AWARDS LUNCHEON**  
**Saturday Aug 27/2010 11:00-13:00**

Joel Primeau acted as master of ceremony and George Menzies presented the awards with the help of RVCs and DRC.

The award ceremony was preceded by President elect Tom Watson presenting Ron Jarnagin presidential address.

**Award Recipients:**

**1. CTTC**

- CTTC Allen Hanley Plaque for The Best CTTC Chapter Chair: Josh McLean, Halifax chapter
- Chapter Star Program: Marco Ottavino, Toronto chapter

**2. Membership Promotion**

- Blue Ribbon : Ottawa Valley Chapter - Adam Moons
- Red Ribbon : Montreal Chapter - Samuel Lavoie
- Green Ribbon : Toronto Chapter - Alan Porter

**3. Research Promotion**

- Hayward Murray RP Plaque : Quebec city chapter – Charles-Andre Munger
- Honors by chapter:

HAMILTON	Full Circle Chevron High Five Chevron Challenge Certificate
LONDON (RP Chair Eric Shaw)	Runner-up (dollars contributed/Society Member) Full Circle Chevron High Five Chevron Bronze Treasury Ribbon Goal Certificate
MONTREAL (RP Chair Nicolas Lemire)	Full Circle Chevron Bronze Treasury Ribbon Goal Certificate
TORONTO (RP Chair David Sage)	Bronze Treasury Ribbon Full Circle Chevron
HALIFAX (RP chair Tom Lechpammer)	Full Circle Chevron Goal Certificate
WINDSOR (RP Chair Steven Koutsonicolas)	Full Circle Chevron Goal Certificate
NB/PEI (RP Chair John Willden)	Full Circle Chevron Bronze Treasury Ribbon High Five Chevron Goal Certificate Challenge Certificate
OTTAWA VALLEY (RP Chair: Jason Alexander)	Bronze Treasury Ribbon Full Circle Chevron
QUEBEC (RP Chair Charles-Andre Munger)	Runner-up (total dollars contributed for the size of the chapter) Silver Treasury Ribbon Full Circle Chevron

High Five Chevron  
Goal Certificate  
Challenge Certificate

#### 4. **Historical**

- Gold ribbons: NB-PEI chapter - Dwight Scott

#### 5. **Student Activities**

- Chapter of the Year : Quebec city chapter –
- Student branch of the year : Cegep Limoilou – Quebec city chapter

#### 6. **PAOE**

CHAPTER	PRESIDENT	AWARD
HALIFAX	CONRAD LELIEVRE	HONOR ROLL/SPECIAL CITATION/STAR
HAMILTON	MIKE J. KREWSKI	HONOR ROLL/SPECIAL CITATION/STAR
LONDON	JASON A. VANDENBERGHE	HIGH HONOR ROLL/SPECIAL CITATION/STAR
MONTREAL	RONALD GAGNON	HIGH HONOR ROLL/SPECIAL CITATION/STAR
NB/PEI	ROBERT J. MCEWEN	HONOR ROLL/SPECIAL CITATION
OTTAWA VALLEY	CHRISTINE C. KEMP	HIGH HONOR ROLL/SPECIAL CITATION/STAR
QUEBEC	ANDREA DAIGLE	HONOR ROLL/SPECIAL CITATION/STAR
TORONTO	MICHAEL J. WADHAM	HIGH HONOR ROLL/SPECIAL CITATION/STAR

#### 7. **Special Sustainability Award**

- Award Recipient: Michal Wadham Toronto Chapter

#### 8. **Certificates of Appreciation**

- Jeff Clarke – Assistant Regional Chair
- Charles-Andre Munger – CRC General Chair
- Guy Perreault – Director & Regional Chair
- David W. Rasmussen – RVC – Research Promotion

#### 9. **Regional Award of Merit**

- William Mc Cartney-Hamilton chapter

**10. Chapter Service Awards**

William J. McCartney (Hamilton Chapter)  
Daryl E. Somers – (London Chapter)  
Daniel A. Boudreau (NB/PEI Chapter)  
Frederic R. Desjardins (NB/PEI Chapter)  
Luc S. Dugas (NB/PEI Chapter)  
Charles A. Edwards (NB/PEI Chapter)  
Gary R. Hoadley (NB/PEI Chapter)  
Kenneth M. Martin (NB/PEI Chapter)  
Dwight G. Scott (NB/PEI Chapter)  
Stephen W. Tweedie (NB/PEI Chapter)  
Carman C. Travis (NB/PEI Chapter)  
John G. Willden (NB/PEI Chapter)  
Michael A. Rosenblitt (NB/PEI Chapter)

**11. Regional Communication Awards**

- Awarded to the Quebec city chapter-Andrea Daigle

**12. Regional Meatball Travel Award**

- Awarded to the London chapter

**13. Adjournment of Luncheon**

The Awards Luncheon adjourned at 1:00pm.

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Appendix A1	<b>ASHRAE CRC 2011 AGENDA</b>
Appendix A2	<b>ASHRAE CRC 2010Financial Report</b> (budget vs actual)
Appendix A3	<b>ASHRAE REGION 2 – 2010/2011 Financial Summary</b>
Appendix A4	<b>ASHRAE REGION 2 – 2011/2012 Financial Budget</b>
Appendix A5	<b>ASHRAE REGION 2 – Ottawa CRC 2012 Financial Budget</b>

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**End of Region 2 CRC Minutes – Quebec City 2011**

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**APPENDIX A1****DETAILED AGENDA****2011 REGION II CRC – Québec City, Québec****Hotel Le Concorde****Friday Aug. 26<sup>st</sup>, 2011****13:00 -13:30 - Orientation Session (Leduc-Fortin-Lismer Room - 3<sup>rd</sup> FL)**

Open to All

1. Call to order - Lavoie
2. Roll call/Introduction of guests – Lavoie
3. Orientation – Lavoie
4. Motion to appoint Joel Primeau as recording secretary
5. Review and approval of the agenda - Lavoie
6. Approval of Minutes – Halifax 2010 CRC - Lavoie
7. First read of motions – Lavoie
8. Presentation of today's later events. – Charles-André Munger
9. Picture DRC, Delegates and Alternates for Regional Historian - Menzies

**13:30 – 15:15 Caucus (Leduc-Fortin-Lismer Room - 3<sup>rd</sup> FL)**

1. Closed session to delegates and alternates – Cochrane/ Clarke

**13:30 – 15:15 DRC/RVCs Regional Planning meeting – (room TBD)**

1. Chapter visits for the year
2. MBOs

**15:30 – 18:00 Business Meeting #1 (Leduc-Fortin-Lismer Room - 3<sup>rd</sup> FL)**

Open to All

1. Review status of Society Motions passed at the 2010 CRC – Lavoie
2. Society Officer Reports
  - Vice –President - Underwood
  - Director / Staff – Ramspeck
3. Approval of Halifax CRC final Financial Statement – Lavoie
4. RVC Reports – All RVCs
5. YEA Presentation - Smith
6. Chapter Reports Part 1 - Delegates
7. Select person to do Meatball Award calculation

**Saturday Aug. 27<sup>st</sup>, 2011****7:15 – 9:45 Business Meeting #2 (Leduc-Fortin-Lismer Room - 3<sup>rd</sup> FL)**

Open to All

1. Chapter Reports Part 2 - Delegates
2. CRC dates for the next three years and name of chairs – Lavoie
3. Regional Fund status and audit – Trudel
4. 2012 CRC budget, presentation (Ottawa Valley Chapter)
5. New business – Perreault
  - Travel Vouchers



**10:00 – 11:00 Executive Session # 1 (Leduc-Fortin-Lismer Room - 3<sup>rd</sup> FL) –**

1. Closed session to delegates and alternates – Cochrane/ Clarke

**11:00 - 13:00 Awards Luncheon (Borduas Room Hotel Le Concorde)**

Open to All

**COMMITTEE WORKSHOPS**

- 10:15 - 11:30 Research Promotion - Part 1 (ROOM SUITE 415) Chapter Research Chairs
- 10:15 -11:30 Technical Transfer - Part 1 (ROOM SUITE 418) Chapter CTTC Chairs
- 13:15 - 17:00 Research Promotion - Part 2 (ROOM SUITE 415) Chapter Research Chairs
- 13:15 - 17:00 Technical Transfer - Part 2 (ROOM SUITE 418) Chapter CTTC Chairs
- 13:15 - 17:00 Student Activities (Leduc-Fortin-Lismer Room - 3<sup>rd</sup> FL) Chapter Student Activities Chairs
- 13:15 - 17:00 Historian (Hotel Board Room 4th FL) Chapter Historians
- 13:15 - 17:00 Membership Promotion (Cullin 3rd FL) Chapter Membership Chairs
- 13:15 – 14:30 Chapter Operation Workshop (room TBD) Delegates, Alternates & BOG members

**17:30 - 18:30 Cocktail (Le Capitole Theatre)**

Open to All with Le Capitole tickets

**18:30 - 21:00 PM Presidential Dinner (Le Capitole Theatre)**

Open to All with Le Capitole tickets

**Sunday Aug. 28<sup>st</sup>, 2011****7:00 – 8:00 Executive Session # 2 (Leduc-Fortin-Lismer Room - 3<sup>rd</sup> FL)**

1. Closed session to delegates and alternates – Cochrane/ Clarke

**8:30 – 11:30 Business Meeting #3 (Leduc-Fortin-Lismer Room - 3<sup>rd</sup> FL) –**

Open to All

1. Approval of the 2011-2012 Regional Budget - Lavoie
2. Workshop Reports and Motions from workshops
3. Travel vouchers -Lavoie
4. Attendance Sheet and Copy of workshop summary reports to be submitted to Joel Primeau - Lavoie
5. Motions - Delegates
6. Past regional motions- Regional Manual of Operations
7. ASHRAE Research Canada – Underwood & Boyce
8. Comments from Nomination committee - Cochrane
9. Thank officers for coming - Lavoie
10. Thank CRC committee members - Lavoie
11. Time and location for next CRC – Ottawa Valley host Chapter

**11:30 - 13:00 CRC Debriefing (Leduc-Fortin-Lismer Room - 3<sup>rd</sup> FL)**

Open to All

**2011 REGION II CRC – Québec City, Québec - Hôtel Le Concorde****PRESIDENTIAL LUNCHEON AGENDA*****SATURDAY, August 27, 2011 - 11:00 – 13:00***

OPENING REMARKS/WELCOME (2 min.)	Master of Ceremonies-Joel Primeau
WELCOME ADDRESS (2 min.)	CRC Chair – C-André Munger Quebec Chapter President – B. Lacasse
RECOGNITION OF DIGNITARIES \$ GIFT PRESENTATION TO THE DIGNITARIES (4 min.)	Master of Ceremonies CRC Chair – C-André Munger
PRESENTATION OF SCHEDULE OF EVENTS (1 min.)	Master of Ceremonies
SPEAKER INTRODUCTION (2 min.)	DRC-Isabelle Lavoie
PRESIDENTIAL MEMBER ADDRESS (20 min.)	President Elect Tom Watson
CRC 2012 Ottawa (2 min.)	Ottawa CRC Chair Darryl Boyce
AWARD PRESENTATION PART 1 (15 min.) Research Promotion	Master of Ceremonies & George Menzies D. Rasmussen & D. Sommers
LUNCHEON - First service (10 min.)	
AWARD PRESENTATION PART 2 (10 min.) Society Historical Award Student Activities Awards Membership Promotion Awards	Master of Ceremonies & George Menzies G. Menzies F. Lacharité C. Godin
LUNCHEON – Second service (15 min.)	
AWARD PRESENTATION PART 3 (10 min.) CTTC Award Regional Communication Award	Master of Ceremonies & George Menzies J-G Joannette G. Perreault & I. Lavoie
LUNCHEON – Third service (10 min.)	
AWARD PRESENTATION PART 4 (20 min.) PAOE PAOE Sustainability Award Regional Meatball Travelling Award	Master of Ceremonies & George Menzies G. Perreault & T. Watson I. Lavoie
REGIONAL AWARD OF MERIT CERTIFICATE	I. Lavoie & Guy Perreault

(1 to present) (2 min.)

CHAPTER SERVICE AWARD  
(13 to present) (13 min.)

I. Lavoie & Guy Perreault

CERTIFICATES OF APPRECIATION  
(4 to present) (5 min.)

I. Lavoie

ANNOUNCEMENT OF REMAINING EVENTS

C-André Munger

FINAL REMARKS AND ADJOURNMENT

Master of Ceremonies

**APPENDIX A2****ASHRAE CRC 2010 Financial Report** (budget vs actual)

ASHRAE – CRC 2010  
Halifax, Nova Scotia  
Aug 27, 2010 to Aug 29, 2010

		Budget	Actual
<b>REVENUE</b>			
1.	Chapter Assessment	\$6 x 1098	\$6588
2.	Registration		\$7,242
	a. Full	\$300 x 45	\$24,020
	b. Partial	\$200 x 29	
	c. Companion	\$175 x 17	
3.	Welcome Party Wine (CRC 2011 Quebec City)	\$1,000	\$1,000
4.	Sponsors	\$5,000	\$4,500
	<b>Total Revenues</b>	<b>\$34,863</b>	<b>\$36,762</b>
<b>EXPENSES</b>			
1.	Hotel		
	a. Conference Rooms and Food	\$12,000	\$14,019
	b. Friday Entertainment	\$2,000	\$1,473
	c. Audio / Visual	\$2,708	\$2,708
	d. Hospitality Suite	\$1,350	\$1,632
	e. Room Rental	\$600	\$646
2.	Entertainment		
	a. Saturday Boat Cruise	\$13,000	\$12,374
3.	Companion		
	a. Spousal tours	\$2,300	\$1,200
4.	Miscellaneous		
	a. Welcome Package	\$500	\$704
	b. Guest Speaker		\$606
	c. Gifts	\$200	\$230
	<b>Total Expenses</b>	<b>\$34,658</b>	<b>\$35,592</b>
	<b>Excess (Loss)</b>	<b>\$205</b>	<b>\$1,170</b>

**APPENDIX A3****ASHRAE REGION 2 – 2010/2011 Financial Summary****Period: July 1<sup>st</sup>, 2010 - June 30<sup>th</sup>, 2011**

DESCRIPTION	CREDIT	DEBIT	BALANCE
<b>Opening balance for this period</b>			<b>11, 454.81</b>
<b>INCOMES:</b>			
Chapter's Assessment Dues and Regional fund	9,558.00		
50 % of 2010 CRC Profits	585.00		
50 % of 2009 CRC Profits	351.13		
NB/PEI CRC 2009 Corrections and adjustments	109.00		
2009-2010 Accounts receivables	1,008.00		
<b>Total Incomes:</b>	<b>11,611.13</b>		<b>23, 065.94</b>
<b>EXPENSES:</b>			
RVC/DRC Expenses (travel)		214.00	
DRC/RVC Expenses		384.20	
CRC Expenses 2011		8754.00	
Bank Service Charges		66.90	
<b>Total Expenses:</b>		<b>9,419.10</b>	<b>13,646.84</b>
<b>CLOSING BALANCE: June 30th 2010</b>			<b>13,646.84</b>
<b>Accounts Payable</b>			
Account Transfer Costs		0.00	
<b>Account Closed and Money Order Sent to DRC</b>			<b>N/A</b>
<b>Accounts Receivable</b>			<b>655.00</b>

**ASHRAE REGION II REGIONAL FUND**

Financial Institution: Caisse Populaire Cap-Rouge  
 Branch: 1111, Bvl Chaudière, Québec, Québec, G1Y-3T4  
 Account # 60932, Transit # 20426

**BY: Yves Trudel, Regional Treasurer****Date:** \_\_\_\_\_**Audit By:** \_\_\_\_\_**Date:** \_\_\_\_\_

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 – 2011/2012 Financial Budget**

<b>Description</b>	<b>Members</b>	<b>Dues</b>	<b>Budget</b>
<b>Income</b>			
Chapter Assessment Dues	1558	\$ 6.00	\$ 9,348.00
Regional fund dues	1558	\$ 1.00	\$ 1,558.00
CRC 2011 Income			\$ -
Chapter Dues			
<b>Total Income</b>			<b>\$ 10,906.00</b>
<b>Expenses</b>			
DRC - Travel ASHRAE			\$ -
- Travel Chapters			\$ -
RVC - Travel			\$ 550.00
- Miscellaneous			\$ 150.00
CRC 2012 - seed money			\$ 9,348.00
Regional Awards Plaques			\$ 500.00
Miscellaneous			\$ 100.00
Bank Service Charges			\$ 75.00
Account Transfer Fee			
<b>Total Expenses</b>			<b>\$ 10,723.00</b>
<b>Profit (Loss)</b>			<b>\$ 183.00</b>
<b>Gain per member</b>			<b>\$ 0.12</b>

**APPENDIX A5****ASHRAE REGION 2 – Ottawa CRC 2012 Financial Budget****Quebec City CRC 2011**  
**August 26-28, 2011****Financial Budget****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
<b>Total Revenue</b>			<b>\$32,129.00</b>

**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

<b>Total Expenses</b>			<b>\$31,595.00</b>
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<b>Excess</b>			<b>\$534.00</b>
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