



**REGION 2
CRC 2014 MINUTES**

LONDON, ONTARIO, CANADA

at

**OAKWOOD INN RESORT
70671 BLUEWATER HIGHWAY
SOUTH HURON (GRAND BEND)
ONTARIO, CANADA**

Friday August 22, 2014 to Sunday August 24, 2014

Host: London Canada Chapter #116

Minutes Approved at 2015 CRC
Last Update – Nov /2015

Action Items from the CRC 2013

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

Action Items from the CRC 2014

Action Item	Description	Owner	Timeline
1	Region 2 web site to have Officer's email addresses and not just alias emails.	Webmaster Tom Pollard	Completed

ORIENTATION SESSION – Friday Aug 22, 2014 9:05am

The following were in attendance at the Orientation Session

CHAPTER	DELEGATE	ALTERNATE
Halifax	Aaron Smith	Laura Whynacht
NB/PEI	Mike Boudreau	Eric LeBlanc
La Ville de Quebec	Moise Gagne	Jonathan Vigneault
Montreal	Stanislaw Kajl	Jean-Gabriel Joannette
Ottawa Valley	Steve Moons	Georges Maamari
Toronto	Glenn Kilmer	Alan Porter
Hamilton	John Molnar	Frank Mesicek
London Canada	Ibrahim Semhat	Jordan Foster
Windsor	Sara Palmer	Andy Hrutka

Name	CHAPTER or SOCIETY	POSITION
Tim Wentz	Society/Nebraska	Society Treasurer
Mark Owen	Society	Staff Handbook Editor
Rhiannon Loomis	Society	Asst Manager Membership
Darryl Boyce	Society/Ottawa	Society VP
Isabelle Lavoie	Montreal	DRC
Joel Primeau	Quebec City	ARC
Doug Cochrane	Toronto	RVC Grassroots
Mark Lawrence	Halifax	RVC MP
Chris Fudge	Ottawa	RVC CTTC
Anthony Jonkov	Montreal	RVC RP
Rod Potter	Ottawa	RVC History
Robyn Ellis	Hamilton	RVC SA
Audrey Dupuis	Montreal	RVC YRC
Jeff Clarke	Montreal	Reg Nom Del
Guy Perreault	Quebec City	Reg Nom Alt
Tom Pollard	London	CRC Secretary
Karl Gilroy	London	CRC Chair
Phil Cook	London	Chapter Secretary
Mike Piluk	London	Chapter CTTC Chair
Devin Harinarine	NB/PEI	Chapter Historian
Dwight Scott	NB/PEI	Chapter SA Chair
Dan Boudreau	NB/PEI	CRC 2016 Chair

Sharlene Innes	NB/PEI	Chapter Treasurer
Anne-Marie Bundgard	Toronto	Chapter GGAC Chair
Michael Genin	Toronto	Chapter YEA Chair
David Hampson	Toronto	Chapter MP Chair
Alekhya Kaianathbhatta	Toronto	Chapter SA Chair
Nicolas Lemire	Montreal	Chapter Officer
David Rasmussen	Hamilton	CRC 2015 Chair
George Menzies	Hamilton	Chapter Historian

Isabelle Lavoie, DRC, welcomed everyone to the Orientation Session at 9:05am on Fri Aug 22, 2014 and hoped that everyone would be ready to share their ideas. Isabelle called on Karl Gilroy, CRC 2014 Chair for any new items about the conference. Karl indicated that CRC Staff people are available to answer questions or issues and direct people to the meeting rooms. Isabelle then reviewed the CRC agenda {*refer to Appendix A*} with the Caucus Session, Regional Meeting and Technical Tour at Ice Culture which occur later in the morning along with events on Saturday and Sunday.

A welcome was extended to VIP Guests, Tim Wentz, Society Treasurer; Darryl Boyce, Society VP and Ottawa Chapter member; Rhiannon Loomis, Society Asst Manager Membership; and Mark Owen, Society Handbook Editor.

Each of those in attendance then introduced themselves, their position, and their best or worst CRC memory.

Isabelle Lavoie, DRC, then called on George Menzies for a presentation on some Region 2 historical items. George had a photo from 1971 taken in Quebec City with Andy Boggs as Society VP and when the Niagara Peninsula became the Hamilton Chapter.

George Menzies also discussed the Honours and Awards available for Society, Regional and Chapters. There are PAOE points for bringing forward names. Members are required to update their bio's on the Society website with no limit on the number of member names being brought forward. There is also a new Sustainability Award. Chapters need to have a honours and awards committee. Care should be taken to ensure that applications have the proper number of points in each of the sections. There are forms on the Society web site and the Region 2 web site has a list of past award winners. Applications can be prepared and forwarded to Isabelle Lavoie.

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

Isabelle Lavoie, DRC, then adjourned to allow the Caucus Session for Delegates and Alternates to begin (the group remained in the main meeting room with the Regional meeting in the adjoining room and other going on a technical tour).

**THE ORIENTATION SESSION THEN ADJOURNED AT 9:48AM
TO ALLOW FOR THE FIRST CAUCUS SESSION.**

**A TECHNICAL TOUR OF
ICE CULTURES, HENSALL
WAS OFFERED TO THOSE NOT IN CAUCUS OR THE REGIONAL MEETING
(13 people attend the tour)**

MINUTES OF THE FIRST BUSINESS SESSION – Friday Aug 22, 2014 1:15pm

The following were in attendance at the 1st Business Session

CHAPTER	DELEGATE	ALTERNATE
Halifax	Aaron Smith	Laura Whynacht
NB/PEI	Mike Boudreau	Eric LeBlanc
La Ville de Quebec	Moise Gagne	Jonathan Vigneault
Montreal	Stanislaw Kajl	Jean-Gabriel Joannette
Ottawa Valley	Steve Moons	Georges Maamari
Toronto	Glenn Kilmer	Alan Porter
Hamilton	John Molnar	Frank Mesicek
London Canada	Ibrahim Semhat	Jordan Foster
Windsor	Sara Palmer	Andy Hrutka

Name	CHAPTER or SOCIETY	POSITION
Tim Wentz	Society/Nebraska	Society Treasurer
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Rhiannon Loomis	Society	Asst Manager Membership
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Isabelle Lavoie	Montreal	DRC
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Doug Cochrane	Toronto	RVC Grassroots
Mark Lawrence	Halifax	RVC MP
Chris Fudge	Ottawa	RVC CTTC
Anthony Jonkov	Montreal	RVC RP
Rod Potter	Ottawa	RVC History
Robyn Ellis	Hamilton	RVC SA
Audrey Dupuis	Montreal	RVC YRC
Jeff Clarke	Montreal	Reg Nom Del
Guy Perreault	Quebec City	Reg Nom Alt
Tom Pollard	London	CRC Secretary
Karl Gilroy	London	CRC Chair
Phil Cook	London	Chapter Secretary
Mike Piluk	London	Chapter CTTC Chair
Devin Harinarine	NB/PEI	Chapter Historian
Dwight Scott	NB/PEI	Chapter SA Chair
Dan Boudreau	NB/PEI	CRC 2016 Chair

Sharlene Innes	NB/PEI	Chapter Treasurer
Anne-Marie Bundgard	Toronto	Chapter GGAC Chair
Michael Genin	Toronto	Chapter YEA Chair
David Hampson	Toronto	Chapter MP Chair
Alekhya Kaianathbhatta	Toronto	Chapter SA Chair
David Benedetti	Toronto	Chapter Past President
Marco Ottavino	Toronto	Chapter Vic President
Nicolas Lemire	Montreal	Chapter Officer
David Rasmussen	Hamilton	CRC 2015 Chair
George Menzies	Hamilton	Chapter Historian
Gail Menzies	Hamilton	Visitor
Mark Long	Hamilton	Chapter SA Chair
Danny Castellan	Windsor	Chapter RP Chair
Francis Lacharite	Montreal	Chapter SA Chair

Isabelle Lavoie, DRC, opened the 1st Business Session at 1:15pm on Fri Aug 22, 2014 by welcoming back everyone.

Isabelle Lavoie, DRC reviewed the Agenda for the First Business Session of the 2014 CRC {*refer to Appendix A*} including a conference phone call with some members from Western Canada for the meeting portion involving ASHRAE Research Canada.

APPROVAL OF 2013 CRC MINUTES

Isabelle Lavoie, DRC called for approval of the minutes from 2013 CRC held in Toronto. A few minor format and typing corrections had been completed. Moved by London Delegate - Ibrahim Semhat, 2nd by Ottawa Valley Chapter - Steve Moons. All voted in favour of the motion and the 2013 CRC Minutes were approved (9/0/0)

Isabelle Lavoie, DRC called on Joel Primeau, ARC to review the 2013 Society motions and status. Joel Primeau, ARC, then presented a summary of the 2013 Society motion status {*refer to Appendix B*}.

Joel Primeau, ARC, then proceeded to the reading of prepared 2014 motions submitted in advance of the CRC so that they can be reviewed and discussed further before they are reviewed and voted on later on Sunday. (refer to Motion section of minutes for final motion working). Joel Primeau, ARC, indicated these and additional motions will be presented after the workshops for discussion and approval during the CRC.

SOCIETY OFFICER'S REPORT

Isabelle Lavoie, DRC called upon Darryl Boyce, Society VP, for the report from Society.

Darryl indicated that Society is promoting indoor air quality improvements. Indoor Air Quality Association (IAQA) will become part of ASHRAE to strengthen the programs of both associations. Everyone should have also received information on the ASHRAE Society Strategic Plan 2014. Society is working on implementation and tracking the Strategic Plan items. Society also plans to visit the top employers and ensuring their continued support to ASHRAE. HVAC&R training is to be promoted more to university and colleges.

Society Members Council is looking to improve marketing and “Whats in it to me”. Also commercialization policy, delivery of products to chapters, and practical application programs are being reviewed to be more effective.

ASHRAExCHANGE.org new online discussion board has been implemented. Learning Institute with new seminars and short courses, eLearning and HVAC Design Training have been increased. There are also free resources for chapters and members. Society can also assist in scholarships and BEQ programs.

Joel Primeau, ARC, added that chapters can sponsor and run ASHRAE courses with assistance by Society.

ASHRAE RESEARCH CANADA

Darryl Boyce then proceeded with the conference phone call with some Western Canada members. The Region 2 Delegates and other Western Members form a quorum (14 members present) on behalf of ASHRAE Research Canada. An agenda was distributed before the conference call. Minutes of Nov 6/2012 had been distributed – these were approved. Election of Class A Directors then were nominated to continue to serve: Darryl Boyce to continue as president, Guy Perreault as VP and Secretary, William Dean as Director, Eric Binder as Director, and Isabelle Lavoie as Director – these were approved. The 2012 financial statements have been audited and displayed – these were approved. The 2013 statements are still being prepared and audited at the time of the conference call. The auditors were approved to continue for the upcoming year. ASHRAE Research Canada bylaws for the nonprofit corporation and application for nonprofit status was approved. With no other additional business the ASHREA Research Canada portion was adjourned and phone conference call ended.

SOCIETY STAFF REPORT

Isabelle Lavoie, DRC called upon Mark Owen, Society Staff Handbook Editor and Rhiannon Loomis, Society Asst Manager Membership. Mark and Rhiannon pointed out that Society “Do Not Always Fail”. There are Society people that can assist chapter officers and chairs in their activities. There are Membership Services, YEA and Leadership University, Design Essentials Training, Scholarships and lots more available.

An ASHRAE Terminology web site has been developed (WWW.ASHRAE.ORG/ASHRAETERMS) to replace the wiki so that all areas and committees use the same definitions.

Joel Primeau asked the questions about the division of work between the Members and Society. The members are volunteers and need to make sure their time is effectively used.

Dwight Scott brought up the effect of having MP and others now going to centralized training. These could cause some future CRC attendance to change. Tim Wentz indicated that ASHRAE President Tom Phoenix is forming an adhoc committee to review the CRCs and one item to be looked at would be the attendance and sessions that should be offered. Grassroots people are being looked at to form the committee and volunteers are needed.

Tim Wentz indicated an agreement had been signed with several other associations for Standard 189.1 so that it can be developed further by all the groups and become code with the IGCC (International Green Construction Code). Darryl Boyce pointed out that having one code will make compliance easier. Negotiations are also underway to have other code entities on board for enforcement (states officials in the USA and provinces in Canada).

CHAPTER REPORTS

Isabelle Lavoie, DRC called upon each chapter for their reports and highlight the past year activities as a chapter.

{refer to Appendix C for chapter report slides}

The following chapters each presented their 2013-2014 events, ideas, challenges and successes
{there was a short meeting break during the chapter reports}

Halifax #100 - Aaron Smith, Delegate
NB/PEI #117 - Mike Boudreau, Delegate
Montreal #014 - Stanislaw Kajl, Delegate
Ottawa Valley #015 - Steve Moons, Delegate
La Ville de Quebec #013 - Moise Gagne, Delegate

Hamilton #037 - John Molnar, Delegate
Toronto #016 - Glenn Kilmer, Delegate

THE 1st BUSINESS SESSION ADJOURNED AT 4:45PM ON FRI AUG 22, 2014.

**DINNER AND AWARDS PRESENTATIONS
FRI AUG 22, 2014 – 5:00PM TO 7:00PM**

{refer to Appendix F for chapter report slides}

During Dinner, Tim Wentz, Society Treasurer made a presentation on:
ASHRAE's president, Thomas Phoenix theme
"People, Passion and Performance."

following Dinner a Team Building Scavenger Hunt around the Oakwood Resort was enjoyed by all

MINUTES OF THE SECOND BUSINESS SESSION – Saturday Aug 23, 2014 8:30am

The following were in attendance at the 2nd Business Session

CHAPTER	DELEGATE	ALTERNATE
Halifax	Aaron Smith	Laura Whynacht
NB/PEI	Mike Boudreau	Eric LeBlanc
La Ville de Quebec	Moise Gagne	Jonathan Vigneault
Montreal	Stanislaw Kajl	Jean-Gabriel Joannette
Ottawa Valley	Steve Moons	Georges Maamari
Toronto	Glenn Kilmer	Alan Porter
Hamilton	John Molnar	Frank Mesicek
London Canada	Ibrahim Semhat	Jordan Foster
Windsor	Sara Palmer	Andy Hrutka

Name	CHAPTER or SOCIETY	POSITION
Tim Wentz	Society/Nebraska	Society Treasurer
Mark Owen	Society	Staff Handbook Editor
Rhiannon Loomis	Society	Asst Manager Membership
Darryl Boyce	Society/Ottawa	Society VP

Isabelle Lavoie	Montreal	DRC
Joel Primeau	Quebec City	ARC
Doug Cochrane	Toronto	RVC Grassroots
Mark Lawrence	Halifax	RVC MP
Chris Fudge	Ottawa	RVC CTTC
Anthony Jonkov	Montreal	RVC RP
Rod Potter	Ottawa	RVC History
Robyn Ellis	Hamilton	RVC SA
Audrey Dupuis	Montreal	RVC YRC
Jeff Clarke	Montreal	Reg Nom Del
Guy Perreault	Quebec City	Reg Nom Alt
Tom Pollard	London	CRC Secretary
Karl Gilroy	London	CRC 2014 Chair
Dan Nevin	London	Chapter
Dwight Scott	NB/PEI	Chapter SA Chair
David Hampson	Toronto	Chapter MP Chair
Richard Manuel	Toronto	Chapter
Nicolas Lemire	Montreal	Chapter Officer
David Rasmussen	Hamilton	CRC 2015 Chair
Ian Hill	Hamilton	Chapter
Danny Castellan	Windsor	Chapter RP Chair
Isabell-Eve Poirer	Montreal	Chapter
Marilyne Rancourt-Ouimet	Montreal	Chapter
Jon Leahey	Halifax	Chapter
Chris Theriault	Halifax	Chapter
Laurence Bouiet	Quebec	Chapter SA Chair
Sylvain-Pierre Crete	Quebec	Chapter YEA Chair
Alexis Gagnon	Quebec	Chapter RP Chair
Jean Bundock	Quebec	Chapter GGAC Chair

CHAPTER REPORTS (continued)

Isabelle Lavoie, DRC called upon the remaining chapters for their reports and highlight the past year activities as a chapter.

{refer to Appendix C for chapter report slides}

The following chapters each presented their 2013-2014 events, ideas, challenges and successes (continued)

London Canada #116 - Ibrahim Semhat, Delegate
Windsor #141 - Sara Palmer, Delegate

REGIONAL VICE-CHAIR REPORTS

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

{refer to Appendix D for RVC report slides}

The following Regional Vice Chairs presented their 2013-2014 summaries:

- Chapter Technical Transfer (CTTC) - Chris Fudge
- Student Activities (SA) - Robyn Ellis
- Grassroots Government Activities (GGAC) - Doug Cochrane
- Research Promotion (RP) - Anthony Jonkov (for Daryl Somers who was last years chair)
- History -Rod Potter (for George Menzies who was last years chair)
- Young Engineers In ASHRAE (YRC/YEA) – Aaron Smith
- Membership Promotion (MP) -Mark Lawrence (for Michael Khaw who was last years chair)

SOCIETY and AIQA

Isabelle Lavoie, DRC called upon Tim Wentz, Society Treasurer who discussed updated at the Society level for AIQA (Indoor Air Quality Association). Society is taking over by answering phone and web site for AIQA. Tim Wentz is on the transition team for the review and due diligence during the takeover.

REGION 2 MANUAL OF OPERATIONS

Isabelle Lavoie, DRC called upon Nicolas Lemire to review the status of the new manual. Good progress has been made with review being done by RVCs with some items yet to be added. The manual is still in draft form (approx 60% completed) and expected to be completed by the Fall so to it can be forwarded for review and approval at next years CRC.

The manual will explain how the Region 2 operates for new Delegates and RVCs with having duties required for each. Items will also include: Treasurer, CRC, and Regional Awards. A Regional motion log will also be added. The Region 2 Manual of Operations is expected to be a “live” document that will need updated as CRC motions are approved. Once prepared the manual will be added to Region 2 web site.

WORKSHOPS

The rooms required for workshops and locations were described by Karl Gilroy, CRC 2014 Chair as some locations had been adjusted due to room renovations.

Karl also indicated silent auction items are on display with bidding sheets.

THE 2nd BUSINESS SESSION ADJOURNED AT 10:00AM ON SAT AUG 23, 2014.

**THE REMAINDER OF THE MORNING AND AFTERNOON
CONSISTED OF THE WORKSHOPS**

MINUTES OF THE THIRD BUSINESS SESSION – Sunday Aug 24, 2014 9:00am

The following were in attendance at the 3rd Business Session

CHAPTER	DELEGATE	ALTERNATE
Halifax	Aaron Smith	Laura Whynacht
NB/PEI	Mike Boudreau	Eric LeBlanc
La Ville de Quebec	Moise Gagne	Jonathan Vigneault
Montreal	Stanislaw Kajl	Jean-Gabriel Joannette
Ottawa Valley	Steve Moons	Georges Maamari
Toronto	Glenn Kilmer	Alan Porter
Hamilton	John Molnar	Frank Mesicek
London Canada	Ibrahim Semhat	Jordan Foster
Windsor	Sara Palmer	Andy Hrutka

Name	CHAPTER or SOCIETY	POSITION
Tim Wentz	Society/Nebraska	Society Treasurer
Mark Owen	Society	Staff Handbook Editor
Rhiannon Loomis	Society	Asst Manager Membership
Darryl Boyce	Society/Ottawa	Society VP
Isabelle Lavoie	Montreal	DRC
Joel Primeau	Quebec City	ARC
Doug Cochrane	Toronto	RVC Grassroots
Mark Lawrence	Halifax	RVC MP
Chris Fudge	Ottawa	RVC CTTC
Anthony Jonkov	Montreal	RVC RP
Rod Potter	Ottawa	RVC History
Robyn Ellis	Hamilton	RVC SA
Audrey Dupuis	Montreal	RVC YRC
Jeff Clarke	Montreal	Reg Nom Del
Guy Perreault	Quebec City	Reg Nom Alt
Tom Pollard	London	CRC Secretary
Karl Gilroy	London	CRC 2014 Chair
Dwight Scott	NB/PEI	Chapter SA Chair
David Hampson	Toronto	Chapter MP Chair
Nicolas Lemire	Montreal	Chapter Officer
David Rasmussen	Hamilton	CRC 2015 Chair
Danny Castellan	Windsor	Chapter RP Chair
Marilyne Rancourt-Ouimet	Montreal	Chapter
Laurence Bouiet	Quebec	Chapter SA Chair

Alexis Gagnon	Quebec	Chapter RP Chair
Jean Bundock	Quebec	Chapter GGAC Chair
Phil Cook	London	Chapter Secretary
Dan Boudreau	NB/PEI	CRC 2016 Chair
Devin Harinarine	NB/PEI	Chapter Historian
Sharlen Innes	NB/PEI	Chapter Treasurer
Brian Tokama	Ottawa	Chapter Program
Mike Kaewstu	Hamilton	Chapter MP Chair
Emma Wildeman	Toronto	Chapter
Alekhy Kaianathbhatta	Toronto	Chapter SA Chair
Mike Piluk	London	Chapter CTTC Chair
James Smith	Windsor	Chapter YEA Chair
Joe DellaValle	Ottawa	Chapter YEA Chair
Mark Long	Hamilton	Chapter SA Chair

Isabelle Lavoie, DRC, opened the 3rd Business Session at 9:00am on Sun Aug 24, 2014.

The DRC, Delegate and Alternate photo was taken for those in attendance.

Next, Karl Gilroy, CRC 2014 Chair reviewed the pickup and travel times back to London for flights.

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

GRASSROOTS WORKSHOP REPORT - presented by Jean Bundock, Quebec Chapter

Doug Cochrane, RVC Grassroots chaired the workshop. 5/9 chapters were in attendance with 2 chairs. Discussed were 6 main objectives: building a chapter committee; plan the upcoming year; promote ASHRAE standards; report PAOE on monthly basis; read MOCO; review GGAC award.

CHAPTER TECHNICAL TRANSFER WORKSHOP REPORT - presented by Mike Piluk, London Chapter

Chris Fudge, RVC CTTC chaired the workshop. Presentation and chapter options for meetings were discussed. Allocation of DL speakers and sharing was planned. Chapters are not to forget the 'R' in ASHRAE (refrigeration). Promote the technology awards.

STUDENT ACTIVITIES WORKSHOP REPORT - presented by Robyn Ellis

Robyn Ellis, RVC SA chaired the workshop. 8/9 chairs in attendance. Discussed activities and events that can be done with students; what other chapters have done.

RESEARCH PROMOTION WORKSHOP REPORT - presented by Danny Castellan, Windsor Chapter

Anthony Jonkov, RVC RP chaired the workshop. 7/9 chapters in attendance with 6 chairs. Region 2 gets back \$4.15 for every dollar contributed. Discussion involved where the money is used. Chairs need to ask for contributions as not asking means no money. The new Society web site is an improvement. Chapters have used 50/50 draws at meetings and found that winners typically give some money back to Research. Goals for each chapter were set.

YOUNG ENGINEERS IN ASHRAE WORKSHOP REPORT - presented by Joe DellaValle, Ottawa Chapter

Audrey Dupuis, YRC chaired the workshop. 6/9 chapters in attendance. The workshop was shared with Membership. Discussed the Smart Start and Leadership U to attract new members and retain existing.

MEMBERSHIP PROMOTION WORKSHOP REPORT - presented by Mike Kaewstu, Hamilton Chapter

Mark Lawrence, RVC MP chaired the workshop. 6/9 chapters in attendance with 6 chairs. Attendees thought it was good to combine MP with YEA for the portion of the workshop as they have similar interests and concerns. Key points include selling and promoting ASHRAE and keeping them interested and involved. New PAOE are available for volunteerism. Need to remember why got involved in ASHRAE. It is easier to keep a member then to find a new member.

HISTORICAL WORKSHOP REPORT - presented by Aaron Dobson, Ottawa Chapter

Rod Potter, RVC History chaired the workshop. 9/9 chapters in attendance (either history chairs or webmasters). Reviewed past year and reporting. Criteria for this years PAOE and improvement for year over year by interviews, historical significant events, companies or people. Gold Ribbon and Loe Flag awards discussed. CRC requirements for banners and historical display. Archiving and scanning of chapter documents and keeping updated on web site.

CHAPTER OPERATIONS WORKSHOP REPORT - presented by Aaron Smith, Halifax Chapter

Joel Primeau, ARC chaired the workshop. 9/9 chapters in attendance. The strategic plans was discussed and the value of ASHRAE to the member. Provide more value and support vs decreasing the cost.

CERTIFICATE OF APPRECIATION

Isabelle Lavoie, DRC, then recognized outgoing Region 2 Historian - George Menzies with a certificate of appreciation.

NOMINATING SESSIONS

Isabelle Lavoie, DRC, then asked Jeff Clarke, Nominating Member, to report on the Nominating Sessions.

Jeff reported that the Nominating Sessions were successfully completed with names being brought forward for all positions. The summer planning meeting helped make Delegates aware of their responsibilities and people to be contacted and would planned again for next year. Jeff would like to see more names brought forward for Committees and Honours and Awards. Jeff could only also report that for next year are: Nominating Member – Jeff Clarke, and Alternate - Guy Perreault.

Joel Primeau, ARC added that Delegates get a summer package and need to review for their chapter members who might service on Committees. There is value in belonging to Committees as well as other Society positions.

REGIONAL STATISTICS

Isabelle Lavoie, DRC, then asked Joel Primeau to present the chapter summary table for all the chapters.

{refer to Appendix C for chapter report slides}

Halifax indicated their large student increase was due to sponsoring both 1st year and senior year students at the local collage.

REGIONAL FINANCES

Isabelle Lavoie, DRC, called on Phil Cook, London Chapter. Phil indicated he had reviewed the Region 2 statements and presented the summary of the activities for July 1/2013 to July 30/2014.

{refer to Appendix H for report slides}

Isabelle explained that the Region 2 funds are prepared by the Region 2 Treasurer - Yves Trudel and reviewed by the CRC host chapter.

Isabelle would recommend that future CRC include the Region 2 Treasurer attendance at the CRC meeting so the funds review, regional expenses and to answer any questions.

Phil indicated that it would be better to have a Balance Sheet Statement with Income & Expense Statement prepared vs the cash flow statement that is currently used (a new motion is to be prepared and presented).

Isabelle presented a Draft Region 2 Budget for 2014-2015. New amounts are indicated for the new amount of chapter dues that had been previously approved at last years CRC. The new category for Regional 2 officers meeting hotel rooms at Society meetings are also indicated.

Discussions involved what year the expenses should be claimed as CRC and Society meetings in Chicago and Seattle with visits by Regional Officers effect the amounts.

The Budget as submitted has an deficit of -\$1,896.00 but does not include any CRC surplus. The Region 2 bank balance of approx \$24,000 should be able to accommodate the deficit.

Motion to accept the 2014-2015 Region 2 Budget as submitted.

Moved by London - Ibrahim Semhat, 2nd by Halifax - Aaron Smith

Vote: APPROVED For: 9* Against: 0 Abstained: 0 (* Windsor Chapter Alternate voting)

Motion to accept the 2013-2014 Region 2 Financial Statements as submitted.

Moved by Toronto - Glenn Kilmer, 2nd by Halifax - Aaron Smith

Vote: APPROVED For: 9* Against: 0 Abstained: 0 (* Windsor Chapter Alternate voting)

2015 CRC HAMILTON PRESENTATION

Isabelle Lavoie, DRC called upon Hamilton CRC 2015 Chair David Rasmussen to present on next years (2015) CRC.

{refer to Appendix E for report slides}

David presented a 2015 CRC Budget. The number of regional members will need to be revised to 1816 (from 1465). This would then increase the income slightly. The CRC would have workshops on Saturday afternoon and have a Saturday Awards luncheon so can have local chapters officers attend with only partial registrations and no hotel if they so decide. The London CRC had the Awards and Dinner on Friday as their main event so more had to attend with full registration. The London CRC package rates had the rooms and meals included together so a straight comparison could not be done. CRC 2015 registration rates are proposed at \$425 for full; \$300 for partial; and \$150 for companion. Hamilton Chapter also hopes to get Corporate Sponsors which they have not gone after in the past. The 2015 CRC will be at the Sheraton Hotel downtown Hamilton near Copps Coliseum (room at \$109 per night when booked more then 60 days in advanced).

Motion to accept the 2015 CRC Preliminary Budget as submitted.

Moved by Toronto Delegate - Glenn Kilmer, 2nd by Halifax Delegate - Aaron Smith

The CRC 2015 Budget will be reviewed at the planning meeting in April 2015. Any major changes will need to be submitted to Isabelle so it can be distributed to the Delegates.

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

2014 SOCIETY AND REGIONAL MOTIONS

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

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

2014 MOTION SUMMARY

S=Society Motion, R=Regional Motion

2014 Motion #	STATUS For/Against/Abstain	MOTION
2014-S-1	Passed 8/0/1*	Society to create a student LinkedIn page to provide a platform for students to interact with ASHRAE.
2014-S-2	Passed 9/0/0	That Society create a section for each Annual and Winter Conference on recommended (not mandatory) dress code for various meeting settings / events appropriate for the specific locale, event setting, and season. Regions and Chapters can then follow Society's lead in establishing their own recommendations.
2014-S-3	Passed 9/0/0	That current requirement of funding chapter scholarships within 3 years be changed to up to 10 years.
2014-S-4	Passed 9/0/0	That Society provides a lower basic membership fee with add-ons for the handbook in paper format, for the handbook in CD format or for the handbook available on-line.
2014-S-5	Passed 9/0/0	That Society provides a summary chapter membership report that lists the number of chapter members by member grade.
2014-S-6	Passed 9/0/0	That Society offer a special reduced registration rate for Voting Members of Technical Committees attending Society Annual and Winter Meetings combining the One Day Registration with the Virtual Conference Registration at the current One Day Registration rate allowing the Member to attend what portions of the Conference they could, while giving them access to everything electronically. The proposed reduced rate would be implemented starting with the 2015 Annual Meeting in Atlanta, GA.
2014-S-7	Passed 9/0/0	That Society offer a special registration rate for Regional and Society Officers attending Society Annual and Winter Meetings combining the One Day Registration with the Virtual Conference Registration at the current One Day Registration rate allowing the Member to attend what portions of the Conference they could, while giving them access to everything electronically. The proposed reduced rate would be implemented starting with the 2015 Annual Meeting in Atlanta, GA.
2014-S-8	Passed 9/0/0	That Society provides a YEA Regional membership summary report that lists the number of YEA members by chapter.
2014-S-9	Passed 9/0/0	That the Society "Transportation Reimbursement Policy for Chapters (Appendix HH in the Manual for Chapter Operations)" be revised to include the YEA Chapter Chairs (YCC) transportation to their Chapter Regional Conference (CRC).
2014-S-10	Passed 9/0/0	That Society provides points related to YEA experience equivalent to that of grassroots committees. The proposed change would be made available retroactively for members that had past YEA experience.
2014-S-11	Passed 9/0/0	That Society have Research Promotion donations received after the fiscal year deadline (June 30) are assigned to the forthcoming RP campaign of the local chapter that obtained the donation.
2014-R-1	Passed 8/0/1*	That each chapter forward to the RVC SA their list of Student Sections, the name of the sponsoring chapter, and the charter date by Sept 30, 2014 or earlier.
2014-R-2	Passed 8/0/1*	Until the Regional Operating Manual is completed, all active regional motions approved by Delegates be listed in the current CRC Minutes.
2014-R-3	Passed 9/0/0	That the CRC General Chairman for the Host Chapter, send all minutes of host committee planning meetings regarding the CRC to the next years CRC General Chairman.
2014-R-4	Passed 9/0/0	That Region 2 financial report is in the format of Income Statement and Balance Sheet.
2014-R-5	Passed 9/0/0	That Region 2 implement a new Grassroots Government Affairs Award.

Note – * Montreal Chapter Delegate and Alternate was temporarily not in attendance when a few of the motions were

presented (so a few motions will only have 8 voting chapters).

Society Motion: 2014-S-1

Moved By: Hamilton Chapter – John Molnar 2nd by: London Canada Chapter – Ibrahim Semhat

Motion: **That Society to create a student LinkedIn page to provide a platform for students to interact with ASHRAE.**

Background: There are many challenges when connecting ASHRAE with students. These challenges include: students' constantly changing contact info, a difficulty in students having to choose between attending a chapter meeting VS a wide variety of on-campus clubs/events, and finding a way to connect students with the broader community of ASHRAE.

Fiscal Impact: ASHRAE HQ's time in implementation and coordination in keeping the content up to date.

Vote Count: **PASSED** For: 8 Against: 0 Abstained: 1* (* Montreal chapter absent)

Society Motion: 2014-S-2

Motion By: Hamilton Chapter Delegate 2nd by: Toronto Chapter – Glenn Kilmer

Motion: **That Society create a section for each Annual and Winter Conference on recommended (not mandatory) dress code for various meeting settings / events appropriate for the specific locale, event setting, and season. Regions and Chapters can then follow Society's lead in establishing their own recommendations.**

Background: Society's focus is to grow new members and participation at all levels of the organization. It's hard for new members visiting a Society Conference, CRC, or Chapter meeting for the first time to know what's appropriate. Additionally, it's hard for the international community to know what to wear in hot, humid southern climates while sitting in air-conditioned spaces for most of the day.

Fiscal Impact: None

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

Society Motion: 2014-S-3

Moved By: Ottawa Valley Chapter - Steve Moons 2nd by: London Canada Chapter – Ibrahim Semhat

Motion: **That current requirement of funding chapter scholarships within 3 years be changed to up to 10 years.**

Background Information: The current requirement to fund an ASHRAE scholarship is a minimum of \$60,000, spread over a maximum of three years. This dollar value and time horizon makes it difficult to enable. We would prefer to be able to fund this scholarship over a longer time by assigning yearly surpluses and earmarking Chapter donations to Research.

Fiscal Impact: Positive – chapters may be inclined to fund scholarships if they have a longer time horizon.

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

Society Motion: 2014-S-4

Moved By: Quebec City Chapter – Moise Gagne 2nd by: Toronto Chapter – Glenn Kilmer

Motion: **That Society provides a lower basic membership fee with add-ons for the handbook in paper format, for the handbook in CD format or for the handbook available on-line.**

Background Information: The Society dues and chapter dues are increased regularly, while we are debating the "member value proposition". There has to be a way to reduce the member's fees as well as reducing Society's expenses for a net positive result. Essentially, we are proposing to let members opt out of getting any version of the handbook. The handbook is generally no longer valued as the main benefit of membership. Many people who are not members claim they don't need

to join because they have access to the ASHRAE handbooks or they already have the complete set of 4.

We envision a membership due of around \$125, with additional fees of \$120 for the paper handbook (i.e. \$80 cheaper than the bookstore price for non-members), \$60 for the handbook in CD version or the online version.

A reduced due to the member combined with a corresponding reduction in expenses of printing, shipping the paper handbook would bring a net positive impact and help increase the number of members with a more affordable membership due.

The goal of this motion is to improve the member value proposition (a fraction of value of cost) by quantifiably reducing the denominator (the cost to the member), because ASHRAE is seriously struggling with increasing the numerator (the perceived value of membership).

Fiscal Impact: This motion should have a net positive impact as long as the reduced membership dues and the add-ons are structured to bring in at least as much money into ASHRAE and the reduced membership dues should bring in more members.

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

Society Motion: 2014-S-5

Moved By: Halifax Chapter - Aaron Smith 2nd by: Ottawa Valley Chapter - Steve Moons

Motion: **That Society provides a summary chapter membership report that lists the number of chapter members by member grade.**

Background Information: The goal of this motion is to provide more time for chapter Membership Promotion (MP) chairs to focus their time on membership retention and growth. Chapter MP chairs normally report the number of members in each membership grade at BOG meetings. A summary report would mean that MP chairs do not need to sort through a large excel spreadsheet and they could more easily track their chapter membership.

Fiscal Impact: Minimal – only the time to create the new report.

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

Society Motion: 2014-S-6

Moved By: Halifax Chapter - Aaron Smith 2nd by: London Canada Chapter – Ibrahim Semhat

Motion: **That Society offer a special reduced registration rate for Voting Members of Technical Committees attending Society Annual and Winter Meetings combining the One Day Registration with the Virtual Conference Registration at the current One Day Registration rate allowing the Member to attend what portions of the Conference they could, while giving them access to everything electronically. The proposed reduced rate would be implemented starting with the 2015 Annual Meeting in Atlanta, GA.**

Background Information: The goal of this motion is to recognize the people whose passion drives ASHRAE's performance, while at the same time getting more people to register for the Conference. Often times, the Members volunteering on Technical Committees are not afforded the time to attend portions of the Conference they might be interested in simply because their time is already allocated elsewhere. As a result, a large portion of these Members do not register for the Conference. By implementing this reduced rate, ASHRAE will make registration more appealing to a larger number of Members who are already travelling to Conference Hosting Cities.

One Day Registration Rate in Seattle: \$285

Virtual Conference Rate: \$249

Combined Rate for Voting Members of Technical Committees: \$285

Fiscal Impact: Unknown – potentially positive.

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

Society Motion: 2014-S-7

Moved By: Halifax Chapter - Aaron Smith 2nd by: Hamilton Chapter – John Molnar

Motion: That Society offer a special registration rate for Regional and Society Officers attending Society Annual and Winter Meetings combining the One Day Registration with the Virtual Conference Registration at the current One Day Registration rate allowing the Member to attend what portions of the Conference they could, while giving them access to everything electronically. The proposed reduced rate would be implemented starting with the 2015 Annual Meeting in Atlanta, GA.

Background Information: The objective of this motion is to reward volunteers and encourage them to register and participate in the activities of the Conference. Volunteers frequently travel to the winter and Annual meetings and don't take advantage of the Conference, because they might not have time between their meetings to attend seminars. If they were offered a reduced special rate, ASHRAE would benefit with an increase in participation and revenue. This would also add to the value proposition of ASHRAE membership.

One Day Registration Rate in Seattle: \$285

Virtual Conference Rate Seattle: \$249

Proposed Combined Rate for Voting Members of Technical Committees: \$285

Fiscal Impact: Unknown – potentially positive.

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

Society Motion: 2014-S-8

Moved By: Halifax Chapter - Aaron Smith 2nd by: Hamilton Chapter – John Molnar

Motion: That Society provides a YEA Regional membership summary report that lists the number of YEA members by chapter.

Background Information: The goal of this motion is to provide more time for YEA Regional Chairs (YRCs) to focus their time on assisting chapters. YRCs are required to provide the number of YEA members in each of their chapters of their regional within a report twice a year. This would mean they do not need to sort through a large excel spreadsheet. As well, staff resources are sometimes used to prepare these numbers for the YRCs so this would allow them to use their time more efficiently.

Fiscal Impact: Minimal – only the time to create the new report.

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

Society Motion: 2014-S-9

Moved By: Halifax Chapter - Aaron Smith 2nd by: Hamilton Chapter – John Molnar

Motion: That the Society "Transportation Reimbursement Policy for Chapters (Appendix HH in the Manual for Chapter Operations)" be revised to include the YEA Chapter Chairs (YCC) transportation to their Chapter Regional Conference (CRC).

Background Information: The transportation reimbursement policy currently covers transportation to CRC for the Chapter Delegate, Alternate, CTTC Chair, SA Chair, and GGAC Chair. Chapter MP and RP chairs are provided with transportation reimbursement for their centralized trainings.

CRCs continue to represent the best opportunity volunteer members to learn and grow. The YEA Regional Coordinator offers training at the CRC and many Chapters do not send their YEA Chairs. Chapter leaders may not want to pay for the transportation costs of the YEA Chairs. Additionally, Chapter leaders may (incorrectly) infer that YEA is not as important as other grassroots committees because Appendix HH does not cover YEA Chairs.

Fiscal Impact: Estimated \$70,000 (based on \$5000 per Region)

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

Society Motion: 2014-S-10

Moved By: Halifax Chapter - Aaron Smith 2nd by: NB/PEI Chapter – Mike Boudreau

Motion: That Society provides points related to YEA experience equivalent to that of grassroots committees. The proposed change would be made available retroactively for members that had past YEA experience.

Background Information: The goal of this motion is appropriately recognize the dedication and volunteer work of young ASHRAE members. Based on the Chapter Service Award application form and Regional Award of Merit, it is not clear whether YEA experience gains equivalent points to that of grassroots committees such as RP, CTT, MP, SA REF and HIST. Those committees are listed as 1 point per year as committee chair and then there is another category for “Other Chapter Committee Chair” which is awarded ¼ point per year. Similarly for the Regional Award of Merit, RVCs are awarded 1 point per year while “Other Regional Positions” are listed as ½ per year.

Fiscal Impact: None

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

Society Motion: 2014-S-11

Moved By: Ottawa Valley Chapter - Steve Moons 2nd by: Toronto Chapter – Glenn Kilmer

Motion: That Society have Research Promotion donations received after the fiscal year deadline (June 30) are assigned to the forthcoming RP campaign of the local chapter that obtained the donation.

Background Information: When donations are received after the fiscal deadline, they are currently allocated to “Unassigned Research”, thus the local chapter does not receive recognition. Although efforts are made to obtain the funds prior to the deadline, the RP chair or committee cannot control the timeline for the receipt of these funds. Raising these funds is achieved by the important efforts made by the RP chair and committee, thus recognition should be kept to the local chapter. Recognition of the donor would still be achieved by submitting the funds and donor information to Society prior to the mid-August deadline.

Fiscal Impact: None.

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

Regional Motion: 2014-R-1

Moved By: Hamilton Chapter – John Molnar 2nd by: Ottawa Valley Chapter – Steve Moons

Motion: That each chapter forward to the RVC SA their list of Student Sections, the name of the sponsoring chapter, and the charter date by Sept 30, 2014 or earlier.

Background Information: On the ASHRAE.org website, under Society Groups, scroll to Regions, then scroll down to Chapter sections, Region 2 shows no listings. Other regions have listed their sections. Likely an oversight for this region.

Fiscal Impact: None

Vote Count: **PASSED** For: 8 Against: 0 Abstained: 1* (* Montreal chapter absent)

Regional Motion: 2014-R-2

Moved By: Hamilton Chapter – John Molnar 2nd by: London Chapter – Ibrahim Semhat

Motion: Until the Regional Operating Manual is completed, all active regional motions approved by Delegates be listed in the current CRC Minutes.

Background: The listing of regional motions in the CRC minutes was suspended in 2009 in anticipation for the new Regional Operating Manual to be completed by the CRC in 2010. This new manual would have incorporated all the active motions in place. To date, the Regional Operating Manual is still being drafted. It is important to record and track motions in the current minutes so the intent is not lost.

Fiscal Impact: None

Vote Count: **PASSED** For: 8 Against: 0 Abstained: 1* (* Montreal chapter absent)

Regional Motion: 2014-R-3

Motion By: Hamilton Chapter – John Molnar 2nd by: NB/PEI Chapter – Mike Boudreau

Motion: That the CRC General Chairman for the Host Chapter, send all minutes of host committee planning meetings regarding the CRC to the next years CRC General Chairman.

Background: It is crucial for next year's General Chairman be made aware of any issues regarding the CRC, so that the following year's Chairman does not make the same mistake or can benefit from an idea that they may not be aware of.

Fiscal Impact: None

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

Regional Motion: 2014-R-4

Motion By: London Chapter – Ibrahim Semhat 2nd by: Hamilton Chapter – John Molnar

Motion: That Region 2 financial report is in the format of Income Statement and Balance Sheet.

Background: This is suggested in order to clarify and homogenize the financial reporting such that the process is more easily audited and more efficiently tracked. This will aid in the financial budgeting process allowing a more real-time tracking of financial position and a future looking accounting of payables and receivables spread between two documents. This process will reflect Generally Accepted Accounting Practices (GAAP) and as such will provide greater transparency in the financial reporting of the organization.

Fiscal Impact: None

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

Regional Motion: 2014-R-5

Motion By: Toronto Chapter – Glenn Kilmer 2nd by: Halifax Chapter - Aaron Smith

Motion: That Region 2 implement a new Grassroots Government Activities Award to reward the top chapter in the Region as selected by the GGAC-RVC

Background:

Fiscal Impact:

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

2014-2015 REGIONAL OFFICERS VISITS

Isabelle Lavoie, DRC then presented a preliminary table with proposed visits by Regional Officers to the Chapters. Chapters to contact the RVC's to confirm meeting dates and schedule the official visits.

Proposed Visits:

Halifax - CTTC, SA
NB/PEI - CTTC, SA
La Ville de Quebec - YEA
Montreal - MP, Historian
Ottawa Valley - RP, DRC
Toronto - Historian
Hamilton - DRC and incoming DRC, YEA
London Canada -
Windsor - DRC

Each RVC should also have an "official" visit to their chapter.

REGION 2 WEB SITE

Isabelle Lavoie, DRC asked for discussion on the Region 2 web site. Additional feedback and ideas are required as to what should be added.

A suggestion to have a regional speakers page would be helpfully. Motion summary can also be added. Information to be forwarded to Regional Webmaster – Tom Pollard who will then add to the web site.

The Regional officers contact information to include their work email address.

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 21 to 25, 2015 - Hamilton – Chair: David Rasmussen
August 26 to 28, 2016 - Moncton (NB/PEI Chapter) (chair to be confirmed)
August 25 to 27, 2017 - Montreal (chair to be confirmed)

FINAL REMARKS

Isabelle Lavoie, DRC reminded everyone to forward their travel vouchers – after the meeting or by email.

Being that there was no additional business that was required, Isabelle Lavoie, DRC thanked the all the Delegates and Alternates for their work at the CRC on behalf of their chapters.

Isabelle Lavoie, DRC thanked the VIP for attending: Tim Wentz, Society Society Treasurer; Mark Owen, Society Staff Handbook Editor; Rhiannon Loomis, Society Asst Manager Membership; Darryl Boyce, Society VP.

Isabelle Lavoie, DRC thanked the London Chapter for hosting the CRC 2014 and to Karl Gilroy, CRC 2014 Chair.

Isabelle Lavoie, DRC thanked the Regional Officer team for their energy and work. The discussions that have occurred have allowed the Chapters and Region to move forward and on a good path to success.

Isabelle Lavoie, DRC then proposed that the meeting be adjourned.

Motion By: Halifax Chapter - Aaron Smith 2nd by: London Chapter - Ibrahim Semhat

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

The Third Business Session of the 2014 CRC was concluded.

THE 3rd BUSINESS SESSION & CRC ADJOURNED AND CONCLUDED AT 11:56AM ON SUN AUG 24, 2014.

Agenda Overview

Day 1 Friday August 22, 2014 **SUMMARY**

ALL DAY	HISTORY DISPLAY	Front Lobby
08:00 - 17:30	CRC Registration	Lobby
09:00 - 09:30	Orientation Session	Huron Room (room to be split into 2-25)
09:30 - 11:45	Caucus Session	Huron Room North (25 – person)
09:30 - 11:45	DRC/ARC/RVCs Regional Meeting	Huron Room South (25- person)
09:30 - 11:00	Technical Seminar Tour	Ice Cultures
9:30 - 9:45	Break	Huron Room South
12:00 - 13:00	Lunch	Oak Dining Room
13:15 - 17:00	Business Meeting #1	Huron room – (open)
15:15 - 15:30	Break	
18:00 - 21:00	Presidential Meal/ Awards	Terrace Room & deck
21:00 - ???	Hospitality Suite Open	Executive Cottage

Day 2 Saturday August 23, 2014 **SUMMARY**

ALL DAY	HISTORY DISPLAY	Lobby
07:30 - 17:30	CRC Registration	Lobby
07:00 - 08:30	Breakfast	
08:30 - 09:45	Business Meeting #2	Huron room (open)
09:45 - 10:00	Break	Huron Room
10:00 - 11:45	Committee Workshop (CTTC Part 1)	Main Lodge A
10:00 - 11:45	Executive Session #1	Huron (25 set up)

12:00 - 13:00	Lunch	Oak Dining Room
13:15 - 17:00	Committee Workshops	Various Rooms (See Detailed Agenda)
15:00 - 15:15	Break	Huron Room
17:00 - 18:45	Dinner	Oak Dining Room
19:00 - 21:00	Team Building	Scavenger Hunt – Oak Dining Room
21:00 - ???	Hospitality Suite Open	Executive Cottage

Day 3 Sunday August 24, 2014 SUMMARY

07:00 - 09:00	Breakfast	Oak dining Room
07:30 - 08:45	Executive Session #2 (if required)	Huron Room (25 set up) (Closed Session)
09:00 - 12:00	Business Meeting #3	Huron Room (open) (Open to All)
10:00 – 10:15	Break	
12:00 - 13:00	CRC Debriefing	Huron Room (Open to All)

Detailed Agenda

Day 1 Friday August 22, 2014 **DETAILED AGENDA**

ALL DAY	HISTORY DISPLAY	Lobby
08:00 - 17:30	CRC Registration	Lobby
09:00 - 09:30	Orientation Session	Huron room (open) (Open to All) <ul style="list-style-type: none">1. Welcome Remarks - I. Lavoie2. Introduction - All3. Appointment of the recording secretary - I. Lavoie4. Review and approval of the business meetings agenda - I. Lavoie5. Presentation of today's later events – K Gilroy6. Picture (DRC, Delegates and Alternates) for Regional Historian
09:45 - 11:45	Caucus Session	Huron room (25 setup) <ul style="list-style-type: none">1. Delegates and Alternates – D. Cochrane/ J. Clarke
09:45 - 11:45	DRC/ARC/RVCs Regional Meeting	Huron room (25 setup) <ul style="list-style-type: none">1. Chapter visit planning2. Review of Awards3. Region II Manual of Operations
09:30 - 11:00	Technical Seminar Tour	Ice Cultures
9:30 - 9:45	Break	Huron Room
12:00 - 13:00	Lunch	Oak Dining Room
13:15 - 17:00	Business Meeting #1	Huron Room (open) or Terrance Room (Open to All) <ul style="list-style-type: none">1. Call to Order - I. Lavoie2. Approval of 2013 CRC Minuts - I. Lavoie3. Report on 2013 CRC Motions – J. Primeau4. Reading of any prepared Motions for 2014 CRC – J. Primeau5. Society Officer Report DAL – D. Boyce6. ASHRAE Staff Report – M. Owen7. ASHRAE Research Canada – D. Boyce

		8. Chapter Reports (5 min. each) 9. Regional Statistics – J. Primeau 10. Meeting adjournment – I. Lavoie
15:15 - 15:30	Break	Huron Room
18:00 - 21:00	Presidential Meal/Awards	Terrance Room
21:00 - ???	Hospitality Suite Open	Cottage

Day 2 Saturday August 23, 2014 DETAILED AGENDA

ALL DAY	HISTORY DISPLAY	
07:30 - 17:30	CRC Registration	Lobby
07:00 - 08:30	Breakfast	Oak Dining Room
08:30 - 09:45	Business Meeting #2	Huron Room (open) (Open to All) <ol style="list-style-type: none"> 1. Call to Order - I. Lavoie 2. RVC Reports (5 min. each) <ol style="list-style-type: none"> a. CTTC – C. Fudge b. SA – R. Ellis c. GGAC – D. Cochrane d. RP – A. Jonkov e. Historian – R. Potter f. YEA – A. Dupuis g. MP – M. Lawrence 3. Update on AIQA-ASHRAE Collaboration – T. Wentz & K. Rawhouser 4. Update on Region II Manual of operations – N. Lemire 5. Meeting adjournment – I. Lavoie
09:45 - 10:00	Break	
10:00 - 11:45	Committee Workshops	Main Lodge A
10:00 - 11:45	Executive Session # 1	Huron Room (25 setup) <ol style="list-style-type: none"> 1. Delegates and Alternates – D. Cochrane/ J. Clarke
12:00 - 13:00	Lunch	Oak Dining Room

- | | | |
|---------------|---------------------|---|
| 13:15 - 17:00 | Committee Workshops | <ul style="list-style-type: none"> • Main Lodge A: Technical Transfer Part 2 • Main Lodge B: Research Promotion • Clubhouse Loft: Student Activities • Private dining Room: History • Cottage?: Membership Promotion & YEA • Huron Room (25) - Chapter Operations • ?? Suite?? - Grassroots Government Affairs |
|---------------|---------------------|---|

15:00 - 15:15	Break	Huron Room
17:00 - 18:45	Dinner	Oak Dining Room
19:00 - 21:00	Team building	Outside activity
21:00 - ???	Hospitality Suite Open	Executive Cottage

Day 3 Sunday August 24, 2014 DETAILED AGENDA

07:00 - 09:00	Breakfast	Oak Dining Room
07:30 - 08:45	Executive Session #2 (if required)	Huron Room (25 set up) <ol style="list-style-type: none"> 1. Delegates and Alternates – D. Cochrane/ J. Clarke
09:00 - 12:00	Business Meeting #3	Huron (open) <ol style="list-style-type: none"> 1. Workshop Reports including Motions from workshops – Workshop Delegates (5 min. max) <ol style="list-style-type: none"> a. CTTC b. SA c. GGAC d. RP e. YEA f. MP g. Historian 2. Report from Executive sessions – J. Clarke 3. Regional Fund - I. Lavoie (on behalf of Y. Trudel) <ol style="list-style-type: none"> a. Approval of 2013-2014 Final Financial Statements audited by London chapter – P. Cook b. Approval of 2014-2015 Budget 4. 2015 CRC budget presentation and approval (London Chapter) – D. Rasmussen 5. Motions – J. Primeau

6. DRC/RVC Chapter visits schedule for the year
7. New business – I. Lavoie
 - a. What to put on the regional website to make it more useful for the chapters?
8. CRC dates for the next two years – I. Lavoie
 - a. Hamilton : Aug. 21-23, 2015-2nd week of Sept. – Chair: David Rasmussen
 - b. NB-PEI : 3rd week - August 2016 – Chair: Dan Boudreau
 - c. Montréal : 3rd week – August 2017
9. Final remarks - I. Lavoie
10. Meeting adjournment – I. Lavoie

10:00 –10:15 Break Huron Room

12:00 - 13:00 CRC Debriefing Huron Room

REGION 2 SOCIETY MOTIONS STATUS

Last Revised: 07/18/2014

Hamilton Chapter – Motion 1.1 (10/5-6/2013):

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

This motion was approved and the CRC schedule has been changed to reflect the September 2015 date.

Hamilton Chapter – Motion 1.2 (10/5-6/2013):

That Society add the column "Chapter paid date" taken from the "paid to Society" Excel sheet onto the "Chapter Master List" Excel sheet.

ASHRAE Staff supports this motion and believes that adding the requested column to the Chapter Master List would streamline the workload of the MP Chairs. This request has been implemented.

Hamilton Chapter – Motion 1.3 (10/5-6/2013):

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

This motion was not approved however, there is no reason to prohibit the Hamilton Chapter or any other chapter in Region II from using the numeral "2" in its internal communications.

Ottawa Valley Chapter – Motion 2.1 (10/5-6/13):

That during the Nomination Process, names of members proposed for positions during the previous CRC be made available to caucus.

This motion was referred to the Society Nominating Committee for consideration. (Open)

Toronto Chapter – Motion 3.1 (10/5-6/2013):

That Society rename and rebrand the Presidential Theme as the "Society Theme for XXXX year" rather than keeping the Presidential Theme as name.

This motion was referred to the Society Board of Directors (BOD) for consideration, the BOD did not approve this motion.

While the BOD and the President-elect appreciate the intent of the motion in that it suggests that the annual theme represents Society as a whole, the theme truly belongs to the President for that Society Year, who develops it with feedback and insight from a wide variety of constituencies. Calling it the "Society Theme" might be interpreted to imply that each year Society "changes course" with the installation of a new President. In fact, the annual theme provides guidance for implementation within the scope of Society's strategic plan.

Toronto Chapter – Motion 4.1 (10/5-6/2013):

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

This motion was referred to Publishing and Education Council via the Electronic Communications Committee (ECC) for consideration. (Open)

Toronto Chapter – Motion 5.1 (10/5-6/2013):

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

This motion was referred to the Conferences and Expositions Committee for consideration. : The Conferences and Expositions Committee (CEC) was unanimous in their support of this request, pending the procedural fiscal due diligence.

Hamilton Chapter – Motion 19 (10/5-6/2013):

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

This motion was approved.

Ottawa Valley Chapter – Motion 20 (10/5-6/2013):

That the awards banner style be changed to the same size and material except for color as the original banner.

This motion was approved.

London Chapter – Motion 24 (10/5-6/2013):

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 be referred to staff to determine if this can be done.

This motion was referred to the Electronic Communications Committee. See attachment as response to the motion.

Toronto Chapter – Motion 33 (10/5-6/2013):

That Society pay transportation expenses for the Membership Promotion Chairs to attend their local CRC beginning Society year 2014-2015.

This motion was not approved, see response below:

The Membership Promotion Committee was not in support of this motion and the value of Centralized Training has shown documented results. MP put forth Centralized Training as the content needed more time than is allowable at a CRC as well as the focus and interaction with peers is so valuable that very positive responses has been provided by Membership Promotion Chairs. Society pays for this training, yet MP Chairs are still not 100% participating in many regions, therefore there is doubt that paying for them to attend CRC will make a difference in participation at CRCs. Generally, the Centralized Training is an encompassing process to fully engage the Chair in the available resources and the CRC can then be used for "feet on the ground" action items and executing MBOs in the limited time available which can be as little as one to three hours.

Toronto Chapter – Motion 34 (10/5-6/2013):

That Society pay transportation expenses for the Research Promotion Chairs to attend their local CRC beginning Society year 2014-2015.

This motion was not approved, see response below:

This motion was voted down for similar reasons as Motion 33, in that Research Promotion is critical to our Society and the value of Centralized Training has been demonstrated to be successful. The time available and focus at a CRC is limited and Society should support the more successful delivery of the resources for the benefit of all our members. There is doubt that paying for RP Chairs to attend CRC will make a difference in participation at CRCs. A good practice some Chapters and Regions are engaging is helping in the costs as the value justifies the expense.

TO: Vickie Grant, Manager of Region Activities

FROM: Joslyn Ratcliff, ECC Staff Liaison

DATE: May 7, 2014

SUBJECT: Referred Motion from Members Council – Response from ECC

ECC Response:

The motion is overall requesting a change of responsibility of maintaining Chapter membership mailing lists (including email lists) from the Chapter to Society. While that change can be accomplished technically, it will carry a significant fiscal impact, as well as staff resources - both of which will be ongoing and continuous into the future. This is a change that must be made by Members Council, as it will require a change to the MCO (Manual for Chapter Operations).

Therefore, ECC recommends returning the motion back to Members Council.

This motion does not fall under ECC's "jurisdiction", as the motion is requesting that Society be made responsible for maintaining chapter membership email lists (including an email list service), where that responsibility currently lies with the Chapter (ref. MCO - Section 1, Para 1.4.F and Section 8, Para 8.2.B). The membership lists referenced in the MCO Sections includes member email addresses.

If this change was to be made, and Society be required to maintain Chapter email lists, including email list services, the true cost (both initial set-up and ongoing maintenance), would be both significantly greater than the \$500.00 originally stated in the motion's fiscal impact, as well as require significant staff time to both set up and maintain Chapter email list services for the 170+ ASHRAE Chapters.

Currently, Society maintains Society membership data that includes email addresses of members, but that data is NOT customized for each Chapter's individual needs.

Email addresses of chapter members are currently provided for download by relevant chapter officers in the form of an Excel spreadsheet.

Thus the chapter dues paying member list is consequently always available to the Chapter.

ASHRAE Staff Response:

Since member data is already provided from the ASHRAE Chapter website, each chapter officer should have a quick, easy, and correct way to pull the latest data for their communications. The chapter officers that have access can pull this data at any time and from there each chapter can choose how to communicate with its members. ASHRAE Members staff feels this would be the most straightforward way to proceed with what's been requested in Motion 21.

If this data were to be taken or synced into a separate, second location at the Society level or elsewhere, it could lead to inconsistencies in the data. One reason is because there is currently no way for opt-outs to be placed back into ASHRAE's membership database. Furthermore there would still be significant training time involved and cost for not only the initial programming and setup but also the additional block of e-mails to be sent multiplied by a potential 170+ chapters. In addition, not all, chapters choose to send communication to only dues-paying members instead of all chapter assigned members, which

clouds the definition of what would be pulled in to such a list management service. This could lead to incorrect lists from the perspectives of the chapters and intense staff support would be needed.

The StarChapter hosting service, available as an option for ASHRAE chapters at a discounted rate (this is not an official Society product or service), offers various communication options that could potentially fill the need for the "service" part of the request stated in the motion. It's one of the many paid options that exist as optional for chapter websites as an alternative to the free ASHRAE hosting provided by my group. Although ASHRAE doesn't have affiliation with StarChapter, there is a link on the ASHRAE.org website.

To preserve data integrity and the opt-out wishes of ASHRAE members it seems that it would be best to continue to use the chapter data already provided to chapter officials from the ASHRAE website. If that system is not understood, training could be provided. If further communication tools are needed chapters could look into the functionality provided via the StarChapter hosting service.

Region II (London Chapter) – Motion 21:

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: 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)

Background:

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 2 Statistics Table

116 London Chapter Activity Report Year 2013-2014

Chapter President : Ibrahim M. Semhat



REGION 2 2014 CRC London
CHAPTER 116 London

Other Technical Events beside chapter meetings

1. Tour of Upper Thames River Conservation Authority (UTRCA):

LEED **PLATINUM** Building (Regional Technical Award Winner).

The UTRCA's Watershed Conservation Centre is a model administrative building design that provides an innovative working environment for staff while fulfilling a long term commitment of fiscal responsibility to the public.

The design combines innovative technologies and good practice, achieving a **71%** reduction in energy use over the regulated requirements for energy efficient buildings.

Savings achieved will recover the premium costs of the LEED green initiatives within **5 years**. Over the WCC's life cycle, the ongoing savings should pay for the building's entire initial capital cost



Photo courtesy of UTRCA Website



REGION 2 2014 CRC London
CHAPTER 116 London

Other Technical Events beside chapter meetings

2. Tour of Labatt Brewery:

- Labatt is the largest brewer in Canada and was founded in **1847** in London, Ontario
- Brewery produces **720,000,000** bottles of beer annually



Photo courtesy of Labatt Website



**REGION 2 2014 CRC London
CHAPTER 116 London**

YEA/SOCIAL Activities

1. Tour of Labatt Brewery London.
2. Social Night at Palasad Bowling Hall.
3. Social Night at Jack Astors/Oar House.
4. Social Dinner at Tiger Jacks – Soccer World Cup 2014.
5. Chapter Golf Tournament – Firerock Golf Club.



**REGION 2 2014 CRC London
CHAPTER 116 London**

Research Promotion/Fundraising

- **Chapter Goal** **\$12,500**
- **Total Dollars Raised** **\$12,520**



**REGION 2 2014 CRC London
CHAPTER 116 London**

New things implemented during the year:

1. PayPal – New Payment/Invoicing System.
2. News Letter Advertisement.
3. New Chapter Banner.
4. New BOG Members .



**REGION 2 2014 CRC London
CHAPTER 116 London**

Challenges:

1. 2014 Region II CRC.
2. Slow Membership Growth.
3. Western University Student Chapter Membership & Student Design Competition.
4. Chapter Meetings Topic Variety.



**REGION 2 2014 CRC London
CHAPTER 116 London**

Things you are the most proud of:

1. Young Board of Governors Members.
2. Technical Tours ~ over 60 members attendance.
3. Maintain and Growing Membership.
4. Meet and Exceeded ASHRAE Research Goal.
5. Student Smart Start Transfer (~5 Students).



**REGION 2 2014 CRC London
CHAPTER 116 London**

What about year 2014-2015?

1. Joint Venture with PEO London.
2. Variety of Topics for Chapter Technical Presentations.
3. New Chapter Email Service & Newsletter Format.
4. Increased Focus on YEA Members & Western University Student Chapter.



REGION 2 2014 CRC London
CHAPTER 116 London

Halifax Chapter Activity Report Year 2013-2014

Outgoing Chapter President : Darrell Amirault
Incoming Chapter President : Aaron Smith



REGION II 2014 CRC London
CHAPTER #100 Halifax



Other Technical Events beside chapter meetings

1. ASHRAE Chapter Course on Standard 55



REGION II 2014 CRC London
CHAPTER #100 Halifax



YEA Activities

1. Lunchtime Social
2. Sent one member to YEA Leadership Weekend



**REGION II 2014 CRC London
CHAPTER #100 Halifax**



Social Events

1. Golf Tournament
2. Christmas Social
3. Habitat for Humanity



**REGION II 2014 CRC London
CHAPTER #100 Halifax**



Research Promotion/Fundraising

- **Chapter Goal** \$7000
- **Total Dollars Raised** ~\$10,000



**REGION II 2014 CRC London
CHAPTER #100 Halifax**



New things implemented during the year:

1. Single page “Kick-start Offers” form sent out in September - covers Newsletter Advertising, Meal Plan and RP donation
2. ASHRAE Chapter Course
3. Began working on new newsletter to be integrated into email
4. Had members sign CASL form when signing up for new newsletter



**REGION II 2014 CRC London
CHAPTER #100 Halifax**



Challenges:

1. Monthly Meeting Attendance
2. Monthly Meeting Location – will continue to try new locations for best cost/benefit ratio
3. Meeting Attendance from more than “core group” – moving meeting time and location has helped



**REGION II 2014 CRC London
CHAPTER #100 Halifax**



Things you are the most proud of:

1. Far exceeded Research Promotion Goal
2. Christmas Social
3. Habitat for Humanity
4. Golf Tournament



**REGION II 2014 CRC London
CHAPTER #100 Halifax**



What about year 2014-2015?

1. Many new members on executive
2. Roll out new email newsletter
3. Continue work on potential Student Branch
4. Digitizing Historical Records has begun
5. Have another course – look for sponsorship this time
6. Working on GGAC activities in NS – Std. 90.1 and 62.1
7. Start Energy Modeling Group?
8. Extend member benefits to Chapter Members only?
9. 50th Anniversary in March!



**REGION II 2014 CRC London
CHAPTER #100 Halifax**



Montreal Chapter Activity Report Year 2013-2014

Chapter President : Stanislaw Kajl



REGION II 2014 CRC London
CHAPTER 014 Montreal



Other Technical Events beside chapter meetings

1. BIM day – A joint venture with ASPE Montreal and CMMTQ (provincial plumber's corporation (Dec 3, 2013). Event done without any sponsors! (119 attendees)
2. HVAC and natural gas, a half day event sponsored by Gaz Metro. 4 technical conferences in all (Nov 11, 2013 – 148 registered attendees)
3. Ammonia Ice Rink technical tour – Arena Ahuntsic (Jan 30, 2014) – 47 attendees *maximal capacity*.
4. ASHRAE Montreal Seminar with the theme of sustainability. 8 conferences in all (6 case studies and 2 technical sessions) (Apr 14, 2014). Event done without any sponsors! (126 attendees)
5. Technical tour of the McGill University Life Sciences Complex building with various students (Student's activities event) (Nov 29, 2013) – 28 attendees *maximal capacity*
6. Technical conference giving during our ASHRAE Career fair (Feb 5, 2014)
7. Hosting of the ASHRAE Webinar at a local college (College Ahuntsic – April 17, 2014) – 30 registered attendees



REGION II 2014 CRC London
CHAPTER 014 Montreal



YEA Activities

1. Technical tour of the Complexe Desjardins followed by a cocktail at a local pub (Oct 17, 2013) – 25 attendees *maximal capacity*.
2. Hockey night #1 at a local pub (Nov 27, 2013)
3. Technical visit of the Ahuntsic Arena (Jan 30, 2014) followed by a hockey night #2 at a local pub



REGION II 2014 CRC London
CHAPTER 014 Montreal



Social Events

1. Golf tournament combined with cycling. Members had to choose which activity they wanted to do (June 3, 2014 – Lachute Golf Club) - 278 golfers and 25 cyclists
2. Member's night out – ITHQ (Theme of chocolate – May 3, 2014) - 88 attendees
3. YEA activities (3 happy hours)
4. Volunteers Christmas dinner (December 10, 2013 at Restaurant Monsieur B)



REGION II 2014 CRC London
CHAPTER 014 Montreal



Research Promotion/Fundraising

- **Chapter Goal** \$27,000.00
- **Total Dollars Raised** \$30,810.00



REGION II 2014 CRC London
CHAPTER 014 Montreal



New things implemented during the year:

1. Joint venture with ASPE and CMMTQ (BIM Day)
2. Video Interview with a Montreal Technology Award winner
3. Use of Social Media
 1. Linked Company page
 2. Youtube and Google+ account started
4. Sent a YEA member to YEA leadership weekend



REGION II 2014 CRC London
CHAPTER 014 Montreal



Challenges:

1. Refrigeration committee. Not very active and a lot of internal politics between the committee volunteers
2. Having the chairs of each committee present at each meeting
3. Tried to make the joint venture (BIM day) successful
4. Program shuffling. A few mishaps during the year.
5. Selling out the golf tournament



REGION II 2014 CRC London
CHAPTER 014 Montreal



Things you are the most proud of:

1. The year with the highest assistance to our monthly meetings, total of 1267. An average of 158 per meeting. This shows that our program was strong again this year.
2. Short BOG meetings (always less than 1 hour)
3. Video interview....a had been a while since we did something interesting with the Historical committee
4. Social media start
5. Despite a fair success, tried to do a joint venture



REGION II 2014 CRC London
CHAPTER 014 Montreal



What about year 2014-2015?

1. Joint venture with local refrigeration contractors association (CETAF). A whole technical day on refrigeration.
2. Improving our website
3. Scan all Montrealers
4. Again organizing the ASHRAE Montreal Seminar with the theme of sustainability



**REGION II 2014 CRC London
CHAPTER 014 Montreal**



016 Toronto Chapter Activity Report Year 2013-2014

Chapter President : David Benedetti



REGION II 2014 CRC London
CHAPTER 016 Toronto

Other Technical Events beside chapter meetings

1. CRC 2013 in Toronto – technical seminar with Dennis Knight
2. Technical Seminar with the Building Commissioning Association of Toronto (BCA) – there were a total of 6 speakers;

David Kennard – Stantec, Jennifer Hogan – Pretium Andersen Building Solutions, Jamie Dudley – Victaulic, Derek Cheung – Isotherm Engineering, Nigel Bastiampillai – HH Angus and Reg Barsoum – Ecovert Cx



REGION II 2014 CRC London
CHAPTER 016 Toronto

YEA Activities

1. YEA Pub Night – attended by 40 YEA chapter members
2. YEA Promotion night – was the November Monthly dinner meeting – 150 plus people in attendance and 40 were YEA members
3. 2nd YEA Promotion night – was the May monthly dinner meeting and we had 120 people attend with 30 YEA members
4. YEA Leadership weekend in Portland OR – we sent 3 YEA members to the training on behalf of the Toronto Chapter

Note: Michael Genin received the YEA Regional Award at the CRC 2013 in Toronto at the Fairmont Royal York



**REGION II 2014 CRC London
CHAPTER 016 Toronto**

Social Events

1. YEA Pub nights and YEA after parties after meetings close to pub, when we had meetings held in downtown core
2. Decemberfest Meeting – held in beginning of December in lieu of a traditional dinner meeting we create a networking atmosphere and encourage members to bring their spouses
3. Toronto Chapter Annual Golf Tournament held at Nobleton lakes Golf Course – we have 27 holes for tourney and then a dinner afterwards – This year we had 176 golfers
4. Career Fair for Toronto ASHRAE Chapter – held at University of Toronto this year with approximately 400 people in attendance



**REGION II 2014 CRC London
CHAPTER 016 Toronto**

Research Promotion/Fundraising

- **Chapter Goal** **\$33,700**
- **Total Dollars Raised** **\$34,854**



**REGION II 2014 CRC London
CHAPTER 016 Toronto**

New things implemented during the year:

1. The new GGAC Committee
2. Instead of everyone receiving a gift from golf tournament this year we decided to give everyone a gift card this year for the Keg – we saved \$1000.00 buying the gift cards in bulk from the Corporate for Keg so we will probably do in future, everyone loved it



**REGION II 2014 CRC London
CHAPTER 016 Toronto**

Challenges:

1. We had some people that were on our Committee and Board that have had to step down due to work load and/or personal situations
2. Filling the void for the people that came off of the committee chair positions
3. Not being able to get our DL speaker last year for the ASHRAE Hamilton and Toronto joint meeting was frustrating for both chapters
4. Chapter is so big that we have difficulty having a great number of members coming to our dinner meetings



**REGION II 2014 CRC London
CHAPTER 016 Toronto**

Things you are the most proud of:

1. Having the University of Toronto become a Student Branch
2. Having Mike Patterson from Trane not being able to make his flight to Toronto to present to our dinner meeting attendees. Yet our chapter was able to still have him present via skype for Mike's home office. Was great creative thinking and teamwork to pull it off so that the meeting attendees still had a dinner topic to take in
3. Joint Meeting with BCA Toronto chapter & ASHRAE Hamilton
4. SA and the 5 students going to New York and the Lakehead University award for 2nd place at Regional
5. Tour of the old Maple Leaf Gardens new build Mattamy Ryerson Athletic Centre and tour of 25 York St – Telus Building in Toronto



**REGION II 2014 CRC London
CHAPTER 016 Toronto**

What about year 2014-2015?

1. We are going to have the Society President Tom Phoenix come to Toronto to present his Presidential Theme
2. We have Past President Bill Bahnfleth coming to present to us as one of our DL speakers this year
3. We will have another joint dinner meeting with Hamilton ASHRAE Chapter for the March dinner meeting
4. We will have another commissioning seminar along with a joint dinner meeting with the BCA Toronto Chapter
5. Will have our Career Fair at Sheridan College this year
6. Will have our annual Decemberfest and Golf Tournament



**REGION II 2014 CRC London
CHAPTER 016 Toronto**

Ottawa Valley Chapter Activity Report Year 2013-2014

Chapter President : Steve Moons



**REGION II 2014 CRC London
CHAPTER 015 Ottawa**

Other Technical Events beside chapter meetings

1. Controls Seminar

1. Apr. 30th – full day seminar geared to consultants to understand the fundamentals of control systems.

2. Tour of NRC Facilities



**REGION II 2014 CRC London
CHAPTER 015 Ottawa**

YEA Activities

1. Diefenbunker Tour
 1. Canada's Cold War underground bunker
2. Mill St. Brewery Tour



REGION II 2014 CRC London
CHAPTER 015 Ottawa

Social Events

1. Stroke Play Golf Tournament
2. Bowling Social
3. Scotch Tasting
4. Curling Bonspiel
5. Career Fair
6. Scramble Golf Tournament



REGION II 2014 CRC London
CHAPTER 015 Ottawa

Research Promotion/Fundraising

- **Chapter Goal** **\$26,000**
- **Total Dollars Raised** **\$23,050**



**REGION II 2014 CRC London
CHAPTER 015 Ottawa**

New things implemented during the year:

1. New meeting venue
2. Forced pre-registration for monthly meetings
3. Change RP chair from past-president to president-elect
4. Began investigation of chapter scholarship



**REGION II 2014 CRC London
CHAPTER 015 Ottawa**

Challenges:

1. New venue
2. Forced pre-registration for monthly meetings
3. April speaker cancellation with one week's notice
4. Second seminar cancellation
5. Scramble golf tournament – weather and venue issues
6. Attendance at monthly meetings declined approx. 10 members



**REGION II 2014 CRC London
CHAPTER 015 Ottawa**

Things you are the most proud of:

1. New venue – food quality
2. Chapter Director
3. Financial status
4. Program quality
5. Research promotion accomplishments



**REGION II 2014 CRC London
CHAPTER 015 Ottawa**

What about year 2014-2015?

1. Yearly Theme is Mentorship
2. Plans in place for two seminars
3. September meeting to be held at Nortec's manufacturing facility
4. Continuation of social events
5. Fundamentals tech sessions
6. Tour of local contractor's manufacturing facility (Dilfo Sheetmetal), two equipment manufacturers (Nortec, Seresco)



**REGION II 2014 CRC London
CHAPTER 015 Ottawa**

NB / PEI Chapter Activity Report Year 2013-2014

Chapter President : Camile Chevarie



**REGION II 2014 CRC London
CHAPTER 117 NB/PEI**

Other Technical Events beside chapter meetings

1. REPSOL Liquefied Natural Gas Plant Tour
2. Cormier-Village Community Center Tour



**REGION II 2014 CRC London
CHAPTER 117 NB/PEI**

YEA Activities

1. YEA Night Incorporated into our Chapter Meetings
2. Evening Out to Local Pub



**REGION II 2014 CRC London
CHAPTER 117 NB/PEI**

Social Events

1. QMJHL Moncton Wildcat Games (2 in total this year)
2. Moncton Miracles Basketball Game



**REGION II 2014 CRC London
CHAPTER 117 NB/PEI**

Research Promotion/Fundraising

- **Chapter Goal** **\$10,000**
- **Total Dollars Raised** **\$13,036**



**REGION II 2014 CRC London
CHAPTER 117 NB/PEI**

New things implemented during the year:

1. Had to raise price of meal because of new location costs



**REGION II 2014 CRC London
CHAPTER 117 NB/PEI**

Challenges:

1. Meeting Location
2. Meeting Attendance
3. Speakers



REGION II 2014 CRC London
CHAPTER 117 NB/PEI

Things you are the most proud of:

1. Executive Board
2. YEA Attendance
3. Student Attendance
4. 2 – DL Presentations from Denis Knight at the MEET Show
5. RVC Visits
6. David Underwood, Society Treasurer attended a meeting



REGION II 2014 CRC London
CHAPTER 117 NB/PEI

What about year 2014-2015?

1. Challenge to Find a Regular Meeting Location
2. Increase Meeting Attendance
3. Planning for CRC 2016



REGION II 2014 CRC London
CHAPTER 117 NB/PEI

Quebec Chapter Activity Report Year 2013-2014

Chapter President : Alexis T.Gagnon



REGION II 2014 CRC London
CHAPTER 013 Quebec

Other Technical Events besides chapter meetings

1. Symposium 2014.
2. Technical presentation for students in Quebec city and in Rimouski (Rimouski is 3 hours away from Quebec city).
3. Webcast diffusion.



REGION II 2014 CRC London
CHAPTER 013 Quebec

YEA Activities

1. YEA cocktail at Quebec's Observatory of the capital.
 - About 20 attendants
2. Meeting with the YEA and prospect after each technical event for a last drink.



**REGION II 2014 CRC London
CHAPTER 013 Quebec**

Social Events

1. Golf tournament and cycling event.
2. YEA cocktail at Quebec's Observatory of the capital.
3. Contech Expo booth (2 technical presentations)
4. Member's cocktail (presentation of financial status of the Board)



**REGION II 2014 CRC London
CHAPTER 013 Quebec**

Research Promotion/Fundraising

- **Chapter Goal** **\$17 000,00**
- **Total Dollars Raised** **\$21 054,00**



**REGION II 2014 CRC London
CHAPTER 013 Quebec**

New things implemented during the year:

1. Distribution list tool
2. Golf tournament with a cycling event
3. ASHRAE presentation at Contech EXPO
4. Chapter member award winner at the society level policy to help for transportation.



**REGION II 2014 CRC London
CHAPTER 013 Quebec**

Challenges:

1. New "communication team" not familiar with the procedure
2. Cancellation of speaker (twice)
3. Canada Anti-Spam Legislation conformity (C28)
4. Replacement of 3 chairs (SA, Secretary, Communication committee)
5. Recruiting candidate for YEA Leadership weekend



**REGION II 2014 CRC London
CHAPTER 013 Quebec**

Things you are the most proud of:

1. Many YEA member in key positions
2. The increase of student presence in our technical events
3. RP campaign
4. Record number of sponsors for our Newsletter
5. Chapter member award winner at the society level policy to help for transportation.



**REGION II 2014 CRC London
CHAPTER 013 Quebec**

What about year 2014-2015?

1. Increase the attendance of students at our conference suppers.
2. Restart the student branch at the Limoilou CEGEP.
3. Start a new student branch at the Rimouski CEGEP.
4. Rebuild the mailing list according to the C28 law.
5. Increase the attendance at our conference suppers.
6. Develop practical tools for the operation of committees.
7. Improve the ASHRAE Quebec Chapter website.



REGION II 2014 CRC London
CHAPTER 013 Quebec

141 Chapter Activity Report Year 2013–2014

Chapter President : Sara Palmer



CHAPTER 141 Windsor

Other Technical Events beside chapter meetings



CHAPTER 141 Windsor

YEA Activities

1. YEA Baseball Night at Comerica Park in Detroit
2. Chapter Chair Attendance at YEA Leadership Weekend in Portland
3. YEA Chair attended YEA Leadership weekend



CHAPTER 141 Windsor

Social Events

1. Golf Tournament
2. December Christmas Social
3. Joined YEA for a Baseball Night at Comerica Park in Detroit



CHAPTER 141 Windsor

Research Promotion/Fundraising

- ▶ Chapter Goal **\$ 6800**
- ▶ Total Dollars Raised **\$6900**



CHAPTER 141 Windsor

New things implemented during the year:

1. Phone call committee
2. Archiving chapter history
3. WebEx BOG meetings
4. Two DL meetings



CHAPTER 141 Windsor

Challenges:

1. Adding new Board members
2. Adding new chapter members
3. Limited amount of new tours
4. Bad (cold) weather effected meeting turnout



CHAPTER 141 Windsor

Things you are the most proud of:

1. Tour attendance
2. Quality of tours
 1. Acoustic Center
 2. Windsor Jail
3. Youngest ASHRAE member >>



REGION II 2014 CRC London CHAPTER XXX

What about year 2014–2015?

1. Complete Website
2. Find exciting tours
3. Volunteer in our community as a chapter
4. New members
5. Sell out Golf tournament
6. Complete goals prior to dead lines
7. Keep DRC, RVCs in loop
8. Bring more 2015 CRC awards home.



CHAPTER 141 Windsor

037 Hamilton Chapter Activity Report Year 2013-2014

Chapter President : John Molnar



REGION II 2014 CRC London
CHAPTER 037 Hamilton



Other Technical Events beside chapter meetings

1. U of W Nanotech Tour



REGION II 2014 CRC London
CHAPTER 037 Hamilton



YEA Activities

1. Casual Drop-In @ Silantes



REGION II 2014 CRC London
CHAPTER 037 Hamilton



Social Events

1. Cancelled due to lack on interest...



REGION II 2014 CRC London
CHAPTER 037 Hamilton



Research Promotion/Fundraising

- **Chapter Goal** **\$10,000**
- **Total Dollars Raised** **\$7,575**



**REGION II 2014 CRC London
CHAPTER 037 Hamilton**



New things implemented during the year:

1. YEA Social
2. Black Bull Venue
3. Lunch Meeting
4. Mail Merge "Check In"



**REGION II 2014 CRC London
CHAPTER 037 Hamilton**



Challenges:

1. HP
2. Busy Professionals
3. Cash business
4. Cancellations
5. Consistent, Quality Venue (Diverse Region)
6. No avenue to turn or a non-chapter paying dues member into dues paying



**REGION II 2014 CRC London
CHAPTER 037 Hamilton**



Things you are the most proud of:

1. Ability of exec to balance personal and professional challenges
2. Consistent turnout of members at meetings
3. Tour and lunch meeting
4. Solid membership numbers, showing recovery
5. CRC 2015 & Hamilton



**REGION II 2014 CRC London
CHAPTER 037 Hamilton**



What about year 2014-2015?

1. Growing a YEA BoG
2. Reconnecting with U of W and MAC student chapters
3. Drumming up an exciting social night
4. Focus on lunch and tour meetings
5. CRC '15
6. Playbooks & Succession Plans



**REGION II 2014 CRC London
CHAPTER 037 Hamilton**



**Region II – Chapter Statistics
2013-2014**

	Halifax	NB-PEI	Québec	Montreal	Ottawa	Toronto	Hamilton	London	Windsor
CTTC									
# of regular meetings	8	9	7	8	8	8 + GOLF	9	6	7
Average attendance	20	25	69	158	65	90-110	41.8	40	25
# of other tech. Events	1	2	1	7	2	2	1	2	1
# of Distinguished Lecturer used	1	1	0	3	1	0	0	1	2
# of social events	3	4	2	5	5	3	1	5	3
# of Refrigeration events	0	2	1	1	0	0	1	1	0
# of chapter technology awards (Chapter, Region, Society)	1,1,1	0	0	9 (10, 9, 5)	2 x chapter, 1 x reg.	0	0, 0, 0	1	0
Finances									
Total Funds Balance	\$30,246	\$13,408.00	\$79,344.09	\$99,718.00	43,300	70,000	\$29,933	\$23,153.77	7283.12
Chapter Dues/per member	\$65	-	\$50.00	\$75.00	60	75	\$75	\$50.00	50
Members cost of Meals	\$30	\$25.00	40\$ + taxes (45.99\$)	\$55.00	40	55	30-40	\$50.00	40
Non Member cost of Meals	\$40	\$25.00	55\$ + taxes (63.24\$)	\$80.00	60	65	40-50	\$60.00	50
Date of Last Chapter Audit	01-Jul-12	June.2012	21-05-2014	Dec-13	2012	2011	May-12	31-Jul-14	2013

RVC REPORTS

Research Promotion (RP)
Chapter Technical Transfer (CTTC)
Student Activities (SA)
History
Grassroots Government Activities (GGAC)
Young Engineers In ASHRAE (YEA)

RVC Daryl Somers RP Activity Report Year 2013-2014

RVC: RP



**REGION II 2014 CRC London
RVC RP**

Chapter Visits and Chapter Visit Highlights

1. Windsor Chapter
2. Hamilton Chapter
3. Toronto Chapter

1.I was well received at every chapter, and had an opportunity to speak to the chapter membership. It is interesting to see how different chapters conduct their meetings some do it real well, some need some assistance.. We have a great Region of members.



**REGION II 2014 CRC London
RVC RP**

Chapter Highlights

Chapter Goal Busters.....

Halifax.....	\$10,921/	156% goal	
NB-PEI.....	\$13,536/	135.4% goal	
Quebec.....	\$ 21,053 /	123.8% goal	
Montreal.....	\$ 30,809/	114.1 % goal	
Toronto.....	\$ 34,854/	103.4% goal	most \$\$ in Region II
Windsor.....	\$ 6,900/	101.5% goal	
London.....	\$ 12,620/	101% goal	

Very Close chapters

Ottawa.....	\$ 23,070 / 26000	88.7% goal	
Hamilton.....	\$ 7,575/ 10,000	75.8% goal	Thanks Dave Rasmussen for pinch hit



REGION II 2014 CRC London
RVC RP

Region II Highlights

\$161,338 / 150,000 goal..... 107.6% goal

ASHRAE RP...\$ 2,327,381... new all time high
Good work Jeff Clarke RP Chair



REGION II 2014 CRC London
RVC RP

Communication with the chapters

- Communication with chapter chairs was good, I was copied on most e-mails with society and the chapter's committee members.....
- Some chapter chairs, just sent in the money.....



REGION II 2014 CRC London
RVC RP

New things implemented during the year:

1. find a better, more convincing Region II chair for 2014 – 15 ☺
2. More frequent mailings on where the chapter was standing good or bad
3. Contacted more chapter presidents when their campaign appeared to be in trouble
4. Encouraged Toronto this could be something can beat Montreal at



REGION II 2014 CRC London
RVC RP

Challenges:

1. Better more effective training by society staff... after 3 centralized training sessions, I feel the new chapter RP chairs need to know 3-4 things real well when they leave
 - A) they need to have their 30 second elevator speech in hand before they leave the training
 - B) They need to know how to retrieve their information from the RP web site and be comfortable with it
 - C) They need to know in loose terms how RP works in Society, where the money comes from, and who decides how to spend it
 - D) They need to be comfortable with the methods of payments available
2. Convincing chapter chairs to simple follow the program “just call the guy who contributed last year, and the year before



**REGION II 2014 CRC London
RVC RP**

RVC CTTC Activity Report Year 2013-2014

RVC: 2014



REGION II 2014 CRC London
RVC CTTC



Chapter Visits and Chapter Visit Highlights

1. Montreal

- Chapter meeting and BOG meeting
- Met with local consultant to discuss refrigeration design awards

2. NB PEI

- Met with local consulting technology awards
- Attended BOG meeting and chapter meeting

3. Halifax

- Chapter meetings
- Community involvement of local chapter



REGION II 2014 CRC London
RVC CTTC



Chapter Highlights

1. Tech Awards Submissions to Region From Different Chapters
 1. Halifax, Montreal, Ottawa and London
2. Focus on building R in ASHRAE
3. Chapter success attributed to their own local brand of ASHRAE
4. Many first time chapter chairs this year performed very well



REGION II 2014 CRC London
RVC CTTC



Communication with the chapters

- Followed up with chapters after CRC midway through first half by phone
- Email used to transmit most messages to chapter chairs



REGION II 2014 CRC London
RVC CTTC



New things implemented during the year:

1. Some good data provided from chapters on regional speakers list
2. Presentations by technical committee members during evening program from two chapters.
3. Most chapters enjoyed hosting a DL. Multi chapter DL visit done in in NB PEI and Halifax.



REGION II 2014 CRC London
RVC CTTC



Challenges:

1. Communication with chapters was not as good as it could have been in second half of season
2. DL program was not fully utilized. 3 of Region 2 DL allocations went to the common pool and were used by other Regions.
3. No refrigeration awards despite significant activities/efforts involving refrigeration projects and programs in many chapters.



REGION II 2014 CRC London
RVC CTTC



RVC Student Activities Activity Report Year 2013-2014

RVC: Robyn Ellis



REGION II 2014 CRC London
RVC Student Activities



Chapter Visits and Chapter Visit Highlights

1. London

- Strong link between YEA and SA in London
- Increase in SA

2. Toronto

- Celebrating SA awards
- Large number of Students attending dinner meeting



REGION II 2014 CRC London
RVC Student Activities



Chapter Highlights

1. Toronto had 3 entries to Student Design competition with Ryerson providing 2 entries
2. London doubled PAOE points for SA from last year.
3. Montreal sponsored 16 students to attend NYC Winter meeting and has 5 active, faculty supported student branches with exceptional student attendance at dinner meetings: from 10-44 students.
4. London & Montreal both strong with YEA transfers from students after graduation and YEA presenting to student branches. London & Montreal stay in touch with student upon graduation, by keeping numbers and emails.
5. Ottawa had successful career fair and now has a co-chair of SA.
6. NB/PEI: SA chair visited all three branches (Fredericton, Moncton, Saint John), got a new branch started in Fredericton; promoted SmartStart; got 8 new ASHRAE members at MEET (Mechanical, Electrical, Electronic Technology) with 400+ exhibitors, 6200 visitors. Offered \$10 student dinners



**REGION II 2014 CRC London
RVC Student Activities**



New things implemented during the year:

1. Utilizing CRC for SA chairs to learn ideas from other SA chairs (could a strong chapters partner with a struggling chapter on an event?)
2. RVC has more involvement in SA Society sub-Committees
3. Took poll of SA Chairs on a number of important SA questions & discussions with Society
4. Setting up September Chapter visit the year prior
5. Montreal developed excellent MBO template based on PAOE



**REGION II 2014 CRC London
RVC Student Activities**



Challenges:

1. Learning curve as new SA RVC
2. Many Chapters still have only 1 or 2 people on SA Committee & struggling chapters cannot devote resources to SA
3. Hardest skill for SA chairs to learn is how to organize & run events at the chapter
3. Faculty support missing or lost: Hamilton @ McMaster & Ottawa Algonquin
4. Bursaries should be simplified and more accessible
5. RVC can improve communication with SA Chairs** Lesson learned



**REGION II 2014 CRC London
RVC Student Activities**



**Historical Report for CRC
Grand Bend August 23rd 2014
2nd Business Session
8:30am in the Huron Room**

**Report prepared by:
Roderic S. Potter, Regional Historian**



Some highlights:

- All of Region 2 chapters have independent Websites that are linked to the Society's Website.
- 6 of the 9 chapters in the region have detailed chapter histories posted on their websites. Only Windsor, our newest chapter chartered in 1983 has no history posted because there are no long-term Society members active in the chapter who are interested in capturing key historical information. Windsor would like to fix this, and does list current contacts and meeting information on their website.

- 8 chapters again this past year achieved or exceeded par, with **NB/PEI highest at 550**.

History of Region 2 PAOE pts from 2005-06 to 2013-14 for historical activities										
Chapter #	Chapter Name	05 to 06	06 to 07	07 to 08	08 to 09	09 to 10	10 to 11	11 to 12	12 to 13	13 to 14
13	Quebec	250	300	360	375	380	200	325	350	300
14	Montreal	425	600	575	250	395	400	475	325	375
15	Ottawa Valley	100	350	725	610	530	400	350	450	500
16	Toronto	525	325	450	460	450	250	500	300	400
37	Hamilton	400	450	500	335	510	300	450	400	400
100	Halifax	25	175	325	235	270	200	325	300	100
116	London Canada	100	200	250	235	450	300	325	350	475
117	NB/PEI	350	25	475	430	390	325	600	825	550
141	Windsor	125	100	0	0	0	200	50	0	300
	Total for Reg 2	2300	2525	3660	2930	3375	2575	3400	3300	3400
Par=300	# at or > par	4	5	7	5	7	5	8	8	8
	Reg Historian	Jean Luc-Morin	Jean Luc-Morin	G.E. Menzies	G.E. Menzies	G.E. Menzies	G.E. Menzies	G.E. Menzies	G.E. Menzies	G.E. Menzies

- Tom Pollard from London Canada Chapter is developing standards for what is suitable for historical displays to qualify for PAOE points.
- No chapter in region submitted any candidates for either the Pioneers of Industry or Hall of Fame awards. Montreal, Toronto and Quebec must have candidates from the early years in your industry.
- There were no entries from the region for the Lou Flagg Historical Award which recognizes the efforts of historians in identifying and preserving the accomplishments of its members and the industry.

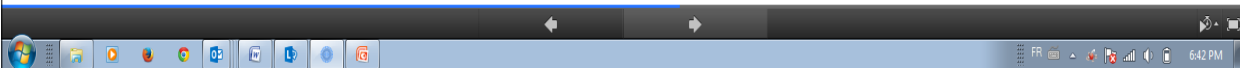
- No gold Ribbon award will be presented this year because of the new criteria introduced in 2011-12 i.e "The Gold Ribbon is awarded for brand new chapter histories (not updates) or after three updates of the previously submitted chapter history." This new criteria began with the 2011–12 Society year. 6 chapters will qualify in 2015 as they have continued to update their chapter histories.
- Many chapter historians continue as Chair beyond one year – now rewarded with PAOE 100 bonus points starting two years ago. The success of this is seen in the strong PAOE numbers as seen above.



- Still a question of what to do with old Regional Trophies. Should they be collected and stored in a central location? Any volunteers to store the trophies? The new ASHRAE plaque now in use for awards is impressive and can be kept permanently by the winner.
- The question of having chapter banners displayed in some appropriate location at a CRC is under discussion. Have you acquired the new banners?



- The Society Historical Committee **will continue to publish** a quarterly Newsletter to give chapter historians suggestions for improving your chapter's historical activities – every chapter historian gets it emailed to them – contact HQ Sarah Foster for edits.
- Society as the request of the Historical Committee now has 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 when ASHRAR was incorporated.



- The Society Historical Committee has new A/V equipment to do videos of the Society Past Presidents, and other prominent ASHRAE Members. You as Delegates/Alternates can recommend individuals that you think should be videoed before we lose the opportunity to record their stories.
- ASHRAE is now organizing for the 125th Anniversary of the Society in 2019. **Any suggestions?**
- Our Regional Timeline is up to date as of July 2013. Still missing information on the chartering of student branches, the original and current faculty advisor or so on. This has been a 4 year request and no response.



- In 2006, Jean-Luc Morin our regional historian noted that the Society Board approved a motion that all Regional Historians are now to be listed as **non-voting members** of the Society Historical Committee. As non-voting, they do not have their transportation expenses covered by society but many are dedicated members. The idea was to encourage broader participation at Society Meetings. This was highly successful as number of non-voting historians attended the meetings and offered great ideas. However, at the Jun 2013 Historical Committee Meeting in Denver, a motion was passed to now list them as **corresponding members** which I believe will lessen the desire to attend meetings. Being a member is much more prestigious than being a corresponding member. This may be reversed to encourage participation by Regional Historians.



Moving forward in my role as RVC History, I intend to stress the importance of recognizing that **everything we do becomes History**. The Chapter Websites are the window we have to make that History available to all.

There is a de facto link between a Chapter History and a Chapter Website. Chapter Historians must work closely with their Chapter Webmasters to maintain a **valuable and constant** record of Chapter Events and Documents – in the cloud for Universal Access.



RVC GGAC Activity Report Year 2013-2014

RVC: DOUG COCHRANE. P.ENG.



**REGION II 2014 CRC London
RVC GGAC**

Chapter Visits and Chapter Visit Highlights

1. TORONTO

- Attended Dec committee mtg
- Plans established

2. MONTREAL

- Attended May dinner mtg
- Good mtg with committee before dinner. Better understanding for everyone
- Will establish event for next April in conjunction with MCEE
- Work with La Ville de Quebec chapter for provincial activities



**REGION II 2014 CRC London
RVC GGAC**

Chapter Highlights

1. Windsor – list of officials
2. London- list of officials
3. Ottawa – list of officials, contact made with various gov't officials
4. Montreal – list of officials
5. Quebec – list of officials, Contech show, RTHQ (50 associations)
6. NB/PEI- list of officials, member of efficiency NB, provincial board
7. **Halifax – list of officials, letter to NS to accept 90.1 as alt path**
8. **Toronto – had committee meeting**
9. **Hamilton – no update, no official chair**



REGION II 2014 CRC London
RVC GGAC

Communication with the chapters

- E-mail updates
- Answer questions with input from staff if necessary
- Government affairs update e-mail from society



REGION II 2014 CRC London
RVC GGAC

New things implemented during the year:

1. E-mail updates to all chapter chairs and chapter presidents
2. Sharing list of what other chapters have been doing
3. New Staff Liason – Jim Scarborough replacing Mark Wills
4. Updated GGAC page on ASHRAE website
5. Survey to GGAC chapter chairs on training that is required



REGION II 2014 CRC London
RVC GGAC

Challenges:

1. Regular feedback from all chapters
2. All chapters having dedicated chairs
3. New committee so learning curve for all
4. Coordination with what Advocacy committee is doing



REGION II 2014 CRC London
RVC GGAC

YRC Activity Report Year 2013-2014

Outgoing YRC: Aaron Smith
Incoming YRC: Audrey Dupuis



REGION II 2013 CRC Toronto
YRC

Chapter Visits

1. NB/PEI
2. Ottawa



REGION II 2013 CRC Toronto
YRC

Chapter Highlights

1. All 9 Chapters had YEA Chairs
2. Sent Ben Oliver (London) to YEA Leadership Weekend
3. Toronto had 3 Events - Pub Night, 2 Chapter Meetings with YEA Theme & after meeting party
4. London had a YEA social and technical tour
5. Ottawa had a Technical
6. Quebec had a happy hour event
7. Windsor went to a ball game in Detroit



REGION II 2013 CRC Toronto
YRC

Communication with the chapters

- CRC workshop was shared with MP again to maximize Representatives from chapters (several YEA chairs couldn't attend)
- Emails and phone calls to YEA chapter chairs
- Visited 2 chapters, it was helpful to meet more chapter chairs to discuss their chapter challenges and successes.



REGION II 2013 CRC Toronto
YRC

New things implemented during the year:

1. Presented Regional YEA Outstanding Chapter Award for the 1st time
2. Sent regional participant to fall YEA Leadership Weekend – in hopes that it would translate to an energized YEA member for the whole year (the Spring YEA Leadership Weekend is at the end of March)
3. Performed “dry-run” of Regional LeaDRS (Leadership Development through Regional Support) program



REGION II 2013 CRC Toronto
YRC

Challenges:

1. Communication – low response rate from emails – sending reminders help
2. Motivation – How to encourage chapters to have events
3. Turnover – first year with position



REGION II 2013 CRC Toronto
YRC

Regional YEA Membership

Chapter	July 15 2013 YEA Members	June 28 2014 YEA Members
Halifax	31	27
Hamilton	28	34
London	19	27
Montreal	117	134
NB/PEI	41	46
Ottawa	59	84
Quebec	36	32
Toronto	155	193
Windsor	7	8
TOTAL	493	595



**REGION II 2013 CRC Toronto
YRC**

CRC 2015 Financial Budget – Hamilton

(DRAFT)

Income

Chapter Assessment	1465	\$6.00	\$8,790.00
Full Registration	40	\$425.00	\$17,000.00
Partial Registration	30	\$300.00	\$9,000.00
Companion Registration	12	\$150.00	\$1,800.00
NB/PEI Wine	1	\$1,000.00	\$1,000.00
Saturday Night Indiv. Tickets	10	\$50.00	\$500.00
Chapter Support	1	\$2,000.00	\$2,000.00
Corporate Sponsors	8	\$200.00	\$1,600.00

TOTAL	\$41,690.00
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Expenses

Main Meeting Room	2	\$450.00	\$900.00
Breaks (Friday)	40	\$40.00	\$1,600.00
Breaks (Saturday)	70	\$40.00	\$2,800.00
Workshop Rooms	3	\$250.00	\$750.00
Workshop Rooms	4	\$-	\$-
Hotel Room Upgrades	4	\$200.00	\$800.00
CRC Promotional Material	1	\$820.00	\$820.00
Friday Night Welcome Party	1	\$2,000.00	\$2,000.00
Awards Luncheon (Saturday)	100	\$65.00	\$6,500.00
Presidential Wine	1	\$1,000.00	\$1,000.00
Presidential Entertainment	100	\$80.00	\$8,000.00
Technical Tour-Tim Horton Field	20	\$25.00	\$500.00
Companion Events	12	\$60.00	\$720.00
Hospitality Event-Friday	1	\$1,500.00	\$1,500.00
Hospitality Event-Saturday	1	\$1,500.00	\$1,500.00
CRC Committee Expenses	10	\$125.00	\$1,250.00
Photography	1	\$500.00	\$500.00
Printing, Photocopying	1	\$1,500.00	\$1,500.00
Audio Visual	1	\$1,100.00	\$1,100.00
Transportation	2	\$1,800.00	\$3,600.00
Gifts	5	\$250.00	\$1,250.00
Office Supplies	1	\$800.00	\$800.00
CRC Recording Secretary	1	\$800.00	\$800.00
Miscellaneous	1	\$1,500.00	\$1,500.00

TOTAL	\$41,690.00
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PROFIT	\$-
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2014 AWARDS

1. CTTC

CTTC Allen Hanley Plaque for The Best CTTC Chapter Chair: (no award this year)
Award Recipient: (no award this year)
Chapter Star Program: (no award this year)
Award Recipient: (no award this year)

2. Membership Promotion

1st Place Blue Ribbon: London Canada - Jeff Watson
2nd Place Red Ribbon: NB/PEI - Daniel Boudreau
3rd Place Green Ribbon: Hamilton - John Molnar and Ottawa – Adam Moons

3. Research Promotion

7 of the 9 chapters reach their goal
Hayward Murray Region II award for RP:
Award Recipient: Halifax Chapter – Mark Lawrence

4. Historical

Gold ribbons: (no recipient this year)

5. Student Activities

Chapter of the Year: London - Ben Oliver
Student branch of the year: Ryerson University

6. YEA

YEA chapter Award
Award Recipient: London - Nikola Zubic

7. PAOE

CHAPTER	PRESIDENT	AWARD
Halifax	Darrell Amirault	Honor Roll and Special Citation
Hamilton	Reaz Usmanali	
London	Jamie Kruspel	High Honor Roll, Star and Special citation
Montreal	Anthony Jonkov	Honor Roll and Special Citation
NB/PEI	Camille Chevarie	Honor Roll and Special citation
Ottawa Valley	Rod Potter	Honor Roll and Special Citation
Quebec City	Alexis Gagnon	Honor Roll and Special Citation
Toronto	David Beneditti	Honor Roll and Special Citation
Windsor	Danny A Castellan	

8. PAOE Sustainability Award

Award Recipient: Darrell Amirault, Halifax Chapter

9. PAOE Community Project Awards

Award Recipient: (no recipient this year)

10. Certificates of Appreciation

Daryl Somers – RVC RP

George Menzie – Regional Historian

Aaron Smith – YRC

Karl Gilroy – London CRC Chair

11. Regional Award of Merit

None

12. Chapter Service Awards

Geneviève Lussirt – Montreal Chapter

Caroline Paquet – Montreal Chapter

Ronald Gagnon – Montreal Chapter

13. Regional Communication Awards

Award recipient: NB-PEI chapter

14. Regional Meatball Travel Award

Award Recipient : Halifax

15. Golden Gavell Award

Award Recipient : London Chapter – Jamie Kruspel

16. GGAC Award – Best Chapter of the Year

Award Recipient : Ville de Québec – Jean Bundock

ASHRAE REGION II AWARD DESCRIPTIONS

CTTC ALLEN HANLEY PLAQUE FOR THE BEST CTTC CHAPTER CHAIR:

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

RESEARCH:

- **Top Five RP Award** - This is a Society-wide competition involving all Chapters in 14 regions world-wide. This award recognizes the top five Chapter RP Chairs in ASHRAE globally with winners selected from four assigned Chapter size groups: Chapters of 1-99 Society Members; 100 to 248; 250 to 499; and 500 + Society Members.
- **Full Circle Award** – This full circle chevron is won when all the Chapter Executive Officers invest a minimum of \$100 in ASHRAE Research Canada. Chapters winning have their names published in Insights in February as well as listed in the October Journal.
- **High Five Certificate** – This award is for consistency in fund-raising activities. To win, a Chapter must have raised the most money in the past for the last five years and have had highs in four of the preceding years. This award is now redesigned to be a certificate.
- **Chapter Treasury Ribbons** – This award is for Chapters making significant contributions to research: Gold for contributions greater than \$10,000; Silver for \$5000 to \$9999; and Bronze for \$2,500 to \$4,999.
- **Goal Certificates** – This is for the Chapter RP Chair volunteers. There are three ways to win: 1) for exceeding Chapter goal; 2) for establishing a new Chapter High Five – highest result in past five years; 3) for exceeding the Chapter's challenge goal (High Five plus five percent).
- **Challenge Goal** – This is for Chapters that raised a minimum of five percent over the highest amount raised in past five years).
- **Hayward Murray RP Trophy*** (Regional Award) - This is a regional award and is named after the individual who initiated the paperwork to form a Canadian corporation called ASHRAE Research Canada (ARC) so businesses in Canada would have the same opportunity as in the USA for using their investment as a tax deduction.

STUDENT ACTIVITIES:

- **Best Student Activities Committee** - is not based solely on the PAOE points accumulated during the year. The RVC looks at improvement over prior years, the quality of the activities organized for students, the dynamism of the SA committee and the overall impact on students in the Chapter are all factors considered in this award.
- **Best Student Branch** of the year - each Chapter submits their choice of the best branch within their Chapter territory to the RVC. The RVC then looks at each submission for the branch's participation in the ASHRAE program, plus the quality of the activities organized within the branch and finally the impact on the students.

PRESIDENTIAL AWARD OF EXCELLENCE:

- **PAOE Award** – Minimum points achieved in four of the following five categories: Chapter Operations, Chapter Technology Transfer, Membership Promotion, Research Promotion and Student Activities – Chapter receives a PAOE certificate plus a PAOE red chevron for their banner.

- **Special Citation Award** (ribbon) – Achieved minimum in four of five categories, with a minimum of 5000 points in total for all categories – the Chapter receives a special citation blue ribbon for their banner.
- **STAR Award Gold Pin** - PAR achieved in all five categories – the Chapter receives a star award gold pin for their banner and the PAOE certificate is upgraded and has “star award” embossed on left top corner of the certificate.
- **Honor Roll** – Chapter has achieved and received the PAOE award certificate and red emblems for achieving par in at least four categories for four prior consecutive years. The award is 1) an upgraded PAOE certificate with “Honor roll” embossed in upper left corner of certificate plus 2) a silver grey/ blue chevron for the awards banner with “Honor Roll” highlighted.
- **High Honor Roll** – Chapter achieved the STAR award level with PAR points in five categories for more than four consecutive years. The award is 1) an upgraded PAOE certificate with “High Honor Roll” embossed in the upper left corner of the certificate and 2) a High Honor Roll blue on royal blue chevron with “High Honor Roll” highlighted for the Chapter banner.

REGIONAL AWARDS:

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

ASHRAE REGION II CRC 2013 SUMMARY REPORT

THE REGION II CRC HELD AUGUST 23-25 AT THE HISTORIC FAIRMONT ROYAL YORK TORONTO WAS A BIG SUCCESS. WE WERE ABLE TO GET AN AMAZING \$ 35,000 IN SPONSORSHIPS, AND EXCEED THE MINIMUMS FOR THE HOTEL SO WE WERE ABLE TO POST A PROFIT OF \$ 13,941 AND RETURN \$ 6,970.50 TO THE REGIONAL FUND.

THIS FUNCTION HAD BEEN PLANNING FOR A WHILE. WE WERE ABLE TO NEGOTIATE A HOTEL CONTRACT WITH A ROOM RATE OF \$169/NIGHT AND GET A 10% REBATE ON FOOD AND BEVERAGE, MEETING ROOMS, AND HOTEL ROOM RENTALS AT THE HOTEL. THE CONTRACT WAS ALREADY SIGNED WHEN AT THE OTTAWA CRC IT WAS VOTED FOR CRC'S (INCLUDING THIS ONE) TO START FRI MORNING AT 9 AM. THIS MEANT ADDITIONAL COSTS FOR MEETING ROOMS, FRI MORNING COFFEE BREAK, AND FRI LUNCH. WE ALSO GOT THE OPPORTUNITY TO HAVE OUR SAT WRAP UP PRESIDENTIAL DINNER AT THE CN TOWER AS AN OPENING CAME UP WHICH WAS THE PINNACLE FOR THE EVENT. THIS INCLUDED A COCKTAIL HOUR WITH HORS D'OEUVRES PRIOR TO THE EVENT. AS A RESULT REGISTRATION FEES HAD TO BE ADJUSTED UPWARDS WHICH WAS SHOWN AT THE PLANNING MEETING. THE DEDICATION OF CHAPTER VOLUNTEERS WAS CRUCIAL IN PULLING OFF THE EVENT. WITHOUT THEIR SUPPORT, THE CONFERENCE WOULD NOT HAVE BEEN A SUCCESS.

WE WERE ABLE TO HELP KEEP EXPENSES DOWN WITH SEVERAL OF THE CHAPTER MEMBERS AND THEIR COMPANIES DONATING TIME, MONEY AND RESOURCES (LIKE LCD PROJECTORS, PHOTOCOPYING, LONG DISTANCE PHONE CALLS, ETC.) THIS WAS VERY MUCH APPRECIATED.

WE HAD A TECHNICAL SEMINAR (INCL CONTINENTAL BREAKFAST) ON BIM WITH DL DENNIS KNIGHT FRI MORNING THAT WENT OVER REALLY WELL, AND WAS STANDING ROOM ONLY. THIS SHOULD BE INCORPORATED IN ALL REGION II CRC'S.

THE REGISTRATION WENT ON LINE THIS YEAR WITH A LATE PENALTY FOR THOSE WHO REGISTERED AFTER JULY. EVEN STILL WE HAD PEOPLE TRYING TO REGISTER LATE AND EVEN ADD THE CN TOWER AT THE CONFERENCE. WE ACTUALLY HAD MORE PEOPLE SHOW UP HERE THAN WE COLLECTED FOR WHICH CREATED A LOT OF PROBLEMS. WE ALSO HAD PEOPLE TRYING TO GET INTO THE WELCOME PARTY WHO HAD NOT PAID FOR IT.

THE ROYAL YORK HAD A NICE BIG ROOM THE UPPER CANADA ON THE 18TH FLOOR WHICH WAS THE MAIN VENUE. THE HISTORY ROOM, WELCOME PARTY, AND BREAKOUT ROOMS WERE ON THE 19TH FLOOR. IT

WAS A PERFECT SETTING AS WE WERE ABLE TO HAVE ALL SATURDAY COMMITTEE WORKSHOPS ON THE SAME FLOOR, AND THE HOTEL WAS ABLE TO HANDLE ALL OF OUR REQUESTS. WITH THE FRIDAY MORNING START MORE PEOPLE STAYED OVER THURS NIGHT, WHICH ALLOWED US TO MEET OUR HOTEL MINIMUMS EVEN WITH MOVING THE SAT DINNER TO THE CN TOWER. FOR SOME OF THE COFFEE BREAKS WE JUST HAD COFFEE, TEA, JUICE AND SOFT DRINKS WITH NO FOOD OR FOOD WE SUPPLIED. THIS HELPED TO KEEP COSTS DOWN AS TORONTO HOTEL FOOD COSTS ARE VERY EXPENSIVE.

THE FRIDAY NIGHT WELCOME PARTY WAS IN SALON 1 WITH A CARVING STATION, APPETIZERS, ANTIPASTO, DESSERT ETC AND 2 DRINKS PER PERSON. WE HAD DESSERT SET UP IN THE HISTORY ROOM SO EVERYONE COULD SEE THE DISPLAY. THIS WAS WELL RECEIVED.

WITH THE HOTEL CONTRACT, WE HAD A HOSPITALITY ROOM WHERE WE COULD SUPPLY OUR OWN FOOD AND BEVERAGE. THIS SHOULD BE INCLUDED IN ALL FUTURE HOTEL CRC CONTRACTS IF POSSIBLE. WE MADE UP TICKETS FOR ALL EVENTS AND COLLECTED THEM. THIS PROVED TO BE VERY SUCCESSFUL AND SHOULD BE RECOMMENDED FOR FUTURE CRC'S.

THE MEETINGS SEEMED TO RUN SMOOTHLY WITH NO REAL PROBLEMS. ROOMS WERE SET UP ON TIME,

SOME OF THE POSITIVE FEEDBACK FROM OUR VISITING SOCIETY OFFICERS:

FROM DAN PETTWAY ASHRAE VICE PRESIDENT:

- Excellent choice of venue – a lovely historical hotel, an equally impressive staff, and good location
- Excellent social activities
- Large and very well organized CRC committee of 15 to 20 core members assisted during the event by another 15 to 20

The CRC featured an excellent companion's program

Outstanding budget use. Toronto is an expensive location.

FROM BILL BAHNFLETH ASHRAE PRESIDENT:

The setting, the historic Fairmont Royal York hotel could not have been better

The host committee put together a conference that took full advantage of the urban setting - food, entertainment, monumental buildings

The final President's dinner in the CN Tower was one of the most enjoyable conference events I've ever experienced

putting together a first class event and productive business meeting, and cheers to all of the spirited people of Region II. Keep up the good work

The host Toronto Chapter will reach its centennial in 2022 and it would be terrific if we could all join them at an annual meeting to help celebrate.

TORONTO CHAPTER WAS HAPPY TO HOST THE REGION II CRC 2013. WE HOPE EVERYONE ENJOYED THE TORONTO CRC. THE HOSPITALITY, FREINDSHIP, AND EXCHANGE OF IDEAS ABOUT IMPROVING SOCIETY TO MAKE IT MORE INFORMATIVE AND INTERESTING FOR ITS MEMBERS.

THANKS TO EVERYONE IN THE CHAPTER WHO HELPED OUT (TO MANY TO NAME INDIVIDUALLY). THE CHAIRS AND THEIR TEAMS DID A FANTASTIC JOB ON PUTTING ON AN OUTSTANDING EVENT.

YOURS TRULY,

**DOUG COCHRANE, P.Eng
CRC REGION II 2013 GENERAL CHAIR
ON BEHALF OF THE TORONTO CHAPTER CRC 2013 TEAM**

Actual vs. Budget April 13th,2014

A.J. Porter

TORONTO
ASHRAE REGION II CRC 2013 **AUG 23-25,2013**

BUDGET

Amount Number Budget

REVENUES

1 Chapter Assessment	\$6	1756	\$10,536
2 Full Registration	\$450	40	\$18,000
3 Partial Registration	\$275	35	\$9,625
4 Companion Registration	\$275	15	\$4,125
5 Individual events			\$1,000
6 Hotel Rebate			\$4,000
7 Sponsorships			15,000
8 Chapter Assistance			\$5,000
9 Wine (from London Chapter)			\$1,000
		TOTAL	\$68,286

EXPENSES

1 Meeting Rooms		\$4,972
2 Food & beverage		\$38,000
3 Audiovisual		\$5,000
4 Companion Tours		\$2,400
5 Promotional Material		\$2,000
6 Room Upgrades - society officers		\$1,000
7 Thurs night welcome dinner - Society,DRC		\$1,000
8 Hospitality Suite		\$2,000
9 Administration costs		\$1,000
10 Secretary Fee		500
11 Gifts for society guests		\$350
12 Sat Dinner		\$10,000
	TOTAL	\$68,222

EXCESS **\$64**

ACTUAL

Amount Number Actual

REVENUES

1 Chapter Assessment	\$6	1756	\$10,536
2 Full Registration	\$450-475	46	\$20,850
3 Partial Registration	\$275-300	38	\$10,775
4 Companion Registration	\$275-300	17	\$4,775
5 Individual events	\$100,150,120,175	24	\$2,960
6 Hotel Rebate			\$8,013
7 Sponsorships			\$ 35,000
8 Chapter Assistance			\$5,000
9 Wine (from London Chapter)			\$1,000
		TOTAL	\$98,909

EXPENSES

1 Meeting Rooms(Incl Rooms for volunteers-upgrades)		\$11,352
2 Food & beverage		\$35,463
3 Audiovisual		\$5,327
4 Companion Tours		\$2,323
5 Promotional Material		\$2,765
6 Room Upgrades - society officers		\$2,811
7 Thurs night welcome dinner - Society,DRC		\$1,266
8 Hospitality Suite		\$2,768
9 Administration costs (incl volunteer fees)		\$4,579
10 Secretary Fee		\$450
11 Gifts for society guests		\$350
12 Sat Dinner		\$15,514
	TOTAL	\$84,968

EXCESS **\$13,941**

50% RETURNED TO REGION \$6,970.50

A. J. Porter

CRC HISTORICAL PROFILE FOR 2013_____

Region(s) Participating_ II_____ Dates_ AUGUST 23-25, 2013_____

Host Chapter_ TORONTO_____ Size of Chapter_ 515_____

Chairperson_ DOUG COCHRANE _____ Location _TORONTO_____

Hotel_ FAIRMONT ROYAL YORK_____ Room Rate_ \$ 169 PLUS TAXES

Date	# of Rooms Blocked	# of Rooms used
WED/THURS AUG 21/22	0/12	2/30
FRI AUG 23	40	67
SAT AUG 24	48	74
SUN AUG 25	5	3
TOTAL	105	174

This information will be supplied by the hotel at the conclusion of the meeting. When negotiating the hotel contract you should include the following clause: No later than (30) days after the last official meeting day, the Hotel will complete a post convention report and send it to ASHRAE. Post convention report will include actual room pick-up, summary of catering revenues, outlet revenue, percent of single vs. double and smoking vs. non-smoking rooms used, total room revenue, number of no-shows by date, wash/slippage by day. In the event that there is a master bill at Hotel, ASHRAE will consider the Hotel's invoices to be incomplete-- and will withhold payment without incurring interest or penalty charges until such time as the post convention report is provided.

Package Registration Price F-\$450, P-\$ 275, C-\$275

Number Sold_ F-46, P-38, C-17_____

Audiovisual Cost_ \$ 5,327_____ Meeting Room Rental_ \$ 5,972_ +
volunteer rooms - upgrades

Number of CRC Sponsors_ 21_____ Sponsors Total Dollars_ \$ 35,000_____

CRC Regional Seed Money_ \$ 10,536_ (ASSESSMENT)

Returned_ \$ 6,970.50_____

CRC Dollar Surplus (Deficit)_ \$ 13,941_____

WORKSHOP	Attendance	Room Set (classroom, conference, theater, rounds) Include A/V set-up
Business Session	39/49/38	HOLLOW SQUARE, BANNER, FLAGS
Membership/YEA	15/8	CONFERENCE – LCD PROJECTOR
CHAPTER TECH TRANSFER	15	CONFERENCE – LCD PROJECTOR
Historical	7	CONFERENCE – LCD PROJECTOR
Officers	10	CONFERENCE – LCD PROJECTOR
Student Activities	9	CONFERENCE – LCD PROJECTOR
Resource	13	CONFERENCE – LCD PROJECTOR
GGAC	9	CONFERENCE – LCD PROJECTOR
Caucus Meeting	20	HOLLOW SQUARE, BANNER, FLAGS
Technical SEMINAR	40	CLASSROOM – LCD PROJECTOR

MANUAL FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES

Refrigeration		N/A
CATERING	Guarantee	Actual
Welcome Party	80	80
Luncheon/AWARDS LUNCH	35/95	40/95
Banquet	100	115

cc: DRC, ARC, Regional Historian, Future CRC Chairs, ASHRAE Headquarters

REGION 2 FUND SUMMARY

Presented at CRC 2014 Region II, London, Ontario

August 2014

This report is to summarize the activities during the above financial period 2013/14 for the Region II Fund.

The invoices were based on (motion R-1 A5-04) \$6.00/per member and the previous years member count, and \$ 1.00/ per member for the Regional Fund.

A total amount of \$14, 327.50 was collected during this period and deposit for the end of June 2014. At that time the accounts receivable was \$6,475.00 for total revenue of \$ 20,802.50. The amount of \$ 6 475.00 was collect in July.

When we deduct the total expenses of \$7 264.83 the final closing balance is \$29,489.21 at the end of June 2014.

At closing time, there was still an amount of \$ 10 986.00 to be paid to the London Chapter for the following CRC. This amount was paid early July.

The difference between the budget and the fiscal year activities come from the fact that we had more revenues coming from the 2013 CRC. Details are in the summary report.

This report is forwarded to the next CRC host chapter in 2014 to be audited. After approval, the signed copy should be return to the Regional Treasury for records.

Prepared and submitted by: _____ Date: _____

Yves Trudel, Regional Treasurer

Audited and approved by: _____ Date: _____

Please return a signed copy after the approval.

ASHRAE REGION II

ANNUAL FINANCIAL SUMMARY REPORT

Period: July 1st, 2013 - June 30th, 2014

DESCRIPTION			
Opening balance for this period			22,786.54
INCOMES:			
Chapter's Assessment Dues and Regional fund	6,342.00		
50 % of 2013 Toronto CRC Profits	6,970.50		
2012-2013Accounts receivables	1,015.00		
Total Incomes:	14,327.50		37,114.04
EXPENSES:			
RVC/DRC Expenses (travel)		3,600.00	
DRC/RVC Expenses		514.97	
CRC Expenses 2013		1,199.50	
Bank Service Charges		88.40	
Yea Week-End expenses reimbursement		2,221.96	
Total Expenses:		7,624.83	
CLOSING BALANCE: June 30th 2014			2,489.21
Accounts Payable			10,986.00
Account Transfer Costs		0.00	
2014 London CRC		10,986.00	
Account Closed and Money Order Sent to DRC			N/A
Accounts Receivable			6,475.00
Hamilton , Québec, Toronto, NB/PEI			
Windsor Chapters Assessment dues, paid in July			
	6,475.00		24,978.21

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: _____

Approval of 2013-2014 Final ASHRAE Region 2 Financial Statements Audited by London Chapter



**REGION 2 2014 CRC London
REGION 2 FUNDS**

Annual Financial Report ASHRAE Region 2 Fund

- The invoices were based on (motion R-1 A5-04) \$6.00/per member and the previous years member count, and \$ 1.00/ per member for the Regional Fund.
- A total amount of \$14, 327.50 was collected during this period and deposit for the end of June 2014.
- When we deduct the total expenses of \$7,264.83 the final closing balance is \$29,489.21 at the end of June 2014.
- At closing time, there was still an amount of \$ 10 986.00 to be paid to the London Chapter for the following CRC. This amount was paid early July. The amount of \$ 6,475.00 was collected in July.



**REGION 2 2014 CRC London
REGION 2 FUNDS**

ASHRAE REGION 2
ANNUAL INCOME STATEMENT
Period: July 1st, 2013 - June 30th, 2014

	Credit	Debit	Balance
Opening Balance			<u>\$22,786.54</u>
Income			
Chapter's Assessment Dues and Regional Fund	\$6,342.00		
50 % of Toronto CRC Profit	\$6,970.50		
2012 - 2013 Accounts Receivable	\$1,015.00		
Total Income	<u>\$14,327.50</u>		<u>\$37,114.04</u>
Expenses			
RVC/DRC Expenses (travel)		\$3,600.00	
RVC/DRC Expenses		\$514.97	
CRC Expense 2013		\$1,199.50	
Bank Service Charges		\$88.40	
YEA Week-End Expenses Reimbursement		\$2,221.96	
Total Expenses		<u>\$7,624.83</u>	<u>\$29,489.21</u>
Closing Balance June 30, 2014			<u>\$29,489.21</u>



REGION 2 2014 CRC London
REGION 2 FUNDS

ASHRAE REGION II
ANNUAL FINANCIAL SUMMARY REPORT
Period: July 1st, 2014 - July 30th, 2014

	Credit	Debit	Balance
Opening Balance			<u>\$29,489.21</u>
Income			
Fees from Toronto, NB/PEI, Hamilton, Quebec	\$6,475.00		
Total Income	<u>\$6,475.00</u>		<u>\$35,964.21</u>
Expenses			
Transfer to London for CRC		\$10,986.00	
Total Expenses		<u>\$10,986.00</u>	<u>\$24,978.21</u>
Closing Balance August 30, 2014			<u>\$24,978.21</u>



REGION 2 2014 CRC London
REGION 2 FUNDS

ASHRAE REGION II

Budget 2014-2015

REGION 2 FUNDS – 2014/2015 Budget

				Notes
Description	Members	Dues	Budget	Use of 2013-2014 Chapter dues Paying Members
Incomes				
Chapter Assessment Dues	1816	\$7.00	\$12,712.00	Payable by chapter in April 2015
Regional fund dues	1816	\$8.00	\$14,528.00	Payable by chapter in August 2014
CRC 2014 Surplus Income				
Total Income			\$27,240.00	
Expenses				
Planning Meeting			\$400.00	Lunch
ARC/RVC/ Regional Leaders Hotel Reimbursement for Winter Meeting (Chicago)			\$6,000.00	10 regional officers @ 600\$/officer/year DRC Hotel is covered by Society
RMCR Hotel Reimbursement for Society Meetings			\$600.00	1 RMCR starting at the June 2015 Meeting
ARC/RVC/ Regional Leaders Hotel Reimbursement for Annual Meeting (Seattle)			\$6,000.00	
Other Travel Expenses			\$550.00	For Regional Historian Chapter visits
CRC 2015 - Seed money			\$10,986.00	6\$ per chapter paid member
Regional Awards Plaques			\$650.00	7: 2 for SA, 1 for YEA, 1 for CTTC, 2 for Chapter Ops, Meatball
Miscellaneous			\$100.00	
Bank Service Charges			\$100.00	
Account Transfer Fee			\$-	
YEA Week-End expenses			\$1,250.00	
LeaDRS Program			\$2,500.00	
Total Expenses			\$29,136.00	
Profit (Loss)_			-\$1,896.00	