



**REGION 2
CRC 2013 MINUTES**

Toronto, Ontario, Canada

at

**Fairmont Royal York
100 Front St. W.
Toronto, Ontario M5J 1E3
Canada**

Friday August 23,2013 to Sunday August 25, 2013

Host: Toronto Chapter #016

FINAL – SEPT 2014

Action Items from the CRC 2013

Action Item	Description	Owner	Timeline
1	London Chapter provide additional information on the Western University - Masters in HVAC course	London Chapter Jamie Kruspel	Present at CRC 2014 in London
2	Develop a regional standard for historical displays at CRCs.	London Chapter Tom Pollard	
3	Prepare a description of caucus requirements and procedures for Delegates and Alternates so they can review before the Summer Planning Meeting and CRC and know their responsibilities and duties.		
4	Region 2 trophies be photographed carefully, added to Region 2 web site, and subsequently recycled/melted down/destroyed.		
5	That a Regional Operating Manual be developed to cover Chapter Regional Conferences, Regional Fund, Regional Dinners and other Regional activities.		
6	Add additional information to the Region 2 web site.		

ORIENTATION SESSION – Friday Aug 23,2013 9:00am

The following were in attendance at the Orientation Session

CHAPTER	DELEGATE	ALTERNATE
Halifax	Darrell Amirault	Mark Lawrence
NB/PEI	Cam Chevarie	Mike Boedreau
La Ville de Quebec	Alexis Gagnon	Moise Gagne
Montreal	Anthony Jonkov	Stanislaw Kajl
Ottawa Valley	Rod Potter	Steve Moons
Toronto	David Benedetti	Glenn Kilmer
Hamilton	Reaz Usmanali	John Molnar
London Canada	Jamie Kruspel	Ibrahim Semhat
Windsor	Dan Castellan	Sara Palmer

Name	CHAPTER or SOCIETY	POSITION
Bill Bahnfleth	Central PA (Region 3)	Society Pres
Dan Pettway	Hamton Roads (Region 3)	Society VP
David Underwood	Toronto	Society Treasurer
Isabelle Lavoie	Montreal	DRC
Joel Primeau	Quebec City	ARC
Doug Cochrane	Toronto	RVC Grassroots and CRC Chair
Michael Khaw	Toronto	RVC MP
Chris Fudge	Ottawa	RVC CTTC
Daryl Somers	London	RVC RP
George Menzies	Hamilton	RVC History
Robyn Ellis	Hamilton	RVC SA
Jeff Clarke	Montreal	Reg Nom Alt
Tom Pollard	London	CRC Secretary
Sharlene Innes	NB/PEI	Chapter Secretary
Dwight Scott	NB/PEI	SA Chair

Isabelle Lavoie, DRC, welcomed everyone to the Orientation Session at 9:00am on Fri Aug 23, 2013. A welcome was extended to VIP Guests, Bill Bahnfleth and Dan Pettway. Isabelle reported that Darryl Boyce hoped to attend the CRC but was currently in Ottawa. Each of those in attendance then introduced themselves and their position.

Isabelle then asked to appoint Tom Pollard as the CRC Secretary – approved by all Delegates (9/0/0).

A review of the CRC Agenda {*refer to Appendix A*}, other meeting room locations and other CRC events was presented. Isabelle explained that the purposed of the CRC was to bring forward names to Region and Society positions. The CRC also allows items to be brought forward from Members and Chapters to the Region and Society to better ASHRAE. In addition, it was expected attendees will share ideas, solutions and socialize with other chapters. The CRC allows chapters to report on their activities as well as the planned items for the upcoming year. The RVCs will also present on their activities.

Doug Cochrane, CRC Chair indicated that Caucus Session for Delegates and Alternates would remain in the main meeting room. For those that are available, q BIM Technical Seminar by ASHRAE DL Dennis Knight would also be held in the morning.

THE ORIENTATION SESSION THEN ADJOURNED AT 9:40AM
TO ALLOW FOR THE FIRST CAUCUS SESSION.

MINUTES OF THE FIRST BUSINESS SESSION – Friday Aug 23, 2013 1:15pm

The following were in attendance at the 1st Business Session

CHAPTER	DELEGATE	ALTERNATE
Halifax	Darrell Amirault	Mark Lawrence
NB/PEI	Cam Chevarie	Mike Boedreau
La Ville de Quebec	Alexis Gagnon	Moise Gagne
Montreal	Anthony Jonkov	Stanislaw Kajl
Ottawa Valley	Rod Potter	Steve Moons
Toronto	David Benedetti	Glenn Kilmer
Hamilton	Reaz Usmanali	John Molnar
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Cindy Simmons	Society	ASHRAE Comptroller/Director of Administrative Services
Isabelle Lavoie	Montreal	DRC
Joel Primeau	Quebec City	ARC
Doug Cochrane	Toronto	RVC Grassroots and CRC Chair
Michael Khaw	Toronto	RVC MP
Chris Fudge	Ottawa	RVC CTTC
Daryl Somers	London	RVC RP
George Menzies	Hamilton	RVC History
Robyn Ellis	Hamilton	RVC SA
Jeff Clarke	Montreal	Reg Nom Alt
Tom Pollard	London	CRC Secretary

Riaz Ahmed	Toronto	Guest/Host Chapter
Rob Hoadley	NB/PEI	Chapter RP Chair
Guy Perreault	Quebec City	Chapter Governor
David Gauvin	Quebec City	Chapter RP Chair
Dwight Scott	NB/PEI	Chapter SA Chair
Iain Hill	Hamilton	Guest
Christine Choi	Toronto	Chapter Treasurer

Isabelle Lavoie, DRC, opened the 1st Business Session at 1:22pm on Fri Aug 23, 2013.

Isabelle Lavoie, DRC reviewed the Agenda for the First Business Session of the 2013 CRC (*refer to Appendix A*).

APPROVAL OF 2011 CRC MINUTES

Isabelle Lavoie, DRC called for approval of the minutes from 2012 CRC held in Ottawa. Moved by Montreal Delegate - Anthony Jonkova. All voted in favour of the motion and the 2012 CRC Minutes were approved (9/0/0)

STATUS OF SOCIETY MOTIONS FROM 2012 CRC

Isabelle Lavoie, DRC called upon Joel Primeau, ARC to review the status of Society motions that were passed last year (2012 CRC). Joel Primeau, ARC, then presented a summary of the Society motion status:

Motion #	Topic	Society Motion Status
3.1 by London Chapter	Modify Society membership database, website, reports to allow member profile information to have additional suffix types including profession designations.	Approved – referred to IT staff for implementation
3.2 by London Chapter	Modify Society membership database, website, reports to allow member profile information to have common name to be used in place of full name.	Approved – referred to IT staff for implementation
4.1 by Hamilton Chapter	That Society make additional efforts to digitize and make available on the Society website the older issues of Transactions, Insights and Journals publications.	Approved – referred to PEC and Historical Committee
16 by Hamilton Chapter	That Society include in the CRC Delegate and Alternate package up-to-date bios of the current retiring Board and EXCOM members.	Withdrawn – temporary access is provided to Delegates and Alternates to BIOS on web site
17 by Toronto Chapter	That Society pay travel expenses for the Membership Promotion Chairs to attend their local CRC events beginning Society year 2013-2014.	Membership Committee not in favour – did not move forward
18 by Toronto Chapter	That Society pay travel expenses for the Research Promotion Chairs to attend their local CRC Conferences beginning Society year 2013-2014.	Withdrawn – RP Committee provides \$100 incentive for partial reimbursement when attending both CRC & Society centralized training

2013 CRC PREPARED MOTIONS

Joel Primeau, ARC, then proceeded to the reading of prepared Motions submitted in advance of the 2013 CRC so that they can be reviewed and discussed further before they are reviewed and voted on later on Sunday

1. Hamilton – once registration fees for the following year's CRC are approved by the Delegates, any change by the Host Chapter must be resubmitted as a vote to the Delegates for their approval
2. Hamilton – that Society modify the CRC historical form to reflect entries showing the total budgeted costs vs the actual costs of conducting a CRC
3. Hamilton – that Society allows Region 2 CRC meeting dates to be moved to the end of the 1st week after

- Labour Day commencing 2015
4. Hamilton – that Society allow Region 2 the option to use the digit “2” in correspondence to avoid confusing with Region 11 (in place of “II” to use “2”)
 5. Hamilton – that a regional operating manual be developed to cover CRC regional fund, regional dinners, and other regional activities.
 6. Montreal – that Society add the column 'Chapter Paid Date' taken from the paid to Society paid Excel sheet onto the chapter master list Excel sheet
 7. Montreal – that Region 2 allow the Regional Historian or Regional Consultant to be present during the caucus sessions at CRCs
 8. Ottawa – move that submittals of any or all nominations for honours or awards and/or Society positions be entirely voluntary by chapters effective July 1, 2014
 9. Ottawa – move that agenda for CRC planning meeting be adjusted to ensure information relating to the actual CRC be discussed first, followed by regional chair background reports, followed by further recommended topics
 10. Ottawa – move that during the nominating process that names of members proposed for positions during previous CRC's be made available to caucus
 11. NB/PEI – for the purpose of calculating PAEO points for keeping delinquencies below 3% the percent should be based on the area assigned members total as determined at the start of the year for which delinquencies are calculated on July 1, in addition the total number of delinquencies on which this percentage is based should be based on the total number of delinquencies during the total month of June not just June 30

Joel Primeau, ARC, indicated these and additional motions will be presented after the workshops for discussion and approval.

SOCIETY OFFICER'S REPORT

Isabelle Lavoie, DRC called upon Dan Pettway, Society VP, for the report from Society.

The presentation was entitled “ASHRAE Members – Make The Difference”. Dan Pettway explained that membership is important, have the latest technology, are the leaders in hvac, and do make a significant difference. The Society is a group of like minded people for a common cause – we all do this together. Recent Society activities include the new logo, sustainable and advanced energy design guides, new partnerships in research and promotion (contribution up 4.4% in 2012 to \$2.2 million), growing membership outside North America. BEQ (Building Energy Quotient) launched in March 2012 is ASHRAE new building rating system. Handbooks will have new options which include print, CD and online versions. ASHRAExCHANGE is a new discussion forum that was launched at the Society meeting. Several new ASHRAE standards now have 'red line' versions to indicate changes from previous versions (in print and PDF). ASHRAE members make the world a better place for us and our children.

SOCIETY STAFF REPORTS

Isabelle Lavoie, DRC called upon Cindy Simmons, ASHRAE Comptroller/Director of Administrative Services for the report from Society Staff.

A review of AHSRAE staff was presented with the understanding that any could be contacted if there are any issue. The contact phone numbers and emails are on the Society web site. The staff in Atlanta GA are to support and assist the chapters and members.

{there was a short meeting break at this time}

Isabelle Lavoie, DRC called upon David Underwood, Society Treasurer who indicated he would like to say a few words.

David discussed the Strategic Plan that Society is reviewing. The current plan is more then 5 years old and needs to be updated. The new Strategic Plan will be more international and what ASHARE needs to do to be a better organization. Areas being reviewed include: Global Strategy; Intersociety Collaboration to Address Common Goals; Building Performance; Career (Professional) Development and Personal Growth within ASHRAE; The Role of ASHRAE in Residential Built Environment; Expanding Scope of Markets (members) Served.

Joel Primeau, ARC, then had a team discussion exercise regarding the Strategic Plan. The attendees broke into groups to prepare some ideas for: ASHRAE opportunities new and different ways; ASHRAE new programs to attract new members; ASHRAE support to chapter leaders; ASHRAE trends in 3 to 5 years that will significantly impact members.

{there was a 25 minute meeting break at this time while the groups discussed the above}

Joel Primeau, ARC reassembled the groups and had each present on their discussions and results.

ASHRAE opportunities new and different ways – Society provide regional seminars in addition to summer and winter meeting possibly with CRC's; Society prepare a business case as to why a member should be involved with ASHRAE with advantages for the member and employer; Society to spend time and energy to market itself to other organization to create more exposure and recognition; Society to offer some financial assistance to members to get various certifications; survey on topics of interest at chapter meetings when renewing membership; list chapter programs on the regional web site.

ASHRAE new programs to attract new members – education would attract new members along with standards training; collaborate with universities, BOMA, Canadian Building Council, AIA and other architectural groups; network with others in industry; develop soft skills and leadership skills.

ASHRAE support to chapter leaders – Society use its size for economy of scale for financial services including e-commerce in place of each chapter arranging at a cost; Society handle email distribution list to chapter members and for joint meetings with others; chapter members acting as volunteer treasurer's which would benefit to standardize templates for financial reports including Canada unique requirements; Society to help chapters easily identify members who have paid chapter dues but the chapter might not know (possible suffix on membership number).

ASHRAE trends in 3 to 5 years that will significantly impact members – advancements in technology has something new on the market every day; companies are no longer supporting employee's membership as the economy has declined; youth member participation is decreasing as universities and colleges are no longer offering courses; decrease in profession pay scale with respect to others; volunteer time being reduced by other pressures including other groups; ageing infrastructure, energy costs and resource pressures; international standard development; services to include free access to publications; government activities to address the building certification; bring in more professional groups to become the one-stop-shop.

Joel Primeau, ARC indicated the recently discussed ideas would be gathered and presented to the Society Planning Committee.

CHAPTER REPORTS

Isabelle Lavoie, DRC had forwarded a new format for chapter reports to highlight the year activities as a chapter.

{refer to Appendix B for chapter report slides}

The following chapters each presented their 2012-2013 events, ideas, challenges and successes

- London Canada #116 - Jamie Kruspel, Delegate
- Halifax #100 - Darrell Amirault, Delegate
- Montreal #014 - Anthony Jonkov, Delegate
- Toronto #016 - David Benedetti, Delegate
- Ottawa Valley #015 - Rod Potter, Delegate
- NB/PEI #117 - Cam Chevarie, Delegate
- La Ville de Quebec #013 - Alexis Gagnon, Delegate
- Windsor #141 - Dan Castellan, Delegate
- Hamilton #037 - Reaz Usmanali, Delegate

THE 1st BUSINESS SESSION ADJOURNED AT 5:09PM ON FRI AUG 23, 2013.

MINUTES OF THE SECOND BUSINESS SESSION – Saturday Aug 24, 2013 8:30am

The following were in attendance at the 2nd Business Session

CHAPTER	DELEGATE	ALTERNATE
Halifax	Darrell Amirault	Mark Lawrence
NB/PEI	Cam Chevarie	Mike Boedreau
La Ville de Quebec	Alexis Gagnon	Moise Gagne
Montreal	Anthony Jonkov	Stanislaw Kajl
Ottawa Valley	Rod Potter	Steve Moons
Toronto	David Benedetti	Glenn Kilmer
Hamilton	Reaz Usmanali	John Molnar
London Canada	Jamie Kruspel	Ibrahim Semhat
Windsor	Dan Castellan	Sara Palmer

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Dan Pettway	Hamton Roads (Region 3)	Society VP
David Underwood	Toronto	Society Treasurer
Cindy Simmons	Society	ASHRAE Comptroller/Director of Administrative Services
Isabelle Lavoie	Montreal	DRC
Joel Primeau	Quebec City	ARC
Doug Cochrane	Toronto	RVC Grassroots and CRC Chair
Michael Khaw	Toronto	RVC MP
Chris Fudge	Ottawa	RVC CTTC
Daryl Somers	London	RVC RP
George Menzies	Hamilton	RVC History
Robyn Ellis	Hamilton	RVC SA
Jeff Clarke	Montreal	Reg Nom Alt
Tom Pollard	London	CRC Secretary
Dwight Scott	NB/PEI	Chapter SA Chair
Sharlene Innes	NB/PEI	Chapter Secretary
Devin Harinourine	NB/PEI	Chapter Historian
Alan Porter	Toronto	Chapter VP
Dennis Knight	Charleston	Society DL Speaker
John Freeman	London	Chapter RP
Iain Hill	Hamilton	Chapter Treasurer
Rob Hoadley	NB/PEI	Chapter RP

Dave Bouchard	Quebec City	Chapter Newsletter
Jonathan Vigneault	Quebec City	Chapter CTTC
Luke Cote	Quebec City	Chapter Website
Prasenjit Pac	Toronto	Chapter YEA
Aaron Dobson	Ottawa	Chapter Historian
Kashyap Desai	Ottawa	Chapter GR
Arash Habibollahi	Toronto	Chapter CTTC
Peter Turk	Toronto	Chapter CTTC
Guy Perreault	Quebec City	Chapter BOG

Isabelle Lavoie, DRC, opened the 2nd Business Session at 8:30am on Sat Aug 24, 2013.

Isabelle Lavoie, DRC had Joel Primeau, ARC present the Regional Chapter Statistics.

{refer to Appendix B for statistics report slides}

REGIONAL VICE-CHAIR REPORTS

Isabelle Lavoie, DRC had each RVC highlight the year activities as a region.

{refer to Appendix C for RVC report slides}

The following Regional Vice Chairs presented their 2012-2013 summaries:

- Research Promotion (RP) - Daryl Somers
- Chapter Technical Transfer (CTTC) - Chris Fudge
- Student Activities (SA) - Robyn Ellis
- History - George Menzies
- Membership Promotion (MP) - Michael Khaw
- Grassroots Government Activities (GGAC) - Doug Cochrane
- Young Engineers In ASHRAE (YEA) – Aaron Smith (could not attend the CRC but forwarded a report)

During the RVC report presentation, Dennis Knight, Society DL Speaker, was at the business meeting. Isabelle Lavoie, DRC called on Dennis Knight to say a few words after the RP report as he is also a past Society Research Promotion Chair. Dennis Knight indicated that the first ASHRAE research project requirement was issued in 1912. Everyone that has given a dollar to research has improved ASHRAE and the planet. Most of the handbooks and standards has come about from ASHRAE research. Dennis Knight thanked everyone that had contributed in the past and hoped that all would continue with their future contributions..

David Benedetti, Toronto Delegate, also thanked Dennis Knight for the BIM Technical presentation and for coming to the CRC.

2014 CRC LONDON PRESENTATION

Isabelle Lavoie, DRC called upon London Canada Jamie Kruspel, Delegate to present on next years (2014) CRC.

{refer to Appendix D for report slides}

Jamie Kruspel indicated the next CRC will be more casual at “The Beach” and returning to Grand Bend were the London Chapter had the its last local CRC. It should be noted that hotel room rates that are shown also include all the meals. Additional information and rates would be needed for those that might be sharing a room or attending with a spouse.

The presented budget was to be reviewed by the Delegates for voting on Sunday.

THE 2nd BUSINESS SESSION ADJOURNED AT 10:47AM ON SAT AUG 24, 2013.

2013 AWARDS LUNCHEON

The luncheon opened at 11:00am with Joel Primeau, ARC, welcoming all and introducing the special guests: Bill Bahnfleth, Society President; Dan Pettway, Society VP; David Underwood, Society Treasurer and Cindy Simmons, ASHRAE Comptroller/Director of Administrative Services. Also recognized was Doug Cochrane and all the rest of the Toronto Chapter for hosting the CRC. During the meal, Joel and the RVCs presented the Society and Regional awards.

{refer to Appendix E for list of awards presented}

After the lunch, Bill Bahnfleth, Society President, presented theme “Shaping the Next ...”

THE AWARDS LUNCHEON CONCLUDED AT 1:00PM ON SAT AUG 24, 2013.

AFTERNOON MEETINGS CONSISTED OF THE WORKSHOPS

MINUTES OF THE THIRD BUSINESS SESSION – Sunday Aug 25, 2013 8:00am

The following were in attendance at the 3rd Business Session

CHAPTER	DELEGATE	ALTERNATE
Halifax	Darrell Amirault	Mark Lawrence
NB/PEI	Cam Chevarie	Mike Boedreau
La Ville de Quebec	Alexis Gagnon	Moise Gagne
Montreal	Anthony Jonkov	Stanislaw Kajl
Ottawa Valley	Rod Potter	Steve Moons
Toronto	David Benedetti	Glenn Kilmer
Hamilton	Reaz Usmanali	John Molnar
London Canada	n/a	Ibrahim Semhat
Windsor	Dan Castellan	Sara Palmer

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Dan Pettway	Hamton Roads (Region 3)	Society VP
David Underwood	Toronto	Society Treasurer
Cindy Simmons	Society	ASHRAE Comptroller/Director of Administrative Services
Isabelle Lavoie	Montreal	DRC

Joel Primeau	Quebec City	ARC
Doug Cochrane	Toronto	RVC Grassroots and CRC Chair
Michael Khaw	Toronto	RVC MP
Chris Fudge	Ottawa	RVC CTTC
Daryl Somers	London	RVC RP
George Menzies	Hamilton	RVC History
Jeff Clarke	Montreal	Reg Nom Alt
Tom Pollard	London	CRC Secretary
Dwight Scott	NB/PEI	Chapter SA Chair
John Freeman	London	Chapter RP
Adam Moons	Ottawa	Chapter MP
Adrian Mitini	Ottawa	Chapter SA
Alan Porter	Toronto	Chapter VP
Aaron Dobson	Ottawa	Chapter Historian
Kajhymp Desae	Ottawa	Chapter GR
Jonathan Vigneault	Quebec City	Chapter CTTC
Guy Perreault	Quebec City	Chapter BOG

Isabelle Lavoie, DRC, opened the 3rd Business Session at 8:00am on Sun Aug 25, 2013.

Isabelle Lavoie, DRC, called for the presentation of the Saturday Workshop Reports.

MEMBERSHIP PROMOTION WORKSHOP REPORT - presented by Adam Moons. Ottawa Chapter Michael Khaw, RVC MP, chaired the workshop had a total of 15 attending with 9 MP Chairs in addition to 2 YEA Chairs with only 2 new chairs at most are returning for another year. Discussed was how to grow membership in the chapter and Society while dealing with delinquency issues. Each gave why they joined ASHRAE which might provide ideas to get other new members. Michael reviewed the reports and how to use. Goals and PAOE were reviewed.

RESEARCH PROMOTION WORKSHOP REPORT - presented by John Freeman, London Chapter Daryl Somers, RVC RP, chaired the workshop with 8 or 9 chairs present and 4 others also attending so that all chapters were represented. Goals were set for the next year. Tips were discussed to get other chapter members involved.

GRASSROOTS WORKSHOP REPORT - presented by Ibrahim Semhat, London Chapter Doug Cochrane, RVC GRRC, chaired the workshop with 3 chairs and 7 chapters represented. As a new committee the vision was reviewed. Discussed was how our members should provide the resources to local governments. The relationships and other organizations were discussed. The PAOE requirements were also reviewed.

STUDENT ACTIVITIES WORKSHOP REPORT - presented by Adrian Mitini, Ottawa Chapter Robyn Ellis, RVC SA, chaired the workshop with 5 chairs and 7 chapters represented. Discussed were items that works at chapter events. Ideas on K-12 programs and how the get more leaders involved. Student branches need to get consistent numbers on attendees and not just the senior class as well as how to network and not just to get contacts for resumes. The kids zone on the web site has more information.

HISTORICAL WORKSHOP REPORT - presented by Tom Pollard, London Chapter George Menzies, RVC History, chaired the workshop with 7 chapters represented. There were 7 chapter historical displays with the room being used for the meeting breaks which assisted in attendees viewing the information. Discussions involved what should be at the CRC as some chapters have large items which cause problems to transport to the CRCs.. George reviewed some items that Society have including Pioneers of Industry and Hall of Fame awards. Bios of older members

were discussed as Hamilton found these members then start to come back out to the chapter meetings.

YOUNG ENGINEERS IN ASHRAE WORKSHOP REPORT - presented by Michael Khaw, Toronto Chapter
Michael Khaw chaired the workshop as Aaron Smith, RVC YEA, could not attend the CRC. The workshop had 8 attending with 2 chairs. Michael reviewed the power point presentation, as well as the YEA weekend that Society provides. There are also opportunities for YEA members to shadow a Society person at a Society meeting. To get students involves is as easy as having a technical tour and get functions would have a successful year.

CHAPTER TECHNICAL TRANSFER WORKSHOP REPORT - presented by Jonathan Vigneault, Quebec City Chapter

Chris Fudge, RVC CTTC, chaired the workshop with 7 chapters chairs with a total of 15 attending. Discussions found that members like technical tours; continue with speaker evaluation forms and who was good or bad; share a regional speakers list; provide the members with more information on AHSRAE certification programs.

2014 CRC LONDON PRESENTATION

Isabelle Lavoie, DRC, then asked to revisit the 2014 CRC Budget that London had presented.

{refer to Appendix D for report slides}

Recommendations include: corporate sponsorship amount for revenue should be higher (currently shown as \$3,000); additional information and clarification required for family costs as rooms and meals are currently shown as one amount (\$230/night for room and includes 3 meals per day); additional rates for early and later arrivals also required as most will need to check flight schedules to be available for the Friday morning CRC start; breakout rooms needs to be revised from 5 to 6 as well as the main meeting room (due to new grassroots session); a room for the regional meeting also required on the Friday; the last CRC also had Thru night meals for Society guests that arrive early; the expense for photography could be done by a chapter member in place of being a CRC expense.

Ibrahim Semhat, London Chapter, submitted the budget as submitted for approval; 2nd by Rod Potter, Ottawa Valley.
Vote: **PASSED** (9/0/0)

REGIONAL FUND STUDY

Isabelle Lavoie, DRC, explained that last year she had asked 3 members (Guy Perreault – Quebec City Chapter, Nicolas Lemire – Montreal Chapter, Stephen Lynch – Ottawa Chapter) to review the Regional Fund and what it should be used for.

Isabelle Lavoie, DRC, indicated that a preliminary report had been presented at the summer (May) Delegates planning meeting. The preliminary report and financial model showed what should be funded at the regional level, how much these expenses would be, and how much is raised by chapter dues paying members. At the planning meeting, it was discussed that the Regional leaders should be supported more from the regional fund, the chapter contributions would be from the chapter dues paying members, and there would be a ramping up of the chapter fees to the regional fund.

Isabelle Lavoie, DRC, then asked to Guy Perreault to present the latest information on the Regional Fund.

Guy Perreault explained that the planning meeting had a preliminary spreadsheet but several attendees might not have had a opportunity to review. The region for some years had representation from just a few chapters and not all members might have support from their chapters or employers, so it was suggested to have some additional support to those that might wish to volunteer. It was felt that all the chapters benefit from the regional officers and so all chapters need to contribute to the fund. Society will pay for transportation expenses but hotel and meals are paid for by the attendee which may exclude some members who might be willing to volunteer to regional positions. A budget was proposed to cover 3 nights of hotel at maximum \$200/night for Society level meetings (summer and winter for each of the RVCs, Nominating officers, and DRC) as well as a YEA leadership weekend once a year. Currently the regional fund pays for regional award plaques, summer planning meeting lunch, Regional Historian transportation for chapter visits, expenses related to chapter visits such as hotel rooms and dinner meeting costs to be covered by the hosting chapter, and some other small expenses by the DRC.

Currently the region collects \$1 for regional operations and \$6 for seed money for the CRC = \$7 total. A new additional assessment of \$7.58 is proposed to add to the fund for the new expenses for the regional officer's expenses = \$14.58 new rate (based on the current regional dues payment members). Discussions involved as to what the chapters funds should be

contributing to the region and what should be covered. A proposed new region operating manual would also include these items. Doug Cochrane explained that Region XI has a regional fund (contributed to by chapter dues) that pays for RVC hotel and CRC registration expenses and also \$500 per society meeting to offset these expenses. Guy Perreault stated that the additional new expenses have been budgeted at a total of \$10,800 per year. Chapters discussed how they might raise their chapter's income to cover the increased chapter expense: increase chapter dues, increase or add to golf tournaments, add to corporate sponsorships. Delegates were asked if they support the new amount and if there should be a phase in period – each indicated they support the new amount and would like the amount to be increase as one amount vs a phase in.

Motion-2013-R-1

moved by David Benedetti, Toronto Chapter; 2nd by Reaz Usmanali, Hamilton Chapter

Motion: The chapters support the regional fund in the new total amount of \$15.00 per chapter dues paying member starting in July 2014.

Background: see above discussion regarding fund to assist regional officers in their activities

Vote: APPROVED (9/0/0).

Note: refer to past CRC motion that NB/PEI will use their area assigned member and not dues paying member for calculating their regional fund contribution.

{a short 10 minute break was taken at this time before the business session resumed}

NOMINATING SESSIONS

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

Doug reported that the Nominating Sessions were successfully completed with names being brought forward for all positions. Doug could only also report that for next year are: Nominating Member – Jeff Clarke, and Alternate - Guy Perreault.

UPCOMING CRC DATES AND LOCATIONS

Isabelle Lavoie, DRC, 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 22 to 24, 2014 in London (Grand Bend) – Chair: Karl

August 21 to 25, 2015 in Hamilton – Chair: David Rasmussen

(dates to be confirmed – see Motion proposal 2013-S-2 as date may move to early Sept due to hotel costs)

August 26 to 28, 2016, NB/PEI (chair to be confirmed)

CRC 2012 REPORT

Isabelle Lavoie, DRC, next called for a review of last year's CRC and report by Rod Potter, Ottawa Valley Chapter.

{refer to Appendix F for report slide}

Rod Potter reported Actual Revenue = \$49,780.50, Total Actual Expenses = \$35,684.21
with a CRC 2012 Excess = \$14,096.29.

Rod Potter indicated that the excess was helped by having additional corporate sponsors over what was planned. The excess amount has been shared between the Regional Fund and the Ottawa Chapter as required by a past regional motion. Rod Potter reported the excess funds had been forward to the Regional Treasurer.

Motion- Rod Potter, Ottawa Valley Chapter, motioned to approve the as presented CRC2012 Report. 2nd by Ibrahim Semhat, London Chapter.

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

REGIONAL FUND REPORT

Isabelle Lavoie, DRC, next called for a review the last year's Regional Fund.

{refer to Appendix G for report slide}

The July 1, 2012 to June 30, 2013 financial report was presented. Income = \$19,997.15, Expenses = \$11,959.99
Closing Balance = \$22,786.54 with some account receivables (\$1,015.00) and a carried forward expense for YEA weekend (which will be paid for in 2013 at approx \$1200).

Discussions involved the amount that the Regional Fund should have as a past few CRC surpluses have contributed to the increase to the Regional Fund amount. The Regional Budget will be reviewed and approved each year at the CRC.

Toronto Chapter, Alan Porter indicated he had reviewed and audited the Regional Funds and had no concerns.

Motion- Darrell Amirault Halifax Chapter, motioned to approve the as presented 2012 Regional Fund Report; 2nd by Ibrahim Semhat, London Chapter.

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

Isabelle Lavoie, DRC, next presented the Regional Fund 2013-14 Budget.

{refer to Appendix G for report slide}

Discussions involved adding the expense amounts for The Regional Officer's meetings that had previously been discussed. The expense amounts were revised.

Motion- Dan Castellan, Windsor Chapter, motioned to approve the as presented as revised 2013-2014 Regional Fund Budget; 2nd by Ibrahim Semhat, London Chapter.

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

2013 SOCIETY AND REGIONAL MOTIONS

Isabelle Lavoie, DRC, called upon Joel Primeau, ARC to present the Society and Regional Motions.

Windsor Chapter had to leave midway through the discussion on voting of the motions, so some motions only have 8 voting chapters.

Details on the Society and Regional Motions were presented as follows (the order that motions discussed has been revised to group Society and Regional motions together in the following summary information):

2013 MOTION SUMMARY

S=Society Motion, R=Regional Motion

2013 Motion #	STATUS For/Against/Abstain	MOTION
2013-S-1	Passed 9/0/0	That Society modify the CRC Historical Profile Form to reflect entries showing the total budgeted cost vs the actual cost for conducting a CRC.
2013-S-2	Passed 9/0/0	That Society allows Region II CRC meeting dates to be moved to early September 2015.

2013-S-3	Passed 7/2/0	That Society allow Region II the option to use the digit 2 in correspondence to eliminate the confusion with Region Eleven.
2013-S-4	Passed 9/0/0	That Society create and maintain an email list service from the membership database to allow the chapter president, president elect, secretary, and newsletter editor to send chapter notices and newsletters (pdf attachments) to their respective Chapter Membership.
2013-S-5	Passed 9/0/0	That Society adds the column "Chapter paid date" taken from the "paid to Society" Excel sheet onto the "Chapter Master List" Excel sheet.
2013-S-6	Passed 8/0/0	Move that during the Nomination Process, names of members proposed for positions during previous CRC be made available to caucus.
2013-S-7	Passed 8/0/0	Move that current awards system utilizing Ribbons, Chevrons and similar items for attachment to banners, be replaced with more valuable Personalized Certificates or Plaques.
2013-S-8	Passed 8/0/0	For the purpose of calculating PAOE points for keeping delinquencies below 3%, the percentage of delinquents should be based on the Area Assigned Members (AAM) total as determined at the start of the year for which the delinquencies are calculated (ie. July 1st). In addition, the total number of delinquencies on which this percentage is based, should be based on the total number of delinquencies during the entire month of June, not just June 30th.
2013-S-9	Passed 8/0/0	That Society pay travel expenses for the Membership Promotion Chairs to attend their local CRC Conferences beginning Society year 2013-2014.
2013-S-10	Passed 8/0/0	That Society pay travel expenses for the Research Promotion Chairs to attend their local CRC Conferences beginning Society year 2013-2014.
2013-S-11	Passed 8/0/0	That Society rename and rebrand the Presidential Theme as the "Society Theme for XXXX year" rather than keeping the Presidential Theme as name.
2013-S-12	Passed 8/0/0	That Society create rules and procedures for guidance to the chapters on how to facilitate and implement the social media platforms
2013-S-13	Passed 8/0/0	That Society allow Toronto to hold the annual summer meeting in Toronto for the year 2022
2013-R-1	Passed 9/0/0	That the chapters support the regional fund in the new total amount of \$15.00 per chapter dues paying member starting in July 2014.
2013-R-2	Withdrawn	That once Registration fees for the following year's CRC are approved by the Delegates, any change by the host chapter must be resubmitted as a vote to the Delegates for their approval.
2013-R-3	Passed 9/0/0	That a Regional Operating Manual be developed to cover Chapter Regional Conferences, Regional Fund, Regional Dinners and other Regional activities.
2013-R-4	Passed 9/0/0	YEA recommends that Region II begin a Regional LeaDRS program effective with fiscal year 2014-2015 subject to the provided background information.
2013-R-5	Failed 2/7/0	That Region 2 allow the Regional Historian or a Regional Consultant to be present during the Caucus sessions at CRCs.
2013-R-6	Withdrawn	That submittal of any or all nominations for honours, awards, regional or society positions be entirely voluntary by chapters effective July 1, 2014.
2013-R-7	Passed 9/0/0	Move that agenda for CRC Planning Meetings be adjusted to ensure that information relating to the actual CRC be discussed first, followed by Regional Chair background reports, followed by further recommended topics.
2013-R-8	Passed 8/0/0	Move that existing Region 2 trophies be photographed carefully and subsequently recycled/melted down/destroyed.
2013-R-9	Passed 8/0/0	That in Region 2 for future CRC events we request from every attending chapter to bring at least one silent auction prize for the hosting chapter to auction Background Information: Motion intent is to have the non-hosting chapters receive silent auctions gifts of a reasonable dollar value so that the host chapter may raise some funds for ASHRAE RESEARCH

Society Motion: 2013-S-1

Moved By: Hamilton Chapter - Reaz Usmanali; 2nd by: NB/PEI Chapter - Camille Chevarie

Motion: **That Society modify the CRC Historical Profile Form to reflect entries showing the total budgeted cost vs the actual cost for conducting a CRC.**

Background Information: The Society Manual for Conducting a CRC, Appendix D page 19 has a form to be filled out at the conclusion by the chairperson of the CRC. It provides details on the numbers of members and guests that participated at the CRC and costs of events and so on. What is missing is information on what was the CRC total budgeted cost vs actual costs. Although the current form does have important information, it does not list the total budgeted costs compared to final total cost to it can be compared to other CRCs within the region as well as those of other regions. This information is essential for planning future CRCs. It does list a figure for whether the CRC had a surplus or deficit, but what was the total cost? Other lines on the form need improvement as well e.g. second line asked for a number for the "Regions Participating". In 2011, on the completed form for Region II, it stated 116. ASHRAE does not have that many regions at the moment. It likely meant how many members and guests paid to attend the CRC. The form is a big improvement and needs some tweaking ASAP.

Fiscal Impact: Better planning for future CRC chairpersons with good historical numbers that can be used to negotiate better contracts with hotels.

Vote Count: **PASSED** For: 9 Against: 0 Abstained: 0

Society Motion: 2013-S-2

Moved By: Hamilton Chapter - Reaz Usmanali; 2nd by: Halifax Chapter - Darrell Amirault

Motion: **That Society allows Region II CRC meeting dates to be moved to early September 2015.**

Background Information: Hotels in Canada charge maximum room and conference rates in July and August, with pricing dropping significantly after Labour Day. This would make Region II CRCs more affordable and would enable more chapter committee chairs and other chapter members participation in the CRCs. We are aware that Society mandated specific dates for CRCs. The main reason August dates were selected were to help the Board address the motions coming out of CRCs in August for their early Oct BOD meeting. But e-mail now can get any significant motions out to the Board members 3 to 4 weeks prior to their meeting in Oct. The 2015 date was chosen to start as the CRC will be in Niagara Falls and Sept rates are 30 to 50% less in September with conference rooms far less as well.

Fiscal Impact: Major savings.

Vote Count: **PASSED** For: 9 Against: 0 Abstained: 0

Society Motion: 2013-S-3

Moved By: Hamilton Chapter - Reaz Usmanali; 2nd by: Ottawa Valley - Roderic Potter

Motion: **That Society allow Region II the option to use the digit 2 in correspondence to eliminate the confusion with Region Eleven.**

Background Information: ASHRAE used Roman numerals for many of their early years as they were associated with the Microsoft Times New Roman font. However most information now on ASHRAE's website and in their correspondence uses modern fonts such as Arial, Tohama, Verdana which result in the number 2 as being II which looks like the digit eleven. This causes confusion. Plus it requires 2 key strokes instead of one which is time consuming.

Fiscal Impact: None; could be a time saver, hence some savings.

Vote Count: **PASSED** For: 7 Against: 2 Abstained: 0

Society Motion: 2013-S-4

Moved By: London Canada Chapter - Ibrahim Msemhat; 2nd by: Hamilton Chapter - Reaz Usmanali

Motion: **That Society create and maintain an email list service from the membership database to allow the chapter**

president, president elect, secretary, and newsletter editor to send chapter notices and newsletters (pdf attachments) to their respective Chapter Membership.

Background Information: Chapters now maintain their own email lists of chapter members. This list needs to be kept up to date with additions, deletions and changes of chapter members. By having the email list maintained by Society from the master membership database, a member does not need to update email address changes in 2 locations (1-with the Society; 2-with the Chapter). Society currently maintains an email list server for ASHRAE Learning Institute, ASHRAE Standards Action, Bookstore, CIS, Government Affairs, Members First, Project Committees, and Research Project Bidders. This feature to be extended to Chapters.

Fiscal Impact: \$500.00 (estimate for adjustments to the society database and add to current list server software)

Vote Count: **PASSED** For: 9 Against: 0 Abstained: 0

Society Motion: 2013-S-5

Moved By: Montreal Chapter - Anthony Jonkov; 2nd by: Toronto Chapter - David Benedetti

Motion: **That Society adds the column “Chapter paid date” taken from the “paid to Society” Excel sheet onto the “Chapter Master List” Excel sheet.**

Background Information: These documents are all found under “Chapter Management Reports” on the ASHRAE web site. By accomplishing this and putting everything into a single document, it will become easier to achieve follow ups for the chapter membership chair and chapter treasurer. Furthermore, by having everything into a single document, the membership’s workload would diminish when it comes to the integration of certain membership management software tools which are more and more popular amongst chapters (ex: SimpleSignup.ca used by Montreal, Ottawa and Vancouver). This information used to be on the Chapter Master list. When the format of the spreadsheet was updated a few years ago, that particular column was eliminated, thus forcing chapter staff to cross-reference different lists to perform membership management functions, increase work load and chances of errors.

Fiscal Impact: None

Vote Count: **PASSED** For: 9 Against: 0 Abstained: 0

Society Motion: 2013-S-6

Moved By: Ottawa Valley Chapter - Roderic Potter; 2nd by: Toronto Chapter - David Benedetti

Motion: **Move that during the Nomination Process, names of members proposed for positions during previous CRC be made available to caucus.**

Background Information: What happens in previous caucus meeting should not necessarily remain secret.

Fiscal Impact: None

Vote Count: **PASSED** For: 8 Against: 0 Abstained: 0

Society Motion: 2013-S-7

Moved By: Ottawa Valley Chapter - Roderic Potter; 2nd by: Toronto Chapter - David Benedetti

Motion: **Move that current awards system utilizing Ribbons, Chevrons and similar items for attachment to banners, be replaced with more valuable Personalized Certificates or Plaques.**

Background Information: The new style of banner is smaller than the old felt style and it is not an ideal material for pinning ribbons etc. The banners themselves are tending to be used less and less because hanging them up is sometimes a problem. Awards are traditionally pinned to the banners and generally never looked at again. Personalized Certificates and/or Plaques are more rewarding for the recipient with potential for easy scanning, framing, or hanging with pride.

Fiscal Impact: None

Vote Count: **PASSED** For: 8 Against: 0 Abstained: 0

Society Motion: 2013-S-8

Moved By: NB/PEI Chapter - Camille Chevarie; 2nd by: London Canada Chapter - Ibrahim Semhat

Motion: **For the purpose of calculating PAOE points for keeping delinquencies below 3%, the percentage of delinquents should be based on the Area Assigned Members (AAM) total as determined at the start of the year for which the delinquencies are calculated (ie. July 1st). In addition, the total number of delinquencies on which this percentage is based, should be based on the total number of delinquencies during the entire month of June, not just June 30th.**

Background Information: Currently the AAM number used in this calculation is based on the upcoming year's AAM total, and not the current year which the delinquencies are based. In addition, the delinquency list generated on June 1st should be the same as that on June 30th (and for each month, for that matter). Currently, a list generated on June 29th is different than a list generated on June 30th, and the June 30th list is what this percentage is based, even though the "delinquencies" were not listed on the June 29th list; are noted as being delinquent for "0" months on June 30th list; and are noted as being delinquent for "1" month on the July 1st list. Based on this, they are not delinquent on June 30th, and should not count towards the percentage of delinquencies calculation, which they currently are, which reflects unfairly on the efforts of the Chapter Membership Promotion Chairs.

Fiscal Impact: None

Vote Count: **PASSED** For: 8 Against: 0 Abstained: 0

Society Motion: 2013-S-9

Moved By: Toronto Chapter - David Benedetti; 2nd by: London Canada Chapter - Ibrahim Semhat

Motion: **That Society pay travel expenses for the Membership 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 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 Count: **PASSED** For: 8 Against: 0 Abstained: 0

Society Motion: 2013-S-10

Moved By: Toronto Chapter - David Benedetti; 2nd by: Hamilton Chapter - Reaz Usmanali

Motion: **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 Count: **PASSED** For: 8 Against: 0 Abstained: 0

Society Motion: 2013-S-11

Moved By: Toronto Chapter - David Benedetti; 2nd by: Hamilton Chapter - Reaz Usmanali

Motion: **That Society rename and rebrand the Presidential Theme as the "Society Theme for XXXX year" rather**

than keeping the Presidential Theme as name.

Background Information: Motion intent is to have better “buy in” and interest and captivate the membership as they will feel that they have more to do with Presidential Theme than just the President of Society.

Fiscal Impact: \$ 0.00

Vote Count: **PASSED** For: 8 Against: 0 Abstained: 0

Society Motion: 2013-S-12

Moved By: Toronto Chapter - David Benedetti; 2nd by: Hamilton Chapter - Reaz Usmanali

Motion: That Society create rules and procedures for guidance to the chapters on how to facilitate and implement the social media platforms

Background Information: Motion intent is to have chapters learn and abide by policies and procedures set from Society, so that the social media vehicles can't be used in the wrong way and create problems for chapters, members and Society.

Fiscal Impact: ?? (facilitated via ECC)

Vote Count: **PASSED** For: 8 Against: 0 Abstained: 0

Society Motion: 2013-S-13

Moved By: Toronto Chapter - David Benedetti; 2nd by: Ottawa Valley Chapter - Roderic Potter

Motion: That Society allow Toronto to hold the annual summer meeting in Toronto for the year 2022.

Background Information: Motion intent is to hold the annual summer meeting in Toronto in the year 2022 as this year is our 100th anniversary as an ASHRAE Chapter

Fiscal Impact: \$ 0

Vote Count: **PASSED** For: 8 Against: 0 Abstained: 0

Regional Motion: 2013-R-1

refer to above minutes regarding Region Fund contribution by chapter member

Regional Motion: 2013-R-2

Moved By: Hamilton Chapter – Reaz Usmanali. 2nd by.....(none) – **Motion Withdrawn**

Motion: That once Registration fees for the following year's CRC are approved by the Delegates, any change by the host chapter must be resubmitted as a vote to the Delegates for their approval.

Background Information: The MOP for conducting a CRC outlines the details for a budget includes registration fees. The Delegates in Ottawa Aug 2012 voted for and approved a set of fees for the following CRC in Toronto in Aug 2013 based on the CRC MOP. They were \$280 for Full registration; Partial \$180; Companion \$175. The Toronto Chapter then unexpectedly increased the fees to \$450; \$275; \$275 for the 2013 CRC, far in excess of the approved fees. Of note, Quebec City, in their financial report to the Ottawa CRC in 2012 acknowledged the error in changing fees in excess of those approved by the Delegates and returned the excess to the Reg 2 Fund. It would follow that Toronto will do the same prior to the London CRC next Aug 2014 and the funds would be reimbursed to the various chapters instead of the Regional Fund for this CRC.

Fiscal Impact: It is our intention that the CRC remains cost effective for the various chapters and they can properly plan and budget funds for the expenses for upcoming CRC's based on the budget presented at the previous CRC. It is imperative that our budgets are accurate.

Vote Count: **WITHDRAWN** For: - Against: - Abstained: -

Regional Motion: 2013-R-3

Moved By: Hamilton Chapter - Reaz Usmanali 2nd by: Ottawa Valley Chapter - Roderic Potter

Motion: That a Regional Operating Manual be developed to cover Chapter Regional Conferences, Regional Fund, Regional Dinners and other Regional activities.

Background Information: This Regional Operating Manual has been requested for the past 3 years at CRCs. The CRC minutes in Aug 2010, show that Guy Perrault, then DRC, announced that a team consisting of B. McCartney, D. Boyce and J. Bundock would prepare a Regional Operating Manual which would incorporate all the previously approved regional motions. No manual was produced that the Hamilton chapter is aware of. Again at last year's CRC an action item required a report to cover regional funding structure was to be completed by May 2013. Was this done? This motion is designed to ensure all previously approved regional motions duly passed by the Delegates at previous CRCs for operating our region are being followed. There are a number of reasons to have a Regional Operating Manual in place. The obvious reason is: how are the regional funds to be supported by the chapters (e.g. what will be the annual assessments), and what are appropriate expenses to be taken from the regional fund. For the last 2 CRCs, regional motions that manage the region have not been discussed. Delegates today have no access to what was previously approved. For example, the approved motion for chapter assessments has not been reviewed or updated. Is the chapter assessment \$6, or \$7; is this calculated using chapter and or assigned society member? Also, some experiences with the regional fund being used for large expenses not being understood raises concerns, e.g. can the DRC trip expenses not normally covered by the society to visit other CRCs be paid by the regional fund? How many trips can a RVC charge in a given year? What is covered by Regional fund for a RVC chapter visit (travel, hotel, meals)? Is there a limit to what can be charged? Who approves expenses? When a RVC visits a chapter what should they be doing? Plus this year's costs for registration at the 2013 CRC are not in line with the costs for the last 5 CRCs. A regional motion in Ottawa 2012 that show the registration costs for the CRC was not followed. Is this a CRC hosting chapter's prerogative to change without approval? This shows that a better understanding by the Delegates is needed as to what is their role in approving the way the region operates. The Regional Operating Manual [hopefully to be duly approved by the Delegates] would determine how much money needs to be in the regional fund, how the income would be funded, and what constitutes items that can be expensed. Regional Operating Manual would also set targets for budgeting (income and expenses) for a CRC based on past and recent experiences, as well as those other Regional income and expenses for the same time period.

Fiscal Impact: none – to be prepared by regional volunteers

Vote Count: **PASSED** For: 9 Against: 0 Abstained: 0

Regional Motion: 2013-R-4

Moved By: Halifax Chapter - Darrell Amirault 2nd by: Toronto Chapter - David Benedetti

Motion: YEA recommends that Region II begin a Regional LeADRS program effective with fiscal year 2014-2015 subject to the provided background information.

Background Information: A YEA member from the region would “shadow” the DRC during a Society meeting similar to what Society is now doing.

Fiscal Impact: Up to \$2,500 each year coming from the regional fund.

Vote Count: **PASSED** For: 9 Against: 0 Abstained: 0

Regional Motion: 2013-R-5

Moved By: Montreal Chapter - Anthony Jonkov 2nd by: Toronto Chapter - David Benedetti

Motion: That Region 2 allow the Regional Historian or a Regional Consultant to be present during the Caucus sessions at CRCs.

Background Information: Delegates and alternates of each chapter are usually new to the caucus sessions. Unless a chapter delegate or alternate has attended many CRCs and society meetings, their level of networking at the Regional and Society level, as well as their regional knowledge, is somewhat limited as they usually only know members within their own

chapter. This is especially true with the YEA movement as the average age of the delegates and alternates will be younger with upcoming years. The Regional historian (or Regional consultant) can bring some depth and knowledge during the caucus sessions.

Fiscal Impact: None

Vote Count: **FAILED** For: 2 Against: 7 Abstained: 0

Regional Motion: 2013-R-6

Moved By: Ottawa Valley Chapter - Roderic Potter 2nd by: Toronto Chapter - David Benedetti

Motion: That submittal of any or all nominations for honours, awards, regional or society positions be entirely voluntary by chapters effective July 1, 2014.

Background Information: expecting Delegates to vet and recommend the appointment of people that they do not know personally is unreasonable.

Fiscal Impact: None

Vote Count: **WITHDRAWN** For: - Against: - Abstained: -

Regional Motion: 2013-R-7

Moved By: Ottawa Valley Chapter - Roderic Potter 2nd by: Toronto Chapter - David Benedetti

Motion: Move that agenda for CRC Planning Meetings be adjusted to ensure that information relating to the actual CRC be discussed first, followed by Regional Chair background reports, followed by further recommended topics.

Background Information: At the spring 2013 CRC Planning Meeting, Regional Chair Reports and other miscellaneous presentations took precedence over relevant CRC planning details, which only came to the table by about 3pm. Certain attendees were unable to properly take part because "they had a plane to catch".

Fiscal Impact: None

Vote Count: **PASSED** For: 9 Against: 0 Abstained: 0

Regional Motion: 2013-R-8

Moved By: Ottawa Valley Chapter - Roderic Potter 2nd by: Toronto Chapter - David Benedetti

Motion: Move that existing Region 2 trophies be photographed carefully and subsequently recycled/melted down/destroyed.

Background Information: There are numerous such trophies currently in storage at various locations. Storage space is expensive, and the trophies have little value if not visible. Photographs can be posted on the Region 2 website for universal access. Any funds gained from melting down of silver trophies can be donated to a good cause such as WarAmps etc.

Fiscal Impact: Potentially None

Vote Count: **PASSED** For: 8 Against: 0 Abstained: 0

Regional Motion: 2013-R-9

Moved By: Toronto Chapter - David Benedetti 2nd by: London Canada Chapter - Ibrahim Semhat

Motion: That in Region 2 for future CRC events we request from every attending chapter to bring at least one silent auction prize for the hosting chapter to auction Background Information: Motion intent is to have the non-hosting chapters receive silent auctions gifts of a reasonable dollar value so that the host chapter may raise some funds for ASHRAE RESEARCH

Fiscal Impact: \$50.00 plus for a silent auction gift per chapter
Vote Count: **PASSED** For: 8 Against: 0 Abstained: 0

Isabelle Lavoie, DRC thanked the Delegates and Alternates for their work on the motions and at the other CRC meetings. Isabelle Lavoie, DRC thanked the VIP for attending - Bill Bahnfleth, Society President; Dan Pettway, Society VP; David Underwood, Society Treasurer; Cindy Simmons, ASHRAE Comptroller/Director of Administrative Services.

Isabelle Lavoie, DRC thanked the Toronto Chapter for hosting the CRC 2012 and to Doug Cochrane, CRC Chair.

Isabelle Lavoie, DRC looked forward to next years CRC being hosted by the London Chapter and wished everyone a safety trip home.

The Third Business Session of the 2013 CRC was concluded.

THE 3rd BUSINESS SESSION & CRC ADJOURNED AND CONCLUDED AT 12:03PM ON SUN AUG 25, 2013.

2013 CRC AGENDA AND BUSINESS MEETING DETAILS

Toronto – Royal York Hotel

Friday Aug. 23, 2013

History displays - room: Salon 2 19th floor

9:00 -9:30 - Orientation Session - Open to All - room: Upper Canada, 18th floor

1. Welcome Remarks - 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. Cochrane
6. Picture DRC, Delegates and Alternates for Regional Historian – G. Menzies

9:30 – 11:45 Caucus – Closed session – room: Upper Canada, 18th floor

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

9:30 – 11:45 DRC/ARC/RVCs Regional meeting – room: Salon 5, 19th floor

1. Chapter visit planning and how the visits should be done
2. Awards Luncheon final preparation
3. RVC reports during business meeting

9:30- 11:00 Technical Seminar – room: Salon 1, 19th floor

1. BIM by ASHRAE DL Dennis Knight
-

11:45 – 13:00 Group Lunch - room: Upper Canada, 18th floor

13:30 – 17:00 Business Meeting #1 - Open to All - room: Upper Canada, 18th floor

1. Call to Order - I. Lavoie
2. Approval of 2012 CRC Ottawa Minuts - I. Lavoie
3. Report on 2012 CRC Motions – J. Primeau
4. Reading of any prepared Motions for 2013 CRC – J. Primeau
5. Society Officer Report DAL – D. Pattway
6. ASHRAE Staff Report – C. Simmons
7. ASHRAE Strategic Planning Session – D. Underwood / J. Primeau

15:15 – 15:30 Break - room: Upper Canada 18th floor

8. Chapter Reports (5 min. each)
9. Regional Statistics – J. Primeau
10. Meeting adjournment – I. Lavoie

17:00 – 19:00 Personal time off

(Hospitality suite will be opened - rooms: Banff & Whistler, 1st floor)

19:00 - Welcome Party - room: Salon 1, 19th floor

21:00 - Hospitality Suite - rooms: Banff & Whistler, 1st floor

2013 CRC AGENDA AND BUSINESS MEETING DETAILS
Toronto – Royal York Hotel

Saturday Aug. 24, 2013

7:00- 8:30 Breakfast – room: Alberta, main mezzanine

History displays - room: salon 2 19th floor

8:00 – 9:45 Business Meeting #2 Open to All - room: Upper Canada, 18th floor

1. Call to Order - I. Lavoie
2. RVC Reports – 30 min (8 min. each - Max)
 - a. RP – D. Somers
 - b. CTTC – C. Fudge
 - c. SA – R. Ellis
 - d. Historian – G. Menzies
 - e. MP – M. Khaw
 - f. GGAC – D. Cochrane
 - g. YEA – A. Smith
3. Regional Funding Strategy task force report (G. Perreault)
4. Meeting adjournment – I. Lavoie

9:45 – 10:00 Break - room: Upper Canada, 18th floor

10:00 – 11:00 Executive Session # 1 Closed Session - room: Upper Canada, 18th floor

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

11:00 - 13:00 Awards Luncheon - room: Imperial, lobby level

COMMITTEE WORKSHOPS

- 10:00 - 11:00 Technical Transfer - Part 1 – room: Salon 3, 19th floor
- 13:15 - 17:00 Research Promotion - room: Salon 7, 19th floor
- 13:15 - 17:00 Technical Transfer - Part 2 – room: Salon 3, 19th floor
- 13:15 - 17:00 Student Activities - room : Salon 6, 19th floor
- 13:15 - 17:00 Historian – room: Salon 5, 19th floor
- 13:15 - 17:00 Membership Promotion& YEA - room: Salon 4, 19th floor
- 13:15 - 17:00 Chapter Operations - room: Upper Canada, 18th floor
- 13:15 - 17:00 Grassroots Government Affairs - room: Salon 8, 19th floor

15:00 – 15:15 Break - Outside Salon 2, 19th floor

17:00 – 19:00 Personal time off

(Hospitality suite will be opened - rooms: Banff & Whistler, 1st floor)

19:00 - 10:30 Presidential Dinner CN Tower

22:30 - Hospitality Suite Open - rooms: Banff & Whistler, 1st floor

2013 CRC AGENDA AND BUSINESS MEETING DETAILS
Toronto – Royal York Hotel

Sunday Aug. 25, 2013

7:00- 8:30 Breakfast – room: Alberta, main mezzanine

7:30 – 8:45 Executive Session # 2 Closed Session (If needed)

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

9:00 – 12:00 Business Meeting #3 Open to All - room: Upper Canada, 18th floor

1. Workshop Reports including Motions from workshops – Workshop Delegates (5 min. max)
 - a. CTTC
 - b. SA
 - c. YEA
 - d. RP
 - e. Historian
 - f. MP
 - g. GGAC
2. Report from Executive sessions – D. Cochrane
3. CRC dates for the next two years – I. Lavoie
 - a. London : Aug. 22-24, 2014 – Chair: Karl Gilroy -
 - b. Hamilton : Aug. 21-23, 2015-2nd week of Sept. – Chair: David Rasmussen
 - c. NB-PEI : 3rd week of August 2016
4. CRC 2012 Final report (budget vs. actual) and approval
5. 2014 CRC budget presentation and approval (London Chapter) - J. Kruspel
6. Regional Fund - I. Lavoie (on behalf of Y. Trudel)
 - a. Approval of 2012-2013 Final Financial Statements revised by the Toronto chapter
 - b. Approval of 2013-2014 Budget
7. New business – I. Lavoie
 - a. Chapter visits schedule
 - b. What to put on the regional website to make it more useful for the chapters?

Break - room: Upper Canada, 18th floor

8. Motions – J. Primeau
9. Time and location of next CRC – London Chapter –August 22-24, 2014
10. Travel vouchers - I. Lavoie
11. Final remarks I. Lavoie
12. Meeting adjournment – I. Lavoie

12:00 - 13:00 CRC Debriefing Open to All - room: Upper Canada, 18th floor

CHAPTER REPORTS

**London Canada #116
Halifax Chapter #100
Montreal Chapter #014
Toronto Chapter#017
Ottawa Valley Chapter #015
NB/PEI Chapter#117
La Ville De Quebec Chapter #013
Windsor Chapter #141
Hamilton Chapter #037**


Region II Statistics Table

APPENDIX B – Chapter Reports

LONDON CANADA #116

116 Chapter
Activity Report
Year 2012-2013

Chapter President : Jamie Kruspel (2013-2014)

REGION II 2013 CRC Toronto
CHAPTER 116

YOUR SPECIAL
PICTURE HERE

Your hedgehog concept and the SMaCs

Hedgehog: Rewarding and Educational Meetings with greater participation.

1. Call Tree / Meeting reminders / Online Payment (Short Term, recurring)

2. Membership Engagement (Medium Term, drives accountability and ownership)


3. YEA, Student Activities (Long Term, Growth)

REGION II 2013 CRC Toronto
CHAPTER 116

YOUR SPECIAL
PICTURE HERE

Technical Events (other than meetings)

1. Tour of IVEY Building at Western University

REGION II 2013 CRC Toronto
CHAPTER 116

YOUR SPECIAL
PICTURE HERE

YEA Activities

1. YEA Social Events

2. Project Presentations

REGION II 2013 CRC Toronto
CHAPTER 116

YOUR SPECIAL
PICTURE HERE

Social Events

1. Golf Tournament



REGION II 2013 CRC Toronto
CHAPTER 116

YOUR SPECIAL
PICTURE HERE

New ideas:

1. Student Chapter & Curriculum alignment
2. Chapter Social BBQ
3. Floating Meeting Nights



REGION II 2013 CRC Toronto
CHAPTER 116

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Challenges:

1. Stale membership growth
2. Topic Variety
3. Innovation
4. 2014 CRC
5. Payments



REGION II 2013 CRC Toronto
CHAPTER 116

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Successes:

1. Increase in BOG Participation, new faces
2. Golf Tournament was sold out and raised more funds for Research and Society
3. Student Chapter Momentum
4. New Ideas/Topics in 2013
5. Online Payments



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CHAPTER 116


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APPENDIX B – Chapter Reports

HALIFAX #100

Halifax Chapter Activity Report Year 2012-2013

Chapter President : Darrell Amirault




REGION II 2013 CRC Toronto
CHAPTER 100

Your hedgehog concept and the SMaCs

Hedgehog: “to use our Maritime Attitude to create events which increase participation in ASHRAE”

... open, relaxed, social, casual, family, giving, helping, kitchen party, reliable, inclusive, caring, honesty.



REGION II 2013 CRC Toronto
CHAPTER 100

Technical Events (other than meetings)

- 1. Balancing seminar
- 2. ASHRAE HPB with CaGBC



REGION II 2013 CRC Toronto
CHAPTER 100

YEA Activities

- 1. YEA hockey game
- 2. YEA Leadership Weekend



REGION II 2013 CRC Toronto
CHAPTER 100

Social Events

1. Hockey Game
2. Golf Tournament
3. Christmas Social
4. National Engineering Week Run
5. Habitat for Humanity



REGION II 2013 CRC Toronto
CHAPTER 100

New ideas:

1. Lobster boil
2. Non-golf year-end social
3. YEA Brewery Tour



REGION II 2013 CRC Toronto
CHAPTER 100

Challenges:

1. Monthly meeting attendance
2. Monthly meeting location
3. Activity by other than "core" group



REGION II 2013 CRC Toronto
CHAPTER 100

Successes:

1. Lunch Meetings
2. Christmas Social
3. Habitat for Humanity
4. Golf Tournament
5. President Meeting



REGION II 2013 CRC Toronto
CHAPTER 100


APPENDIX B – Chapter Reports

MONTREAL #014

Your hedgehog concept and the SMaCs

Hedgehog: Leading HVAC&R community through cutting edge education

1. High class hall for monthly meetings
2. High class events
3. Strong student and YEA involvement
4. Focus on advanced technical presentations on current subjects
5. High level partner



REGION II 2013 CRC Toronto
CHAPTER XXX

YOUR SPECIAL
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YEA Activities

1. 3 social activities




REGION II 2013 CRC Toronto
CHAPTER XXX

YOUR SPECIAL
PICTURE HERE

Montréal Chapter Activity Report Year 2012-2013

Chapter President : Michel Lecompte



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CHAPTER XXX

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Technical Events (other than meetings)

1. Half day 'Forum Programme Bâtiments' . 6 Case studies were presented with each their technical challenges and technologies.
2. 8 additional technical conferences at monthly meetings. This is given during the cocktail prior to the diner event.
3. 3 to 4 table tops at each monthly meeting with technical representatives.
4. 2 technical presentations at an other association (CETAF)
5. Webcast at the MCEE show
6. 2 technical presentations at the MCEE show
7. 2 technical visits with students at "Maison du développement Durable" and the "LeboLab"





REGION II 2013 CRC Toronto
CHAPTER XXX


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APPENDIX B - Chapter Reports

MONTREAL #014

New ideas:	
<ol style="list-style-type: none"> 1. Joint venture with two associations: ASPE and the CMMTQ. A full day on the subject of BIM 2. ASHRAE MTL Chapter sponsored Symposium with a focus on case studies on sustainability 3. 2 Refrigeration visits (Arena with Ammonia and Arena with CO2) combined with YEA activities. 4. Sports activity, ex. Curling night 5. Cycling group combined with our golf tournament 6. Modernize our image with social Media (Linked in and Twitter) 7. Interviews with known members or important figures in our local industry (history) 	 <p>REGION II 2013 CRC Toronto CHAPTER XXX</p> <p>YOUR SPECIAL PICTURE HERE</p>

Successes:	
<ol style="list-style-type: none"> 1. New web site 2. New online registration with automatic payments for our meetings and member activities 3. Cycling activity combined with the golf tournament 4. Number of members present at our monthly meetings. We exceeded 200 participants twice this year (214 and 208) 5. New look and image of our monthly journal: The Montréal 6. Member's night 	 <p>REGION II 2013 CRC Toronto CHAPTER XXX</p> <p>YOUR SPECIAL PICTURE HERE</p>

Social Events	
<ol style="list-style-type: none"> 1. Special member's night (Vegas type wine tasting) 2. Golf tournament 3. YEA activities 	 <p>REGION II 2013 CRC Toronto CHAPTER XXX</p> <p>YOUR SPECIAL PICTURE HERE</p>


Challenges:	
<ol style="list-style-type: none"> 1. Balancing finances with the loss of a major sponsor 2. Grassroots Government activities committee (absent) 3. Publicity retention. A lot of companies did not renew their business card publicity in our monthly journal 4. Members retention 5. Role changes in various committees. A lot of volunteers wanted to do something different within ASHRAE or even abandoned entirely 6. Keeping volunteers motivated and deliver material on time 	 <p>REGION II 2013 CRC Toronto CHAPTER XXX</p> <p>YOUR SPECIAL PICTURE HERE</p>

APPENDIX B – Chapter Reports

TORONTO #016

016 TORONTO Chapter
Activity Report
Year 2012-2013

Chapter President : David Benedetti


REGION II 2013 CRC Toronto
CHAPTER XXX

YOUR SPECIAL
PICTURE HERE

Your hedgehog concept and the SMaCs

Hedgehog: Toronto Chapter did not facilitate in 2012-2013 Chapter year
We will be facilitating this once we get over the CRC in Toronto 2013

- XXXX
- XXXX
- XXXX
- XXXX
- XXXX
- XXXX

REGION II 2013 CRC Toronto
CHAPTER XXX

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Technical Events (other than meetings)


- Dan Int-Hout – Technical Session - Effective Room Air Distribution
- ASHRAE 189.1-2011 – Standard for High Performance Buildings
Technical session that we partnered with CaGBC Toronto and AEE
- Commissioning Seminar with the Building Commissioning Association
Toronto Chapter
- Technical session – Air to Air ERV Systems – Paul Pieper
- Technical session – VRF Variable Refrigerant Flow – Kevin Farbridge
- ASHRAE Webcast – Assessing Building Energy Performance

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CHAPTER XXX

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YEA Activities

- Pub Night at the Loose Moose Restaurant – November-12
- Technical Seminars
- Spring YEA Leadership weekend
- YEA Dinner meeting

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CHAPTER XXX

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Social Events

1. DECEMBERFEST
2. CAREER FAIR
3. JOINT DINNER MEETING WITH HAMILTON CHAPTER
4. GOLF TOURNAMENT



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CHAPTER XXX

YOUR SPECIAL
PICTURE HERE

New ideas:

1. BEEF UP REFRIGERATION COMMITTEE
2. HAVE TORONTO HOST 2022 ANNUAL MEETING AS IT WILL BE OUR 100TH ANNIVERSARY
3. IMPLEMENT 2 YR PROGRAM FOR PREZ & PREZ ELECT
4. CREATE LARGER ATTENDANCE AT OUR MEETINGS
5. GET 5th STUDENT BRANCH IN TORONTO



REGION II 2013 CRC Toronto
CHAPTER XXX

YOUR SPECIAL
PICTURE HERE

Challenges:

1. MONTREAL CHAPTER ☺ & THEIR FANTASTIC ATTENDANCE AT THEIR MEETINGS
2. TREASURER POSITION – HIRE AN ACCOUNTANT
3. MENTORING PERSON COMING INTO YOUR POSITION



REGION II 2013 CRC Toronto
CHAPTER XXX

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Successes:

1. CAREER FAIR
2. TECHNICAL TOURS
3. GOLF TOURNAMENT – LARGER THAN YEAR BEFORE
4. STUDENT BRANCHES (we will soon have 5)
5. GROWTH OF SA CONTINGENCY
6. 47 NEW MEMBERS IN 2012-13



REGION II 2013 CRC Toronto
CHAPTER XXX

YOUR SPECIAL
PICTURE HERE

APPENDIX B – Chapter Reports

OTTAWA VALLEY #015

015 Chapter
Activity Report
Year 2012-2013

Chapter President : Donald Weekes

ASHRAE Region II

REGION II 2013 CRC Toronto
CHAPTER 015

Ottawa Valley
Chapter

Chapter Goals

1. The number one goal of our Chapter is to encourage the Ottawa Building Systems community to interact, share experiences, keep up to date with design practices, and have fun in the process.

ASHRAE Region II

REGION II 2013 CRC Toronto
CHAPTER 015

Ottawa Valley
Chapter

Technical Events (other than meetings)

1. Boiler Design Seminar - 2013.01.16
2. Tour of NRC Montreal Road Campus Construction Portfolio Labs - 2013.03.20

ASHRAE Region II

REGION II 2013 CRC Toronto
CHAPTER 015

Ottawa Valley
Chapter

YEA Activities

1. Tour of our local Mill Street Craft Brewery – 2013.01.19
2. Tour of James Bartleman Archives and Library Materials Centre – 2013.06.11

ASHRAE Region II

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CHAPTER 015

Ottawa Valley
Chapter

APPENDIX B – Chapter Reports

OTTAWA VALLEY #015

Social Events

1. Stroke Play Golf Tournament - 2012.09.05
2. Bowling Social - 2012.11.13
3. Curling Bonspiel - 2013.03.01
4. Career Fair – 2013.03.19
5. Wine Tasting – 2013.05.28
6. Golf Tournament - 2013.06.04



REGION II 2013 CRC Toronto
CHAPTER 015



Challenges

1. Reaching Research Promotion goal proved difficult – raising the bar each year contributes to this – plus we traditionally task the Past President with the RP role, when he/she has reached burnout point
2. Vetting the quality and content of Distinguished Lecturer material prior to presentation is an ongoing challenge
3. Find new venue for Chapter meetings after change of management at existing Travelodge location
4. Improve speed at which a new member is verified by Atlanta allowing us to accept person as a Chapter member
5. Loss of dear friend and long-serving Past President Paul Baker resulted in Governor loss for 2013-2014 year



REGION II 2013 CRC Toronto
CHAPTER 015



Moving Forward

1. Realign Research Promotion task to the President-Elect position which should result in greater success
2. Liaise closely with the DL program and individual lecturers to peruse materials and lock-in actual topic prior to presentation
3. Possibly move meetings to far more expensive location with silver-lining of far superior service
4. Liaise closely with Atlanta via Membership Chair to ensure new members are verified ASAP
5. Loss of Paul Baker raises question – should we strive to always have a knowledgeable Past President on our Board – good answer is YES



REGION II 2013 CRC Toronto
CHAPTER 015



Successes

1. Successful CRC held at Carleton University in August 2012
2. Wonderful 60th Anniversary celebration at Mill St. Brew Pub, sold out and attended by Deputy Mayor
3. Continued valuable service provided by Chapter Director Sandy Taylor – ongoing experiment proving to be a major success
4. Locked-in Restaurant International at Algonquin College as new meeting venue for 2013-2014 Chapter Year; venue is a training facility for the food service industry – wonderful food quality, fine table service, convenient location with ample nearby parking, and pricing that causes no increase on meal-plan costs over last year
5. Newly formed Publications Committee: Total revamp of OVC website with rework of Newsletter – common look and feel



REGION II 2013 CRC Toronto
CHAPTER 015




APPENDIX B – Chapter Reports


NB/PEI #117

NB/PEI Chapter (#117) Activity Report Year 2012-2013

Chapter President : Camille Chevarie



REGION II 2013 CRC Toronto
NB/PEI CHAPTER 117



Your hedgehog concept and the SMaCs

Hedgehog:

- 1.ALWAYS LOOK FOR NEW MEMBERS
- 2.SEND YEA MEMBER TO YEA LEADERSHIP WEEKEND
- 3.HOLD SESSIONON NEW TECHNOLOGY- MEMBERSHIP INPUT
- 4.THE HERRING CHOKER NEWSLETTER – FORMAT WORKS



REGION II 2013 CRC Toronto
NB/PEI CHAPTER 117



Technical Events (other than meetings)

1. NBCC SAINT JOHN TOUR
2. UNB HEAD HALL RENOVATION TOUR
3. ASHRAE CTT WEBCAST : ASSESSING BUILDING ENERGY PERFORMANCE
4. DR. GEORGES L. DUMONT HOSPITAL ENERGY CENTRE TOUR




REGION II 2013 CRC Toronto
NB/PEI CHAPTER 117




YEA Activities

1. YEA DELEGATE (PIERRE COMEAU) ATTENDED WORKSHOP



REGION II 2013 CRC Toronto
NB/PEI CHAPTER 117



Social Events

1. MONCTON WILCATS HOCKEY GAME
2. MONCTON MIRACLES BASKETBALL GAME
3. SOCIAL HOUR PRIOR TO EACH PROGRAM PRESENTATION
4. GOLF TOURNAMENT
5. END OF YEAR LOBSTER DINNER ON SHEDIAC BAY



REGION II 2013 CRC Toronto
NB/PEI CHAPTER 117



New ideas:

1. OFFER FREE DRINKS TO ATTRACT NEW YEA MEMBERS
2. ASK MEMBERSHIP FOR NEW PROGRAM IDEAS
3. PROMOTE TABLETOP PRESENTATION TO HELP SUBSIDIZE MEAL
4. CHAPTER WEBSITE ENHANCEMENT INCLUDING SOCIETY LINK



REGION II 2013 CRC Toronto
NB/PEI CHAPTER 117



Challenges:

1. FINDING NEW WAYS TO ATTRACT NEW MEMBERS
2. FINDING NEW WAYS TO INCREASE RESEARCH PROMOTION
3. FINDING NEW WAYS TO INCREASE YEA
4. FIND NEW PROGRAM TOPICS
5. ATTRACT NEW BOARD MEMBERS
6. FIND LOCAL POTENTIAL RVC



REGION II 2013 CRC Toronto
NB/PEI CHAPTER 117



Successes:

1. MEET SHOW
2. HOLD MEETINGS ON SECOND TUESDAY OF THE MONTH
3. MEETINGS HELD AT CITY GRILL (GREAT VENUE)
4. CHAPTER FINANCIALLY SOUND
5. NEWSLETTER WELL RECEIVED
6. WEBSITE IMPROVEMENTS



REGION II 2013 CRC Toronto
NB/PEI CHAPTER 117




APPENDIX B – Chapter Reports


LA VILLE DE QUEBEC #013

Chapitre de la Ville de Québec (Chapter #013) Activity Report Year 2012-2013

Prepared by : David Gauvin (outbound)
Presented by : Alexis Gagnon (inbound)



REGION II 2013 CRC Toronto
CHAPTER 013



Your hedgehog concept and the SMaCs

"Organize high quality meetings in order to promote technology transfer, business relationships and member interest towards the ASHRAE society."

1. # of Technical Meetings
2. Average Attendance
3. Survey Ratings
4. # DL's / Outside Speakers



REGION II 2013 CRC Toronto
CHAPTER 013



Technical Events (other than meetings)

1. Live ASHRAE Webcast
2. Technical Symposium



REGION II 2013 CRC Toronto
CHAPTER 013



YEA Activities

1. 5@7 INOX Bar
2. Remparts Hockey



REGION II 2013 CRC Toronto
CHAPTER 013



Social Events

1. 2012 Golf Tournament
2. X-Mas Dinner (BoD)
3. Night out with the Ladies (BoD)
4. 2013 Golf Tournament
5. Member's Evening
6. Golf with some Partners (BoD)
7. CRC with the Ladies (BoD)



REGION II 2013 CRC Toronto
CHAPTER 013



New ideas:

1. Have our YEA members take upon themselves to apply on regional and society programs, by sharing more information
2. Have an internal audit on a yearly basis but also present the financial situation of the Chapter to our members afterwards
3. Have as many BoD members possible attend the Montreal Symposium, in order to ~~steal~~ borrow their best practices
4. Have as many partners as possible, even if there is no financial incentive, if only to share visibility and promote our events
5. Have non-members pay the member price for our 1st membership dinner to sell more « all-dinners » or « 10-dinners » plans
6. Have events end earlier and move away from the traditional dinner to a more dynamic structure, such as standing cocktails



REGION II 2013 CRC Toronto
CHAPTER 013



Challenges:

1. It seems really hard to hold a joint meeting with ASPE Quebec, rather than « fight off » the same week in March (Spring Break)
2. We are not eager to generate new technical gatherings , other than our seven (7) dinners, the Webcast and the Symposium
3. Our members are not as friendly as they might have been in the past, even if the BoD and YEA have some really good times

Inconveniences:

1. We kept translating some of our conferences from English to French, but the quality dropped and so did usage, so we paused.
2. We lost our major partner a month before our biggest event (Symposium) but we managed to get sponsored by Gaz Métro ♥



REGION II 2013 CRC Toronto
CHAPTER 013



Successes:

1. Unanimous \$20,000 endowment to the ASHRAE Foundation
2. Chapter contribution to the new Lynn Bellenger Memorial Fund
3. 150 attendees at the Student Dinner, with almost 100 students
4. Sold-Out (+150 people) conference on Legionella (Thanks, Guy!)
5. Having a 1st place ASHRAE Technical Award at the Society
6. Reach a financial agreement with a new partner : Quebec Int'l
7. Subsidize trips to the Winter Meeting for our Student Branches
8. ASHRAE presentation to +600 people at Gala Énergie (AQME)
9. New Logo = New Website + New Newsletter Format + New Banners!



REGION II 2013 CRC Toronto
CHAPTER 013



APPENDIX B – Chapter Reports


WINDSOR #141

WINDSOR Chapter
Activity Report
Year 2012-2013

Chapter President : James Smith

ASHRAE Region II

REGION II 2013 CRC Toronto
CHAPTER 141



Your hedgehog concept and the SMaCs

Hedgehog: "Socially Acceptable Technical Chapter". We are focusing in on "social" and having fun with technical discussions.

1. Have Fun - do not have boring meetings
2. Talk about useful business issues
3. Create Networking opportunities for all of our members
4. Be diverse in our membership
5. Provide good food and a good venue
6. Be respectful of our all of our members

ASHRAE Region II

REGION II 2013 CRC Toronto
CHAPTER 141



Technical Events (other than meetings)

1. Tour of the New Aquatic Centre
2. Tour of the St. Clair College Chiller Plant
3. Tour – University of Windsor – New Engineering Building

ASHRAE Region II

REGION II 2013 CRC Toronto
CHAPTER 141




YEA Activities

1. No Activities
2. Nathan Cook nominated to attend the YEA training in Atlanta

ASHRAE Region II

REGION II 2013 CRC Toronto
CHAPTER 141



Social Events

1. September Golf Tournament
2. December Social – Cocktails & H'orduvres



REGION II 2013 CRC Toronto
CHAPTER 141



New ideas:

1. Higher Profile Guest Speakers
2. Casino Night



REGION II 2013 CRC Toronto
CHAPTER 141



Challenges:

1. Increase members at Chapter Meetings
2. Increase chapter members – (particularly YEA)
3. Provide a sustainable roster for future chapter boards



REGION II 2013 CRC Toronto
CHAPTER 141



Successes:

1. Tours have been well attended including the technical presentation afterwards
2. Student attendance at Meetings was high
3. Chapter Membership increase
4. Increased student membership
5. Past President / Student Night
6. New Website
7. Royal Wedding – Sara & Jon
8. DL – Devon Abellon – Radiant Cooling



REGION II 2013 CRC Toronto
CHAPTER 141



- Thank you to the RVC's (Joel, Francis, Darryl & DRC (Isabelle) for the chapter visits



REGION II 2013 CRC Toronto
CHAPTER 141




APPENDIX B – Chapter Reports


HAMILTON #037

037 Hamilton Chapter Activity Report Year 2012-2013

Chapter President : Reaz Usmanali




REGION II 2013 CRC Toronto
CHAPTER 037




Your hedgehog concept and the SMaCs

Hedgehog: maximize chapter meeting attendance

1. Mail merge the meeting invitations
2. Every executive should meet a new face at each meeting
3. Follow up with meeting attendees to obtain feedback
4. Find a consistent location that satisfy all of our needs
5. Network with sister chapters to find best speakers
6. Increase student attendance



REGION II 2013 CRC Toronto
CHAPTER 037




Technical Events (other than meetings)

1. VAV Design by EH Price
2. VFD Technology for HVAC applications
3. University of Guelph Central Utilities plant tour
4. XXXX
5. XXXX
6. XXXX



REGION II 2013 CRC Toronto
CHAPTER 037



YEA Activities

1. None
2. XXXX
3. XXXX
4. XXXX
5. XXXX
6. XXXX



REGION II 2013 CRC Toronto
CHAPTER 037

YOUR SPECIAL
PICTURE HERE

Social Events

1. Yearly Golf Event
2. Past Presidents night in December
3. XXXX
4. XXXX
5. XXXX
6. XXXX



REGION II 2013 CRC Toronto
CHAPTER 037

YOUR SPECIAL
PICTURE HERE

New ideas:

1. In order to promote attendance at meeting we decided to offer a free meal to any member who brings someone to a meeting for the first time.
2. Try to find a new tour every year
3. Possibility of trying a test "Lunch/Breakfast Meeting" format instead of an evening meeting agenda to hopefully increase attendance.
4. XXXX
5. XXXX
6. XXXX



REGION II 2013 CRC Toronto
CHAPTER 037

YOUR SPECIAL
PICTURE HERE

Challenges:

1. Meeting Attendance
2. Finding relevant topics and speakers
3. Finding suitable meeting venues to accommodate meeting attendees
4. Growing our membership
5. Membership retention
6. Attracting younger members to join the Chapter and Executive
7. Vast geographic area



REGION II 2013 CRC Toronto
CHAPTER 037



Successes:

1. Golf Social Event is well attended.
2. Attendance at Joint Meeting (DL) is well attended.
3. Full meeting and program schedules
4. Did not lose any executive this year.
5. XXXX
6. XXXX



REGION II 2013 CRC Toronto
CHAPTER 037



APPENDIX B - Region II Statistics Table

**Region 11 - Statistics
2012-2013**

	Halifax	NB-PEI	Québec	Montreal	Ottawa	Toronto	Hamilton	London	Windsor
Membership Promotion									
Area Assigned Members	186	162	228	568	386	1138	226	116	56
Chapter dues Paying Members	121	0	134	458	211	515	80	116	36
# of new members	25	14	23	38	36	47	4	10	3
# of Delinquents	25	3	23	52	43	88	27	11	4
Student Activities									
# of new Students	6	47	92	182	9	134	4	12	15
# of student branches	0	2	2	6	1	4	1	1	2
Advisor a member	0	2 Yes	7 Yes	7	yes	YES	Yes	Y	2
CTTC									
# of regular meetings	8	9	7	8	8	8 + GOLF	8	7	7
Average attendance	36	37	92	158	60	80 - 100	35	28	40
# of other tech. Events	2	1	2	6	2	3	1	1	3
# of Distinguished Lecturer used	1	1	1	3	2	1	1	1	1
# of social events	5	4	2	4	6	3	2	1	2
# of Refrigeration events	1	2	1	2	0	0	1	1	0
# of chapter technology awards	0	0	1	20	0	1	0		0
(Chapter, Region, Society)			Society			1			0
Finances									
Total Funds Balance	\$ 29,406		\$ 62,255	\$ 87,087	\$ 65,125	\$ 70,000	\$ 28,339	\$ 18,761	\$ 8,253
Chapter Dues/per member	65	41985	50	75\$	\$60.00	75	75	50	\$50
Members cost of Meals	30	20	40+tx	\$50	\$40.00	55	39	40	\$40
Non Member cost of Meals	35	20	55+tx	\$75	\$50.00	65	40	50	\$50
Date of Last Chapter Audit	Jul-12	Jun-12	Aug-12	Dec. 2012	2011-2012	2011	Jul-13	12-Aug-13	

RVC REPORTS

Research Promotion (RP) - Daryl Somers
Chapter Technical Transfer (CTTC) - Chris Fudge

Student Activities (SA) - Robin Ellis

History - George Menzies

Membership Promotion (MP) - Michael Khaw

Grassroots Government Activities (GGAC) - Doug Cochrane

Young Engineers In ASHRAE (YEA) – Aaron Smith
(could not attend the CRC but forwarded a report)

APPENDIX C – RVC Reports

RESEARCH PROMOTION (RP)

RVC RP

Activity Report

Year 2012-2013

Daryl Somers, London ON Chapter

ASHRAE Region II

REGION II 2013 CRC Toronto
RVC XXXXX

YOUR SPECIAL
PICTURE HERE

Region Highlights

1. Toronto	\$ 33,676	32,000	105%
2. Quebec	\$ 28,348	16,000	144%
3. Montreal	\$ 19,985	26,000	70%
4. Ottawa	\$ 19,007	25,000	69%
5. London	\$ 12,385	12,000	103%
6. NB/PEI	\$ 12,329	9,500	123%
7. Windsor	\$ 7,500	6,300	116
8. Hamilton	\$ 7,195	9,500	68%
9. Halifax	\$ 3,112	6,500	46%
Region II	\$ 144,258	142,800	101%

ASHRAE Region II

REGION II 2013 CRC Toronto
RVC XXXXX

YOUR SPECIAL
PICTURE HERE

Region Highlights

1. Toronto	\$ 33,676	1138	29.59 \$/m
2. Quebec	\$ 28,348	228	124.33 \$/m
3. Montreal	\$ 19,985	568	35.18 \$/m
4. Ottawa	\$ 19,007	386	49.24 \$/m
5. London	\$ 12,385	116	106.76 \$/m
6. NB/PEI	\$ 12,329	162	76.10 \$/m
7. Windsor	\$ 7,500	56	133.92 \$/m
8. Hamilton	\$ 7,195	226	32.83 \$/m
9. Halifax	\$ 3,112	186	16.73 \$/m
Region II	\$ 144,258	3066	47.05 \$/m

ASHRAE Region II

REGION II 2013 CRC Toronto
RVC XXXXX

YOUR SPECIAL
PICTURE HERE

Regiona I Highlights

1.

Two New Chapter Endowment Funds Set Up

– Quebec and Toronto

ASHRAE Region I

REGION II 2013 CRC Toronto
RVC XXXXX

YOUR SPECIAL
PICTURE HERE

Society Highlights

1. \$2,263,266 total campaign..... 107.8% of Goal
2. Top Chapter: Rocky Mountain... \$ 78,000.00
3. Top Region: VIII.....\$ 385,376.00
4. Region II Budget 2013 -14..... \$150,000



REGION II 2013 CRC Toronto
RVC XXXXX

YOUR SPECIAL
PICTURE HERE

Communication with the chapter

1. Thanking RP chair for taking on "the job"
2. Thanking RP chair for taking the job, reminded of current deadlines
3. Thank RP..... reminded of missed deadlines (where applicable)
4. Thank RP.... Asked for a summary of their game plan + do you need help
5. Thank RP... asked if they were still the chapter RP chair + Help?
6. Thank RP.. Asked if you have anyone helping..+ help?
7. Thank RP.... Asked if you think you may hit 50% of your goal
8. Thank RP... Asked what chances were you may hit goal
9. Thank RP... Asked if there was a CoO to have me removed from office...



REGION II 2013 CRC Toronto
RVC XXXXX

YOUR SPECIAL
PICTURE HERE

New things implemented during the year:

1. A prepared resignation letter to keep on file on file



REGION II 2013 CRC Toronto
RVC XXXXX

YOUR SPECIAL
PICTURE HERE

Challenges:

1. Convincing the team to start early and do a little each month
2. Getting team to work the plan, follow past successes
3. Getting some chapters to MAKE THE PHONE CALLS
4. Competing with the CRC for \$\$ (Toronto and London).
5. Getting everyone in this room on side with RP..... If we the leaders of our chapters, our Region and our Society don't fully support and promote the importance of RP to the membership..... Who Will



REGION II 2013 CRC Toronto
RVC XXXXX

YOUR SPECIAL
PICTURE HERE

APPENDIX C – RVC Reports

CHAPTER TECHNICAL TRANSFER (CTTC)

**RVC CTTC
Activity Report
Year 2012-2013**

REGION II 2013 CRC Toronto
RVC CTTC


Chapter Visits

1. Montreal

REGION II 2013 CRC Toronto
RVC CTTC


Communication with the chapter

- Frequent communication with chapters chairs. Responded quickly to questions and followed up regularly on initiatives.

REGION II 2013 CRC Toronto
RVC CTTC

New things implemented during the year:

- 1. Visit three chapters
- 2. Make contact with each chapter chair at least twice to get feedback (what worked well what did not) during the year.
- 3. Assemble regional speakers

REGION II 2013 CRC Toronto
RVC CTTC

Chapter Highlights

1. Adam G Hayter received Program Star Award for work with Habitat for Humanity
2. Frank Mesicek received Allan Hanley Award for consistent communication and follow up with RVC.
3. 15 Regional Technology Award entries and 8 Society Technology Award entries.
4. Distinguished lecturer program was a success. Region 2 used all of its 11 allocated visits and one non-allocated visit.



REGION II 2013 CRC Toronto
RVC CTTC

Challenges:

1. Visiting the chapters
2. CTTC Chairs at the CRC
3. Refrigeration Awards
4. DL common pool visits



REGION II 2013 CRC Toronto
RVC CTTC

APPENDIX C – RVC Reports

STUDENT ACTIVITIES (SA)

RVC SAC Activity Report Year 2012-2013

RVC : Robyn Ellis




REGION II 2013 CRC Toronto
RVC Robyn Ellis




Chapter Highlights

1. Windsor Chapter visit. Windsor Chapter brought in many new student members from Alonquin College despite struggling economy (doubled attendance). Award-worthy improvements for SA last year
2. Lakehead University – Applied Engineering Challenge – WON 2nd place
3. Design competition participation included: Algonquin College, Lakehead, Western
4. Career Fair in Montreal
5. Hamilton connected with Niagara College




REGION II 2013 CRC Toronto
RVC Robyn Ellis




New things implemented during the year:

1. Montreal Career Fair
2. Winter Meeting Lofty Promises for Robyn to keep -GOAL is 200 student from REGION 2
3. MBO cheat sheet, Pre-CRC MBO mini-homework



REGION II 2013 CRC Toronto
RVC Robyn Ellis




Challenges:

Goals:

1. Communicate and engage with all Chapters and know their Activities
2. Complete K-12 Activities (STEM). Promote new upcoming award if every Executive do K-12 Activity
3. Improve student participation in Winter Meeting across all Chapters -NEW YORK MEETING Opportunity: nearest meeting available.
4. Help Chapters with fewer SA
5. Improve Participation for the Design Competition
6. Promote at the student advisor level, particularly for Grants and Student Design Competition
7. Hamilton to reconnect with Waterloo



REGION II 2013 CRC Toronto
RVC Robyn Ellis



APPENDIX C – RVC Reports

HISTORY

Regional Historian



Shaping Tomorrow's
Built Environment Today

Regional Historian
Activity Report
for Year 2012-2013

G.E.Menzies

2

Chapter Visits Sept 2012 to June 2013

1.London Canada

2.Toronto

3.Hamilton

5

Chapter Highlights

1. All chapters have independent Websites that are also linked to Society's Website.

2. 8 of the 9 chapters in the region have detailed chapter histories. Only Windsor, our newest chapter chartered in 1983 has no history listed because there are no long-term Society members active in the chapter who are interested in capturing historical information.

3. 8 of 9 chapters were present at last year's workshop and the results for the PAOE reflect this participation.

4. 8 chapters again this past year achieved or exceeded par, with **NB/PEI at 825 a regional record.**

4

Chapter #	Chapter Name	04 to 05	05 to 06	06 to 07	07 to 08	08 to 09	09 to 10	10 to 11	11 to 12	12 to 13
13	Quebec	225	250	300	360	375	380	200	325	350
14	Montreal	250	425	600	575	250	395	400	475	325
15	Ottawa Valley	100	100	350	725	610	530	400	350	450
16	Toronto	200	525	325	450	460	450	250	500	300
37	Hamilton	500	400	450	500	335	510	300	450	400
100	Halifax	75	25	175	325	235	270	200	325	300
116	London Canada	125	100	200	250	235	450	300	325	350
117	NB/PEI	275	350	25	475	430	390	325	600	825
141	Windsor	75	125	100	0	0	0	200	50	0
	Total for Reg 2	1825	2300	2525	3660	2930	3375	2575	3400	3300
	# at or > par	1	4	5	7	5	7	5	8	8

Communication with the chapter

1. By email to address questions, concerns and to compliment chapter on their historical activities.
2. To encourage each chapter to view the Society Historical Committee quarterly Newsletter designed to assist chapters in their activities
3. To keep them posted on the progress Tom Pollard who is developing standards for what is suitable for Region 2 historical displays to qualify for PAOE points.

Challenges:

1. To ensure every chapter has a tireless, enthusiastic, reliable and veteran member as historian and to stay on for a number of years in that position.
2. To ensure every chapter has a webmaster who is willing to add and update chapter history details on the chapter website.
3. To ensure chapters create and or update their timeline.
4. To ensure each year recent history is added to chapter website.
5. To encourage chapters to nominate members for chapter, regional and society awards supported by documented personal bios.
6. To encourage chapter and society members to update their bios.
7. To get chapters to submit candidates for either the Pioneers of Industry or Hall of Fame awards. Montreal, Toronto and Quebec likely have candidates from the early years in the industry.

Other highlights

- **No gold Ribbon award will be presented this year because for updating a chapter of the new criteria introduced in 2011-12 *"The Gold Ribbon is awarded for brand new chapter histories (not updates), or after three updates of the previously submitted chapter history. This new criteria begins with the 2011-12 Society year."***

I anticipate 6 chapters will qualify in 2015 as they have continued to update their chapter histories.

Trophies: Status

- There is still a question of what to do with old Regional Awards?
 - Should they be collected and stored in a central location? [if we can find them!]
 - Any volunteers to store the trophies?
 - The newly designed ASHRAE plaque now in use for Society awards is impressive and can be kept by the winner.
- It should be considered for all our regional awards?

9

Society Historical Committee Updates

At the request of the Historical Committee and from a Region II Motion, HQs has now digitized all the Transaction papers back to 1970 to capture some of the papers addressing the 70s energy crisis. Next goal is back to 1959. [request for \$\$ submitted in 2013-14 budget].

The Society Historical Committee and HQs have acquired some new A/V equipment to do videos of the Society Past Presidents not already done, and other prominent ASHRAE Members.

You as ASHRAE Members can recommend individuals that you think should be videoed before we lose the opportunity to record their stories. Submit the names to sfoster@ashrae.org or me.

10

Invitation

- Please make a note that the Historical Workshop will be in the Royal York Salon Room 19th Floor August 24TH, 2013, 1:15 pm today.
- Everyone is welcome to attend all or some of the workshops.
- See history in the making.

11

Any questions?

12

APPENDIX C – RVC Reports

MEMBERSHIP PROMOTION (MP)

RVC MEMBERSHIP PROMOTION Activity Report Year 2012-2013

RVC MP: Michael Khaw, P. Eng.



REGION II 2013 CRC Toronto
RVC MP



CHAPTER Visits

1. Windsor Chapter-September 26, 2012
2. Toronto Chapter-November 5, 2012
3. Halifax Chapter-March 6, 2013



REGION II 2013 CRC Toronto
RVC MP




REGION 2 Highlights

FOR 2012-2013 SOCIETY ASSIGNED A REGION 2 GOAL GROWTH OF 32 NEW MEMBERS


REGION 2 AVERAGED 97 NEW MEMBERS IN 2010, 2012 AND 2013
REGION 2 SET A CONSERVATIVE GOAL OF 52

FINAL RESULT 91 NEW MEMBERS FOR REGION 2

SOCIETY GROWTH 0.13% Region 2 Growth 2.4%



REGION II 2013 CRC Toronto
RVC MP



REGION 2 Highlights-MP Chairs

1. Halifax-Conrad Lelieve
2. Hamilton-John Molnar
3. London-Jeff Watson
4. Montreal-Olivier Talbot
5. NB/PEI-Dan Boudreau
6. Ottawa-Adam Moons
7. Quebec-Jonathan Vigneault
8. Toronto-Marc Bertolin-Imtee Baksh
9. Windsor-Nathan Cook



REGION II 2013 CRC Toronto
RVC MP



APPENDIX C – RVC Reports

MEMBERSHIP PROMOTION (MP)

Communication With The Chapter

5 (including 1 co-chair) attended the CT Training in San Antonio

(John Molnar, Adam Moons, Jonathan Vigneault, Marc Bertolin and Imtee Baksh)

7 (including 1 co-chair) attended CRC Workshop in Ottawa

(John Molnar, Olivier Talbot, Dan Boudreau, Adam Moons, Jonathan Vigneault, Marc Bertolin, Imtee Baksh and Nathan Cook)

1 attended the CT Training in Atlanta

(Nathan Cook)

Challenges:

1. Halifax, London and NB/PEI could not attend Centralized Training
2. Mentorship Program
3. Calculations of New Members and Delinquencies
4. PAOE points



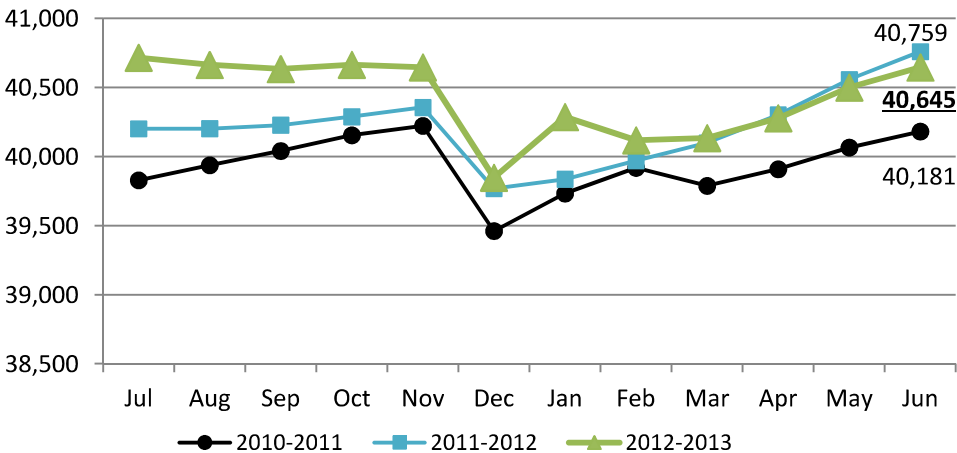



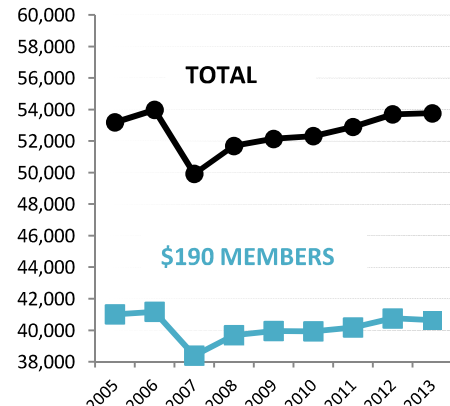
REGION II 2013 CRC Toronto
RVC MP



REGION II 2013 CRC Toronto
RVC MP



June 30 Membership Dashboard (6/30/2013 Data)

At A Glance...		Total Full Members (Associate & Member): 2011, 2012, 2013							
A		B							
TOTAL MEMBERS: 53,768									
Membership Growth: 553									
Cancelled Members: (326)									
Cancelled Students: (364)									
Net Change: (137)									
Previous Month: 53,905									
C									
	Current Month	Previous Month	Delta	Year Ago	Delta	12 Month Average	Delta	Dues Income	
Full Members (\$190)	17,948	20,345	(2,397)	18,040	(92)	19,810	(1,862)	\$3,410,120	
Associate (\$190)	15,474	16,510	(1,036)	15,575	(101)	16,137	(663)	\$2,940,060	
Affiliate (avg. \$70)	806	794	12	650	156	714	92	\$56,420	
Student (\$20)	4,308	4,412	(104)	4,379	(71)	4,377	(69)	\$86,160	
Retired (\$20)	224	307	(83)	224	0	294	(70)	\$4,480	
Developing Economy (\$90)	743	833	(90)	720	23	770	(27)	\$66,870	
Life (\$0)	4,929	4,934	(5)	4,635	294	4,711	218	\$0	
Current Members	44,432	48,135	(3,703)	44,223	209	46,813	(2,381)	\$6,564,110	
Delinquent Members*	7,690	3,935	3,755	7,569	121	4,860	2,830		
Delinquent Students*	1,646	1,835	(189)	1,904	(258)	1,837	(191)		
Total Members	53,768	53,905	(137)	53,696	72	53,510	258		
D		E				F			
Industry Classification		Top Countries (total mem paid and unpaid)				Geographic Distribution			
Consulting Engineer	17,811	Canada	4714/904	Pakistan	245/156	82%		U.S./Can.	43,954
Students	5,271	India	773/225	Malaysia	303/68				
Contractors	5,118	Hong Kong	699/141	Mexico	251/110	18%		Global	9,814
Manufacturers	4,596	UK	510/115	Singapore	280/62				
Manufacturer's Rep	3,533	UAE	355/93	Philippines	251/40	TOTAL 53,768			
Other	3,177	Australia	349/60	Qatar	221/61				
Gov't, Health, Education	2,920	G				H			
Design Build	2,685	Total Region Members				**Yearly: TOTAL, \$190 MEMBERS			
Architectural/AE	2,576	Region I	5,710	Region IX	3,504				
Educational Institution	942	Region II	3,747	Region X	4,349				
Sales Engineering	835	Region III	4,790	Region XI	3,777				
Industrial Facility	829	Region IV	2,680	Region XII	2,509				
Utility	762	Region V	3,197	Region XIII	3,244				
Property Managers	708	Region VI	4,601	RAL	5,461				
Distributor	669	Region VII	2,063	Other	68				
Commercial Facility	611	Region VIII	4,068	Total	53,768				
Association	392	Top Regions							
Research Institution	317	% Gain YTD: Region VII = 0.24%							
Library	16	# Gain YTD: Regions V & X = 7							
TOTAL	53,768								

APPENDIX C – RVC Reports

MEMBERSHIP PROMOTION (MP)

Membership Dashboard Legend

A	Net growth: the total number of members compared to last month to include new members and cancellations
B	The total number of paid and unpaid members in the \$190 dues category (Member & Associate) for the last three years by month
C	The total number of paid members in each dues category for this month, last month, one year ago, and as a 12-month average, to include overall delinquents
D	The total number of paid and unpaid members in each industry area
E	Top membership countries in ASHRAE to include the total number of paid and unpaid members and students outside the USA
F	Total membership comparison of North America versus international
G	The total number of paid and unpaid members and students in each region, to include largest regional percentage and number growth
H	The total number of all members versus the total number of \$190 paid and unpaid members for the last eight years (at the end of the fiscal year <6/30> for 2005-2013).
*	Comparing <u>delinquent</u> numbers from month to month, an increase, yielding a positive value (example: current month 3,000, previous month 2,500) is not a “good” change. Growth in paid totals as a positive value is good. Growth in delinquent totals as a positive value is seen as negative.
**	During the 2006-2007 fiscal year, you see a large drop in membership. When ASHRAE converted to NetForum, we learned of approximately 5,000 duplicate membership records, which affected the overall total of membership. It is assumed membership values were not accurate before that year, and that year was a benchmark for our true membership. Also that year, ASHRAE went from 12 months of grace (past due) before cancellation of membership to six months of grace before cancellation. These two changes explain the drastic change in membership during that fiscal year.

ASHRAE Membership Promotion



Chapter	30-Jun-11	30-Jun-12	Unpaid	Del	New Members	Cancels	Net Growth	Net Growth Rank
HALIFAX	187	186	40	3	23	15	8	1
HAMILTON	225	226	22	6	20	16	4	4
LONDON (CANADA)	118	116	15	4	11	13	-2	8
MONTREAL	530	568	80	16	57	44	13	2
NB/PEI	160	162	22	0	14	12	2	5
OTTAWA VALLEY	379	386	56	10	39	35	4	6
QUEBEC	222	228	44	12	21	20	1	7
TORONTO	1099	1138	167	34	130	105	25	3
UNASSIGNED REGION II	3	1	0	0	0	0	0	n/a
WINDSOR	53	56	9	0	5	6	-1	9

Region II

Regional Statistics

TOTAL MEMBERS

Total members & students: 3,747 (+89)
 Members: 3,067 (+91)
 Students: 680 (-2)

ADVANCEMENTS

NET GROWTH – RECRUITMENT

MP Committee presented a goal of requiring our region to have 32. I increased it to 52 from past history.

Region Net Growth = 91 at June 30th

Overall society increase just over 0.13% net growth (including students)

Region II 2.4 % net growth

DELINQUENCIES

Average Regional Delinquency: 2.8%

PAOE: All chapters entered PAOE points

CRC 2013: All MP Chairs are registered for workshop

MEMBERSHIP NEWS AND INITIATIVES:

- Centralized Training has been adopted by all regions
- MP Chairs & Presidents relationships
- CTTC – how can program attract new members-Technical Sessions, Tours and Joint Meetings

APPENDIX C – RVC Reports
MEMBERSHIP PROMOTION (MP)

REGION 2 MP Chairs Training 2013-14

<u>Chapter Name</u>	<u>Full Name</u>	<u>Denver-June 23 Training</u>	<u>Toronto Aug 24-CRC</u>	<u>Atlanta-Sept 14 Training</u>
HALIFAX	Mr Conrad Lelievre		Planning to attend	
HAMILTON	Mr John S Molnar	Attended	Planning to attend	
LONDON (CANADA)	Mr Jeff Watson,	Attended	Planning to attend	
MONTREAL	Mr Olivier Talbot		Planning to Attend	
NB/PEI	Mr Daniel A Boudreau		Planning to Attend	
OTTAWA VALLEY	Mr Adam J Moons	Attended	Planning to Attend	
QUEBEC	Mr Xavier Dion- Ouellet	Attended	Planning to Attend	
TORONTO	Mr Marc Bertolin		Planning to Attend	
WINDSOR	Mr Nathan Cook	Attended	Planning to Attend	

REGION 2 RVC MP Chapter Visits Planning 2013-14

2012-2013 Visits:

Windsor Chapter-September 26, 2012

Toronto Chapter-November 5, 2012

Halifax Chapter-March 6, 2013.

2013-2014 Visits:

3 Chapters: Hamilton, NB/PEI and Ottawa.

APPENDIX C – RVC Reports

Grassroots Government Activities (GGAC)

RVC GGAC Activity Report Year 2012-2013 Doug Cochrane

REGION II 2013 CRC Toronto
RVC XXXXX

YOUR SPECIAL
PICTURE HERE

Chapter Visits

1. NEW STANDING COMMITTEE EFFECTIVE JULY 1, 2013 SO VISITS IN 2013-2014

REGION II 2013 CRC Toronto
RVC XXXXX

YOUR SPECIAL
PICTURE HERE

Chapter Highlights

1. HOPEFULLY A LOT TO SHARE AT NEXT CRC

REGION II 2013 CRC Toronto
RVC XXXXX

YOUR SPECIAL
PICTURE HERE

Communication with the chapter

- WILL BE STARTING AFTER THIS CRC ONCE ALL CHAPTER CHAIRS ARE KNOWN

REGION II 2013 CRC Toronto
RVC XXXXX

YOUR SPECIAL
PICTURE HERE

New things implemented during the year:

1. THIS IS A NEW STANDING COMMITTEE FOCUSED ON GRASSROOT GOVERNMENT AFFAIRS
2. USED TO BE TEGA AND PROGRAMS BEFORE THEY COMBINED TO FORM CTTC
3. NOW HAVE BROKEN OUT THE GA (GOVERNMENT AFFAIRS) PIECE
4. FOCUS AT THE LOCAL AND PROVINCIAL LEVEL
5. COMMUNICATION IS THE KEY TO SUCCESS



REGION II 2013 CRC Toronto
RVC XXXXX

YOUR SPECIAL
PICTURE HERE

Challenges:

1. ENSURING ALL CHAPTERS HAVE A GGAC COMMITTEE
2. **LEARNING CURVE FOR EVERYONE**



REGION II 2013 CRC Toronto
RVC XXXXX


YOUR SPECIAL
PICTURE HERE

APPENDIX C – RVC Reports

Young Engineers in ASHRAE (YEA)

YRC Activity Report Year 2012-2013

Aaron Smith



REGION II 2013 CRC Toronto
YRC

Chapter Visits

1. Toronto
2. Hamilton (Guelph)
3. Halifax



REGION II 2013 CRC Toronto
YRC

Chapter Highlights


1. All 9 Chapters had YEA Chairs
2. Toronto had 4 Events - DL, Pub Night, Chapter Meeting with YEA Theme & after meeting party
3. Halifax went to a hockey game and had a technical session
4. Ottawa had a Brewery Tour
5. Montreal had a happy hour event
6. Sent Nathan Cook (Windsor) to YEA Leadership Weekend
7. Had an article published in YEA Connections newsletter



REGION II 2013 CRC Toronto
YRC

Communication with the chapters

- Representatives from 8 chapters (4 YEA Chairs) attended CRC session last year.
- Emails and phone calls to YEA chapter chairs
- Visited 3 chapters, it was helpful to meet more chapter chairs to discuss their chapter.



REGION II 2013 CRC Toronto
YRC

New things implemented during the year:

1. Regional Leadership Program (sending someone to the YEA Leadership Weekend) will now be an annual event
2. Regional YEA Outstanding Chapter Award was approved
3. Region II YEA Chair LinkedIn group



REGION II 2013 CRC Toronto
YRC

Challenges:

1. Communication – low response rate from emails
2. Motivation – How to encourage chapters to have events (more support from chapter executive?)
3. Many YEA Chairs also have another ASHRAE position
4. Small Chapters have few YEA members



REGION II 2013 CRC Toronto
YRC

Regional YEA Membership

Chapter	June 1 2012 YEA Members	July 15 2013 YEA Members
Halifax	31	31
Hamilton	28	28
London	22	19
Montreal	102	117
NB/PEI	45	41
Ottawa	63	59
Quebec	34	36
Toronto	151	155
Windsor	6	7
TOTAL	482	493



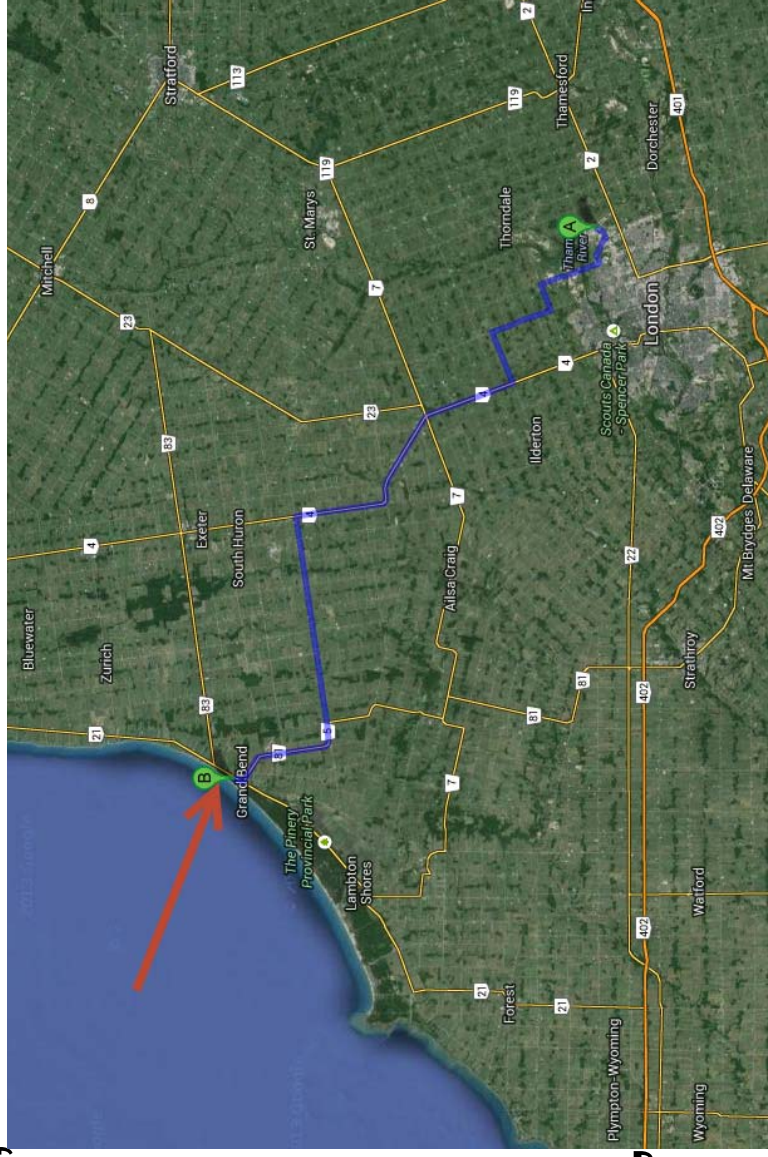
REGION II 2013 CRC Toronto
YRC

116 Chapter 2014 CRC

Chapter President : Jamie Kruspel (2013-2014)
CRC Chair: Karl Gilroy

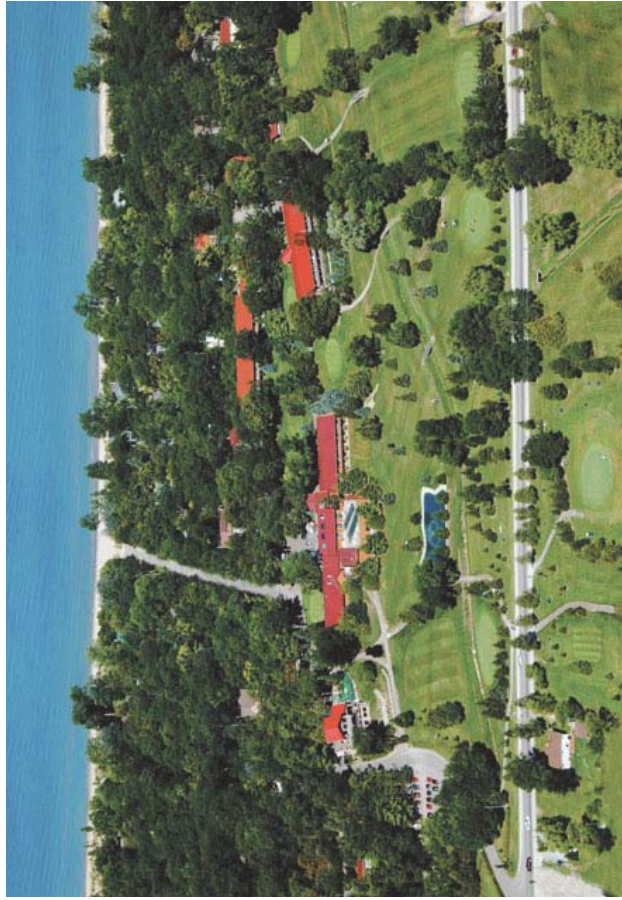
2014 CRC

- Dates:
 - August 22-24, 2014
- Host:
 - Chapter 116, London
- Venue:
 - Oakwood Inn, Grand Bend



APPENDIX D CRC 2014 LONDON

Oakwood Inn, Grand Bend



Budget

Revenues

	Quantity	Amount	Total
Chapter Assessment	1459	\$6.00	\$8,754.00
Full registration	40	\$250.00	\$10,000.00
Partial Registration	30	\$175.00	\$5,250.00
Companion Registration	12	\$150.00	\$1,800.00
Corporate Sponsorship	10	\$300.00	\$3,000.00
Hamilton Chapter - Wine	1	\$1,000.00	\$1,000.00
Individual tickets	30	\$45.00	\$1,350.00
chapter support	1	\$1,500.00	\$1,500.00
Total Revenue			\$32,654.00

Notes:

- ☐ Hotel Rooms: \$230/night
 - Includes meals
- ☐ Golf \$48.50 with cart
- ☐ 5 breakout rooms
- ☐ 45 minutes from YXU

Expenses

	Qty	Amount	Total
Breakout Rooms	5	\$150.00	\$750.00
extra meeting rooms	2	\$450.00	\$900.00
Hotel Rooms Full Registration			\$0.00
Room upgrades	4	\$175.00	\$700.00
CRC Promotional material	1	\$750.00	\$750.00
Welcome Party	1	\$1,000.00	\$1,000.00
Presidents Meal	1	\$1,500.00	\$1,500.00
Presidents Wine	1	\$1,000.00	\$1,000.00
Presidents Entertainment	1	\$1,000.00	\$1,000.00
Awards Luncheon			\$0.00
Technical Tour	1	\$1,500.00	\$1,500.00
Companion Tour	1	\$1,500.00	\$1,500.00
Individual event expenses	100	\$40.00	\$4,000.00
Hospitality Expenses	2	\$2,800.00	\$5,600.00
Coffee breaks			\$0.00
Photography	1	\$800.00	\$800.00
Printing, mailing photocopy	1	\$1,500.00	\$1,500.00
Audio / Visual	1	\$3,000.00	\$3,000.00
Transportation	1	\$3,000.00	\$3,000.00
Gifts	1	\$800.00	\$800.00
Office Supplies	1	\$800.00	\$800.00
Recording Secretary	1	\$500.00	\$500.00
Misc	1	\$2,000.00	\$2,000.00
Total Expenses			\$32,600.00

2013 AWARDS

1. CTTC

CTTC Allen Hanley Plaque for The Best CTTC Chapter Chair:

Award Recipient: Frank Mesicek, Hamilton Chapter

Chapter Star Program:

Award Recipient: Adam G. Hayter., Halifax Chapter

2. Membership Promotion

Blue Ribbon: HALIFAX-Conrad Lelievre

Red Ribbon: QUEBEC-Jonathan Vigneault

Green Ribbon:

OTTAWA -Adam Moons, MP Chair-1300 points

TORONTO-Mark Bertollin, MP Chair-1275 points

HAMILTON-John Molnar, MP Chair-975 points

3. Research Promotion

6 of the 9 chapters reach their goal

Hayward Murray Region II award for RP:

Award Recipient: Robert P. Hoadley-NB-PEI

4. Historical

Gold ribbons:

No Recipient this year

5. Student Activities

Chapter of the Year: Windsor chapter – Jeff R Cowling

Student branch of the year: Lakehead University – Toronto chapter

6. YEA

YEA chapter Award

Award Recipient: Michael Genin -Toronto Chapter

7. PAOE

CHAPTER	PRESIDENT	AWARD
Halifax	Mark Lawrence	Honor Roll/Special Citation
Hamilton	Reaz Usmanali	Honor Roll/Special Citation
London	Karl Gilroy	Honor Roll/Star/Special Citation
Montreal	Michel Lecompte	Honor Roll/Star/Special Citation
NB/PEI	Dwight Scott	Honor Roll/Star/Special Citation
Ottawa Valley	Donal Weekes Jr.	Honor Roll
Quebec City	David Gauvin	Honor Roll/Star/Special Citation
Toronto	David Benedetti	Honor Roll/Star/Special Citation
Windsor	James Smith	PAOE/Special Citation

8. PAOE Sustainability Award

Award Recipient: David Gauvin, Le chapitre de Québec – Plaque and Certificate

9. PAOE Community Project Awards

Award Recipient: Mark Lawrence, Halifax Chapter - Plaque

10. Certificates of Appreciation

Francis Lacharité Outgoing RCV SA
Jean-Gabriel Joannette Outgoing RVC CTTC
Doug Cochrane CRC 2013 General Chair

11. Regional Award of Merit

None

12. Chapter Service Awards

Rejean Blais – Montreal Chapter
John Deuel – Montreal Chapter
Marc Vadboncoeur – Montreal Chapter

13. Regional Communication Awards

Award recipient: NB-PEI chapter- Dwight Scott

14. Regional Meatball Travel Award

Award Recipient : Halifax

15. Golden Gavell Award

Award Recipient : La Ville de Quebec Chapter

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 F CRC 2012 OTTAWA

 Region II CRC Ottawa, 2012	Proposed Budget 26-Aug-11					Actual Values 2-Apr-13				
	Qty.	Unit	Unit Cost	Extension	Total	Qty.	Unit	Unit Cost	Extension	Total
REVENUE										
CHAPTER ASSESSMENT & GIFTS										
1 ASHRAE Chapter Assessment	1558	ea	\$6.00	\$9,348.00		1558	ea	\$6.00	\$9,348.00	
2 Welcome Party (Wine)	1	lot	\$1,000.00	\$1,000.00		1	lot	\$1,000.00	\$1,000.00	
OVC Volunteer Contribution						1	lot	\$2,112.50	\$2,112.50	
TOTAL ASSESSMENT & GIFTS					\$10,348.00					\$12,460.50
REGISTRATION										
1 Full Registration	30	ea	\$275.00	\$8,250.00		45	ea	\$275.00	\$12,375.00	
2 Partial Registration	35	ea	\$175.00	\$6,125.00		41	ea	\$175.00	\$7,175.00	
3 Companion Registration	20	ea	\$175.00	\$3,500.00		18	ea	\$175.00	\$3,150.00	
4 Awards Luncheon Only						4	ea	\$60.00	\$240.00	
5 Dinner Only						7	ea	\$140.00	\$980.00	
TOTAL REGISTRATION REVENUE					\$17,875.00					\$23,920.00
SPONSORSHIP										
1 Platinum						2	ea	\$3,000.00	\$6,000.00	
2 Gold						1	ea	\$2,000.00	\$2,000.00	
3 Silver						4	ea	\$750.00	\$3,000.00	
4 Bronze	25	ea	\$200.00	\$5,000.00		6	ea	\$400.00	\$2,400.00	
TOTAL SPONSORSHIP REVENUE					\$5,000.00					\$13,400.00
TOTAL REVENUE					\$33,223.00					\$49,780.50
EXPENSES										
FACILITIES										
1 Hotel Meeting Rooms	1	lot	\$1,500.00	\$1,500.00		1	lot	\$3,666.43	\$3,666.43	
2 Friday Afternoon Break	30	ea	\$7.50	\$225.00		1	lot	\$0.00	\$0.00	
3 Welcome Party	50	ea	\$35.00	\$1,750.00		1	lot	\$3,369.66	\$3,369.66	
7 Wine	85	ea	\$10.00	\$850.00		1	lot	\$671.22	\$671.22	
4 Saturday Breakfast	30	ea	\$15.00	\$450.00		1	lot	\$0.00	\$0.00	
5 Saturday Morning Break	30	ea	\$7.50	\$225.00		1	lot	\$362.73	\$362.73	
6 Presidential Luncheon/Awards	85	ea	\$55.00	\$4,675.00		1	lot	\$3,547.92	\$3,547.92	
8 Saturday Afternoon Break	65	ea	\$7.50	\$487.50		1	lot	\$565.56	\$565.56	
9 Sunday Breakfast	65	ea	\$15.00	\$975.00		1	lot	\$0.00	\$0.00	
10 Sunday Morning Break	30	ea	\$7.50	\$225.00		1	lot	\$239.56	\$239.56	
Sunday Lunch - debrief						1	lot	\$343.52	\$343.52	
A/V Supplier						1	lot	\$409.50	\$409.50	
Hospitality Suite (venue)										
TOTAL FACILITIES EXPENSES					\$11,362.50					\$13,176.10
ENTERTAINMENT										
1 Saturday Night Event	85	ea	\$125.00	\$10,625.00		1	lot	\$9,130.17	\$9,130.17	
Venue + Food + Wine						1	lot	\$2,000.00	\$2,000.00	
Entertainment						1	lot	\$678.00	\$678.00	
Transportation										
TOTAL ENTERTAINMENT EXPENSES					\$10,625.00					\$11,808.17
HOSPITALITY										
1 Friday Night						1	lot	\$462.16	\$462.16	
2 Saturday Night						1	lot	\$462.16	\$462.16	
Additional food for Saturday night						1	lot	\$120.68	\$120.68	
TOTAL HOSPITALITY EXPENSES					\$0.00					\$1,044.99
COMPANION										
1 Companion Tour 1	20	ea	\$45.00	\$900.00		18	ea	\$0.00	\$0.00	
2 Transportation	1	lot	\$300.00	\$300.00		1	lot	\$565.00	\$565.00	
3 Companion Tour 2	20	ea	\$35.00	\$700.00		18	ea	\$26.44	\$476.00	
4 Companion Tour 2 lunch						18	ea	\$30.84	\$555.20	
5 Transportation	1	lot	\$300.00	\$300.00		1	lot	\$565.00	\$565.00	
TOTAL COMPANION EXPENSES					\$2,200.00					\$2,161.20
ADMINISTRATIVE										
1 CRC 2012 Promotional Material	1	lot	\$1,500.00	\$1,500.00		1	lot	\$2,132.31	\$2,132.31	
2 Secretary Fee	1	lot	\$1,500.00	\$1,500.00		1	lot	\$725.00	\$725.00	
3 Office Supplies, Misc.	1	lot	\$500.00	\$500.00		1	lot	\$364.22	\$364.22	
4 Photos	1	lot	\$350.00	\$350.00		1	lot	\$0.00	\$0.00	
5 Regional Gifts	1	lot	\$500.00	\$500.00		1	lot	\$178.50	\$178.50	
6 On-line registration expenses						1	lot	\$542.28	\$542.28	
A/V supplier										
Bank fees (charges, cheques, etc)	1	lot	\$1,500.00	\$1,500.00		1	lot	\$105.65	\$105.65	
TOTAL ADMINISTRATIVE EXPENSES					\$5,850.00					\$4,047.96
VOLUNTEER										
1 Saturday Breakfast										
2 Sunday Breakfast										
OVC Volunteer registration reimbursements						1	lot	\$2,100.00	\$2,100.00	
TOTAL VOLUNTEER EXPENSES					\$0.00					\$2,100.00
EXTRAORDINARY										
1 DRC Dinner	1	lot	\$1,000.00	\$1,000.00		1	lot	\$1,000.00	\$1,000.00	
2 DRC Accommodation	1	lot	\$1,000.00	\$1,000.00		1	lot	\$0.00	\$0.00	
3 Presidential Gift	1	lot	\$150.00	\$150.00		1	lot	\$345.79	\$345.79	
4 VP Gift	1	lot	\$150.00	\$150.00		1	lot	\$0.00	\$0.00	
TOTAL EXTRAORDINARY EXPENSES					\$2,300.00					\$1,345.79
TOTAL EXPENSES					\$32,337.50					\$35,684.21
EXCESS					\$885.50					\$14,096.29

ASHRAE REGION II

ANNUAL FINANCIAL SUMMARY REPORT

Period: July 1st, 2012 - June 30th, 2013

DESCRIPTION	CREDIT	DEBIT	BALANCE
Opening balance for this period			14, 749.38
INCOMES:			
Chapter's Assessment Dues and Regional fund	11 277.00		
50 % of 2012 Ottawa CRC Surplus	7 040.15		
2011-2012 Accounts receivables	1 680.00		
Total Incomes:	19,997.15		34 746.53
EXPENSES:			
RVC/DRC Expenses (travel)		129.00	
DRC/RVC Expenses		1 226.84	
CRC Expenses 2013		10,536	
Bank Service Charges		68.15	
Yea Week-End expenses reimbursement		0.00	
Total Expenses:		11,959.99	
CLOSING BALANCE: June 30			22,786.54
Accounts Payable			
Account Transfer Costs		0.00	
Account Closed and Money Order Sent to DRC			N/A
Accounts Receivable			1,015.00
Halifax Chapter Paid in July	\$ 714.00		
Windsor Chapter	\$ 301.00		
	\$ 1,015.00		23, 801.54

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: _____

ASHRAE REGION II

Budget 2013-2014

Description	Members	Dues	Budget
Income			
Chapter Assessment Dues	1756	\$6.00	\$10,536.00
Regional fund dues	1756	\$1.00	\$1,756.00
CRC 2013 Income			\$0.00
Chapter Dues			
Total Income			\$12,292.00
Expenses			
DRC - Travel ASHRAE			\$0.00
- Travel Chapters			\$0.00
RVC - Travel			\$10,000.00
- 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			\$0.00
YEA WeekEnd expenses (2 years due to carry forward)			\$2,300.00
Total Expenses			\$23,911.00
Surplus (Loss)			-\$11,619.00
Gain per member			-\$6.62

Chapter	Members	Dues	
#100 - Halifax	102	\$7.00	\$714.00
#037 - Hamilton	111		\$777.00
#116 - London	74		\$518.00
#014 - Montreal	427		\$2,989.00
#117 - NB/PEI	144		\$1,008.00
#015 - Ottawa Valley	320		\$2,240.00
#013 - Quebec City	119		\$833.00
#016 - Toronto	416		\$2,912.00
#141 - Windsor	43		\$301.00
	1756		\$12,292.00