



2012 REGION 2 CRC

Ottawa, Ontario, Canada

at

**Carleton University
1125 Colonel By Drive
Ottawa, Ontario K1S 5B6
Canada**

Friday, August 24, 2012 to Sunday, August 26, 2012

Host: Ottawa Valley Chapter #015

Action Items from the CRC

Action item	Description	Owner	Timeline
1.	Region II Business/Financial Review Subcommittee Formed of Sephen Lynch (Ottawa), Guy Perreault (Quebec) and Nicolas Lemire (Montreal). -Review funding structure of the region and make recommendations -Review Planning and make recommendations -Review roles and responsibilities and interactions with Chapters and Society and make recommendations	Sephen Lynch (Ottawa) Guy Perreault (Quebec) Nicolas Lemire (Montreal)	Mid-Report presented to ARC and DRC by January 2012 Report completed by May 2013
2.	Develop a reference manual to conduct CRCs Each RVC to prepare his own section	Joel Primeau	June 2013
3.	Each chapter to run a visioning exercise to help the BOG define the Chapter's Hedgehog Concept.	Joel Primeau Each chapter	January 2013
4.	Reinstate the Golden Gavell Award for the 2013 CRC to recognize overall best performance of a chapter in the region during the year. Approval by chapters required. Motion needs to be drafted and presented to the chapter delegates.	Isabelle Lavoie	January 2013

ORIENTATION SESSION – Friday, August 24, 2012

The following were in attendance at the Orientation Session:

CHAPTER	DELEGATE	ALTERNATE
Halifax	n/a	n/a
NB/PEI	Dwight Scott	n/a
La Ville de Quebec	David Gauvin	Alexis Gagnon
Montreal	Michel Lecompte	Anthony Jonkov
Ottawa Valley	Donald Weekes	Roderic Potter
Toronto	David Benedetti	Glenn Kilmer
Hamilton	Reaz Usmanali	George Menzies
London Canada	Karl Gilroy	Jamie Karl Ivan Kruspel
Windsor	James Smith	Dan Castellan

NAME	CHAPTER OR SOCIETY	POSITION
Joyce Abrams	ASHRAE Staff	Group Manager, Education & Certification
Mark Wills	ASHRAE Staff	Manager, State & Local Government Affairs
Eckhard Groll	Central Indiana	Society Director-At-Large
Bill Bahnfleth	Central Pennsylvania	Society President-Elect
Jean Bundock	La Ville de Quebec	Chapter Chair Student Activities
Daryl Somers	London	RVC RP
Francis Lacharite	Montreal	RVC Student Activities
Isabelle Lavoie	Montreal	DRC
Jean-Gabriel Joannette	Montreal	RVC CTTC
Jeff Clarke	Montreal	Nominating Committee Alternate
Daniel Redmond	Ottawa Valley	2012 CRC Host Committee Co-Chair
Darryl Boyce	Ottawa Valley	2012 CRC Host Committee Co-Chair
Joel Primeau	Ottawa Valley	ARC
Christine Choi	Toronto	CTTC Chair
David Underwood	Toronto	Guest
Doug Cochrane	Toronto	Nominating Member
Imtee Bakash	Toronto	Membership Chair
Michael Khaw	Toronto	RVC MP
Michael McEvenue	Toronto	Student Activities Chair
Richard Manuel	Toronto	History

MINUTES OF THE FIRST BUSINESS SESSION
Date: Friday August 24, 2012; Time: 3:30 p.m.
Location: Carleton University, River Building, Room 2440R

CALL TO ORDER

I. Lavoie, Region 2 DRC opened the meeting at 3:45 p.m. on Friday, August 24, 2012

The following were in attendance:

CHAPTER	DELEGATE	ALTERNATE
Halifax	Mark Lawrence	Darrell Amirault
NB/PEI	Dwight Scott	Camille Chevarie
La Ville de Quebec	David Gauvin	Alexis Gagnon
Montreal	Michel Lecompte	Anthony Jonkov
Ottawa Valley	Donald Weekes	Roderic Potter
Toronto	David Benedetti	Glenn Kilmer
Hamilton	Reaz Usmanali	George Menzies
London Canada	Karl Gilroy	Jamie Karl Ivan Kruspel
Windsor	James Smith	Dan Castellan

NAME	CHAPTER OR SOCIETY	POSITION
Joyce Abrams	ASHRAE Staff	Group Manager, Education & Certification
Mark Wills	ASHRAE Staff	Manager, State & Local Government Affairs
Eckhard Groll	Central Indiana	Society Director-At-Large
Bill Bahnfleth	Central Pennsylvania	Society President-Elect
Aaron Smith	Halifax	YRC
Jean Bundock	La Ville de Quebec	Chapter Chair, Student Activities
Daryl Somers	London	RVC RP
Francis Lacharite	Montreal	RVC Student Activities
Isabelle Lavoie	Montreal	DRC
Jean-Gabriel Joannette	Montreal	RVC CTTC
Jeff Clarke	Montreal	Nominating Committee Alternate
Daniel Redmond	Ottawa Valley	2012 CRC Host Committee Co-Chair
Darryl Boyce	Ottawa Valley	2012 CRC Host Committee Co-Chair
David Underwood	Toronto	Guest
Doug Cochrane	Toronto	Nominating Member
Michael Khaw	Toronto	RVC MP
Sharon Godlewski	Toronto	Guest

REVIEW OF 2012 CRC BUSINESS SESSION AGENDA

I. Lavoie, DRC reviewed the Agenda for the Business Sessions of the 2012 CRC. Agenda is attached as Appendix A1.

APPROVAL OF 2011 CRC MINUTES

I. Lavoie, DRC called for approval of the minutes from 2011 CRC. D. Weekes, Delegate for Ottawa Valley Chapter motioned to approve the 2011 CRC Minutes. All voted in favor of the motion and the 2011 CRC Minutes were approved.

STATUS OF SOCIETY MOTIONS FROM 2011 CRC

I. Lavoie, DRC reviewed the status of Society motions that were passed last year:

Montreal Chapter – Motion 5B (11/5/11)

Motion: That Society remove the ADTBAT Section as sponsored by the Montreal Sub-Chapter.

Amended motion passed.

Ottawa Valley Chapter – Motion 22 (11/5/11)

Motion: That Region 2 be exempt from attending mandatory centralized training for membership chairs in 2012 and continue to provide MP workshop at the Region 2 CRC level.

Motion defeated.

Hamilton Chapter – Motion 26 (11/5/11)

Motion: That ASHRAE establish a Standard Method for Testing the Mist Removal Efficiency and Air Flow Resistance of Oil Mist Collectors.

This motion was referred back to the Hamilton Chapter which included the website link to submit a request for a new Standard to be developed.

London Chapter – CRC Motion

Motion: That Society to provide Chapter Officers and Committee Chairs with instructions on how to determine PAOE points from Chapter reports available through Society.

This motion was referred to the Society President Elect for consideration.

2012 CRC PREPARED SOCIETY MOTIONS

I. Lavoie, DRC, then proceeded to the reading of prepared Society Motions submitted in advance of the 2012 CRC:

1. Motion from Hamilton Chapter: That Society include in the CRC Delegate and Alternate package up-to-date bios of the current retiring Board and EXCOM members.
 2. Motion from London Chapter: Modify Society membership database, web site, reports to allow member profile information to have additional suffix types including profession designations.
 3. Motion from London Chapter: Modify Society membership database, web site, reports to allow member profile information to have common name to be used in place of full name.
 4. Motion from Ottawa Valley Chapter: That the Nominating Committee supply CRC Delegates with information on the previous nominees for offices in a confidential manner prior to the CRC.
-

SOCIETY OFFICERS REPORT

I. Lavoie, DRC, next called for the Society Officers Report to be presented by Eckhard Groll, ASHRAE Society Director-at-Large.

Presentation was entitled “Shape Tomorrow’s Built Environment Today” which is also ASHRAE’s new tagline. The presentation focused on the changing industry, the expanding field, and the evolving environment. Areas discussed: ASHRAE’s Core Values, Building EQ, Advanced Energy Design Guides, Standards’ Updates, Technology Council, Member Services, Publications and Education, and Government Affairs. A reminder about how social media should be used was also reviewed.

SOCIETY STAFF REPORT

I. Lavoie, DRC, next called for the Society Staff Report to be presented by Joyce Abrams, ASHRAE Group Manager, Education & Certification.

Presentation included a review of services available to ASHRAE Members with the message that “ASHRAE staff are here to support you”. Areas discussed include: recently updated ASHRAE website, apps for iPhones, handbooks available online, eLearning Program, ASHRAE Wiki (www.ashraewiki.org), renewed ASHRAE Foundation, and Government Affairs.

REGIONAL VICE-CHAIR REPORTS

I. Lavoie, DRC, next asked for the Regional Vice-Chair Reports to be presented.

CTTC

REPORT BY JEAN-GABRIEL JOANNETTE, RVC

CRC 2011 Participation:

- Number of Chapters Represented: 8 of 9
- Number of Incoming Chapter Chairs in attendance: 5 of 9

PAOE Summary 2011-2012:

- Number of Chapters Earning PAOE Points: 9 of 9
- Number of Chapters Making Society Minimum (450): 9 of 9
- Number of Chapters Making Society PAR (850): 8 of 9
- Highest PAOE Points earned by a Chapter: Ottawa (2275), Montreal (2025), Toronto (1875)

Regional CTTC Awards (to Chapters):

- Allen Hanley TEGA Award: You’ll know tomorrow
- Chapter Program Award: You’ll know tomorrow
- Iceman Refrigeration Award: none

DL Program:

- For 2010-2011: Allocated Used: 7; Extra Used: none
- For 2011-2012: Allocated: 11

Technology Awards Program:

- Region II has submitted 10 awards out of 37 throughout Society
- This year more than ever, unusual number of Chapters have submitted Tech Awards at Region II (Montreal, Ottawa Valley, Hamilton, Toronto and Quebec City)
- Potentially 15 submissions to Society this September
- Participation at Tech Award by Chapters must continue to improve (4 of 9 for 2010-2011, 5 out of 9 for 2011-2012)

New CTTC Items:

- CTTC Refrigeration “R in ASHRAE Award”
 - recognizes exceptional performance by a Chapter Refrigeration Chair for planning activities and providing technology transfer on the subject of refrigeration
- Program Star Award given to Marco Ottavino from the Toronto Chapter
- New Grassroots Government Activities Committee (GGAC) starting July 2013
 - Goal for GGAC is to have new regional RVCs in place and getting ready for chapter new GGAC chairs to start in July 2013
 - New DL this year: David Underwood
 - HVAC Design Workshops: Joël Primeau

STUDENT ACTIVITIES
REPORT BY FRANCIS LACHARITE, RVC

- New Student Branch - Vanier College
- Design Competition:
 - Algonquin College – HVAC Design calculation – promote to society
 - Lakehead University – ISBD (changed to design selection) – promote to society
 - Humber college – ISBD
 - Seneca College – ISBD – Promote to society
 - Better guidance and mentoring is required for the team in order to win at the international level
- Grant:
 - No grant submitted
 - We need more promotion at the student advisor level
- Post High Career Fair and Student Night:
 - New Brunswick University
 - Polytechnique de Montréal
 - Toronto Chapter Career Fair
 - Ottawa Chapter
 - Hamilton Chapter
- Student Tour: Increase of number and diversity of student tours across the Region
- Chicago Winter Meeting: Another good participation from Region 2 student at the Chicago Meeting
- K-12 Activities: A vast majority of the Chapters have doubled K-12 activity visits and activities

- Things to Improve:
 - Communication from Chapter to Region and Chapter to Chapter
 - Participation and quality to the student design contest
 - Promote this year new design project applied engineer challenge

YEA

REPORT BY AARON SMITH, YRC

- YRC Activity:
 - Made contact with all Chapters, but communication was difficult and emails had a low response rate – telephone calls worked better
 - YEA Committee MBO’s were discussed and would like Region 2 to achieve them, specifically making the YEA presentation at the CRC and sending someone to the YLW
 - Two Chapters were targeted for visits, one fell through due to revised scheduling – plan to visit at least three Chapters next year
 - Two articles from YCC’s were received from Chapters
- Chapter Activity:
 - Evening social events seem to be the most popular – there is good attendance
 - One challenge is that the YCC’s generally have other roles in the Chapter so they have difficulty dedicating time to YEA Activities.
 - Another challenge is that YEA is new to Chapters so it adds difficulty organizing something new to the Chapter
 - Chapter YCC would like more support from their Chapter Executive and YRC
 - Have been successful in having someone take the YCC position in each Chapter; although most Chapters would like to add another executive member to help out.

HISTORY

REPORT BY GEORGE MENZIES, RVC

- Chapter charter dates, details on CRCs and information on the Society Meetings in Canada are published on the Region 2 Timeline which was updated as of August 15, 2012
 - For details, go to the Region 2 Website - thanks to Tom Pollard, our excellent Webmaster
 - This website also has the CRC Minutes from most of the CRC’s from the 1950s to 2010, the few missing would be nice to find!
 - This is the 60th Anniversary of the Ottawa Chapter
- PAOE Results for past 5 years:

ASHRAE Chapter No.	PAOE Results Chapter Name	Par 300 2011-12	Par 300 2010-11	Par 300 2009-10	Par 300 2008-09	Par 300 2007-08
13	Quebec	325	200	380	325	360
14	Montreal	425	400	595	250	575
15	Ottawa	350	400	530	610	725
16	Toronto	500	250	450	460	450
37	Hamilton	450	300	510	335	500
100	Halifax	325	200	270	235	325
116	London	325	300	450	236	250
117	NB/PEI	600	325	390	430	475
141	Windsor	50	200	0	0	0

- Success:

- 8 of 9 chapters achieved Par or better this past year [300 pts]
- 7 of 9 chapters attended last year's workshop
- Many chapter historians continue as Chair beyond one year – now rewarded with PAOE 100 bonus points starting this year [with Par staying at 300 pts]
- New Item:
 - For the past year, the Society Historical Committee has published a quarterly Newsletter highlighting actions from the Society Historical Committee Meetings and suggestions for improving your chapter's historical committee
 - It's a great tool – every chapter historian gets it emailed to them providing the email address is correct – contact HQ Sarah Foster for edits
- Be aware that the 2012-12 PAOE has major changes. It encourages more digitization of key chapter docs, pics. Many of the changes were recommended by Region 2 –specifically Rod Potter.
- Awards:
 - No Chapter won the Gold Ribbon Award - criteria changed re chapter histories – need to update every year starting in 2011 for 3 years to win vs. a one year update
 - No submissions from Region 2 for the Lou Flagg Award - the Lou Flagg Historical Award recognizes the most outstanding historical presentation nominated during the current society year
 - No submissions from Region 2 for the Pioneer of Industry Award - we need nominations for deceased industry pioneers for this new award. This award honors individuals who have made milestone contributions to the growth of air-conditioning, heating, refrigeration and ventilation. Individuals inducted into the Pioneers of the Industry must have shown evidence of distinction, either technically or academically. The nominee need not have been a member of ASHVE, ASRE,ASHAE or ASRAE. This award was created to provide recognition for pioneers not eligible for the ASHRAE Hall of Fame award because they were never members of the Society or lived before the Society existed
 - No submissions from Region 2 for the ASHRAE Hall of Fame Award - this award honours deceased members who have made milestone contributions to the growth of ASHRAE-related technology. Individuals must have been an ASHRAE member (any grade) or a member of a predecessor Society and must have shown evidence of distinction in the Society, either technically or academically

MEMBERSHIP PROMOTION **REPORT BY MICHAEL KHAW, RVC**

- Members = 2,976 (+115)
- Students = 682 (-27)
- MP Committee presented a goal of requiring our region to have a net growth of approximately 1%; which meant a target growth of 32 members.
- Region net growth at June 30 = 88
- Biggest net growth winners are Toronto and Halifax for largest percentage net
- Overall Society increase is just over 1.7% net growth (not including students)
- Region 2 is 3.8% net growth
- Average regional delinquency is 2.2%
- PAOE: all Chapters entered PAOE points
- CRC 2012: 70% of Chairs are registered for workshop

Membership News and Initiatives:

- Centralized training has been adopted by all Regions
- MP Chairs and Presidents relationships
- CTTC – how can program attract new members: technical sessions, tours, joint meetings

RESEARCH PROMOTION **REPORT BY DARYL SOMERS, RVC**

Major Accomplishments:

- Society reached goal of \$2,000,000
- Society exceeded goal by 4.4% collecting a new high of \$ 2,191,756

Region 2 Major Accomplishments:

- Region 2 reached goal of \$134,000
- Region 2 exceeded goal by \$15,206 (11%) to \$149,206
- All Chapters reached goal (only Region 2 and Region 1 accomplished this)

The numbers:

CHAPTER REPORTS

I. Lavoie, DRC, then asked to begin the presentation of Chapter Reports starting with the Toronto Chapter:

TORONTO CHAPTER #016

DAVID BENEDETTI, DELEGATE, TORONTO CHAPTER REPORTED:

Major Accomplishments:

- Chapter Programs Star Award - Marco Ottavino - CTTC Star for the entire Society!
- Set Up Chapter's Social Media Network - LinkedIn, Facebook and Twitter for Generation Y
- Three YEA members to Atlanta YEA Leadership Training
- Technical Sessions on ASHRAE Standards 90.1, 62.1 and 189.1 to attract Consulting Engineers
- DRC visit in February's meeting 2012-Isabelle Lavoie
- 2nd Career Fair at Seneca College in Jan's meeting 2012
- A Technical Award Entry-Finally

Areas Needing Improvement:

- Refrigeration Committee
- Government Affairs
- Regional Volunteers and Representation
- Research Promotion Committee

Membership Promotion:

- Number of Area-Assigned Members (AAM) (without students) – Year to Date 2010/11=1016; End of Year 2011/12 = 1047
- Number of Chapter Dues Paying Members (CDPM) – Year to Date 2010/11= 357; End of Year 2011/12 = 416
- Number of New Members to Date (AAM) – Year to Date 2010/11= 137; End of Year 2011/12 = 151
- Number of Members Delinquent to Date (AAM) – Year to Date 2010/11= 151 ; End of Year 2011/12 = 170

Student Activities:

- Number of New Student Members - Year to Date 2010/11 = 112; End of Year 2011/12 = 98
- Number of Active Student Branches in which Faculty Advisor is a Chapter Member - Year to Date 2010/11 = 3; End of Year 2011/12 = 4

Chapter Technology Transfer:

Program:

- Number of regular monthly meetings – Year to Date 2010/11 = 8; End of Year 2011/12 = 8
- Total/average attendance– Year to Date 2010/11 = 101; End of Year 2011/12 = 100
- Number of other technical events– Year to Date 2010/11 = 4; End of Year 2011/12 = 5
- Number of DL used including official/non-official uses– Year to Date 2010/11 = 2; End of Year 2011/12 = 2
- Number of social events– Year to Date 2010/11 = 5; End of Year 2011/12 = 4

Technology/Energy & Refrigeration:

- Number of TC/TG/SPC members used for technical program – Year to Date 2010/11 = 0; End of Year 2011/12 = 1

- Number of Refrigeration events – Year to Date 2010/11 = 1; End of Year 2011/12 = 0
- Number of Chapter Technology Awards (Chapter/Region/Society) - Year to Date 2010/11 = 0/0/0; End of Year 2011/12 = 1/1/1

Research Promotion/Fundraising:

- Chapter Goal – Year to Date 2010/11 = \$29,000; End of Year 2011/12 = \$29,000
- Total Dollars Contributed – Year to Date 2010/11 = \$23,187; End of Year 2011/12 = \$30,165

Finances:

- Total Funds Balance (CDN) – Year to Date 2010/11 = \$69,225; End of Year 2011/12 = unknown at this time
- Chapter Dues/per member - Year to Date 2010/11 = \$70; End of Year 2011/12 = \$75
- Members Cost of Meals (pay for 6 get 1 free \$300) - Year to Date 2010/11 = \$45; End of Year 2011/12 = \$60
- Date of last Chapter Audit – 2010/11 = August 2011; 2011/12 = September 2012

HAMILTON CHAPTER #037

REAZ USMANALI, DELEGATE, HAMILTON CHAPTER REPORTED:

Areas Needing Improvement:

- Challenge #1 - in the assigned area of the Hamilton Chapter we are finding from the membership the same group of folks attend the meetings. We need to find a way to broaden the attendance at meetings.
- Challenge #2 - challenge to find new and young members to join the Hamilton BOG.
- Challenge #3 - a challenge to find topics suitable that will draw in increased meeting attendance.

Membership Promotion:

- Number of Area-Assigned Members (AAM) (without students) – Year to Date 2010/11= 217; End of Year 2011/12 = 222
- Number of Chapter Dues Paying Members (CDPM) – Year to Date 2010/11= 68; End of Year 2011/12 = 11 (based on HQ report)
- Number of New Members to Date (AAM) – Year to Date 2010/11= 2; End of Year 2011/12 = 22
- Number of Members Delinquent to Date (AAM) – Year to Date 2010/11= 2; End of Year 2011/12 = 19

Student Activities:

- Number of New Student Members - Year to Date 2010/11 = 4; End of Year 2011/12 = 10
- Number of Active Student Branches in which Faculty Advisor is a Chapter Member - Year to Date 2010/11 = 1; End of Year 2011/12 = 1

Chapter Technology Transfer:

Program:

- Number of regular monthly meetings – Year to Date 2010/11 = 8; End of Year 2011/12 = 8
- Total/average attendance– Year to Date 2010/11 = 22; End of Year 2011/12 = 20
- Number of other technical events– Year to Date 2010/11 = 1; End of Year 2011/12 = 0
- Number of DL used including official/non-official uses– Year to Date 2010/11 = 1; End of Year 2011/12 = 1
- Number of social events– Year to Date 2010/11 = 2; End of Year 2011/12 = 2

Technology/Energy & Refrigeration:

- Number of TC/TG/SPC members used for technical program – Year to Date 2010/11 = 2; End of Year 2011/12 = 2
- Number of Refrigeration events – Year to Date 2010/11 = 1; End of Year 2011/12 = 0
- Number of Chapter Technology Awards (Chapter/Region/Society) - Year to Date 2010/11 = 0; End of Year 2011/12 = 1

Research Promotion/Fundraising:

- Chapter Goal – Year to Date 2010/11 = \$9,000; End of Year 2011/12 = \$9,000
- Total Dollars Contributed – Year to Date 2010/11 = \$9,275; End of Year 2011/12 = \$9,750
- Had 27 contributors this year
- PAOE Points was 1754, we were 108.3% over goal

Finances:

- Total Funds Balance (CDN) – Year to Date 2010/11 = \$14,485; End of Year 2011/12 = \$16,349 (*CRC 2012 assessment and other expenses still to be paid, actual balance < 2011)
- Chapter Dues/per member - Year to Date 2010/11 = \$75; End of Year 2011/12 = \$75

- Members Cost of Meals - Year to Date 2010/11 = \$30; End of Year 2011/12 = \$30
- Date of last Chapter Audit – 2010/11 = July 2011; 2011/12 = July 2012

Historical Report:

- PAOE was 450 points, exceeded par of 300 points, 5th straight year
- Detailed updated chapter display was at the Quebec City Chapter's CRC in August 2011
- Chapter's history from chartering in 1959 to Aug 2012 on chapter's website for universal access
- In three years, we will qualify for Gold Ribbon award (new three-year rule)
- Held a chapter history review at December meeting
- Published a company's history significant to chapter's history (Engineering Air)
- Published updated bio for recently deceased charter member (Don Harper)
- Chapter Historian attended workshop at Quebec CRC

Additional Notes from Hamilton Chapter Report:

- Request for suggestions from other Chapters regarding recommendations for speakers. Jean-Gabriel Joannette advised that he would create a list to provide it to the Hamilton Chapter.

LONDON CHAPTER #116

KARL GILROY, DELEGATE, LONDON CHAPTER REPORTED:

Major Accomplishments:

- Implemented survey monkey to try and get a better count on meeting nights and last 3 meetings everyone seemed to use.
- Held our first YEA social for the London Chapter. Went over well and will continue.
- Held a kick off golf tourney to start season in hopes of increasing meeting attendance.

Areas Needing Improvement:

- Meeting attendance, would like to see more people out to the monthly meetings.
- Meeting location, we are finding it very hard to try and come up with meeting spots and meals that are a good value.
- We need to be diligent with our budgets to prepare for the CRC in 2014.

Membership Promotion:

- Number of Area-Assigned Members (AAM) (without students) – Year to Date 2010/11= 117; End of Year 2011/12 = 118
- Number of Chapter Dues Paying Members (CDPM) – Year to Date 2010/11= 67; End of Year 2011/12 = 74
- Number of New Members to Date (AAM) – Year to Date 2010/11= 8; End of Year 2011/12 = 18
- Number of Members Delinquent to Date (AAM) – Year to Date 2010/11= 3; End of Year 2011/12 = 13

Student Activities:

- Number of New Student Members - Year to Date 2010/11 = 32; End of Year 2011/12 = 0
- Number of Active Student Branches in which Faculty Advisor is a Chapter Member - Year to Date 2010/11 = 1; End of Year 2011/12 = 1

Chapter Technology Transfer:

Program:

- Number of regular monthly meetings – Year to Date 2010/11 = 8; End of Year 2011/12 = 7
- Total/average attendance– Year to Date 2010/11 = 261; End of Year 2011/12 = 260
- Number of other technical events– Year to Date 2010/11 = 1; End of Year 2011/12 = 0
- Number of DL used including official/non-official uses– Year to Date 2010/11 = 1; End of Year 2011/12 = 1
- Number of social events– Year to Date 2010/11 = 1; End of Year 2011/12 = 3

Technology/Energy & Refrigeration:

- Number of TC/TG/SPC members used for technical program – Year to Date 2010/11 = 0; End of Year 2011/12 = 0
- Number of Refrigeration events – Year to Date 2010/11 = 1; End of Year 2011/12 = 0
- Number of Chapter Technology Awards (Chapter/Region/Society) - Year to Date 2010/11 = 0; End of Year 2011/12 = 0

Research Promotion/Fundraising:

- Chapter Goal – Year to Date 2010/11 = \$11,000; End of Year 2011/12 = \$11,000

- Total Dollars Contributed – Year to Date 2010/11 = \$12,308; End of Year 2011/12 = \$11,425

Finances:

- Total Funds Balance (CDN) – Year to Date 2010/11 = \$13,268; End of Year 2011/12 = \$12,906
- Chapter Dues/per member - Year to Date 2010/11 = \$55; End of Year 2011/12 = \$55
- Members Cost of Meals - Year to Date 2010/11 = \$35; End of Year 2011/12 = \$35
- Date of last Chapter Audit – 2010/11 = July 2010; 2011/12 = in progress

-FIRST BUSINESS SESSION ADJOURNED AT 6:01 P.M.-

MINUTES OF THE SECOND BUSINESS SESSION
Date: Saturday, August 25, 2012; Time: 7:15 a.m.
Location: Carleton University, River Building, Room 2440R

CALL TO ORDER

I. Lavoie, DRC for Region 2, opened the meeting at 7:21 a.m. on Saturday, August 25, 2012

The following were in attendance:

CHAPTER	DELEGATE	ALTERNATE
Halifax	Mark Lawrence	Darrell Amirault
NB/PEI	Dwight Scott	Camille Chevarie
La Ville de Quebec	David Gauvin	Alexis Gagnon
Montreal	Michel Lecompte	Anthony Jonkov
Ottawa Valley	Donald Weekes	Roderic Potter
Toronto	David Benedetti	n/a
Hamilton	Reaz Usmanali	George Menzies
London Canada	Karl Gilroy	Jamie Karl Ivan Kruspel
Windsor	James Smith	Dan Castellan

NAME	CHAPTER OR SOCIETY	POSITION
Joyce Abrams	ASHRAE Staff	Group Manager, Education & Certification
Mark Wills	ASHRAE Staff	Manager, State & Local Government Affairs
Eckhard Groll	Central Indiana	Society Director-At-Large
Bill Bahnfleth	Central Pennsylvania	Society President-Elect
Aaron Smith	Halifax	YRC
Zander Brosky	Halifax	Historian
Daryl Somers	London	RVC RP
Francis Lacharite	Montreal	RVC Student Activities
Isabelle Lavoie	Montreal	DRC
Jean-Gabriel Joannette	Montreal	RVC CTTC
Jeff Clarke	Montreal	Nominating Committee Alternate
Daniel Redmond	Ottawa Valley	2012 CRC Host Committee Co-Chair
Darryl Boyce	Ottawa Valley	2012 CRC Host Committee Co-Chair
David Underwood	Toronto	Guest
Doug Cochrane	Toronto	Nominating Member
Michael Khaw	Toronto	RVC MP
Richard Manuel	Toronto	Historian

I. Lavoie, DRC, asked for the presentation of the Chapter Reports to continue from the previous day.

QUEBEC CITY CHAPTER #013

DAVID GAUVIN, DELEGATE, QUEBEC CITY CHAPTER REPORTED:

Major Accomplishments:

- Added a 7th monthly meeting (April 2012)
- The launch of YEA Committee
- Educational evening with students at Collège Limoilou to promote the impact of ASHRAE on future careers
- Partnership with Gaz-Métro and Enercible
- Annual symposium with 8 simultaneous conferences and new feature of translation from English to French
- Happy hour with students and young engineers promoted and organized by YEA Committee
- Annual golf tournament: 236 players
- The creation of presence certificates obvious to engineers that came at our monthly meetings - required by O.I.Q (collaboration with Montreal Chapter)
- Contribution of Chapter for a student booth at a mechanical fair in partnership with local chapter of ASPE

Areas Needing Improvement:

- Lack of volunteers and succession through all Chairs and Committees
- To present at least one project that could be eligible for a special technology award to chapter/region or at society level
- Improve Chapter website
- To promote ASHRAE membership and Chapter growth

Membership Promotion:

- Number of Area-Assigned Members (AAM) (without students) – Year to Date 2010/11= 235 End of Year 2011/12 = 232
- Number of Chapter Dues Paying Members (CDPM) – Year to Date 2010/11= 96; End of Year 2011/12 = 129
- Number of New Members to Date (AAM) – Year to Date 2010/11= 44; End of Year 2011/12 = 29
- Number of Members Delinquent to Date (AAM) – Year to Date 2010/11= 10; End of Year 2011/12 = 21

Student Activities:

- Number of New Student Members - Year to Date 2010/11 = 82; End of Year 2011/12 = 62
- Number of Active Student Branches in which Faculty Advisor is a Chapter Member - Year to Date 2010/11 = 2; End of Year 2011/12 = 2

Chapter Technology Transfer:

Program:

- Number of regular monthly meetings – Year to Date 2010/11 = 6; End of Year 2011/12 = 7
- Total/average attendance– Year to Date 2010/11 = 415; End of Year 2011/12 = 605
- Number of other technical events– Year to Date 2010/11 = 4; End of Year 2011/12 = 4
- Number of DL used including official/non-official uses– Year to Date 2010/11 = 2; End of Year 2011/12 = 3
- Number of social events– Year to Date 2010/11 = 2; End of Year 2011/12 = 5

Technology/Energy & Refrigeration:

- Number of TC/TG/SPC members used for technical program – Year to Date 2010/11 = 0; End of Year 2011/12 = 0
- Number of Refrigeration events – Year to Date 2010/11 = 1; End of Year 2011/12 = 2
- Number of Chapter Technology Awards (Chapter/Region/Society) - Year to Date 2010/11 = 0; End of Year 2011/12 = 0

Research Promotion/Fundraising:

- Chapter Goal – Year to Date 2010/11 = \$15,500; End of Year 2011/12 = \$15,500
- Total Dollars Contributed – Year to Date 2010/11 = \$21,514; End of Year 2011/12 = \$16,032

Finances:

- Total Funds Balance (CDN) – Year to Date 2010/11 = \$39,902; End of Year 2011/12 = \$61,818
- Chapter Dues/per member - Year to Date 2010/11 = \$50; End of Year 2011/12 = \$50
- Members Cost of Meals - Year to Date 2010/11 = \$30; End of Year 2011/12 = \$40
- Date of last Chapter Audit – 2010/11 = July 2006; 2011/12 = June 2012

I. Lavoie inquired about the fund balance at year end (\$61,818). D. Gauvin indicated that the Chapter is currently looking at how to

best use the additional funds to benefit members.

WINDSOR CHAPTER #141
JAMES SMITH, DELEGATE, WINDSOR CHAPTER REPORTED:

J. Smith noted that the Chapter is struggling and is looking for support from RVC's. I. Lavoie and J. Primeau indicated that they will be visiting the Windsor Chapter this year.

Membership Promotion:

- Number of Area-Assigned Members (AAM) (without students) – Year to Date 2010/11= 48 End of Year 2011/12 = 57
- Number of Chapter Dues Paying Members (CDPM) – Year to Date 2010/11= 43; End of Year 2011/12 = 36
- Number of New Members to Date (AAM) – Year to Date 2010/11= 6; End of Year 2011/12 = 2
- Number of Members Delinquent to Date (AAM) – Year to Date 2010/11= 1; End of Year 2011/12 = 3

Student Activities:

- Number of New Student Members - Year to Date 2010/11 = 50; End of Year 2011/12 = 29
- Number of Active Student Branches in which Faculty Advisor is a Chapter Member - Year to Date 2010/11 = 2; End of Year 2011/12 = 2

Chapter Technology Transfer:

Program:

- Number of regular monthly meetings – Year to Date 2010/11 = 8; End of Year 2011/12 = 8
- Total/average attendance– Year to Date 2010/11 = 35; End of Year 2011/12 = 33
- Number of other technical events– Year to Date 2010/11 = 4; End of Year 2011/12 = 3
- Number of DL used including official/non-official uses– Year to Date 2010/11 = 1; End of Year 2011/12 = 1
- Number of social events– Year to Date 2010/11 = 2; End of Year 2011/12 = 2
- STAR Award submitted to Region/Society - Year to Date 2010/11 = no; End of Year 2011/12 = no

Government Affairs/Advocacy:

- Number of advocacy activities - Year to Date 2010/11 = 0; End of Year 2011/12 = 0
- Government Affairs Award submitted to Region/Society - Year to Date 2010/11 = no; End of Year 2011/12 = no

Technology/Energy & Refrigeration:

- Number of TC/TG/SPC members used for technical program – Year to Date 2010/11 = 1; End of Year 2011/12 = 1
- Number of Refrigeration events – Year to Date 2010/11 = 1; End of Year 2011/12 = 1
- Number of Chapter Technology Awards (Chapter/Region/Society) - Year to Date 2010/11 = 0; End of Year 2011/12 = 0
- Number of Refrigeration Awards submitted to Region/Society - Year to Date 2010/11 = 0; End of Year 2011/12 = 0
- Dan Mills Award submitted to Society - Year to Date 2010/11 = no; End of Year 2011/12 = no

Research Promotion/Fundraising:

- Chapter Goal – Year to Date 2010/11 = \$6,000; End of Year 2011/12 = \$6,000
- Total Dollars Contributed – Year to Date 2010/11 = \$6,150; End of Year 2011/12 = \$6,250

Finances:

- Total Funds Balance (CDN) – Year to Date 2010/11 = \$7,003 End of Year 2011/12 = \$9,862
- Chapter Dues/per member - Year to Date 2010/11 = \$50; End of Year 2011/12 = \$50
- Members Cost of Meals - Year to Date 2010/11 = \$40; End of Year 2011/12 = \$40
- Date of last Chapter Audit – 2010/11 = June 2010; 2011/12 = June 2011

Challenges:

- Challenge #1 - Recruiting new younger members / volunteers to participate at the Chapter Executive level
- Challenge #2 – Organization of the new website

Highlights:

- Celebrating our 25th Anniversary
- Having 13 of our Past Presidents attend our Past Presidents Night
- Great tours and increased attendance
- Recognition of our dedicated members and volunteers (2nd timers in the exec)

NB/PEI CHAPTER #117

DWIGHT SCOTT, DELEGATE, NB/PEI CHAPTER REPORTED:

Major Accomplishments:

- Began a system of two-year terms for Chapter Chairs
- Developed a more active committee structure
- Verle Williams, a shared DL with the Halifax Chapter, spoke in April
 - Sustainability with a Successful K-12 District-Wide Energy Conservation Program
- James Newman gave two DL seminars at MEET 2012 in May
 - Transforming an Older Facility into a High-Performing Building
 - Green Practices and ASHRAE Standards 90.1 and 6.1 – How to Have a Healthier, More Profitable Building with Better Mechanical/Electrical Design

Areas Needing Improvement:

- Involvement of members from outside Moncton area – out of town meetings to be scheduled
- Increase RP donations
- Plan for succession of Chair positions
- Add one or more family social events (e.g. curling, basketball)
- Encourage greater student attendance at meetings

Membership Promotion:

- Number of Area-Assigned Members (AAM) (without students) – Year to Date 2010/11= 133 End of Year 2011/12 = 144
- Number of Chapter Dues Paying Members (CDPM) – Year to Date 2010/11= 0; End of Year 2011/12 = 0
- Number of New Members to Date (AAM) – Year to Date 2010/11= 15; End of Year 2011/12 = 19
- Number of Members Delinquent to Date (AAM) – Year to Date 2010/11= 9; End of Year 2011/12 = 8

Student Activities:

- Number of New Student Members - Year to Date 2010/11 = 19; End of Year 2011/12 = 22
- Number of Active Student Branches in which Faculty Advisor is a Chapter Member - Year to Date 2010/11 = 2; End of Year 2011/12 = 2

Chapter Technology Transfer:

Program:

- Number of regular monthly meetings – Year to Date 2010/11 = 8; End of Year 2011/12 = 10
- Total/average attendance– Year to Date 2010/11 = 229; End of Year 2011/12 = 373
- Number of other technical events– Year to Date 2010/11 = 2; End of Year 2011/12 = 1
- Number of DL used including official/non-official uses– Year to Date 2010/11 = 1; End of Year 2011/12 = 2
- Number of social events– Year to Date 2010/11 = 3; End of Year 2011/12 = 2

Technology/Energy & Refrigeration:

- Number of TC/TG/SPC members used for technical program – Year to Date 2010/11 = 0; End of Year 2011/12 = 0
- Number of Refrigeration events – Year to Date 2010/11 = 1; End of Year 2011/12 = 2
- Number of Chapter Technology Awards (Chapter/Region/Society) - Year to Date 2010/11 = 0; End of Year 2011/12 = 0

Research Promotion/Fundraising:

- Chapter Goal – Year to Date 2010/11 = \$10,555; End of Year 2011/12 = \$9,000
- Total Dollars Contributed – Year to Date 2010/11 = \$11,055; End of Year 2011/12 = \$9,050

Finances:

- Total Funds Balance (CDN) – Year to Date 2010/11 = \$26,960; End of Year 2011/12 = \$5,091
- Chapter Dues/per member - Year to Date 2010/11 = \$0; End of Year 2011/12 = \$0
- Members Cost of Meals - Year to Date 2010/11 = \$20; End of Year 2011/12 = \$20
- Date of last Chapter Audit – 2010/11 = August 2009; 2011/12 = August 2012

The NB/PEI Chapter will be celebrating their 40th Anniversary in October. D. Scott will forward information on celebratory activities when they are available.

HALIFAX CHAPTER #100

MARK LAWRENCE, DELEGATE, HALIFAX CHAPTER REPORTED:

Major Accomplishments:

- Lunchtime technical presentation in November had a record attendance of 50
- Added a Christmas social in December with attendance of approximately 20
- Chapter YEA members successfully partnered with Engineers Nova Scotia Young Professional's group for a bowling night
- Membership increased substantially for the second year in a row, with 19% growth
- Chapter established an ASHRAE Research Endowment Fund
- Additional \$1,000 was given in scholarships (100% increase)

Areas Needing Improvement:

- Monthly meeting attendance has a three-year declining trend
- Chapter's history needs further highlighting and archiving

Membership Promotion:

- Number of Area-Assigned Members (AAM) (without students) – Year to Date 2010/11= 157 End of Year 2011/12 = 187
- Number of Chapter Dues Paying Members (CDPM) – Year to Date 2010/11= 77; End of Year 2011/12 = 102
- Number of New Members to Date (AAM) – Year to Date 2010/11= 25; End of Year 2011/12 = 25
- Number of Members Delinquent to Date (AAM) – Year to Date 2010/11= 24; End of Year 2011/12 = 20

Student Activities:

- Number of New Student Members - Year to Date 2010/11 = 2; End of Year 2011/12 = 3
- Number of Active Student Branches in which Faculty Advisor is a Chapter Member - Year to Date 2010/11 = 0; End of Year 2011/12 = 0

Chapter Technology Transfer:

Program:

- Number of regular monthly meetings – Year to Date 2010/11 = 8; End of Year 2011/12 = 8
- Total/average attendance– Year to Date 2010/11 = 158; End of Year 2011/12 = 145
- Number of other technical events– Year to Date 2010/11 = 2; End of Year 2011/12 = 2
- Number of social events– Year to Date 2010/11 = 2; End of Year 2011/12 = 3
- Number of technical programs on refrigeration technology – Year to Date 2010/11 = 1; End of Year 2011/12 = 3
- Number of advocacy meetings and other activities – Year to Date 2010/11 = 0; End of Year 2011/12 = 0
- Number of technology award submittals to Chapter/Region - Year to Date 2010/11 = 0; End of Year 2011/12 = 0

Research Promotion/Fundraising:

- Chapter Goal – Year to Date 2010/11 = \$6,500; End of Year 2011/12 = \$6,500
- Total Dollars Contributed – Year to Date 2010/11 = \$6,550; End of Year 2011/12 = \$6,250

Finances:

- Total Funds Balance (CDN) – Year to Date 2010/11 = \$36,014; End of Year 2011/12 = \$32,331
- Chapter Dues/per member - Year to Date 2010/11 = \$65; End of Year 2011/12 = \$65
- Members Cost of Meals - Year to Date 2010/11 = \$25; End of Year 2011/12 = \$25
- Date of last Chapter Audit – 2010/11 = July 2007; 2011/12 = August 2012

MONTREAL CHAPTER #014

MICHEL LECOMPTE, DELEGATE, MONTREAL CHAPTER REPORTED:

Major Accomplishments:

- Maintain an elevated high attendance, average of 150 including 9 students per supper; low student attendance in mid-season because of strike.
- Another great year for ASHRAE technological award participation.

- The golf tournament had a great turn out with over 300 players. More than \$24,730 in sponsorships (increase of 11% due to presence of new tabletop features on course).
- 86 attendees at our annual gastronomic supper at the Auberge St-Gabriel.
- Having a strong BOG, maintaining great committee chairs and a lot of dedicated volunteers with an important contingent of YEAS.
- Hydro-Quebec agreement was not renew due to new political direction, agreement was negotiated with new entity Énergicible who offers grants in the name of Hydro-Quebec. Negotiations compromised December energy-efficiency seminars which was organized in a short delay, attendance 148 (8 conferences).
- Natural gas symposium was also a success, 126 attendees and 196 at the monthly-supper
- October and April meeting attendees was a record for the past 12 years (172 and 145), 2 refrigeration activities.
- Offering rebate of \$10 to monthly meeting to members of ASPE. (joint seminar on sustainability in June but postponed 2012-2013 season because of logistics).

Areas Needing Improvement:

- Transferring information to new web site during summer of 2012 and incorporation of online payment and be ready for new season.
- Maintain a strong program, that feature in depth advice and not only informative. Cover more than basic knowledge.
- Having guest speaker that maintains the attention of the audience (i.e. Dan Int-Hout III).
- Attract once more the student to attend monthly-meeting and other activities after the strike.
- Entice students to apply for student scholarship (difficult even during the strike!).
- Preserve volunteers in each committee and demonstrate that their implication are beneficial (things can move fast).

Membership Promotion:

- Number of Area-Assigned Members (AAM) (without students) – Year to Date 2010/11= 510 End of Year 2011/12 = 510
- Number of Chapter Dues Paying Members (CDPM) – Year to Date 2010/11= 396; End of Year 2011/12 = 427
- Number of New Members to Date (AAM) – Year to Date 2010/11= 34; End of Year 2011/12 = 53
- Number of Members Delinquent to Date (AAM) – Year to Date 2010/11= 42; End of Year 2011/12 = 30

Student Activities:

- Number of New Student Members - Year to Date 2010/11 = 154; End of Year 2011/12 = 75
- Number of Active Student Branches - Year to Date 2010/11 = 5; End of Year 2011/12 = 6
- Student Branches in with Faculty Advisor is a Chapter Member - Year to Date 2010/11 = 5; End of Year 2011/12 = 7

Chapter Technology Transfer:

Program:

- Number of regular monthly meetings – Year to Date 2010/11 = 8; End of Year 2011/12 = 8
- Total/average attendance– Year to Date 2010/11 = 1,210; End of Year 2011/12 = 1,201
- Number of other technical events– Year to Date 2010/11 = 18; End of Year 2011/12 = 16
- Number of DL used including official/non-official uses– Year to Date 2010/11 = 3; End of Year 2011/12 = 2
- Number of social events– Year to Date 2010/11 = 7; End of Year 2011/12 = 6

Technology/Energy & Refrigeration:

- Number of TC/TG/SPC members used for technical program – Year to Date 2010/11 = 3; End of Year 2011/12 = 5
- Number of Refrigeration events – Year to Date 2010/11 = 3; End of Year 2011/12 = 3
- Number of Chapter Technology Awards (Chapter/Region/Society) - Year to Date 2010/11 = 7/7/8; End of Year 2011/12 = 7/7/7

Research Promotion/Fundraising:

- Chapter Goal – Year to Date 2010/11 = \$25,000; End of Year 2011/12 = \$25,000
- Total Dollars Contributed – Year to Date 2010/11 = \$29,695; End of Year 2011/12 = \$34,249

Finances:

- Total Funds Balance (CDN) – Year to Date 2010/11 = \$66,878; End of Year 2011/12 = \$76,628
- Chapter Dues/per member - Year to Date 2010/11 = \$75; End of Year 2011/12 = \$75
- Members Cost of Meals - Year to Date 2010/11 = \$45; End of Year 2011/12 = \$50
- Date of last Chapter Audit –2010/11 = December 2010; 2011/12 = December 2011

OTTAWA VALLEY CHAPTER #015
DONALD WEEKES, DELEGATE, OTTAWA VALLEY CHAPTER REPORTED:

Major Accomplishments:

- Online registration and event planning
- Chapter Director
- RP Goal more than met

Areas Needing Improvement:

- Attendance at Chapter meetings
- Need for new and interesting topics for Chapter program
- Vetting of DL's topics and presentations (Quality Control)
- Society-Listed Seminars - Costs

Membership Promotion:

- Number of Area-Assigned Members (AAM) (without students) – Year to Date 2010/11= 382 End of Year 2011/12 = 379
- Number of Chapter Dues Paying Members (CDPM) – Year to Date 2010/11= 209; End of Year 2011/12 = 320
- Number of New Members to Date (AAM) – Year to Date 2010/11= 37; End of Year 2011/12 = 34
- Number of Members Delinquent to Date (AAM) – Year to Date 2010/11= 37; End of Year 2011/12 = 12

Student Activities:

- Number of New Student Members - Year to Date 2010/11 = 10; End of Year 2011/12 = 30
- Number of Active Student Branches - Year to Date 2010/11 = 2; End of Year 2011/12 = 2
- Student Branches in with Faculty Advisor is a Chapter Member - Year to Date 2010/11 = 0; End of Year 2011/12 = 0

Chapter Technology Transfer:

Program:

- Number of regular monthly meetings – Year to Date 2010/11 = 8; End of Year 2011/12 = 8
- Total/average attendance– Year to Date 2010/11 = 560; End of Year 2011/12 = 550
- Number of other technical events– Year to Date 2010/11 = 5; End of Year 2011/12 = 10
- Number of DL used including official/non-official uses– Year to Date 2010/11 = 3; End of Year 2011/12 = 2
- Number of social events– Year to Date 2010/11 = 4; End of Year 2011/12 = 3

Technology/Energy & Refrigeration:

- Number of TC/TG/SPC members used for technical program – Year to Date 2010/11 = 0; End of Year 2011/12 = 0
- Number of Refrigeration events – Year to Date 2010/11 = 0; End of Year 2011/12 = 1
- Number of Chapter Technology Awards (Chapter/Region/Society) - Year to Date 2010/11 = 2/0/0; End of Year 2011/12 = 7/2/0

Research Promotion/Fundraising:

- Chapter Goal – Year to Date 2010/11 = \$23,000; End of Year 2011/12 = \$23,000
- Total Dollars Contributed – Year to Date 2010/11 = \$16,943; End of Year 2011/12 = \$25,614

Finances:

- Total Funds Balance (CDN) – Year to Date 2010/11 = \$17,840; End of Year 2011/12 = \$32,963
- Chapter Dues/per member - Year to Date 2010/11 = \$50; End of Year 2011/12 = \$50
- Members Cost of Meals - Year to Date 2010/11 = \$35; End of Year 2011/12 = \$40
- Date of last Chapter Audit –2010/11 = 2009/2010; 2011/12 = 2010/2011

D. Weekes noted that the quality of presentations has been disappointing with speakers missing the mark on topics and content. Additional planning needs to be dedicated to reviewing presentations in advance.

UPCOMING CRC DATES AND LOCATIONS

DRC Lavoie next called for a review of the CRC dates and locations for the next three years. Dates, locations and CRC Chairs were identified and confirmed as follows:

August 23 – 25, 2013, Toronto – Chair: Doug Cochrane
August 22 – 24, 2014, London – Chair: Jason Vandenberghe
August 21 – 23, 2015, Hamilton – Chair: David Rasmussen

2013 CRC TORONTO FINANCIAL REPORT

The budget for the CRC 2013 in Toronto was presented (attached as Appendix A2)

D. Benedetti, Delegate, Toronto Chapter, motioned to approve the budget as presented. Motion was seconded by K. Gilroy, Delegate, London Chapter. Motion to approve the CRC 2013 Toronto budget passed.

It was noted that if the historical display room was removed for the Saturday night, there would be a \$400 cost reduction. G. Menzies, Alternate, Hamilton Chapter, agreed that this will be done in order to get the cost reduction.

A. Smith, Halifax Chapter, asked if YEA would have a dedicated meeting room. D. Cochrane, Nominating Member, indicated that at this time they do not, but if YEA would like a meeting room, to advise him by the end of this month.

The Regional Fund Report presentation was moved to the Third Business Session, taking place on Sunday, August 26.

LEADERSHIP TRAINING PRESENTATION

Presentation delivered by J. Primeau, ARC: can success be summarized by a single concept or behavior?

J. Primeau asked for Chapter members to discuss “what makes your Chapter successful”, and “if your Chapter does not operate satisfactorily, what one thing would you like your Chapter to be known for that would make it successful”.

-SECOND BUSINESS SESSION ADJOURNED AT 10:02 A.M.-

2012 AWARDS LUNCHEON

The luncheon opened at 11:00 a.m. with Joel Primeau, ARC, welcoming all and introducing the special guests; Bill Bahnfleth, ASHRAE Society President-Elect; Eckhard Groll, ASHRAE Society Director-at-Large; Joyce Abrams, Group Manager, Education and Certification; and Mark Wills, Manager, Government Affairs, State and Local.

The following awards were presented during the luncheon:

1. CTTC
 - CTTC Allen Hanley Plaque for The Best CTTC Chapter Chair: Ottawa Chapter
 - Chapter Star Program: Toronto Chapter – Marco Ottavino

2. Membership Promotion
 - Blue Ribbon: Halifax Chapter – Aaron Smith
 - Red Ribbon: Toronto Chapter - Imtee Baksh
 - Honorable Mention to the NP/PEI Chapter
 - Green Ribbon: Toronto Chapter - Imtee Baksh
3. Research Promotion
 - Quebec Chapter – Andrea Daigle: Silver Treasury Ribbon / Certificate – Goal / Full Circle Chevron
 - Montreal Chapter – Nicolas Lemire: Total Dollars Raised / Percentage of Goal / Total PAOE Points / Dollars Paid Per Member / Silver Treasury Ribbon / Certificate – Goal / High Five / Endowment Patch / Full Circle Chevron
 - Ottawa Valley Chapter – Christine Kemp: Silver Treasury Ribbon / Certificate – Goal / Endowment Patch / Full Circle Chevron
 - Toronto Chapter – Michael Wadham: Silver Treasury Ribbon / Certificate – Goal / Full Circle Chevron
 - Hamilton Chapter – David Rasmussen: Bronze Treasury Ribbon / Certificate – Goal / High Five/ Challenge / Endowment Patch / Full Circle Chevron
 - Halifax Chapter – Conrad Lelievre: Bronze Treasury Ribbon / Certificate – Goal / Endowment Patch / Full Circle Chevron
 - London Chapter – Eric Shaw: Bronze Treasury Ribbon / Certificate – Goal / Full Circle Chevron
 - NB/PEI Chapter – Robert McEwen: Certificate – Goal / Full Circle Chevron
 - Windsor Chapter – Jon Palmer: Runner-up-Total PAOE Points / Dollars Paid Per Member / Certificate – Goal / Full Circle Chevron
4. Historical
 - Gold ribbons – no gold ribbons were presented
5. Student Activities
 - Chapter of the Year: Toronto Chapter
 - Student Branch of the Year: Ecole Polytechnique – Montreal Chapter
6. PAOE
 - Halifax Chapter – Jeff MacNeil: Honor Roll / Star / Special Citation
 - Hamilton Chapter – Mike J. Krewski: Honor Roll / Star / Special Citation
 - London Chapter – Jason A. Vandenberghe: High Honor Roll / Star / Special Citation
 - Montreal Chapter – Caroline Paquet: High Honor Roll / Star / Special Citation
 - NB/PEI Chapter – Kevin T. Clannon: Honor Roll / Star / Special Citation
 - Ottawa Valley Chapter – Stephen Lynch: High Honor Roll / Star / Special Citation
 - Quebec Chapter – Benoit Lacasse, Sr.: High Honor Roll / Star / Special Citation
 - Toronto Chapter – Michael Khaw: High Honor Roll / Star / Special Citation
 - Windsor Chapter – J. Gord Snell: PAOE / Special Citation
7. Special Sustainability Award
 - Award Recipients: Montreal Chapter - Caroline Paquet – Plaque and Certificate
 - Honorable Mention: Toronto Chapter – Michael Khaw - Certificate
8. Certificates of Appreciation
 - Cathy Godin - Outgoing RCV MP
 - Darryl Boyce - CRC 2012 Co-Chair
 - Daniel Redmond - CRC 2012 Co-Chair
9. Regional Award of Merit
 - Gerald P. Waselynychuk – NB/PEI Chapter
10. Chapter Service Awards
 - Mike J. Krewski – Hamilton Chapter
 - Jean-Luc Morin – Quebec Chapter
 - Guy Perreault – Quebec Chapter
 - Yves Trudel – Quebec Chapter

- Michael Khaw – Toronto Chapter
- Terrence J. Whitehead – Toronto Chapter

11. Regional Communication Award

- Awarded to the Toronto Chapter - Michael Khaw

12. Regional Meatball Travel Award

- Halifax Chapter

A detailed description of each award is attached as Appendix A3.

Following the awards presentation, Bill Bahnfleth, ASHRAE President-Elect was introduced to deliver the Presidential Message.

The Awards Luncheon concluded at 1:00 p.m.

MINUTES OF THE THIRD BUSINESS SESSION
Date: Sunday, August 26, 2012; Time: 8:30 a.m.
Location: Carleton University, River Building, Room 2440R

CALL TO ORDER

I. Lavoie, DRC for Region 2, opened the meeting at 8:33 a.m. on Sunday, August 26, 2012.

The following were in attendance:

CHAPTER	DELEGATE	ALTERNATE
Halifax	Mark Lawrence	Darrell Amirault
NB/PEI	Dwight Scott	Camille Chevarie
La Ville de Quebec	David Gauvin	Alexis Gagnon
Montreal	Michel Lecompte	Anthony Jonkov
Ottawa Valley	Donald Weekes	Roderic Potter
Toronto	David Benedetti	Glenn Kilmer
Hamilton	Reaz Usmanali	George Menzies
London	Tom Pollard	n/a
Windsor	James Smith	n/a

NAME	CHAPTER OR SOCIETY	POSITION
Isabelle Lavoie	Montreal	DRC
Joel Primeau	Ottawa Valley	ARC
Joyce Abrams	ASHRAE Staff	Group Manager, Education & Certification
Mark Wills	ASHRAE Staff	Manager, State & Local Government Affairs
Eckhard Groll	Central Indiana	Society Director-At-Large
Bill Bahnfleth	Central Pennsylvania	Society President-Elect
Jean-Gabriel Joannette	Montreal	RVC CTTC
David Underwood	Toronto	Guest
Sharon Godlewski	Toronto	Guest
Paul Baker	Ottawa Valley	Host Committee Member
John Freeman	London	Student Activity Committee
Jeff Clarke	Montreal	Nominating Committee Alternate
Doug Cochrane	Toronto	Nominating Committee Member
Daryl Somers	London	RVC RP
Daniel Redmond	Ottawa Valley	2012 CRC Host Committee Co-Chair
Darryl Boyce	Ottawa Valley	2012 CRC Host Committee Co-Chair
Trudy Lucas	Ottawa Valley	Host Committee Member
Guy Perrault	Quebec	Guest
Michael Khaw	Toronto	RVC MP
Nathan Cook	Windsor	MP Chair
Alan Porter	Toronto	Treasurer

WORKSHOP REPORTS

I. Lavoie, DRC, called for the presentation of the Workshop Reports.

CTTC - PRESENTED BY ADAM GRAHAM, OTTAWA VALLEY CHAPTER:

- Workshop provided a good overview of the responsibilities of the Chair as well as the sub-committee's
- Review of the technical awards and the processes involved with the awards
- Workshop provided a lot of useful information to attendees

STUDENT ACTIVITIES – PRESENTED BY JOEL PRIMEAU, OTTAWA VALLEY CHAPTER:

- All Chapters were represented at the workshop
- Each Chair expressed commitment to student visits
- Review of the Student Design Competition
- Region 2 has not been as active as they could be in the past two years
- Discussion regarding best practices

YEA – PRESENTED BY TRUDY LUCAS, OTTAWA VALLEY CHAPTER:

- Review of YEA responsibilities and activities, including the importance of social activities and how to engage YEA members to actively participate
- Importance of transitioning students into YEA membership
- Note that there is not a YEA Chair for the London Chapter at this time
- Lots of good information provided to those in attendance

RESEARCH PROMOTION – PRESENTED BY DARYL SOMERS, LONDON CHAPTER:

- All RP Chairs were present at the workshop
- Review of the importance of knowing who to contact – who is the right person to contact
- Noted that it would be value to have centralized training in advance of the CRC

HISTORIAN – PRESENTED BY TOM POLLARD, LONDON CHAPTER:

- Eight out of the nine Chapters were represented at the workshop and discussed their activities
- Society has been working on historical information
- Should efforts be made towards digitizing records going back further than they are at present?
- Reviewed the Pioneers of Industry and Hall of Fame awards
- Question of what to do with old Regional Awards? Should they be collected and stored in a central location?
- Procedural items – suggestion that RVC's prepare procedures so a procedure manual could be put together
- G. Menzies noted that Chapter banners were not displayed at this CRC as has been the tradition
 - M. Khaw indicated that he felt that such banner displays are somewhat outdated and no longer widely used
 - If banner displays are going to continue at future CRC's, Chapters will need to have new banners made with the new ASHRAE logo
 - It was also noted that locations where CRC's are typically held, such as hotels, will not permit items to be hung on their walls, so easels or some other method would be required for a display
 - T. Pollard will begin developing standards for what is suitable for historical displays

MEMBERSHIP PROMOTION – PRESENTED BY MICHAEL KHAW, TORONTO CHAPTER:

- Review of the framework for effective membership promotion
- Need to continue to follow-up with members with delinquent membership dues
- Importance of recruiting members from a variety of industries to create balanced membership

NOMINATING SESSIONS

Isabelle Lavoie, DRC, then asked Doug Cochrane to report on the Nominating Sessions.

Doug reported that the Nominating Sessions were successfully completed.

REGIONAL FUND REPORT

I. Lavoie, DRC, presented the Regional Fund Report for Region 2 prepared by the Regional Treasurer, William Yves Trudel.

The report summarizes activities during the 2011/12 financial period for the Region 2 Fund.

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.

A total amount of \$12,499.58 was collected during this period and deposited for the end of June 2012. At that time the accounts receivable was \$1,680.00 for total revenue of \$14,179.58. An amount of \$1,008.00 was collected in July and there is only one invoice of \$672.00 pending.

When we deduct the total expenses of \$11,397.04 the final closing balance is \$14,749.38 at the end of June 2012.

The difference between the budget and the fiscal year activities come from the fact that we had more revenues coming from the 2011 CRC. Details are in the Annual Financial Summary Report, Appendix A4.

The current minimum level of the fund was to be \$7,000.00. If the current expenses and income continue then consideration to modify the assessment per chapter member can to be brought forward at a future meeting.

This report is forwarded to the next CRC host chapter in 2012 to be audited. After approval, the signed copy should be returned to the Regional Treasury for records.

The 2011/2012 Regional Fund Report was accepted unanimously as presented.

2012-2013 BUDGET

I. Lavoie, DRC, presented the 2012-2013 Region 2 Budget (attached as Appendix A5). Motion to accept the budget as presented by D. Weekes, Ottawa Valley Chapter Delegate. Motion seconded by D. Benedetti, Toronto Chapter Delegate. All voted in favour. *Motion passed.*

2012 SOCIETY AND REGIONAL MOTIONS

I. Lavoie, DRC, called upon J. Primeau to present the Society and Regional Motions. J. Primeau asked for additional motions that had not already been submitted. No additional motions were submitted.

The following Society and Regional motions were presented:

2012 Motion #	Status (For / Against / Abstain)	Society Motion (Yes/No)	Topic
S-1	Passed 9/0/0	Yes	That Society include in the CRC Delegate and Alternate package up-to-date bios of the current retiring Board and EXCOM members.
S-2	Passed 9/0/0	Yes	Modify Society membership database, website, reports to allow member profile information to have additional suffix types including profession designations.
S-3	Passed 9/0/0	Yes	Modify Society membership database, website, reports to allow member profile information to have common name to be used in place of full name.
S-4	Passed 9/0/0	Yes	That Society make additional efforts to digitize and make available on the Society website the older issues of Transactions, Insights and Journals publications.
S-5	Passed 9/0/0	Yes	That Society pay travel expenses for the Membership Promotion Chairs to attend their local CRC events beginning Society year 2013-2014.
S-6	Passed 9/0/0	Yes	That Society pay travel expenses for the Research Promotion Chairs to attend their local CRC Conferences beginning Society year 2013-2014.
R-1	Passed 9/0/0	No	That Region 2 allocate regional funds (up to \$2,500 annually) for the purpose of sending a YEA attendee to the YEA leadership weekend every year starting in 2012-2013. If there is no room on the YEA leadership weekend, a YEA member can be sponsored to attend a winter or summer meeting. Region2 executive committee (DRC, ARC, RVCs and YRC) will select the most appropriate candidate in the region.
R-2	Passed 9/0/0	No	That Region 2 provide an annual Young Engineers in ASHRAE (YEA) Outstanding Chapter Award.
R-3	Failed 1/7/1	No	That the Regional planning meeting(s) be held in the same location as the CRC in that year.
R-4	Passed 8/1/0	No	That future CRC's begin at 9:00 a.m. on the Friday.

S=Society Motion, R=Regional Motion

Details on the six (6) Society and four (4) Regional Motions presented follows:

2012 Motion S-1

Moved by: Reaz Usmanali, Hamilton Chapter Delegate, seconded by David Benedetti, Toronto Chapter Delegate, that ***That Society include in the CRC Delegate and Alternate package up-to-date bios of the current retiring Board and EXCOM members.***

Background Information: These are key documents for the Delegates and Alternates to review during deliberations in both in the initial Caucus and in the Executive Session. Currently, voting is based on very limited information about the members being nominated for senior Board positions such as Society Treasurer.

Fiscal Impact: None – existing staff activity

Vote: Unanimous (9/0/0)

2012 Motion S-2

Moved by: Karl Gilroy, London Chapter Delegate, seconded by Reaz Usmanali, Hamilton Chapter Delegate, that ***Modify Society membership database, web site, reports to allow member profile information to have additional suffix types including profession designations.***

Background Information: The Society website for membership information currently only permits suffix selections from a list of items that only includes: I, II, III, IV, V, Jr, PE, PhD, Ret, Sr. Members could have other professional designation – including Canada that used P.Eng, Eng., ing. for engineers. Other professional designations are not currently allowed.

Fiscal Impact: Estimate less than \$5,000

Vote: Unanimous (9/0/0)

2012 Motion S-3

Moved by: Karl Gilroy, London Chapter Delegate, seconded by Reaz Usmanali, Hamilton Chapter Delegate, that ***Modify Society membership database, web site, reports to allow member profile information to have common name to be used in place of full name.***

Background Information: The Society website for membership information currently uses first, middle and last names. Some members use a softer form of their name for regular correspondence. Examples would be for Robert = Rob or Bob. Using a common name would be more personal and is typically used by the member.

Fiscal Impact: Estimate less than \$5,000

Vote: Unanimous (9/0/0)

2012 Motion S-4

Moved by: Karl Gilroy, London Chapter Delegate, seconded by Reaz Usmanali, Hamilton Chapter Delegate, that ***That Society make additional efforts to digitize and make available on the Society website the older issues of Transactions, Insights and Journals publications.***

Background Information: The Society only has digital records for Transaction papers back to the 1980's, the Journal go back to 1997 and Insights back to 2008. Scanning, converting and sorting would allow access to and searching of information.

Fiscal Impact: Unknown. A student could be retained for the summer with most photocopiers having scanning capabilities and software at a reasonable cost, several years could be prepared each summer for the next few years.

Vote: Unanimous (9/0/0)

2012 Motion S-5

Moved by: David Benedetti, Toronto Chapter Delegate, seconded by Reaz Usmanali, Hamilton Chapter Delegate, that *That Society pay travel expenses for the Membership Promotion Chairs to attend their local CRC events beginning Society year 2013-2014.*

Background Information: Motion intent is to assure adequate attendance at CRC's although centralized training has many benefits to the MP Chair. Yet reduction in attendance at CRC by the MP Chair will reduce the great effect on the chapters and regional activities moving forward.

Fiscal Impact: \$80,000.00 approximately

Vote: Unanimous (9/0/0)

2012 Motion S-6

Moved by: David Benedetti, Toronto Chapter Delegate, seconded by Dwight Scott, NB/PEI Chapter Delegate, that *That Society pay travel expenses for the Research Promotion Chairs to attend their local CRC Conferences beginning Society year 2013-2014.*

Background Information: Motion intent is to assure adequate attendance at CRC's although centralized training has many benefits to the RP Chair. Yet reduction in attendance at CRC by the RP Chair will reduce the great effect on the chapters and regional activities moving forward

Fiscal Impact: \$80,000.00 approximately

Vote: Unanimous (9/0/0)

2012 Motion R-1

Moved by: Halifax Chapter, seconded by Donald Weeks, Ottawa Valley Chapter Delgate, that *That Region 2 allocate regional funds (up to \$2,500 annually) for the purpose of sending a YEA attendee to the YEA leadership weekend every year starting in 2012-2013. If there is no room on the YEA leadership weekend, a YEA member can be sponsored to attend a winter or summer meeting. Region 2's executive committee (DRC, ARC, RVCs and YRC) will select the most appropriate candidate in the region.*

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 2 executive committee and the YRC.

Fiscal Impact: \$2,500 annually

Vote: Unanimous (9/0/0)

2012 Motion R-2

Moved by: Halifax Chapter, seconded by Michel Lecompte, Montreal Chapter Delegate, that *Region 2 provide an annual Young Engineers in ASHRAE (YEA) Outstanding Chapter Award.*

Background Information: The Region 2 Young Engineer in ASHRAE (YEA) Outstanding Chapter Award is intended to provide public recognition of a Chapter within Region 2 for their outstanding activities related to YEA in the preceding Society year. With the goal of recognizing the promotion and representation of the 35 and under demographic of ASHRAW, this award will serve to reward Chapter(s) for their exceptional participation in YEA activities and for notably accentuating and utilizing the various benefits/programs made available through the Society YEA Committee. The award will be presented annually to one or more qualified Chapters at the Region 2 CRC. Minimum eligibility requirements and selection to be by Region 2 YRC.

Fiscal Impact: \$50 annually for the cost of the plaque

Vote: Unanimous (9/0/0)

2012 Motion R-3

Moved by: Ottawa Valley Chapter, seconded by Dwight Scott, New Brunswick Chapter Delegate, that
The Regional planning meeting(s) be held in the same location as the CRC in that year.

Background Information: Potential savings due to the reduced travel of the CRC Action Committee members and provide an opportunity for all attendees to view the planned CRC venue.

Fiscal Impact: Possible savings of two (2) airfares for CRC Action Committee members.

Vote: Failed (1/7/1)

2012 Motion R-4

Moved by: Toronto Chapter, seconded by Donald Weekes, Ottawa Valley Chapter Delegate, that
Future CRC's begin at 9:00 a.m. on the Friday.

Background Information: It is challenging to cover all items on the CRC Agenda within the current timeframe; starting the CRC earlier will allow additional time in the schedule.

Vote: Passed (8/1/0)

Following the presentation of the Society and Regional Motions, the Third Business Session of the 2012 CRC is concluded.

I. Lavoie, DRC, thanked all in attendance for their participation, as well as a special thank you to the Ottawa Valley Chapter for hosting the CRC 2012.

-THIRD BUSINESS SESSION ADJOURNED AT 11:06 A.M.-

Minutes prepared by Jennifer Kearns and forwarded to Isabelle Lavoie.

APPENDIX A1

ASHRAE CRC 2012 AGENDA FOR BUSINESS MEETINGS

Friday August, 24, 2012

13:00 -13:30 - Orientation Session - Open to All

1. Words of welcome - I. Lavoie
2. Introduction - All
3. Appointment of the recording secretary - I. Lavoie
4. Review and approval of the business meetings agenda - I. Lavoie
5. Presentation of today's later events – D. Boyce
6. Travel vouchers – I. Lavoie
7. Picture DRC, Delegates and Alternates for Regional Historian – G. Menzies

13:30 – 15:15 Caucus – Closed session

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

13:30 – 15:15 DRC/ARC/RVCs Regional meeting

1. Chapter visits
2. Awards Luncheon final preparation

15:30 – 18:00 Business Meeting #1 - Open to All

1. Call to Order - I. Lavoie
2. Approval of Minutes 2011 CRC Quebec city - I. Lavoie
3. Report on 2011 CRC Motions - I. Lavoie
4. Reading of any prepared Motions for 2012 CRC - I. Lavoie
5. Society Officer Report DAL – E. Groll
6. ASHRAE Staff Report – J. Abrams
7. RVC Reports – 30 min (10 min. each)
 - CTTC – J-G Joannette
 - SA – F. Lacharite
 - YEA – A. Smith
 - RP – D. Somers
 - Historian – G. Menzies
 - MP – M. Khaw
8. Chapter Reports – until 17:55 (5 min. each)
 - Present a summary
 - What are you the most proud of?
9. Meeting adjournment – I. Lavoie

Saturday August, 25, 2011

7:15 – 9:45 Business Meeting #2 Open to All

1. Call to Order - I. Lavoie
2. Chapter Reports Continuation – (5 min. each)
 - Present a summary
3. CRC dates for the next three years – I. Lavoie
 - a. Toronto : Aug. 23-25, 2013 – Chair: D. Cochrane
 - b. London : Aug. 22-24, 2014 – Chair:
 - c. Hamilton : Aug. 21-23, 2015 – Chair:
4. 2013 CRC budget presentation (Toronto Chapter)
5. New business – I. Lavoie
 - a. Regional Funding
 - b. Leadership Training
6. Meeting adjournment – I. Lavoie

10:00 – 11:00 Executive Session # 1 Closed Session

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

11:00 - 13:00 Awards Luncheon

COMMITTEE WORKSHOPS

- 10:00 - 11:00 Research Promotion - Part 1
- 10:00 - 11:00 Technical Transfer - Part 1
- 13:15 - 17:00 Research Promotion - Part 2
- 13:15 - 17:00 Technical Transfer - Part 2
- 13:15 - 17:00 Student Activities
- 13:15 - 17:00 Historian
- 13:15 - 17:00 Membership Promotion
- 13:15 - 17:00 Chapter Operations

18:00 - 10:30 Presidential Dinner

Sunday August, 26, 2012

8:30 – 11:30 Business Meeting #3 Open to All

1. Workshop Reports including Motions from workshops – Workshop Delegates
 - a. CTTC
 - b. SA
 - c. YEA
 - d. RP
 - e. Historian
 - f. MP

2. Report from Caucus – D. Cochrane
3. 2011 CRC Final Financial Statement Approval – I. Lavoie
4. Regional Fund - I. Lavoie (on behalf of Y. Trudel)
 - a. Regional Funding Strategy task force
 - b. 2011-2012 Final Financial Statement Presentation and Approval
 - c. 2012-2013 Budget Presentation and Approval
5. Travel vouchers reminder – I. Lavoie
6. Break
7. Motions – J. Primeau
8. Time and location for next CRC – Toronto Chapter – Royal York Hotel Downtown Toronto August 23-25, 2013
9. Travel vouchers - I. Lavoie
10. Final remarks I. Lavoie
11. Meeting adjournment – I. Lavoie

11:30 - 13:00 CRC Debriefing Open to All

APPENDIX A2

ASHRAE REGION II CRC 2013 TORONTO BUDGET

	Amount	Number	Budget
REVENUES			
1 Chapter Assessment	\$6	1459	\$8,754
2 Full Registration	\$280	40	\$11,200
3 Partial Registration	\$180	35	\$6,300
4 Companion Registration	\$175	15	\$2,625
5 Individual events			\$1,000
6 Hotel Rebate			\$4,000
7 Sponsorships			15,000
8 Chapter Assistance			\$5,000
9 Wine (from London Chapter)			\$1,000
		TOTAL	\$54,879
EXPENSES			
1 Meeting Rooms			\$4,520
2 Food & beverage			\$32,002.00
3 Audiovisual			\$4,000
4 Companion Tours			\$2,400
5 Promotional Material			\$2,000
6 Room Upgrades - society officers			\$500
7 Thurs night welcome dinner - Society,DRC			\$500
8 Hospitality Suite			\$2,000
9 Administration costs			\$1,000
10 Secretary Fee			500
11 Gifts for society guests			\$250
12 Sat Entertainment			\$5,000
		TOTAL	\$54,672
		EXCESS	\$207

FAIRMONT ROYAL YORK STD ROOM RATE \$ 169/NIGHT

SUITE \$269/NIGHT

ACROSS THE STREET FROM VIA RAIL - UNION STATION

FREE SHUTTLE FROM ISLAND AIRPORT - PORTER AIRLINES

***REGISTRATION FEES INCREASE BY \$25 AFTER JUL 1,2013**

APPENDIX A3

ASHRAE REGION II AWARD DESCRIPTIONS

CTTC ALLEN HANLEY PLAQUE FOR THE BEST CTTC CHAPTER CHAIR:

- This award has been presented since 1997 and is in memory of an outstanding Montreal ASHRAE member who was involved in many ASHRAE technical activities.

RESEARCH:

- **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 four assigned Chapter size groups: Chapters of 1-99 Society Members; 100 to 248; 250 to 499; and 500 + Society Members.
- **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.
- **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 five years and have had highs in four of the preceding years. This award is now redesigned to be a certificate.
- **Chapter Treasury Ribbons** – This award is for Chapters making significant contributions to research: Gold for contributions greater than \$10,000; Silver for \$5000 to \$9999; and Bronze for \$2,500 to \$ 4,999.
- **Goal Certificates** – This is for the Chapter RP Chair volunteers. There are three ways to win: 1) for exceeding Chapter goal; 2) for establishing a new Chapter High Five – highest result in past five years; 3) for exceeding the Chapter’s challenge goal (High Five plus five percent).
- **Challenge Goal** – This is for Chapters that raised a minimum of five percent over the highest amount raised in past five years).
- **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.

STUDENT ACTIVITIES:

- **Best Student Activities Committee** - 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.

PRESIDENTIAL AWARD OF EXCELLENCE:

- **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 four of five categories, with a minimum of 5000 points in total for all categories – the Chapter receives a special citation blue ribbon for their banner.
- **STAR Award Gold Pin** - PAR achieved in all five categories – the Chapter receives a star award gold pin for their 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 four 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 grey/ blue chevron for the awards banner with “Honor Roll” highlighted.
- **High Honor Roll** – Chapter achieved the STAR award level with PAR points in five 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” highlighted for the Chapter banner.

REGIONAL AWARDS:

- **Regional Communication Award** – this award is given by the DRC for the Chapter which communicates the most with the DRC. It is a discretionary award with the evaluation based on several factors: CRC participation, Chapter newsletters addressed to and received by DRC, MBO sent in to DRC, reporting regularly on the progress of the MBOs, a Chapter budget sent to DRC, and ensuring all Chapter minutes are forwarded to and received by DRC.
- **Regional Meatball Travelling Award** - this award is based on travel distance times the attendees at the conference and was started by then Society President Barney Burrows in October 1988 while at the CRC in Chicoutimi, PQ. London, Canada was the first winner in 1988.

Appendix A4

ANNUAL FINANCIAL SUMMARY REPORT

Period: July 1, 2011 - June 30, 2012

DESCRIPTION	CREDIT	DEBIT	BALANCE
Opening balance for this period			13,646.84
INCOMES:			
Chapter's Assessment Dues and Regional fund	9,226.00		
50 % of 2011 CRC Profits	2,618.58		
2010-2011 Accounts receivables	655.00		
Total Incomes:	12,499.58		26,146.42
EXPENSES:			
RVC/DRC Expenses (travel)			
DRC/RVC Expenses		868.83	
CRC Expenses 2012		9348.00	
Bank Service Charges		69.40	
Yea Week-End expenses reimbursement		1110.81	
Total Expenses:		11,397.04	
CLOSING BALANCE: June 30			14,749.38
Accounts Payable			
Account Transfer Costs		0.00	
Account Closed and Money Order Sent to DRC			N/A
Accounts Receivable			1,680.00
Hamilton Chapter Paid in July	\$ 672.00		
NB/PEI Chapter	\$ 1,008.00		
	\$ 1,680.00		16,429.38

Appendix A5

REGION 2 BUDGET 2012-2013

Description	Members	Dues	Budget
Income			
Chapter Assessment Dues	1756	\$ 6.00	\$ 10,536.00
Regional fund dues	1756	\$ 1.00	\$ 1,756.00
CRC 2011 Income			\$ -
Chapter Dues			
Income from prior year			
Total Income			\$ 12,292.00
Expenses			
DRC - Travel ASHRAE			\$ -
- Travel Chapters			\$ -
RVC - Travel			\$ 400.00
- Miscellaneous			\$ 400.00
CRC 2013 - seed money			\$ 10,536.00
Regional Awards Plaques			\$ 500.00
Miscellaneous			\$ 100.00
Bank Service Charges			\$ 75.00
Account Transfer Fee			\$ -
Yea Week-End expenses			\$ 1,150.00
Total Expenses			\$ 12,011.00
Profit (Loss) _			\$ 281.00
Gain per member			\$ 0.16