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
### Action Items from the CRC 2013

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Description</th>
<th>Owner</th>
<th>Timeline</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>London Chapter provide additional information on the Western University - Masters in HVAC course</td>
<td>London Chapter Jamie Kruspel</td>
<td>Present at CRC 2014 in London</td>
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<td>2</td>
<td>Develop a regional standard for historical displays at CRCs.</td>
<td>London Chapter Tom Pollard</td>
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<td>3</td>
<td>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.</td>
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<td>4</td>
<td>Region 2 trophies be photographed carefully, added to Region 2 web site, and subsequently recycled/melted down/destroyed.</td>
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<td>5</td>
<td>That a Regional Operating Manual be developed to cover Chapter Regional Conferences, Regional Fund, Regional Dinners and other Regional activities.</td>
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<td>6</td>
<td>Add additional information to the Region 2 web site.</td>
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ORIENTATION SESSION – Friday Aug 23, 2013  9:00am

The following were in attendance at the Orientation Session

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<td>Dwight Scott</td>
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<td>SA Chair</td>
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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

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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:

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

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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:

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<td>Charleston</td>
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Isabelle Lavoie, DRC, opened the 2nd Business Session at 8:30 am 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.

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

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<td>Mark Lawrence</td>
</tr>
<tr>
<td>NB/PEI</td>
<td>Cam Chevarie</td>
<td>Mike Boedreau</td>
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<td>La Ville de Quebec</td>
<td>Alexis Gagnon</td>
<td>Moise Gagne</td>
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<tr>
<td>Montreal</td>
<td>Anthony Jonkov</td>
<td>Stanislaw Kajl</td>
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<tr>
<td>Ottawa Valley</td>
<td>Rod Potter</td>
<td>Steve Moons</td>
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<tr>
<td>Toronto</td>
<td>David Benedetti</td>
<td>Glenn Kilmer</td>
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<tr>
<td>Hamilton</td>
<td>Reaz Usmanali</td>
<td>John Molnar</td>
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<tr>
<td>London Canada</td>
<td>n/a</td>
<td>Ibrahim Semhat</td>
</tr>
<tr>
<td>Windsor</td>
<td>Dan Castellan</td>
<td>Sara Palmer</td>
</tr>
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<table>
<thead>
<tr>
<th>Name</th>
<th>CHAPTER or SOCIETY</th>
<th>POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Bahnfleth</td>
<td>Central PA (Region 3)</td>
<td>Society Pres</td>
</tr>
<tr>
<td>Dan Pettway</td>
<td>Hamton Roads (Region 3)</td>
<td>Society VP</td>
</tr>
<tr>
<td>David Underwood</td>
<td>Toronto</td>
<td>Society Treasurer</td>
</tr>
<tr>
<td>Cindy Simmons</td>
<td>Society</td>
<td>ASHRAE Comptroller/Director of Administrative Services</td>
</tr>
</tbody>
</table>

| Isabelle Lavoie           | Montreal           | DRC                                   |
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.

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**2014 CRC LONDON PRESENTATION**
Isabelle Lavioie, 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)

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**REGIONAL FUND STUDY**
Isabelle Lavioie, 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 Lavioie, 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 Lavioie, 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

<table>
<thead>
<tr>
<th>2013 Motion #</th>
<th>STATUS For/Against/Abstain</th>
<th>MOTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-S-1</td>
<td>Passed 9/0/0</td>
<td>That Society modify the CRC Historical Profile Form to reflect entries showing the total budgeted cost vs the actual cost for conducting a CRC.</td>
</tr>
<tr>
<td>2013-S-2</td>
<td>Passed 9/0/0</td>
<td>That Society allows Region II CRC meeting dates to be moved to early September 2015.</td>
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<tr>
<td>Resolution Number</td>
<td>Status</td>
<td>Date</td>
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<tr>
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</tr>
<tr>
<td>2013-S-3</td>
<td>Passed</td>
<td>7/2/0</td>
</tr>
<tr>
<td>2013-S-4</td>
<td>Passed</td>
<td>9/0/0</td>
</tr>
<tr>
<td>2013-S-5</td>
<td>Passed</td>
<td>9/0/0</td>
</tr>
<tr>
<td>2013-S-6</td>
<td>Passed</td>
<td>8/0/0</td>
</tr>
<tr>
<td>2013-S-7</td>
<td>Passed</td>
<td>8/0/0</td>
</tr>
<tr>
<td>2013-S-8</td>
<td>Passed</td>
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</tr>
<tr>
<td>2013-S-9</td>
<td>Passed</td>
<td>8/0/0</td>
</tr>
<tr>
<td>2013-S-10</td>
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<td>2013-S-11</td>
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</tr>
<tr>
<td>2013-S-12</td>
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<tr>
<td>2013-S-13</td>
<td>Passed</td>
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<tr>
<td>2013-R-1</td>
<td>Passed</td>
<td>9/0/0</td>
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<tr>
<td>2013-R-2</td>
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<tr>
<td>2013-R-3</td>
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<td>2013-R-4</td>
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</tr>
<tr>
<td>2013-R-9</td>
<td>Passed</td>
<td>8/0/0</td>
</tr>
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</table>
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 so 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 website. 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 workload 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

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**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: -

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**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

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**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

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**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 year's 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 Minutes - I. Lavoie
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)
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
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
116 Chapter Activity Report
Year 2012-2013

Chapter President: Jamie Kruspel (2013-2014)

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)

Technical Events (other than meetings)

1. Tour of IVEY Building at Western University

YEA Activities

1. YEA Social Events
2. Project Presentations
Social Events

1. Golf Tournament

New ideas:

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

Challenges:

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

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
Halifax Chapter Activity Report
Year 2012-2013

Chapter President: Darrell Amirault

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.

Technical Events (other than meetings)

1. Balancing seminar
2. ASHRAE HPB with CaGBC

YEA Activities

1. YEA hockey game
2. YEA Leadership Weekend
# Social Events

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

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# New ideas:

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

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# Challenges:

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

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# Successes:

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

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 another 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 "LaboLab".
Social Events

1. Special member’s night (Vegas type wine tasting)
2. Golf tournament
3. YEA activities

New ideas:

1. Joint venture with two associations: ASPE and the CMHTM. 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)

Challenges:

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

Successes:

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 Montréaler
6. Member’s night
016 TORONTO Chapter Activity Report
Year 2012-2013

Chapter President: David Benedetti

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
1. XXXX
2. XXXX
3. XXXX
4. XXXX
5. XXXX
6. XXXX

Technical Events (other than meetings)

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

YEA Activities

1. Pub Night at the Loose Moose Restaurant – November-12
2. Technical Seminars
3. Spring YEA Leadership weekend
4. YEA Dinner meeting
Social Events

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

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

Challenges:

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

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
015 Chapter Activity Report
Year 2012-2013

Chapter President: Donald Weekes

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.

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

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
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

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

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

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

Chapter President: Camille Chevarie

Your hedgehog concept and the SMaCs

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

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

YEA Activities

1. YEA DELEGATE (PIERRE COMEAU) ATTENDED WORKSHOP
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

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

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

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

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

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

Technical Events (other than meetings)

1. Live ASHRAE Webcast
2. Technical Symposium

YEA Activities

1. 5@7 INOX Bar
2. Remparts Hockey
### 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)

### 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 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 membership 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

### 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 ♥

### 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 Énergia (AQME)
9. New Logo = New Website + New Newsletter Format + New Banners!
WINDSOR Chapter Activity Report
Year 2012-2013

Chapter President: James Smith

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 all of our members

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

YEA Activities

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

1. September Golf Tournament
2. December Social – Cocktails & H’orduves

New ideas:

1. Higher Profile Guest Speakers
2. Casino Night

Challenges:

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

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
• Thank you to the RVC’s (Joel, Francis, Darryl & DRC (Isabelle) for the chapter visits
037 Hamilton Chapter Activity Report
Year 2012-2013

Chapter President: Reaz Usmanali

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

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

YEA Activities

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

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

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

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

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 11 - Statistics
### 2012-2013

<table>
<thead>
<tr>
<th>Membership Promotion</th>
<th>Halifax</th>
<th>NB-PEI</th>
<th>Québec</th>
<th>Montreal</th>
<th>Ottawa</th>
<th>Toronto</th>
<th>Hamilton</th>
<th>London</th>
<th>Windsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Assigned Members</td>
<td>186</td>
<td>162</td>
<td>228</td>
<td>568</td>
<td>386</td>
<td>1138</td>
<td>226</td>
<td>116</td>
<td>56</td>
</tr>
<tr>
<td>Chapter dues Paying Members</td>
<td>121</td>
<td>0</td>
<td>134</td>
<td>458</td>
<td>211</td>
<td>515</td>
<td>80</td>
<td>116</td>
<td>36</td>
</tr>
<tr>
<td># of new members</td>
<td>25</td>
<td>14</td>
<td>23</td>
<td>38</td>
<td>36</td>
<td>47</td>
<td>4</td>
<td>10</td>
<td>3</td>
</tr>
<tr>
<td># of Delinquents</td>
<td>25</td>
<td>3</td>
<td>23</td>
<td>52</td>
<td>43</td>
<td>88</td>
<td>27</td>
<td>11</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Activities</th>
<th># of new Students</th>
<th>6</th>
<th>47</th>
<th>92</th>
<th>182</th>
<th>9</th>
<th>134</th>
<th>4</th>
<th>12</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor a member</td>
<td>0</td>
<td>2</td>
<td>Yes</td>
<td>7</td>
<td>yes</td>
<td>YES</td>
<td>Yes</td>
<td>Y</td>
<td>2</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>CTTC</th>
<th># of regular meetings</th>
<th>8</th>
<th>9</th>
<th>7</th>
<th>8</th>
<th>8</th>
<th>8 + GOLF</th>
<th>8</th>
<th>7</th>
<th>7</th>
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</thead>
<tbody>
<tr>
<td>Average attendance</td>
<td>36</td>
<td>37</td>
<td>92</td>
<td>158</td>
<td>60</td>
<td>80 - 100</td>
<td>35</td>
<td>28</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td># of other tech. Events</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>6</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td># of Distinguished Lecturer used</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td># of social events</td>
<td>5</td>
<td>4</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td># of Refrigeration events</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td># of chapter technology awards</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>20</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

| (Chapter, Region, Society) | Society | 1 | 0 | 0 |

<table>
<thead>
<tr>
<th>Finances</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Total Funds Balance</td>
<td>$ 29,406</td>
</tr>
<tr>
<td>Chapter Dues/per member</td>
<td>65</td>
</tr>
<tr>
<td>Members cost of Meals</td>
<td>30</td>
</tr>
<tr>
<td>Non Member cost of Meals</td>
<td>35</td>
</tr>
</tbody>
</table>
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)
RVC RP Activity Report
Year 2012-2013

Daryl Somers, London ON Chapter

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 $12,329 182 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

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%

Region Highlights

Two New Chapter Endowment Funds Set Up
- Quebec and Toronto
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

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...

New things implemented during the year:

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

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
RVC CTTC Activity Report Year 2012-2013

Chapter Visits
1. Montreal

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

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
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.

Challenges:

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

1. Windsor Chapter visit. Windsor Chapter brought in many new student members from Algonquin 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

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

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
Regional Historian

Activity Report for Year 2012-2013

G.E. Menzies

Chapter Visits Sept 2012 to June 2013

1. London Canada
2. Toronto
3. Hamilton

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.
History of Region 2 PAOE from 2004 to 2013 for historical activities.

Chapter

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

Communication with the chapter

1. By email to address questions, concerns and to commend 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 years 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.

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?

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.

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.

Any questions?
APPENDIX C - RVC Reports

MEMBERSHIP PROMOTION (MP)

CHAPTER Visits

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

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 2 Highlights-MP Chairs

1. Halifax-Conrad Leliève
2. Hamilton-John Molnar
3. London-Jeff Watson
4. Montreal-Olivier Talbot
5. NBPEI-Dan Boudreau
6. Ottawa-Adam Moons
7. Quebec-Jonathan Vigneault
8. Toronto-Marc Bertolin-Imdee Baksh
9. Windsor-Nathan Cook
### 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 Boucreau, 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
## June 30 Membership Dashboard (6/30/2013 Data)

### At A Glance...

<table>
<thead>
<tr>
<th>TOTAL MEMBERS:</th>
<th>53,768</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership Growth:</td>
<td>553</td>
</tr>
<tr>
<td>Cancelled Members:</td>
<td>(326)</td>
</tr>
<tr>
<td>Cancelled Students:</td>
<td>(364)</td>
</tr>
<tr>
<td>Net Change:</td>
<td>(137)</td>
</tr>
<tr>
<td>Previous Month:</td>
<td>53,905</td>
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</tbody>
</table>

### Total Full Members (Associate & Member): 2011, 2012, 2013

<table>
<thead>
<tr>
<th></th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>40,181</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40,500</td>
<td></td>
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</tr>
<tr>
<td>41,000</td>
<td></td>
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</table>

### Current Month

<table>
<thead>
<tr>
<th>Category</th>
<th>Current Month</th>
<th>Previous Month</th>
<th>Delta</th>
<th>Year Ago</th>
<th>Delta</th>
<th>12 Month Average</th>
<th>Delta</th>
<th>Dues Income</th>
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<tbody>
<tr>
<td>Full Members ($190)</td>
<td>17,948</td>
<td>20,345</td>
<td>(2,397)</td>
<td>18,040</td>
<td>(92)</td>
<td>19,810</td>
<td>(1,862)</td>
<td>$3,410,120</td>
</tr>
<tr>
<td>Associate ($190)</td>
<td>15,474</td>
<td>16,510</td>
<td>(1,036)</td>
<td>15,575</td>
<td>(101)</td>
<td>16,137</td>
<td>(663)</td>
<td>$2,940,060</td>
</tr>
<tr>
<td>Affiliate (avg. $70)</td>
<td>806</td>
<td>794</td>
<td>12</td>
<td>650</td>
<td>156</td>
<td>714</td>
<td>92</td>
<td>$56,420</td>
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<tr>
<td>Student ($20)</td>
<td>4,308</td>
<td>4,412</td>
<td>(104)</td>
<td>4,379</td>
<td>(71)</td>
<td>4,377</td>
<td>(69)</td>
<td>$86,160</td>
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<tr>
<td>Retired ($20)</td>
<td>224</td>
<td>307</td>
<td>(83)</td>
<td>224</td>
<td>0</td>
<td>294</td>
<td>(70)</td>
<td>$4,480</td>
</tr>
<tr>
<td>Developing Economy ($90)</td>
<td>743</td>
<td>833</td>
<td>(90)</td>
<td>720</td>
<td>23</td>
<td>770</td>
<td>(27)</td>
<td>$66,870</td>
</tr>
<tr>
<td>Life ($0)</td>
<td>4,929</td>
<td>4,934</td>
<td>(5)</td>
<td>4,635</td>
<td>294</td>
<td>4,711</td>
<td>218</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Current Members</strong></td>
<td>44,432</td>
<td>48,135</td>
<td>(3,703)</td>
<td>44,223</td>
<td>209</td>
<td>46,813</td>
<td>(2,381)</td>
<td>$6,564,110</td>
</tr>
<tr>
<td>Delinquent Members*</td>
<td>7,690</td>
<td>3,935</td>
<td>3,755</td>
<td>7,569</td>
<td>121</td>
<td>4,860</td>
<td>2,830</td>
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</tr>
<tr>
<td>Delinquent Students*</td>
<td>1,646</td>
<td>1,835</td>
<td>(189)</td>
<td>1,904</td>
<td>(258)</td>
<td>1,837</td>
<td>(191)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Members</strong></td>
<td>53,768</td>
<td>53,905</td>
<td>(137)</td>
<td>53,696</td>
<td>72</td>
<td>53,510</td>
<td>258</td>
<td></td>
</tr>
</tbody>
</table>

### Industry Classification

<table>
<thead>
<tr>
<th>Industry Classification</th>
<th>E</th>
<th>Top Countries (total mem paid and unpaid)</th>
<th>F</th>
<th>Geographic Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consulting Engineer</td>
<td>17,811</td>
<td>Canada: 4714/904, Pakistan: 245/156</td>
<td>82%</td>
<td>U.S./Can. 43,954</td>
</tr>
<tr>
<td>Students</td>
<td>5,271</td>
<td>India: 773/225, Malaysia: 303/68</td>
<td>18%</td>
<td>Global 9,814</td>
</tr>
<tr>
<td>Contractors</td>
<td>5,118</td>
<td>Hong Kong: 699/141, Mexico: 251/110</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manufacturers</td>
<td>4,596</td>
<td>UK: 510/115, Singapore: 280/62</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manufacturer's Rep</td>
<td>3,533</td>
<td>UAE: 355/93, Philippines: 251/40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>3,177</td>
<td>Australia: 349/60, Qatar: 221/61</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Total Region Members

<table>
<thead>
<tr>
<th>Region</th>
<th>Total</th>
<th><strong>Yearly: TOTAL, $190 MEMBERS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>53,768</td>
<td>Total 53,768</td>
</tr>
</tbody>
</table>

### Top Regions

- **% Gain YTD:** Region VII = 0.24%
- **# Gain YTD:** Regions V & X = 7
| **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 delinquent 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. |
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

**DELINQUENCY**
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

<table>
<thead>
<tr>
<th>Chapter</th>
<th>30-Jun-11</th>
<th>30-Jun-12</th>
<th>Unpaid</th>
<th>Del</th>
<th>New Members</th>
<th>Cancels</th>
<th>Net Growth</th>
<th>Net Growth Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>HALIFAX</td>
<td>187</td>
<td>186</td>
<td>40</td>
<td>3</td>
<td>23</td>
<td>15</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>HAMILTON</td>
<td>225</td>
<td>226</td>
<td>22</td>
<td>6</td>
<td>20</td>
<td>16</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>LONDON (CANADA)</td>
<td>118</td>
<td>116</td>
<td>15</td>
<td>4</td>
<td>11</td>
<td>13</td>
<td>-2</td>
<td>8</td>
</tr>
<tr>
<td>MONTREAL</td>
<td>530</td>
<td>568</td>
<td>80</td>
<td>16</td>
<td>57</td>
<td>44</td>
<td>13</td>
<td>2</td>
</tr>
<tr>
<td>NB/PEI</td>
<td>160</td>
<td>162</td>
<td>22</td>
<td>0</td>
<td>14</td>
<td>12</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>OTTAWA VALLEY</td>
<td>379</td>
<td>386</td>
<td>56</td>
<td>10</td>
<td>39</td>
<td>35</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>QUEBEC</td>
<td>222</td>
<td>228</td>
<td>44</td>
<td>12</td>
<td>21</td>
<td>20</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>TORONTO</td>
<td>1099</td>
<td>1138</td>
<td>167</td>
<td>34</td>
<td>130</td>
<td>105</td>
<td>25</td>
<td>3</td>
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<tr>
<td>UNASSIGNED REGION II</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>WINDSOR</td>
<td>53</td>
<td>56</td>
<td>9</td>
<td>0</td>
<td>5</td>
<td>6</td>
<td>-1</td>
<td>9</td>
</tr>
</tbody>
</table>
### REGION 2 MP Chairs Training 2013-14

<table>
<thead>
<tr>
<th>Chapter Name</th>
<th>Full Name</th>
<th>Denver-June 23 Training</th>
<th>Toronto Aug 24-CRC</th>
<th>Atlanta-Sept 14 Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>HALIFAX</td>
<td>Mr Conrad Lelièvre</td>
<td></td>
<td>Planning to attend</td>
<td></td>
</tr>
<tr>
<td>HAMILTON</td>
<td>Mr John S Molnar</td>
<td>Attended</td>
<td>Planning to attend</td>
<td></td>
</tr>
<tr>
<td>LONDON</td>
<td>Mr Jeff Watson,</td>
<td>Attended</td>
<td>Planning to attend</td>
<td></td>
</tr>
<tr>
<td>(CANADA)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MONTREAL</td>
<td>Mr Olivier Talbot</td>
<td></td>
<td>Planning to Attend</td>
<td></td>
</tr>
<tr>
<td>NB/PEI</td>
<td>Mr Daniel A Boudreau</td>
<td></td>
<td>Planning to Attend</td>
<td></td>
</tr>
<tr>
<td>OTTAWA VALLEY</td>
<td>Mr Adam J Moons</td>
<td>Attended</td>
<td>Planning to Attend</td>
<td></td>
</tr>
<tr>
<td>QUEBEC</td>
<td>Mr Xavier Dion-Ouellet</td>
<td>Attended</td>
<td>Planning to Attend</td>
<td></td>
</tr>
<tr>
<td>TORONTO</td>
<td>Mr Marc Bertolin</td>
<td></td>
<td>Planning to Attend</td>
<td></td>
</tr>
<tr>
<td>WINDSOR</td>
<td>Mr Nathan Cook</td>
<td>Attended</td>
<td>Planning to Attend</td>
<td></td>
</tr>
</tbody>
</table>
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.
RVC GGAC Activity Report
Year 2012-2013
Doug Cochrane

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

Chapter Highlights
1. HOPEFULLY A LOT TO SHARE AT NEXT CRC

Communication with the chapter
- WILL BE STARTING AFTER THIS CRC ONCE ALL CHAPTER CHAIRS ARE KNOWN
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

Challenges:

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

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

**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

**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.
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

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

Regional YEA Membership

<table>
<thead>
<tr>
<th>Chapter</th>
<th>June 1 2012 YEA Members</th>
<th>July 15 2013 YEA Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Halifax</td>
<td>31</td>
<td>31</td>
</tr>
<tr>
<td>Hamilton</td>
<td>28</td>
<td>28</td>
</tr>
<tr>
<td>London</td>
<td>22</td>
<td>19</td>
</tr>
<tr>
<td>Montreal</td>
<td>102</td>
<td>117</td>
</tr>
<tr>
<td>NBP/PEI</td>
<td>45</td>
<td>41</td>
</tr>
<tr>
<td>Ottawa</td>
<td>63</td>
<td>59</td>
</tr>
<tr>
<td>Quebec</td>
<td>34</td>
<td>36</td>
</tr>
<tr>
<td>Toronto</td>
<td>151</td>
<td>155</td>
</tr>
<tr>
<td>Windsor</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>TOTAL</td>
<td>482</td>
<td>493</td>
</tr>
</tbody>
</table>
116 Chapter
2014 CRC

Chapter President: Jamie Kruspel (2013-2014)
CRC Chair: Karl Gilroy
Dates: August 22-24, 2014
Host: Chapter 116, London
Venue: Oakwood Inn, Grand Bend
Oakwood Inn, Grand Bend
## Budget

### Revenues

<table>
<thead>
<tr>
<th></th>
<th>Quantity</th>
<th>Amount</th>
<th>Total</th>
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<tr>
<td>Chapter Assessment</td>
<td>1459</td>
<td>$6.00</td>
<td>$8,754.00</td>
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<tr>
<td>Full registration</td>
<td>40</td>
<td>$250.00</td>
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<tr>
<td>Partial Registration</td>
<td>30</td>
<td>$175.00</td>
<td>$5,250.00</td>
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<tr>
<td>Companion Registration</td>
<td>12</td>
<td>$150.00</td>
<td>$1,800.00</td>
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<tr>
<td>Corporate Sponsorship</td>
<td>10</td>
<td>$300.00</td>
<td>$3,000.00</td>
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<tr>
<td>Hamilton Chapter - Wine</td>
<td>1</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
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<tr>
<td>Individual tickets</td>
<td>30</td>
<td>$45.00</td>
<td>$1,350.00</td>
</tr>
<tr>
<td>chapter support</td>
<td>1</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td></td>
<td></td>
<td><strong>$32,654.00</strong></td>
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### Expenses

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

### Notes:
- Hotel Rooms: $230/night
  - Includes meals
- Golf $48.50 with cart
- 5 breakout rooms
- 45 minutes from YXU
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
APPENDIX E – 2013 Awards

7. PAOE

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

8. PAOE Sustainability Award
Award Recipient: David Gauvin, Le chapitre de Québe c – 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 in 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.
Region II CRC  
Ottawa, 2012

<table>
<thead>
<tr>
<th>Proposed Budget 26-Aug-11</th>
<th>Actual Values 2-Apr-13</th>
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<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
</tr>
<tr>
<td>1. ASHRAE Chapter Assessment</td>
<td></td>
</tr>
<tr>
<td>2. Welcome Party (Wine)</td>
<td></td>
</tr>
<tr>
<td>OVC Volunteer Contribution</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ASSESSMENT &amp; GIFTS</strong></td>
<td>$10,348.00</td>
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<tr>
<td><strong>REGISTRATION</strong></td>
<td></td>
</tr>
<tr>
<td>1. Full Registration</td>
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<tr>
<td>2. Partial Registration</td>
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<tr>
<td>3. Companion Registration</td>
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<td>4. Awards Luncheon Only</td>
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<tr>
<td>5. Dinner Only</td>
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<td><strong>TOTAL REGISTRATION REVENUE</strong></td>
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<tr>
<td><strong>SPONSORSHIP</strong></td>
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</tr>
<tr>
<td>1. Platinum</td>
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<td>2. Gold</td>
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<tr>
<td>3. Silver</td>
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<td>4. Bronze</td>
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<td><strong>TOTAL SPONSORSHIP REVENUE</strong></td>
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<tr>
<td><strong>TOTAL REVENUE</strong></td>
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<td>$17,875.00</td>
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<td>$13,048.00</td>
<td>$23,920.00</td>
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<td><strong>EXPENSES</strong></td>
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</tr>
<tr>
<td><strong>FACILITIES</strong></td>
<td></td>
</tr>
<tr>
<td>1. Hotel Meeting Rooms</td>
<td></td>
</tr>
<tr>
<td>2. Friday Afternoon Break</td>
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</tr>
<tr>
<td>3. Welcome Party</td>
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<tr>
<td>4. Saturday Day Breakfast</td>
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<tr>
<td>5. Saturday Morning Break</td>
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<tr>
<td>6.  Presidential Luncheon/Awards</td>
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<tr>
<td>7. Welcome Party</td>
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<tr>
<td>8. Friday Afternoon Break</td>
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<tr>
<td>9. Saturday Day Breakfast</td>
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<tr>
<td>10. Sunday Morning Break</td>
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<tr>
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<tr>
<td><strong>ENTERTAINMENT</strong></td>
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<tr>
<td>1. Saturday Night Event</td>
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<tr>
<td>Venue + Food + Wine</td>
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</tr>
<tr>
<td>Entertainment</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
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<td><strong>TOTAL ENTERTAINMENT EXPENSES</strong></td>
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<td><strong>HOSPITALITY</strong></td>
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<td>1. Friday Night</td>
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<tr>
<td>2. Saturday Night</td>
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<td>Additional Food for Saturday night</td>
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<td><strong>COMPANION</strong></td>
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<td>1. Companion Tour 1</td>
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<tr>
<td>2. Transportation</td>
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<tr>
<td>3. Companion Tour 2</td>
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<tr>
<td>4. Companion Tour 2 lunch</td>
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<tr>
<td>5. Transportation</td>
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<td>1. CRC 2012 Promotional Material</td>
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<td>2. Secretary Fee</td>
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<td>3. Office Supplies, Misc.</td>
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<tr>
<td>4. Photos</td>
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<td>5. Regional Gifts</td>
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<td>6. On-line registration expenses</td>
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<tr>
<td>A/V Supplier</td>
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<tr>
<td>Bank fees (charges, cheques, etc)</td>
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<tr>
<td><strong>TOTAL ADMINISTRATIVE EXPENSES</strong></td>
<td>$5,850.00</td>
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<td><strong>VOLUNTEER</strong></td>
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<tr>
<td>1. Saturday Breakfast</td>
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<tr>
<td>2. Sunday Breakfast</td>
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<tr>
<td>OVC Volunteer registration reimbursements</td>
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<tr>
<td><strong>TOTAL VOLUNTEER EXPENSES</strong></td>
<td>$0.00</td>
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<tr>
<td><strong>EXTRAORDINARY</strong></td>
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<tr>
<td>1. DRC Dinner</td>
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</tr>
<tr>
<td>2. DRC Accommodation</td>
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<tr>
<td>3. Presidential Gift</td>
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<tr>
<td>4. VP Gift</td>
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<tr>
<td><strong>TOTAL EXTRAORDINARY EXPENSES</strong></td>
<td>$2,300.00</td>
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<td><strong>TOTAL EXPENSES</strong></td>
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<tr>
<td>$11,362.50</td>
<td>$10,625.00</td>
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<td>$8,960.50</td>
<td>$8,190.00</td>
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<td><strong>EXCESS</strong></td>
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<td>$2,300.00</td>
<td>$1,435.79</td>
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<tr>
<td>$35,337.50</td>
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<td>$885.50</td>
<td>$14,096.29</td>
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# ASHRAE REGION II

## ANNUAL FINANCIAL SUMMARY REPORT

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

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>CREDIT</th>
<th>DEBIT</th>
<th>BALANCE</th>
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<tbody>
<tr>
<td>Opening balance for this period</td>
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<td></td>
<td>14,749.38</td>
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<tr>
<td><strong>INCOMES:</strong></td>
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<td></td>
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<tr>
<td>Chapter’s Assessment Dues and Regional fund</td>
<td>11,277.00</td>
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<tr>
<td>50 % of 2012 Ottawa CRC Surplus</td>
<td>7,040.15</td>
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<td>2011-2012 Accounts receivables</td>
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<td><strong>Total Incomes:</strong></td>
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<td>34,746.53</td>
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<td><strong>EXPENSES:</strong></td>
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<td>RVC/DRC Expenses (travel)</td>
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<tr>
<td>DRC/RVC Expenses</td>
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<td>1,226.84</td>
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<tr>
<td>CRC Expenses 2013</td>
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<td>10,536</td>
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<tr>
<td>Bank Service Charges</td>
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<td>68.15</td>
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<td>Yea Week-End expenses reimbursement</td>
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<td><strong>Total Expenses:</strong></td>
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<td>11,959.99</td>
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<td><strong>CLOSING BALANCE:</strong> June 30</td>
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<td>22,786.54</td>
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<td>Accounts Payable</td>
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<td>Account Transfer Costs</td>
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<tr>
<td>Account Closed and Money Order Sent to DRC</td>
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<tr>
<td>Accounts Receivable</td>
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<td>Halifax Chapter Paid in July</td>
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<td>Windsor Chapter</td>
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<td><strong>Total Accounts Receivable:</strong></td>
<td>$1,015.00</td>
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<td>23,801.54</td>
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## 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

<table>
<thead>
<tr>
<th>Description</th>
<th>Members</th>
<th>Dues</th>
<th>Budget</th>
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</thead>
<tbody>
<tr>
<td>Chapter Assessment Dues</td>
<td>1756</td>
<td>$6.00</td>
<td>$10,536.00</td>
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<tr>
<td>Regional fund dues</td>
<td>1756</td>
<td>$1.00</td>
<td>$1,756.00</td>
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<td>CRC 2013 Income</td>
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<tr>
<td>Chapter Dues</td>
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</tr>
</tbody>
</table>

**Total Income**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Income</td>
<td>$12,292.00</td>
</tr>
</tbody>
</table>

**Expenses**

- DRC - Travel ASHRAE: $0.00
- RVC - Travel Chapters: $0.00
- 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**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Total Expenses</td>
<td>$23,911.00</td>
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</table>

**Surplus (Loss)**

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Surplus (Loss)</td>
<td>-$11,619.00</td>
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</table>

Gain per member:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Gain per member</td>
<td>-$6.62</td>
</tr>
</tbody>
</table>

### Chapter Members and Dues

- **#100 - Halifax**: 102 members, $7.00 dues, $714.00 budget
- **#037 - Hamilton**: 111 members, $7.00 dues, $777.00 budget
- **#116 - London**: 74 members, $7.00 dues, $518.00 budget
- **#014 - Montreal**: 427 members, $7.00 dues, $2,989.00 budget
- **#117 - NB/PEI**: 144 members, $7.00 dues, $1,008.00 budget
- **#015 - Ottawa Valley**: 320 members, $7.00 dues, $2,240.00 budget
- **#013 - Quebec City**: 119 members, $7.00 dues, $833.00 budget
- **#016 - Toronto**: 416 members, $7.00 dues, $2,912.00 budget
- **#141 - Windsor**: 43 members, $7.00 dues, $301.00 budget

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Members</th>
<th>Dues</th>
</tr>
</thead>
<tbody>
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<tr>
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<td>$7.00</td>
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<td>#117</td>
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<td>#016</td>
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<tr>
<td>#141</td>
<td>43</td>
<td>$7.00</td>
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**Total**: 1756 members, $12,292.00 budget