



**REGION 2
CRC 2018 MINUTES**

WINDSOR, ONTARIO, CANADA

at

**CAESARS WINDSOR
377 Riverside Dr E
Windsor, Ontario, Canada**

Friday August 24, 2018 to Sunday August 26, 2018

Host: Windsor Chapter #141

APPROVED
At CRC 2019 HALIFAX – Aug 23/2019

Action Items from the Previous CRCs

Action Item	Description	Owner	Timeline
1	Regional newsletter to be prepared (approx 2 to 3 per year) to improve communication to chapters.	Ibrahim Semhat	Ongoing
2	A Regional speakers list to be prepared and added to Regional web site.	RVC CTTC Daniel Robert	Ongoing
3	New stationery letterhead for ASHRAE Research Canada [ARC] incorporating the new ASHRAE logo and name of the Corporation.	Daryl Boyce to check into creation of letterhead	Ongoing

ORIENTATION SESSION – Friday Aug 24, 2018 8:30am

The following attended the Orientation Session

CHAPTER	DELEGATE	ALTERNATE
#100 Halifax	Daniel Egilsson	Jason Leadbetter
#117 NB/PEI	Yves Savoie	Ryan Gosson
#013 La Ville de Quebec	Andrea Daigle	Laurence Boulet
#014 Montreal	Francis Lacharite	Jean-Sebastien Trudel
#015 Ottawa Valley	Daniel Redmond	Aaron Dobson
#016 Toronto	Michael Genin	Antonio Figueiredo
#037 Hamilton	Iain Hill	Robyn Ellis
#116 London Canada	John Freeman	James Scudamore
#141 Windsor	Nathen Cook	David Dufour

Name	CHAPTER or SOCIETY	POSITION
Dennis Knight	Society	Society VP
Darryl Boyce	Society / Ottawa	Society President Elect
Stephanie Reiniche	Society Staff	Society Director of Technology
David Underwood	Society / Toronto	Society Presidential Member
Jeff Clarke	Montreal	DRC
Doug Cochrane	Toronto	ARC
James Smith	Windsor	2018 CRC Chair
Tom Pollard	London Canada	CRC Secretary / RVC Historian
Nicolas Lemire	Montreal	Nominating Chair
Isabelle Lavoie	Montreal	Nomination Alternate
Daniel Robert	Montreal	RVC CTTC
Ronald Gagnon	Montreal	RMCR
Genevieve Lussier	Montreal	RVC MP
Mark Lawrence	Halifax	RVC RP
Alexis Gagnon	Quebec	RVC YEA
Mai Anh Dao	Montreal	RVC SA
Paul Greff	Windsor	RP Chair
Zahra Naghibi	Windsor	Student
Rene Plevirdls	Windsor	
Dan Boudreau	NB/PEI	Chapter VP
Dan Castellan	Windsor	Chapter CTTC
Ryan Dickson	Ottawa Valley	Chapter Historian

John Molnar	Hamilton	SA
Abhishek Khurana	Toronto	Treasurer
Kagtik Kelkas	Windsor	Student
Jamie Smith	Windsor	Student

Jeff Clarke, DRC, welcomed everyone to Windsor and the 60th ASHRAE Region 2 Orientation Session at 8:31am on Fri Aug 24, 2018.

Jeff welcomed the VIP's and distinguished guests in attendance.

Jeff then read the ASHRAE Code Of Ethics

In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interests.
(See full Code of Ethics: <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>)

Jeff then asked to appoint Tom Pollard as the CRC Secretary

Motion Moved By: Halifax – Dan Egilsson Seconded: Ottawa - Daniel Redmond
Vote: 8/0/0 Passed

Jeff introduced himself as the new incoming DRC and replacing Doug Cochrane who moved into the ARC position.

Jeff then asked those in attendance to introduce themselves (name, chapter, role) and also tell of the first ASHRAE experience.

Jeff Clarke then wished to take a moment to recognize the contributions of ASHRAE London Chapter Member – Daryl Sommers who passed away this past year. Daryl was an active chapter and regional officer.

Jeff asked that everyone ensure that they sign-in on the sheets that are being passed around.

Jeff wished to continue the long standing tradition in Region 2 of cell phone that rings during a meeting require a \$50 donation to ASHRAE Research and if the cell phone is answered that amount becomes \$100.

The CRC Agenda was reviewed and approved that was posted to Basecamp. A suggestion by Toronto - Michael Genin to have a discussion on the Region 2 Fund earlier. An initial discussion on Saturday before final discussion and approval on Sunday. Chapter reports are required to be submitted so that chapter dues paying member calculation can be prepared and the budget updated.

{refer to Appendix A – CRC 2018 Agenda}

James Smith explained the location of the rooms in the hotel for the meetings as well as the evening events.

Jeff then called for approval of the Agenda

Motion Moved By: Montreal - Francis Lacharite Seconded: Ottawa - Daniel Redmond
Vote: 8/0/0 Passed

Jeff then called on Doug Cochrane to provide an overview and update of Society and the Chicago & Houston meetings.

{refer to Appendix App-K - Chicago & Houston 2018 Update}

Doug provide some highlights about Society

- Chicago conference well attended
- Chapter Opportunity Fund is going to continue but at reduced amount
- Women in ASHRAE is an optional chapter committee
- Certification program being created for hvac design
- ASHRAE opened an office in Brussels and staffed by Steve Comstock

- ASHRAE headquarters relocating in 2020
- New ASHRAE web site and new ASHRAE365 app also now being used year round
- GGAC renamed to GAC (Government Affairs Committee)
- Fellow (Highest Grade) awarded to Andreas Athienitis, Montreal and Jeffrey Siegel Toronto
- Technology Awards: 1st place New Comm Bldgs – Roland Charneux, Pageau Morel in Montreal for Mountain Equipment Coop Head Office Vancouver and 1st place Public Assembly – Samuel Paradis La Ville de Quebec for Centre Videotron
- Darryl Boyce, Ottawa Valley Chapter President- Elect (will be President during Society's 125th Anniversary 2018-2019 society year)
- Scholarships: ASHRAE Willis Carrier Scholarship to Alex Dietrich Ryerson University (\$10k) and ASHRAE Engineering Technology Scholarship Rex Camit Seneca (\$5k)
- Distinguished Service Awards – for faithfully serving society with distinction: Roland Charneux, Montreal Chapter; Jeff Clarke, Montreal Chapter; Isabelle Lavoie, Montreal Chapter
- 1st Provincial Day On The Hill Queens Park Toronto Oct 23 (after election)
- Toronto hosts Society Annual Meeting June 2022 in conjunction with Chapter's 100th Anniversary
- ASHRAE Winter Conference & AHR Expo Atlanta, GA - Jan 12 to 16 2019

Doug then asked everyone to consider their chapter members and themselves for awards, positions and nominations. These can be found on the Society web site.

Jeff called on Nicolas Lemire to discuss the Society Awards. Each Standing Committee in Society can have awards and have application forms (forms need to be completed and points sheets similar to Chapter Service Awards). There could be candidates in the chapters that could have awards presented to them.

Jeff Clarke then indicated that immediately following the Orientation Session that the Delegates and Alternates go into Caucus Session. Names need to be put forward for Regional and Society positions:

This year for 2019 = CTTC, SA
2020 = RP, MP, YEA
2021 = RMCR, GA

Delegates need to ensure that people are willing to perform the duties of the position. Nominations are confidential and discussions in the nominating room are to remain in the nominating room.

Jeff reminded that travel vouchers are required to get reimbursed. Paper forms are available or use the Society web site.

Jeff called on Darryl Boyce in regard to ASHRAE Research Canada. Darryl indicated that additional presentation and information will be presented on Saturday.

Jeff then asked for adjournment and for Delegates and Alternates to assemble for the Region 2 photo.

**THE ORIENTATION SESSION THEN ADJOURNED AT 9:25AM
TO ALLOW FOR THE FIRST CAUCUS SESSION
AND REGION 2 PLANNING MEETING**

CAUCUS SESSION – Friday Aug 24, 2018 9:30am

Attended by Delegate, Alternates, and Region 2 Nominating Member + Nomination Alternate

REGION 2 PLANNING MEETING – Friday Aug 24, 2018 9:30am

Attended by DRC, ARC, RVC's, Society

Informal discussions and presentations covered the following items:

Doug Cochrane – Regional Fund

- some RVC's may have expenses for Society meetings and Chapter visits but they must submit them
 - only use ½ of allocated funds last year
 - some use company activities and combine with chapter visits which reduce costs to Region 2
 - some visits covered by Society
- bank balance has been level and money allocated in budget for the meeting visits/travel
- deficient budget are typically presented as they allow for RVC travel and some hotel reimbursement
- some chapters are late for sending payments to Yves Trudel – Region 2 Treasurer
- some CRCs also have surplus which is shared with the Region due to increased corporate donors

Review of chapter visits – discussed and try to share so that all chapters are visited. RVCs should try to schedule with chapter special events. Chapters that may need additional assistance should also get additional visits.

Each RVC to try to visit each chapter during their 3 year term. Visits can also be scheduled to be paired between 2 chapters and be considered as one visit. RVC's should also present and update their home chapter. There are 18 allocated visits paid by Society with 8 set aside for centralized training leaving 10 visits for RVC to use.

{refer to Appendix H05 - Region2 RVC Chapter Visit Schedule}

Award presentations – to reviewed and prepared to be ready for presentation. Doug Cochrane has a template form that can be used and then printed to be added to have folder for the presentation to the winners. Type of awards discussed – trophy vs plaque. Trophy hard to ship and hard to get back. Should be something that the winner can retain to recognize their work. There has been an amount in Region 2 Budget for awards.

Sponsorship packages for Region 2 web site – maybe have some companies that wish to cover all of Region 2. This may also effect CRC donors. David Underwood suggested that chapters should also look into non-traditional sponsors. Advertising has different requirements then research donors and recognition.

Society Opportunity Fund – being continued by Society but at a reduced amount (\$4,815 USD this year). Intended to be used to raise awareness of ASHRAE in the local community. Try to bring something new and reused an old event or activity at the discretion of the DRC. Previously used for Leaders Program. Dennis Knight indicated that each Region uses funds differently. May wish to consider matching funds by Region and Chapter. One chapter used funds for a chapter meeting broadcast. Should have some sort of report back to Society and to Region – maybe a slide in chapter reports. Last year Opportunity Fund used by Ottawa, Hamilton, Windsor.

Senior ASHRAE Officers to visit Ottawa for a 'Day on the Hill'. Would cover all of Canada.

Society annual meeting in June 2022 has been scheduled for Toronto. Toronto and London have swapped CRC years so that Toronto do not have both in the same year.

Society looking into combined CRC meetings between Regions. Next year Region 4 & 14 are doing combined and 12 & 7 along with 10 & 9. CRC Region 2 may be asked to look at combining with Region 5 = Michigan Area. Combined CRC would still need to have separate business meetings but may be able to share workshops and other activities. Larger CRC would require additional hotel rooms and meeting rooms.

CRC attendance this year was lower due to issue with booking location – strike at hotel effected confirming location. This also delayed setup of the registration web site.

THE REGION 2 PLANNING MEETING ADJOURNED AT 11:40AM ON FRI AUG 24, 2018

LUNCH – Friday Aug 24, 2018 12:00pm

Was within the Hotel at the Saturni Room

MINUTES OF THE FIRST BUSINESS SESSION – Friday Aug 24, 2018 1:00pm

The following attended the 1st Business Session

CHAPTER	DELEGATE	ALTERNATE
#100 Halifax	Daniel Egilsson	Jason Leadbetter
#117 NB/PEI	Yves Savoie	Ryan Gosson
#013 La Ville de Quebec	Andrea Daigle	Laurence Boulet
#014 Montreal	Francis Lacharite	Jean-Sebastien Trudel
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#141 Windsor	Nathen Cook	David Dufour

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Dennis Knight	Society	Society VP
Darryl Boyce	Society / Ottawa	Society President Elect
Stephanie Reiniche	Society Staff	Society Director of Technology
David Underwood	Society / Toronto	Society Presidential Member
Jeff Clarke	Montreal	DRC
Doug Cochrane	Toronto	ARC
James Smith	Windsor	2018 CRC Chair
Tom Pollard	London Canada	CRC Secretary / RVC Historian
Nicolas Lemire	Montreal	Nominating Chair
Isabelle Lavoie	Montreal	Nomination Alternate
Daniel Robert	Montreal	RVC CTTC
Ronald Gagnon	Montreal	RMCR
Genevieve Lussier	Montreal	RVC MP
Mark Lawrence	Halifax	RVC RP
Alexis Gagnon	Quebec	RVC YEA
Mai Anh Dao	Montreal	RVC SA
Ibrahim Semhat	London	Member
Dan Castellan	Windsor	CTTC Chair
John Molnar	Hamilton	SA Chair

Jeff Clarke, DRC, opened the 1st Business Session at 1:00pm on Fri Aug 24, 2018 by welcoming back everyone.

Jeff then reminded everyone about the ASHRAE Code Of Ethics and read to the group

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Jeff called upon James Smith, 2018 CRC Chair to provide an update of CRC events for the afternoon and evening.

APPROVAL OF 2017 CRC MINUTES

Jeff Clarke, DRC, called for discussion and **Motion** for approval of the minutes from 2017 CRC held in Montreal. Moved by Montreal - Francis Lacharite, 2nd by NB/PEI- Yves Savoie. All voted in favour of the motion and the 2017 CRC Minutes were **Approved** (9/0/0)

ASHRAE RESEARCH CANADA

Jeff turned the meeting over to Darryl Boyce regarding the ASHRAE Research Canada meeting.

Darryl explained the purpose of ASHRAE Research Canada to allow for fund contributions from companies to be used as a tax “donation” and created in 1972. This does not allow a personal donation due to the classification. Moneys collected in Canada is spent on research in Canada and additional funds are added by ASHRAE Society. There are also “Grants In Aid” that can be used by Canadian Universities.

Part of this requires an annual meeting to be held by the Executive and Members. ASHRAE Canada Chapters Delegates are the voting members of ASHRAE Research Canada which also has an Executive Group. Once there are financial statements prepared, which are expected in November, then a conference call meeting will be set up with the Delegates for approval.

ASHRAE REGION 2 MOTIONS (initial presentation) Jeff Clarke, DRC, called on Ronald Gagnon to read the new preliminary motions that have currently be submitted so that motions can be reviewed and adjusted before formally submitted for consideration (see later in these minutes for formal motion presentation, discussion and votes on Saturday & Sunday).

ASHRAE REGION 2 MOTIONS SUBMITTED TO SOCIETY

Jeff Clarke, DRC, called on Isabelle Lavoie to read last year Region 2 motions that had been submitted to Society and the status of these motions.

{refer to Appendix B – Previous Society Motion Summary 2018}

CRC 2019 BUDGET – HALIFAX

Jeff Clarke, DRC, called on Mark Lawrence CRC 2019 Chair to present the planning and budget.

{refer to Appendix F – Halifax CRC 2019}

Mark presented that 2019 CRC Preliminary Budget. Registration rates have been proposed to remain at \$450 full, \$350 partial, \$200 companion and new \$250 rate for families. Hotel room rate is \$185 per night + 2% marketing levy + 15% HST. CRC activities are similar to past years (Fri night Welcome Party, Sat Awards Luncheon, Sat evening Dinner and Social).

[CRC budget to be reviewed on Sunday morning for final discussion and approval]

SOCIETY OFFICER REPORT

Jeff Clarke, DRC, called on Dennis Knight, Society VP for the Society Officer Report.

{refer to Appendix I – Society Report}

Dennis thanked everyone for attending. Everyone should be considered as a friend and this will allow a sharing of ideas.

SOCIETY STAFF REPORT

Jeff Clarke, DRC, called on Stephanie Reiniche, Society Director of Technology.

{refer to Appendix J – Staff Report}

[A 15-minute break occurred in the middle of the afternoon before the chapter reports]

CHAPTER REPORTS

Jeff Clarke, DRC, called upon each chapter delegate for their reports and highlights of the past year activities.

{refer to Appendix C – Chapter Reports}

#100 Halifax - Daniel Egilsson
#117 NB/PEI - Yves Savoie
#013 La Ville de Quebec - Andrea Daigle
#014 Montreal - Francis Lacharite
#015 Ottawa Valley - Daniel Redmond
#016 Toronto - Michael Genin
#037 Hamilton - Iain Hill
#116 London Canada - John Freeman
#141 Windsor - Nathen Cook

A reminder that chapters should have financial audit performed to ensure that chapter funds are being spent responsibly. Chapters with extra funds can consider setting up a scholarship.

Jeff called upon James Smith, 2018 CRC Chair to provide an update of CRC evening events.

THE 1st BUSINESS SESSION ADJOURNED AT 4:45PM ON FRI AUG 24, 2018

EVENING EVENTS

WELCOME PARTY

held in the hotel Classic Club room

FRIDAY NIGHT EVENT – COMEDIAN

At the Windsor Colosseum (attached to the hotel)

HOSPITALITY SUITE

MINUTES OF THE SECOND BUSINESS SESSION – Saturday Aug 25, 2018 8:30am

The following attended the 2nd Business Session

CHAPTER	DELEGATE	ALTERNATE
#100 Halifax	Daniel Egilsson	Jason Leadbetter
#117 NB/PEI	Yves Savoie	Ryan Gosson
#013 La Ville de Quebec	Andrea Daigle	Laurence Boulet

#014 Montreal	Francis Lacharite	Jean-Sebastien Trudel
#015 Ottawa Valley	Daniel Redmond	Aaron Dobson
#016 Toronto	Michael Genin	Antonio Figueiredo
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Isabelle Lavoie	Montreal	Nomination Alternate
Daniel Robert	Montreal	RVC CTTC
Ronald Gagnon	Montreal	RMCR
Genevieve Lussier	Montreal	RVC MP
Mark Lawrence	Halifax	RVC RP
Alexis Gagnon	Quebec	RVC YEA
Mai Anh Dao	Montreal	RVC SA
Dan Castellan	Windsor	Chapter CTTC
Alekhy Kaianathbhatta	Toronto	SA Chair
Karina Bagryan	Montreal	SA Chair
Azadeh Ghadimi	Toronto	Member
Ryan Dichson	Ottawa Valley	Historian
James Pady	Ottawa Valley	CTTC Chair
Aghi Khurana	Toronto	Treasurer
Frank Mesicek	Hamilton	RP Chair
Vince Laframboise	Windsor	Newsletter
Paul Greff	Windsor	RP Chair
Mark Long	Hamilton	SA Chair
Shawn Walton	Montreal	Newsletter Chair
Kathlee Mayberry	London	Secretary
Shelbu Gallant	NB/PEI	Treasurer

David Gauvin

Quebec

Refrigeration Chair

Jeff Clarke, DRC, opened the 2nd Business Session at 8:30am on Sat Aug 25, 2018.

Jeff then reminded everyone about the ASHRAE Code Of Ethics and read to the group

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Jeff called upon the new guests to introduce themselves.

Jeff then asked James Smith -2018 CRC Chair, for an update on the day's activities. James hoped that everyone enjoyed themselves last night at the show. James reviewed the days agenda and that some workshops are starting in the morning and that others would be in the afternoon. Lunch would also have the Awards presentation. Companions have tours and there is also a technical presentation.

REGIONAL 2 STATISTICS

Jeff Clarke, DRC, called upon Tom Pollard to show the Region 2 Chapter Statistics Table prepared from each of the chapter reports. A review of the Regional Statistics and the chapter membership numbers (assigned and dues paying members) as the numbers effect the budget.

{refer to Appendix C – Region 2 Statistics}

The Region has 1771 dues paying members down from 1811 for 2017 (1748 for 2016). This will be used by the Region Treasurer for chapter dues assessments. Some chapters had slight reduction in members. Toronto has a large decrease in dues paying members.

REGIONAL 2 BUDGET

Jeff Clarke, DRC, called upon Doug Cochrane to present the Region 2 Budget with updated dues paying members numbers.

Doug then explained that there would be time during the chapter operations workshop to further review and adjust the Region 2 Budget. If there is a CRC profit from Windsor these amounts will also be added.

{refer to Appendix H – Region 2 Fund & Budget files}

REGIONAL VICE-CHAIR (RVC) REPORTS

Jeff Clarke, DRC, then asked the RVC reports and highlight the year activities as a region.

{refer to Appendix D – RVC Reports}

Chapter Technical Transfer Committee (CTTC) - Daniel Robert
Student Activities (SA) - Mai Anh Dao (incoming) / Ben Oliver (outgoing)
Government Activities Committee (GAC) – Rob Hoadley (incoming) / Ronald Gagnon (outgoing)
Research Promotion (RP) - Mark Lawrence
History - Tom Pollard
Electronic Communications Committee (ECC) - Tom Pollard
Region Members Council Representative (RMCR) - Ronald Gagnon
Young Engineers In ASHRAE (YRC/YEA) – Alexis Gagnon (incoming)
Membership Promotion (MP) – Genevieve Lussier

REGION 2 MANUAL OF CHAPTER OPERATIONS

Jeff Clarke, DRC then reminded everyone that there is a manual on the Region 2 web site. The manual explains how the region operates.

Jeff Clarke, DRC then reminded everyone that start time on Sunday is 8:00am to ensure motions can be discussed while trying to be done on time. Doug then asked for everyone's cooperation to be ready for the 8:30am start.

THE 2nd BUSINESS SESSION ADJOURNED AT 9:52AM ON SAT AUG 25, 2018.

**THE REMAINDER OF THE MORNING CONSISTED OF
EXECUTIVE SESSION #1 (for Delegates and Alternates)**

MORNING WORKSHOPS

CTTC
MEMBERSHIP
STUDENT ACTIVITIES

LUNCH and AWARDS PRESENTATION

{refer to Appendix E – Awards Ceremony 2018}

AFTERNOON WORKSHOPS

CHAPTER OPERATIONS
CTTC
GOVERNMENT AFFAIRS
HISTORY & ELECTRONIC COMMUNICATIONS
MEMBERSHIP
RESEARCH PROMOTION
STUDENT ACTIVITIES
YEA

EVENING EVENTS

DINNER with PRESIDENTIAL ADDRESS
Sheila Hayter, PE, ASHRAE President
2018-19 Presidential Theme: Building Our New Energy Future

FRIDAY NIGHT EVENT – COMEDIAN
At the Windsor Colosseum (attached to the hotel)

HOSPITALITY SUITE

MINUTES OF THE THIRD BUSINESS SESSION – Sunday Aug 26, 2018 8:00am

The following attended the 3rd Business Session

CHAPTER	DELEGATE	ALTERNATE
#100 Halifax	Daniel Egilsson	Jason Leadbetter
#117 NB/PEI	Yves Savoie	Ryan Gosson
#013 La Ville de Quebec	Andrea Daigle	Laurence Boulet
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Genevieve Lussier	Montreal	RVC MP
Mark Lawrence	Halifax	RVC RP
Alexis Gagnon	Quebec	RVC YEA
Mai Anh Dao	Montreal	RVC SA
Ibrahim Semhat	London	Member
Amanda Smith	Windsor	YEA Chair
Adrienna Mitani	Ottawa	GAC Chair
Brandin Patel	Toronto	MP Chair
Frank Mesicek	Hamilton	RP Chair
Mark Long	Hamilton	SA Chair
Frank Mesicek	Hamilton	RP Chair
Alekhyia Kaiani-Rubhatta	Toronto	SA Chair
Kevin Leger	NB/PEI	Historian

Jeff Clarke, DRC, welcomed everyone to the 3rd Business Session at 8:03am on Sun Aug 26, 2018.

Jeff then reminded everyone about the ASHRAE Code Of Ethics and read to the group

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Jeff called upon the new guests to introduce themselves.

Jeff called for the presentations of the Saturday Workshop Reports.

WORKSHOP REPORTS

STUDENT ACTIVITIES (SA) WORKSHOP REPORT

Morning: 7 out of 9 chapters in attendance at some time with a total of 10

Afternoon: 6 out of 9 chapters in attendance with a total of 5 being chapter chairs

Introduction to some of the changes and then best practices discussed. Workshop also joined with YEA for some activities (construction of marsh mellow towers)

GOVERNMENT AFFAIRS (GA) WORKSHOP REPORT

Discussed goals for the year. Try to get work out about ASHRAE to policy makers – federal and provincial. A “Day on The Hill” is planned in Ottawa and Toronto.

RESEARCH PROMOTION (RP) WORKSHOP REPORT

6 out of 9 chapters in attendance with 5 chairs, 8 attendance in total

Discussed why involved with ASHRAE and use to promote Research contributions. Talked about MBO’s and centralized training.

HISTORICAL WORKSHOP REPORT & COMBINED ELECTRONIC COMMUNICATIONS (ECC) REPORT

6 out of 9 chapters in attendance with 4 Historian chairs & 2 ECC Chairs, 7 attendance in total

Discussed PAOE system. How to record and digitize records and what to keep. History of older members is suggested.

Chapter history timelines can also be updated. The 125th ASHRAE anniversary in 2019-2020.

REGION MEMBERS COUNCIL REPRESENTATIVE (RMCR) WORKSHOP REPORT

There was no workshop as no one was in attendance at the CRC.

YOUNG ENGINEERS IN ASHRAE (YEA) WORKSHOP REPORT

7 out of 9 chapters in attendance with 7 chairs, 9 attendance in total

Discussed goals as chairs, the different programs, responsibilities.

MEMBERSHIP PROMOTION (MP) WORKSHOP REPORT -

7 out of 9 chapters in attendance with 6 chairs, 8 attendance in total

Discusses MBO’s, morning joined with YEA, shared ideas on getting new members and keeping them,

CHAPTER TECHNICAL TRANSFER (CTTC) WORKSHOP REPORT

Morning: 9 out of 9 chapters in attendance at some time with a total of 13

Afternoon: 8 out of 9 chapter in attendance with 8 being chapter chairs and a total of 10

Discussing on what other chapters are doing for program and Distinguished Lecturer (DL) use.

EXECUTIVE SESSION & NOMINATING REPORT

Jeff Clarke, DRC, called on Nicolas Lemire and Isabelle Lavoie from report from the Caucus and Executive Sessions.

Nicolas reported that the positions had been completed (complete on Saturday afternoon). Meeting was efficient and a number of good names brought forward.

The new Nominating Member and Alternate for next year will be:

Nicolas Lemire - Nominating Member

Isabelle Lavoie - Nominating Alternate

Joel Primeau - Nominating Reserve Alternate

Names for Committees can be brought forward at any time. There are currently 6 people brought forward. Additional committee nominations can be completed on the Society web site.

Chapter Service Awards and Regional Awards of Merit names from chapters are also required to be submitted along with tally sheet which lists activities so that they can be recognized next year.

REGIONAL FINANCES – CRC 2017 MONTREAL REPORT

Jeff Clarke, DRC, called on host chapter (Windsor) regarding the past chapter's crc (Montreal) financial statements.

James Smith reported that a review of the CRC reports had been completed. Extra surplus funds (approx. \$5,000) to be shared between the Region 2 fund and Montreal.

Jeff Clarke, DRC, called for **Motion** for approval of the 2017 CRC Report/Budget held in Montreal. Moved by Windsor - Nathen Cook, 2nd by Ottawa - Daniel Redmond. All voted in favour of the motion. **Approved** (9/0/0)

REGIONAL 2 2018-2019 BUDGET

Jeff Clarke, DRC, presented the new budget for the region. The spreadsheet table was reviewed during the Chapter Operation Workshop.

{refer to Appendix H – Region Fund}

Discussion on some amounts such as the Opportunity Fund (pass thru – what is obtained from Society is all distributed and spent by the chapters). The table shows the 1811 dues paying members which will be invoiced to the chapters at the spring planning meeting.

James Smith indicated that the Windsor CRC should have a slightly positive balance. Final amounts are still being obtained. The hospitality suite was a little more then expected and will be offset from some additional corporate donors.

Last year Region 2 fund had a deficit of approx. \$5,000. This slightly reduced the Regional bank balance which has some surplus funds from past years. A one time occurrence for insurance is shown (budgeted last year with expense happening this year) for special events requiring additional coverage (examples would be contact sports or shooting and could include ax throwing, bubble soccer, boating, shooting). Society has insurance to cover just regular events. The Region 2 budget has allowances for RVC travel and Society meetings plus YEA & Leaders weekends to send someone from the region.

Jeff Clarke, DRC, called for **Motion** for approval of the 2018-2019 Region 2 Budget. Moved by Montreal - Francis Lacharite , 2nd by Ottawa - Daniel Redmond. All voted in favour of the motion. **Approved** (9/0/0)

Jeff thanked everyone for their patience and understanding regarding the Region 2 Budget

REGIONAL 2 2017-2018 AUDIT

Jeff Clarke, DRC, indicated that James Smith - Windsor 2018 Chair has reviewed and had some questions.

Item tabled so that items can be addressed.

Then an on-line vote with Delegates will be arranged at a later date.

2018 SOCIETY AND REGIONAL MOTIONS

Jeff Clarke, DRC, called on Ronald Gagnon RMCR to present and show the motions that had been submitted to allow for review, discussion and approval. (The follow motions have been reorganized below to group Society and Region Motions together).

S=Society Motion, R=Regional Motion

2018 Motion #	STATUS For/Against/Abstain	MOTION
2018-S-1	PASSES 9/0/0	Moved that Society Change the ruling that a candidate for Chapter Service Award or Regional Award of Merit need not be a member in good standing in order to receive the award.
2018-S-2	FAILS 0/7/2	Moved that Society add an option for student membership online forms to have an invoice sent to the chapter of the student member. This way the chapter could be assured that Society has all the correct contact info for the student and can simplify the payment process.
2018-S-3	PASSES 9/0/0	Moved that the Society provide an option to its members to opt-out of paper copies of the Journal.
2018-S-4	FAILS no second	That Society provide audio programming as a unique derivative product of the conferences already produced.
2018-S-5	PASSES 9/0/0	That Society encourage the VRF industry to publish performance data that is aligned with ASHRAE research; in particular, airspeed rates that are aligned with thermal comfort standards and research, as well as room air distribution research. Also, ratings that are based on standard room temperatures.
2018-S-6	withdrawn	ASHRAE Research Canada receive Canadian funds direct to the Canadian bank account through the ASHRAE website contribution portal (see pdf attached) when ASHRAE Research Canada is selected and the target for the funds. Additionally, automating the process to credit the correct ASHRAE Canadian chapter for the contribution rather than the current manual process.
2018-S-7	PASSES 8/0/1	Moved that Society provide a web platform, linked to the Society membership database, to be used by local chapters to help manage their local events. The web platform would allow members to register for events, pay with a credit card online, generate certificates for CEUs, etc.
2018-S-8	PASSES 9/0/0	Move that Society give credit for RP cheques received after the deadline be credited to the next year's campaign.
2018-S-9	PASSES 8/1/0	Moved that the Society provide an auto-renewal function for Society collected dues (includes chapter dues if paid through Society).
2018-S-10	PASSES 9/0/0	Moved that Society allow access by the Chapter Historian to Regional Members past Society participation information.
2018-R-1	FAILS 2/7/0	Moved that the Region reduce the CRC from 3 nights to 2 nights in the interest of reducing costs
2018-R-2	FAILS 2/8/0	Moved that the Region take on the lead with organizing the Chapter Regional Conference
2018-R-3	PASSES 8/1/0	Moved that Region II reimburse registration and lodging fees for the DRC and RMCR for attending the CRC from The Region 2 funds.
2018-R-4	PASSES 9/0/0	Moved that the Regional Fund Dues be increased by \$1.00 per due paying member.
2018-R-5	PASSES 9/0/0	Moved that the Region help facilitate "shadows" from chapters on a first come first serve basis for the ARC, RMCR and RVC's on a 1 to 1 basis.

2018 SOCIETY AND REGIONAL MOTION DETAILS

Society Motion: 2018-S-1

Moved By: NB/PEI Chapter 2nd By: Halifax Chapter

Moved: **Moved that Society Change the ruling that a candidate for Chapter Service Award or Regional Award of Merit need not be a member in good standing in order to receive the award.**

Background: Several Past Chapter Presidents have enough documented historical involvement to warrant them receiving recognition from Society in the form of either a Chapter Service Award or a Regional Award of Merit. Since most of them are Past Presidents some are retired, some are just no longer active members of society, none of them could be recognized for their past efforts. In keeping with Society's drive to recognize our volunteers for their efforts and given the fact that no one had done this in our chapters past we want to officially recognize these people.

Fiscal Impact: \$100.00

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

Society Motion: 2018-S-2

Moved By: NB/PEI Chapter 2nd By: Hamilton Chapter

Moved: **Moved that Society add an option for student membership online forms to have an invoice sent to the chapter of the student member. This way the chapter could be assured that Society has all the correct contact info for the student and can simplify the payment process.**

Background: Where students are an important part of the future and growth of ASHRAE. Where some of the chapters cover the cost of student members. Where student membership forms are not always clearly printed on by the student members, we have encouraged them to join online. This way, their contact info is received correctly. It becomes a huge clerical issue for the chapter to reimburse each individual student member. If an option was selected to invoice the student member's chapter then we could write one cheque to cover all of this cost.

Fiscal Impact: \$1.00

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

Society Motion: 2018-S-3

Moved By: Toronto Chapter 2nd By: Hamilton Chapter

Moved: **Moved that the Society provide an option to its members to opt-out of paper copies of the Journal.**

Background: The Journal is currently distributed as a hard copy to all its members. In the interest of fulfilling the ASHRAE mission statement "and promote a sustainable world." It is counterintuitive to distribute a hard copy of the Journal (made from dead trees) for the sole interest of its advertisers while the majority of its members are likely to appreciate the electronic version.

The Society should change its focus and develop a strategy to derive the equivalent amount, if not more income, from an online campaign.

Fiscal Impact: None to implement the opt-out feature. Likely will be able to derive more income from online advertisements.

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

Society Motion: 2018-S-4

Moved By: Montreal Chapter 2nd By: (none)

Moved: **That Society provide audio programming as a unique derivative product of the conferences already produced.**

Background: Inspired by the story of Jeff Boldt, who watched or listened to 1772 hours of ASHRAE presentations while training for an Ironman triathlon, an ASHRAE member determined that they could be making better use of my commute than listening to the news or catchy tunes.

They quickly found, however, that there are very few podcasts that have a technical content relevant to HVAC engineering community.

They also discovered that most, if not all, of the ASHRAE educational resources appear to require vision (reading or video = not suitable for drivers) or an active internet connection in order to use them.

The audio of ASHRAE sessions via virtual conference (technical, paper, research, workshops) is available, however, at \$249, twice a year, it seems a steep price to have to pay roughly \$500 USD per year to simply listen to podcasts on ASHRAE-related topics.

The ASHRAE Seminars (a subset of the virtual conference) are also available as a subscription for \$118/year, however, only the video and slides are available as a download, while the audio is streaming only – which is not great for cell data plans.

As a comparison for pricing: podcasts are free for listeners! The podcast producers typically have some form of in-content advertising or sponsors to offset the costs of production, which ASHRAE could do as well.

Since there are varying quality of presenters in the various session formats, and the presentations are not necessarily well suited to audio-only format (these aren't TED talks...), the price should be representative. We would suggest free availability with in-content advertising. This could also whet listener's appetites– or actually get someone addicted to ASHRAE! - to purchase the full content (video, slides), or specific technical papers, or start attending Conferences, or to get involved in TCs and otherwise interact with ASHRAE, and actually increase revenues.

Should this be seen as a competing product to other subscriptions, we would suggest a cap of \$50/year for the audio of all presentations (seminars, papers, research, technical, workshops).

Fiscal Impact: Financial impact to implement – minimal, as the content is already there, it just needs to be cataloged appropriately. \$20,000?

Financial impact on other subscriptions/products – For a given user, it is possible that they would try to save on costs and purchase only the audio instead of another more complete package, however, we feel that the opposite is more likely, and that a low-cost or free podcast-like product would allow listeners to more conveniently browse the “library” of conference materials, making them more likely to find ASHRAE interesting and purchase some of the content or papers already available.

Vote Count: **FAILS (no second)**

Society Motion: 2018-S-5

Moved By: Montreal Chapter 2nd By: Halifax Chapter

Moved: **That Society encourage the VRF industry to publish performance data that is aligned with ASHRAE research; in particular, airspeed rates that are aligned with thermal comfort standards and research, as well as room air distribution research. Also, ratings that are based on standard room temperatures.**

Background: Standard design practices for air speed in the occupied space is 50 -100 FPM.

- The purpose of ASHRAE Standard 55 is to determine the conditions required for achieving thermal comfort and recommends limiting airspeed to under 40 FPM (unless additional calculations are done). The “comfort window” used by so many engineers is based on 20 FPM airspeed, with a note that over 40 FPM requires additional calculations.
- Figure 10 in ASHRAE Fundamentals 2017 page 9.15 shows the percent of people dissatisfied compared to air velocity, and the chart's MAXIMUM speed is 1.5 fps (90 FPM).
- Figure 11 in ASHRAE Fundamentals 2017 page 9.16 shows draft conditions causing discomfort, and the chart's maximum air speed is 100 FPM.

- The engineering guidelines from diffuser manufacturers recommend designing to a maximum of 50 FPM for standard conditions in order to achieve thermal comfort, and not cause drafts.

- Most distribution data available from standard and diffusers is available at 150/100/50 FPM air speed rates.

- Many school, hospital and federal specifications require a maximum airspeed of 50 FPM in the occupied zone.

The airspeed data was compared for 3 major VRF manufacturers for their ceiling-mounted ductless cassettes (application most similar to a standard diffuser). In all cases, the data is a wavy line that is determined/calculated to 1.6 ft/s (96 FPM), and although there are many configurations for the projection of their units (horizontal, various angles away from horizontal), none of the curves “hug” the ceiling, via the well-known coanda effect, but rather the airflow projections are typically down towards the occupied zone at various angles of attack from a 9' ceiling. Moreover, the airspeed charts are uniform in the scale of their x- and y-axes, and often truncate the 96 FPM airspeed curves, such that the effective maximum throw distance is not able to be determined.

In addition, it was noted that many of the air speed curves provided by the manufacturers are also accompanied by isotherm curves, and the space temperature used to test the isotherms and throws is 85F, which is well outside the “thermal comfort box” shown in ASHRAE Standard 55.

Although the manufacturers and their agents claim that these systems have been used for many decades across the planet with “no problems”, this is insufficient to be able to properly engineer them to meet ASHRAE and local requirements.

The motion is to ask that the Society encourage or assist its members in using these technologies, either by making recommendations to AHRI to standardize testing at 75F room temperatures, or else to have airspeed data that goes down to 50 FPM in an un-truncated form. Alternately, the motion would propose that research be done on thermal comfort using air jets as commonly found in ceiling-mounted ductless evaporators.

Fiscal Impact:

If Society is able to encourage the VRF industry to publish performance data that is more readily useable to ASHRAE members via their industry bodies, such as AHRI, then maybe the fiscal impact is the time to make a few phone calls.

If research is required on this expansive, but poorly documented technology, the fiscal impact is to be determined by the T.Cs responsible for this research.

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

Society Motion: 2018-S-6

Moved By: withdrawn (Hamilton Chapter) 2nd By:

Moved: **ASHRAE Research Canada receive Canadian funds direct to the Canadian bank account through the ASHRAE website contribution portal (see pdf attached) when ASHRAE Research Canada is selected and the target for the funds. Additionally, automating the process to credit the correct ASHRAE Canadian chapter for the contribution rather than the current manual process.**

Background: This is a past motion that was never acted on:

PAST SOCIETY MOTIONS SUMMARY/STATUS

London Chapter – Motion 4a (10/14/2016):

That Society automatically convert and credit ASHRAE Canadian Members' RP donations made online to Canadian dollars or allow online donations to be made in Canadian dollars.

Status: This motion was referred to the Development Committee, ASHRAE Comptroller and IT Staff for consideration. (Open)

Current process is also attached as a separate pdf for reference.

Fiscal Impact: Payback is less than one RP Campaign FY, probably nearly an immediate payback. Currently all Canadian CCs are being charged in US, which incurs an exchange fee. The funds are then sent back from an American Bank account and deposited in a Canadian account for ASHRAE Research Canada thereby incurring a second exchange fee for the already eroded funds that were invested in ASHRAE. Lastly, volunteer and HQ staff time will be saved as every Canadian CC transaction needs to be followed up by the Chapter RP Chair and then manually converted in the ASHRAE system from USD to CDN for campaign tracking.

Fiscal Impact from conversion fees estimated to be \$2,500/yr. Also note that Canadian chapter dues are also affected in a similar manner and may amount to an even larger amount.

Vote Count: **(withdrawn – no vote)**

Society Motion: 2018-S-7

Moved By: Montreal Chapter 2nd By: Toronto Chapter

Moved: **Moved that Society provide a web platform, linked to the Society membership database, to be used by local chapters to help manage their local events. The web platform would allow members to register for events, pay with a credit card online, generate certificates for CEUs, etc.**

Background: Many chapters are currently managing their own events through a local provider of web platforms (like <http://www.simplesignup.ca/> or <https://www.eventbrite.ca/>). There are tangible and measurable benefits to using such platforms; efficiency, reliable accounting, 24-7 availability, simplified tracking of attendees,....

Bigger and richer chapters can more easily afford the fees associated with these web platforms. Smaller, poorer chapters are likely not benefiting from this technology because the fees are prohibitive.

Additionally, keeping these local web platforms updated with the latest information available on the society membership database is very time consuming and costly. Again, larger, richer chapters, like those in Montreal, Quebec City or Ottawa, have hired a paid staffer to help manage the platform because they could not rely solely on volunteers.

Security and access to personal information are also a serious concern. Information gets manipulated and shared over several locally run platforms, and the security of members' personal data may be at risk.

Seeing as ASHRAE's leaders have recently recognize that our technical society should manage our volunteers' time more responsibly; this motion represents an excellent opportunity to improve on this goal.

A centrally run web platform would provide many advantages; let's highlight two. 1) Economy of scale: by pooling local and regional resources into a central, international web platform, the chapters would be saving a lot more money than society would spend (society could in turn find an elegant and simple way to share the cost among the growing number of participating chapters). 2) Efficiency: managing events, collecting fees to attend these events and tracking attendees are all very time-consuming activities; a central web platform would assuredly be easier to run and take up a lot less of the precious volunteers' time.

A lesser benefit would be the improved reporting by the chapters to society on membership issues. There would be a far greater incentive on the part of the chapter officers to accurately and quickly report membership information up to society if the chapters could see an immediate and accurate database integrated into their chapters' events and activities.

Fiscal Impact: YES, important reduction in operations costs at the chapter level; but unknown

Vote Count: **PASSED** For: 8 Against: 0 Abstained: 1

Society Motion: 2018-S-8

Moved By: London Chapter 2nd By: Toronto Chapter

Moved: **Move that Society give credit for RP cheques received after the deadline be credited to the next year's campaign.**

Background: London chapter lost over half their RP contribution credit due to one member's oversight in sending in the cheque on time.

Fiscal Impact: NONE

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

Society Motion: 2018-S-9

Moved By: Toronto Chapter 2nd By: Windsor Chapter

Moved: **Moved that the Society provide an auto-renewal function for Society collected dues (includes chapter dues if paid through Society).**

Background: The Society sends multiple emails and multiple mailed items to members as their membership renewal approaches. These efforts begin up to 4 months before the members renewal date. Having an auto-renewal feature will eliminate these communication annoyances, save the society in mailing costs, and lead to better membership retention.

Fiscal Impact: \$1,000 to implement website programming costs. If a piece of mail costs \$0.50 and the society sends mail to 50% of its members, it will save \$28,000 per year in mailing costs.

Vote Count: **PASSED** For: 8 Against: 1 Abstained: 0

Society Motion: 2018-S-10

Moved By: London Chapter 2nd By: Hamilton Chapter

Moved: **Moved that Society allow access by the Chapter Historian to Regional Members past Society participation information.**

Background: The Chapter Historian needs access to members past Society participation information allow for easier review and preparation for any proposed Honors & Awards and preparation of historical records.

Member information is displayed when the member logs-in which lists in their "My Bio-Participation" and shows Chapter Participation, Region Participation, Committee Participation, and other information but this is only available to the Member.

Fiscal Impact: \$5000 (estimated) The Society sends multiple emails and multiple mailed items to members as their membership renewal approaches. These efforts begin up to 4 months before the members renewal date. Having an auto-renewal feature will eliminate these communication annoyances, save the society in mailing costs, and lead to better membership retention.

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

Regional Motion: 2018-R-1

Moved By: Toronto Chapter 2nd By: London Chapter

Moved: **Moved that the Region reduce the CRC from 3 nights to 2 nights in the interest of reducing costs.**

Background: Based on the following, the cost of the CRC will be approximately \$156,900.

Regional Seed money = \$10,000

Registration \$1050 x 100 = \$105,000

Travel \$250 average x 100 = \$25,000

Taxes (Registration and Travel only) = \$16,900

Total = \$156,900

There are 1,811 chapter due paying members in Region II. The cost of the CRC is \$87 per member, above the average cost of a chapter membership.

According to the Statistics Table, all chapters in Region II collected a total of \$111,758 in annual dues during 2016-2017.

The CRC alone costs more than all chapters collect in annual dues. Chapters are subsidizing the CRC with money raised through dinner meetings, golf, sponsorships, and funds that could otherwise go towards RP.

Fiscal Impact: Savings of \$30,000 annually

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

Regional Motion: 2018-R-2

Moved By: Toronto Chapter 2nd By: London Chapter

Moved: **Moved that the Region take on the lead with organizing the Chapter Regional Conference.**

Background: Hosting and organizing the CRC is a massive ordeal and is currently done by each hosting chapter on a

rotating basis. Each chapter is starting from scratch in terms of its in-house CRC hosting talent. A continuous role at the regional level would be more efficient and ensure continuity. The region would establish a CRC chair position who will be responsible for organizing the CRC; finding the venue, creating the registration website, receiving registration funds. The CRC can still be “hosted” at each chapter and each chapter can help coordinate local venue selection and assist with any in person items, but the responsibility would lie with the region.

Further, the region already collects a CRC fund from each chapter and discharges it to the host chapter. Having the region be responsible for registrations would mean that all cash flow would be through the Region. The registration process for each CRC would remain through one system and be consistent from one year to the next. This would make things financially simplistic.

Fiscal Impact: None - if every CRC runs a balanced budget. If the CRC had a surplus or deficit, then this surplus would be kept in the Region’s budget.

Vote Count: **FAILS** For: 3 Against: 6 Abstained: 0

Regional Motion: 2018-R-3

Moved By: Montreal Chapter 2nd By: Toronto Chapter

Moved: **Moved that Region II reimburse registration and lodging fees for the DRC and RMCR for attending the CRC from The Region 2 funds.**

Background: Usually, the fees for registration and lodging of the regional staff who have to attend the CRC are paid for by the member (volunteer) or in some cases by the registered chapter of that member.

Chapters take pride in providing volunteer members to serve in the regional staff (RVC, Regional Nomination Chair, DRC, ARC, RMCR or other) and the experience they gain at the region is very useful in helping the chapter operations improve.

Certain chapters might shy away from putting their members forward for these positions because their limited financial resources may prevent them from paying the registration fees and lodging costs. Consequently, smaller chapters are often underrepresented in the regional staff. Larger chapters are also then expected to shoulder a much larger financial burden.

For example, the Montreal chapter currently has 7 members who are required to CRC to fulfill their regional duties; this has literally doubled the Montreal Chapter’s budget for CRC attendance by its members in 2018.

Since DRC and RMCR are required to attend the CRC, the fees for lodging and registration should be costed as an expenditure in the CRC host committee’s budget.

Fiscal Impact: \$2000 (Estimated at \$1000 for each of the DRC and RMCR: \$400 for the CRC registration + 3 nights of accommodation at \$200)

Fiscal Impact: None - if every CRC runs a balanced budget. If the CRC had a surplus or deficit, then this surplus would be kept in the Region’s budget.

Vote Count: **PASSES** For: 8 Against: 1 Abstained: 0

Regional Motion: 2018-R-4

Moved By: Montreal Chapter 2nd By: Quebec Chapter

Moved: **Moved that the Regional Fund Dues be increased by \$1.00 per due paying member.**

Background: This motion is presented due to the increased cost of hotel and exchange rate fees for annual and winter meetings, making the cost of housing more expensive than the \$200 per night (\$600 total) compensation given by the region to the approved regional volunteers.

Transferring the registration and hotel fees of the DRC and RMCR will penalize the host chapter for the next CRCs.

This small increase in dues will compensate some of those costs and prevent a future drastic increase to balance the budget.

Fiscal Impact: Chapter cost will increase by the number of due paying members multiplied by the sum of the increase cited above.

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

Regional Motion: 2018-R-5

Moved By: Toronto Chapter 2nd By: Montreal Chapter

Moved: **Moved that the Region help facilitate “shadows” from chapters on a first come first serve basis for the ARC, RMCR and RVC’s on a 1 to 1 basis.**

Background: Through the existing LeaDRS program, the Region selects and pays for one candidate from one chapter to shadow the DRC. The proposed motion would build on this program to allow more shadowing and development opportunities for members. While the LeaDRS program is currently covered through the Regional budget, this new expansion would be covered by the Chapter who sends a shadow.

Fiscal Impact: None to the Region

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

END OF MOTIONS

CRC 2019 BUDGET – HALIFAX

Jeff Clarke, DRC, called on Mark Lawrence CRC 2019 Chair to present the CRC 2019 budget.

{refer to Appendix F – Halifax CRC 2019}

Mark presented that the 2019 CRC Budget with amounts have been adjusted to account for Regional Chapter dues paying members and the revised wine contribution. Registration rates have been proposed to remain at \$450 full, \$350 partial, \$200 companion and new \$250 rate for families. Hotel room rate is \$185 per night + 2% marketing levy + 15% HST. CRC activities are similar to past years (Fri night Welcome Party, Sat Awards Luncheon, Sat evening Dinner and Social).

Jeff Clarke, DRC, called for **Motion** for approval of the 2019 CRC Budget. Moved by Halifax - Daniel Egilsson, 2nd by Montreal - Francis Lacharite. All voted in favour of the motion. **Approved** (9/0/0)

Jeff thanked Mark and the CRC 2019 committee for their presentation and planning for next year's CRC.

2018-2019 REGIONAL OFFICERS VISITS

{refer to Appendix H05 – Region2 RVC Chapter Visit Schedule}

Jeff Clarke, DRC, then presented a preliminary table with proposed visits by RVC's to the Chapters. Society allows the DRC to assign visits. The RVC's can then schedule visits with the chapters at a suitable meeting date(s). RVCs should also have an official visit to their home chapter.

Region 2 has 18 visits permitted by Society each year. The summer planning meeting uses 8 and therefore 10 are allocated for RVC chapter visits. The table can be used by chapters to plan RVC visits with their meetings.

NEW BUSINESS

Jeff Clarke that asked that any new items or special events can be added to the Region 2 web site and Basecamp site. Items to be forwarded to Tom for Region 2 web site updates. All the Delegates, Alternates and RVC should have Basecamp access.

Region2 newsletters have been previously prepared by Ibrahim Semhat and issued twice a year. Older Region 2 newsletters can be found on the Region 2 web site.

Chapter Opportunity Fund was used last year to send an extra person to YEA Weekend, translations and Ottawa "Day on the Hill". Society has allocated approx. \$6000 for Region 2 for the upcoming year. Dennis Knight indicated the fund is intended to raise the awareness of ASHRAE in the community. New submission for use of the Chapter Opportunity Fund are required to be submitted to Jeff.

Jeff then presented an idea for Society to have a Full Time Equivalent (FTE) Person for the regions but the suggestion failed. If this is felt to be required, then idea can be represented.

Leaders program has allowance for 2 persons this year. Everyone can apply to learn more about Society. There is a form that Chapter Presidents should complete and forward. Leadership Academy is held in Atlanta and included hotel, meals and meetings at Society headquarters – the chapter or member needs to pay for travel.

Leadership U is a program that allows a member to shadow a Society VP at a society meeting. Applications are required on the Society web site.

Jeff presented that Joint CRC Meetings has been discussed. Region 2 may have suggestion to join with Region 5 (Michigan/Ohio area) or Region 3 (Mid-Atlantic Region) or Region 1 (New York, New Jersey, and New England). Maybe

not considered until 2021.

VIP GIFT PRESENTATION

Jeff Clarke, DRC, then call on James Smith, CRC 2018 Chair to present gift to the VIPs and thanked them for attending the CRC.

UPCOMING CRC DATES AND LOCATIONS

Aug 23 to 25, 2019 - Halifax, NS - Chair: Mark Lawrence
Aug 21 to 23, 2020 - Quebec, QC - Chair - Guy Perreault
Aug 27 to 29, 2021 - Ottawa, ON (chair to be determined)
Aug 2022 - London, ON
Aug 2023 - Toronto, ON

Note that Toronto will be hosting the Society Annual meeting in 2022.

FINAL REMARKS

Jeff Clarke, DRC, asked that the chapter ensure that their financial audits are complete.

Jeff wished to ensure that chapter activities are well planned. Region 2 has always been strong and the members at the life blood of Society. Ensure that you engage the youth of your chapter. You may wish to get the school contacts involved as they can then get student involved. Chapter programs are why members come to the meetings. Make chapter meetings a “happening” event and somewhere that learning can occur.

Jeff then thanked the VIPs for attending and their time commitment.

Dennis Knight - Society VP
Darryl Boyce - Society President Elect
Stephanie Reiniche - Society Director of Technology
David Underwood - Society Presidential Member

Jeff then thanked everyone for their time away from families during the summer, for attending the meetings on time, for working to ensure that the Region remains strong.

James Smith thanked Jeff for working with the CRC Windsor committee to ensure the meeting was a success and all the Delegates, Alternates and RVCs for their attendance along with their chapter members.

A CRC debriefing will follow for a review of this CRC and to assist in planning other CRC's

Jeff Clarke, DRC then proposed a motion that the meeting be adjourned.

Moved by: Montreal - Francis Lacharite, 2nd by: Ottawa - Daniel Redmond. **Approved** by all Delegates (9/0/0).

The 3rd Business Session of the 2018 CRC was concluded.

THE 3rd BUSINESS SESSION & CRC ADJOURNED AND CONCLUDED AT 10:50AM ON SUN AUG 26, 2018

A CRC debriefing meeting was held for Windsor Chapter (2018 CRC Hosts) and Halifax Chapter (upcoming 2019 CRC Hosts) after the adjournment.

WINDSOR CRC 2018 AGENDA

Day 0: Thursday, August 23rd

<i>Time</i>	<i>Event</i>	<i>Participants</i>	<i>Location</i>
13:00 – 21:00	CRC Registration	Full, Companion	Main Corridor
18:00 – 21:00	Dignitary Dinner	Invitation Only ASHRAE Dignitaries, DRC, ARC, RVC's	Spago (Off Site)
21:00 – 23:59	Hospitality Suite	All	Spago Restaurant Near hotel check-in (Caesars Windsor)

Day 1: Friday, August 24th

<i>Time</i>	<i>Event</i>	<i>Participants</i>	<i>Location</i>
07:00 – 08:30	Breakfast	Full, Companion	Saturni
07:00 – 21:00	CRC Registration	Full, Partial, Companion	Main Corridor
08:30 – 09:30	Orientation Session	Delegates, Alternates, Reg. Officers <i>All are welcomed</i>	Augustus III
	<ol style="list-style-type: none"> Welcome Remarks ASHRAE Code of Ethics Introduction Appointment of the CRC recording secretary Review and approval of CRC Agenda Presentation of CRC and today's events 2017-2018 Society and Regional Highlights Review of Honors and Awards Review of RVC roll off dates Travel Vouchers – requirements ASHRAE Research Canada Regional Photo 	J. Clarke J. Clarke ALL J. Clarke J. Clarke J. Smith / J. Clarke D. Cochrane I. Lavoie J. Clarke J. Clarke D. Boyce DRC, Delegates and Alternates	
09:30 – 11:45	Caucus Session	Delegates, Alternates, N. Lemire, I. Lavoie	Augustus III

WINDSOR CRC 2018 AGENDA

09:30 – 16:00	Companion Event – Winery Tour, Tastings, Lunch and drive through Essex County with Stop at Fort Malden	Companion	Viewpointe, Oxley, Fort Malden (Off Site)
09:30 – 11:45	Regional Meeting DRC/ARC/RVCs	Regional Officers	Mercuri
10:30 – 10:45	Break	Full	Main Corridor
12:00 – 13:00	Luncheon	Full	Saturni
13:00 – 17:00	Business Meeting No. 1	Delegates, Alternates, Reg. Officers <i>All are welcomed</i>	Augustus III
	<ol style="list-style-type: none"> 1. Call to Order 2. ASHRAE Code of Ethics 3. Approval of 2017 CRC Minutes 4. Report of 2017 Region 2 Motions submitted to Society 5. Reading of any prepared Motions for 2018 CRC 6. CRC 2019 Budget 7. Society Officer Report VP 8. ASHRAE Staff Report 9. Chapter Reports (5 minutes each) <ol style="list-style-type: none"> 1. Halifax 2. NB/PEI 3. Québec City 4. Montréal 5. Ottawa 6. Toronto 7. Hamilton 8. London 9. Windsor 10. Meeting Adjournment 	J. Clarke J. Clarke J. Clarke I. Lavoie R. Gagnon M. Lawrence D. Knight S. Reiniche Delegates J. Clarke	
13:30 – 16:00	Technical Presentation by Dr. Rupp Carriveau followed by a Tour of the Armouries Building	Special	Armouries (Off-Site)
15:00 – 15:15	Break	Full	Main Corridor
17:00 – 18:00	How to Gamble Lessons	Open	Casino
18:00 – 21:00	Welcome Party	Full, Partial, Companion	Classic Club
20:00 – 22:00	Friday Night Event – Comedian	Full, Partial, Companion	The Colosseum
21:00 – 11:59	Hospitality Suite	All	Classic Club

WINDSOR CRC 2018 AGENDA

Day 2: Saturday, August 25th

<i>Time</i>	<i>Event</i>	<i>Participants</i>	<i>Location</i>
07:00 – 08:30	Breakfast	Full, Partial , Companion	Saturni
07:00 – 17:30	CRC Registration	Full, Partial , Companion	Main Corridor
08:30 – 09:45	Business Meeting No. 2	Delegates, Alternates, Reg. Officers <i>All are welcomed</i>	Augustus III
	<ol style="list-style-type: none"> 1. Call to Order 2. ASHRAE Code of Ethics 3. Presentation of today's events 4. Regional Statistics 5. RVC Reports (5 minutes each) <ol style="list-style-type: none"> a. CTTC b. SA c. GA d. RP e. Historian f. ECC g. RMCR h. YEA i. MP 6. Region 2 Manual of Operations 7. Meeting Adjournment 	J. Clarke J. Clarke J. Smith T. Pollard D. Robert M. A. Dao D. Cochrane M. Lawrence T. Pollard T. Pollard R. Gagnon A. T. Gagnon G. Lussier D. Cochrane J. Clarke	
09:30 – 16:00	Companion Event – Windsor Sculpture Garden Tour, Lunch, Brewery Tour & Tasting, Riverboat Cruise	Companion	Riverfront & Walkerville (Off Site)
09:30 – 10:30	Technical Presentation by Dr. Paul Henshaw	Special	Martis
09:45 – 10:00	Break	Full, Partial	Main Corridor
10:00 – 11:45	CTTC Committee Workshop Part 1	CTTC Chairs	Jovis
10:00 – 11:45	Membership Committee Workshop Part 1	MP Chairs	Luna
10:00 – 11:45	Student Activities Committee Workshop Part 1	SA Chairs	Mercuri
10:00 – 11:45	Executive Session No. 1	Delegates, Alternates	Augustus III
12:00 – 13:30	Awards Luncheon	Full, Partial	Augustus IV

WINDSOR CRC 2018 AGENDA

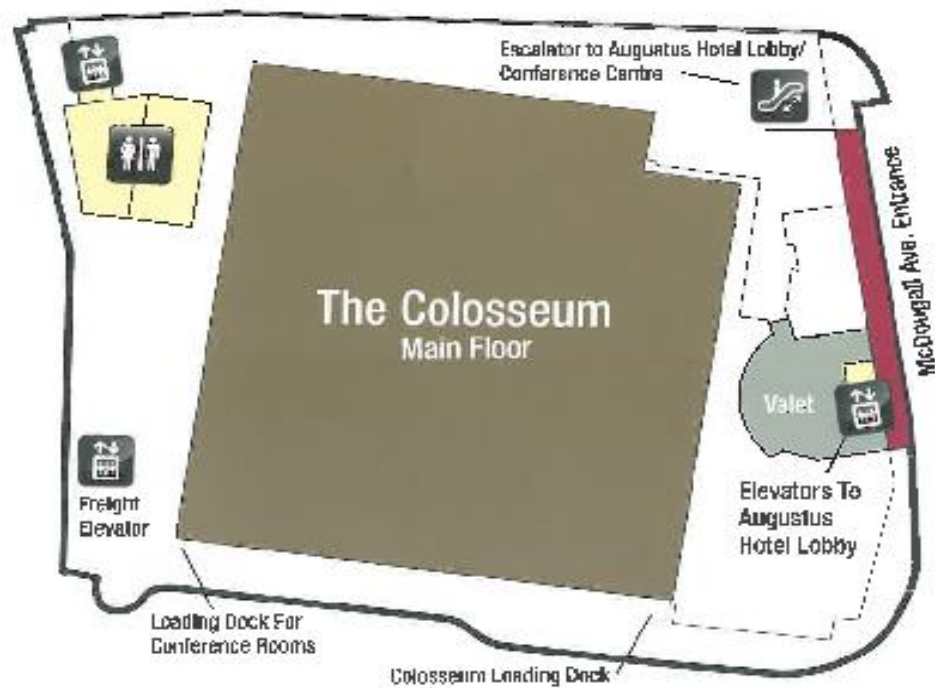
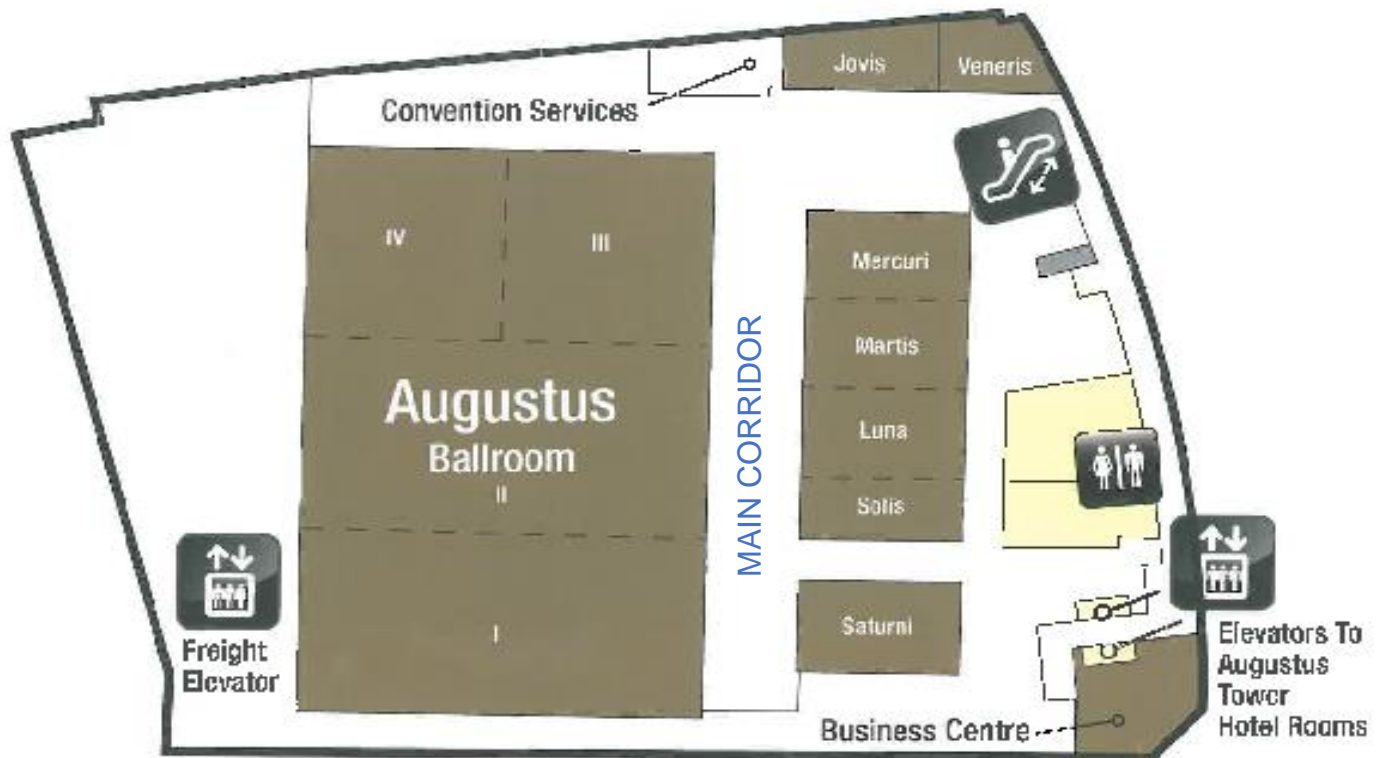
13:45 – 17:00	Chapter Operations Committee Workshop	Delegates, Alternates	Augustus III
13:45 – 17:00	CTTC Committee Workshop Part 2	CTTC Chairs	Jovis
13:45 – 17:00	Grassroot Government Advocacy Committee Workshop	GGAC Chairs	Martis
13:45 – 17:00	History Committee Workshop	Historians Chairs	Solis
13:45 – 17:00	Membership Promotion Committee Workshop Part 2	MP Chairs	Luna
13:45 – 17:00	Research Promotion Committee Workshop	RP Chairs	Veneris
13:45 – 17:00	Student Activities Committee Workshop Part 2	SA Chairs	Mercuri
13:45 – 17:00	YEA Committee Workshop	YEA Chairs	Saturni
15:00 – 15:15	Break	Full, Partial	Main Corridor
17:00 – 18:00	How to Gamble Lessons	Open	Casino
18:00 – 21:00	Saturday Night Dinner with Presidential Address	Full, Partial , Companion	Augustus III
20:00 – 21:00	How to Gamble Lessons	Open	Casino
21:00 – 11:59	Hospitality Suite	All	Classic Club

Day 3: Sunday, August 26th

<i>Time</i>	<i>Event</i>	<i>Participants</i>	<i>Location</i>
07:00 – 08:30	Breakfast	Full, Partial , Companion	Saturni
07:00 – 08:00	Executive Session No. 2 (if required)	Delegates, Alternates	Augustus III
08:00 – 11:30	Business Meeting No. 3	Delegates, Alternates, Reg. Officers <i>All are welcomed</i>	Augustus III
	<ol style="list-style-type: none"> 1. Call to Order 2. ASHRAE Code of Ethics 3. Workshop Reports including Motions (5 minutes max) <ol style="list-style-type: none"> a. CTTC b. SA c. GA d. RP e. Historian 	J. Clarke J. Clarke Workshop Delegates D. Robert M. A. Dao D. Cochrane M. Lawrence T. Pollard	

	f. ECC g. RMCR h. YEA i. MP 4. Report from Executive Sessions 5. Finances 6. Approval of 2017 Montréal CRC Financial Statement 7. Approval for 2018-2019 Region II Budget 8. Region II Audit 2017-2018 9. CRC 2019 Halifax Budget Approval 10. Motions 11. DRC / RVC Chapter visit schedule for the year 12. New Business 13. Website 14. Basecamp 15. Chapter opportunity fund 16. FTE (Full Time Equivalent) 17. CRC dates for the next three years 18. Halifax: Aug 23-25, 2019 19. Ville de Quebec: Aug 21-24, 2020 20. Ottawa: Aug 27-29, 2021 21. London (Canada): Aug 2022 / 2022 – Society Meeting – Toronto, ON 22. Toronto: Aug 2023 23. Final Remarks 24. Meeting Adjournment	T. Pollard R. Gagnon A. T. Gagnon G. Lussier N. Lemire J. Smith D. Cochrane J. Smith M. Lawrence R. Gagnon J. Clarke J. Clarke J. Clarke M. Lawrence G. Perreault J. Clarke J. Clarke	
10:00 – 10:15	Break	Full, Partial	Main Corridor
11:45 – 12:45	CRC Debriefing	DRC, ARC, ASHRAE Dignitaries Windsor CRC Chair, Halifax CRC Chair <i>All are welcomed</i>	Augustus III

WINDSOR CRC 2018 AGENDA



REGION II FALL CRC MOTIONS

Last Revised: 06/07/2018

Montreal Chapter – Motion 12 (11/3/2017):

That the SmartStart fees for new members are changed from \$21-\$78-\$103 to \$20-\$80-\$100 starting in FY2018-19. In the future, when an increase to the dues is warranted for this program, the annual dues for SmartStart new members should be rounded up or down to a multiple of 10 to make it easier to sell.

Status: This motion was referred to the Finance Committee. **(Open)**

NB/PEI Chapter – Motion 14 (11/3/2017):

That Society begin to research and publish ventilation information and recommendations on retail cannabis outlets as well as cannabis growing and transformation facilities.

Status: This motion was referred to Technology Council. **(Open)**

Ottawa Valley Chapter – Motion 15 (11/3/2017):

That Society consider reducing the minimum number of students required to form a formal Student Chapter from 10 student members to 5.

Answer: This motion failed. Student Branches cannot sustain itself with five (5) students; students may join another branch in their area. **(Complete)**

Toronto Chapter – Motion 16 (11/3/2017):

That ASHRAE join the Canadian Energy Efficiency Alliance, effective 01 July 2018.

Answer: This motion was referred to the Grassroots Government Advocacy Committee (GGAC). GGAC was in favor of this motion and Members Council approved the following motion from GGAC: “That Society join the Canadian Efficiency Alliance.” GGAC has been working to develop better ways of serving ASHRAE’s non-US members in their government relations activities and advocacy efforts. Joining the Canadian Energy Efficiency Alliance (CEEA) would help support the goal of better outreach for Canadian members. As the background states below, ASHRAE is already a member of the US-based Alliance to Save Energy, and this group has been effective at involving ASHRAE in U.S.-focused policy events and meetings with government officials. The CEEA would serve a similar role, and could further ASHRAE’s advocacy and education work with the Canadian Government. Working in collaboration with an organization aligned with ASHRAE’s mission will provide more opportunities to interact with government officials, in a cost-effective manner. **(Complete)**

Update ASHRAE 2018 Chicago Conference: Members Council approved the following motion from the Grassroots Government Advocacy Committee, “That Society join the Canadian Energy Efficiency Alliance.”

Background: With ASHRAE becoming more involved in the Government Advocacy role outside of the United States, the Society needs to join some of the Alliances in other countries similar to the ones that ASHRAE is currently involved with in the United States. As ASHRAE has no Canadian advocacy staff compliment, the Canadian Energy Efficiency Alliance (CEEA) could assist ASHRAE in providing a voice at the Federal level of the Canadian government. The CEEA is associated with the Alliance to Save Energy (ASE) of which ASHRAE is a member and this is a natural extension.

Montreal Chapter – Motion 31 (11/4/2017):

That 50 PAOE points are added for each chapter activity related to Women in ASHRAE (WIA), with a maximum of 100 points.

Answer: This will be included in the 2018-19 PAOE. **(Complete)**

London Chapter – Motion 4a (10/14/2016):

That Society automatically convert and credit ASHRAE Canadian Members' RP donations made online to Canadian dollars, or allow online donations to be made in Canadian dollars.

Answer: This motion was referred to the Development Committee, ASHRAE Comptroller and IT Staff for consideration. Because of financial impact, it is not feasible to reprogram the current system for credit card processing. The processor used cannot determine US funds vs. International funds when online contributions are made via credit card through ASHRAE Research Canada. ASHRAE does not have the software that determines any form of currency other than US (Canadian dollars are adjusted manually). Contributions received by check from Canada are processed as Canadian dollars. ASHRAE Canadian members receive credit in Canadian dollars when the currency amount is converted by the member at the time the online contribution is made. **(Complete)**

Montreal Chapter – Motion 11 (10/14/2016):

That 100 PAOE points be added for each chapter officer or board of governors member who is a woman, with a maximum of 300 points.

Answer: This motion failed. A similar motion from the spring 2016 CRCs failed at Members Council, (That Members Council recommend PAOE points for a chapter having a woman chair a chapter grassroots committee or sit on a chapter BOG.). The Region Operations Subcommittee Chair reported that the subcommittee believes that women are selected for the positions because they are qualified and not because they are women. **(Complete)**

Montreal Chapter – 2016 CRC Motion 4:

That the "YEA Members" Chapter Report be modified in order to have three separate columns on the Excel spreadsheet for "First name," "Last name," and "Prefix."

Answer: The YEA Staff is in agreement with the above motion and took an action item to update and implement this report. **(Complete)**

Ottawa Valley Chapter – 2016 CRC Motion 5:

That Society provide an additional title in the dropdown menu to assign committee members while completing the Chapter Information Questionnaire (CIQ) and that all committees listed on the Chapter Service Award Tally Form (MP, RP, SA, YEA, GGAC and CTTC) have the position of "committee member" added to the dropdown options.

Answer: Staff was assigned an action item to include chapter committee positions as committee members in the CIQ dropdown box. **(Complete)**

Hamilton Chapter – 2015 CRC Motion 4:

That Society expand the PAOE criteria in 2016-17, under the Historical category, to permit the Regional Historian to award up to 100 bonus points to a chapter historian for participating in new historical based activities unique to the Region or Society.

Answer: This motion was referred to the President Elect's PAOE Subcommittee for review and consideration and it will be part of the 2016-17 PAOE (see below for Regional Historian assigns). **(Complete)**

- 100 points: For chapter historian participating in new historical based activities unique to the Region or Society

Hamilton Chapter – Motion 13a (11/5/2015):

That Society modify current ASHRAE "Conference Call Protocol" to allow up to 10 conference call services to be available at Society Meetings.

Answer: This motion was referred to the Electronic Communications Committee (ECC) for consideration. ECC was not in favor of this motion as the conference call protocol does not address policy. **(Complete)**

London Chapter – Motion 13c (11/5/2015):

That Society allow a member to choose how they receive the ASHRAE Journal and associated items. Options would be as an electronic version only or electronic and mailed version.

Answer: This motion was referred to Publishing and Education Council (PEC) for consideration. PEC response is this is currently an option now for any member who contacts customer service. It should be noted, however, there is adverse negative impact for the selection of digital vs. print ASHRAE Journal on advertising. **(Complete)**

Quebec Chapter – Motion 13d (11/5/2015):

That Society review the actual membership benefits to allow the members to get multiple options of technical documents (guidelines, design guides, standards, etc.) included in the membership, rather than the obligation of the selection the current handbook.

Answer: This motion was referred to Publishing and Education Council (PEC) for consideration. PEC assigned an action time to the Fiscal Planning Subcommittee to review this motion. Based on the information below PEC was not in favor of this motion. **(Complete)**

With regard to the fiscal impact, the Subcommittee reviewed information showing the fiscal impact could range from \$200,000 to \$350,000. This would result from both loss of revenue and increased cost due to reduced Handbook print runs, as well as, a higher level of uncertainty concerning how many Handbooks need to be printed each year, increasing likelihood of unused inventory at end of life or even more expensive unit costs due to reprints. Other issues to consider include if value of the Handbook to the industry would be diminished with fewer Handbooks in circulation and it was not a reference shared by all members.

PEC Consideration Assumptions:

- Selection by members will be made with annual dues payment.
- Members choosing the alternative publication benefit will receive books immediately upon selection, not wait for Handbook publication.
- Existing fulfillment practices will be used for Alternative Publication processing.
- There will be a set selection of publications from which the alternative publication benefit selection can be made. Publications will be available hard copy only. The choices will be roughly equivalent in price to 50% of Handbook nonmember price. Example choices:
 - Standard 90.1
 - Load Calculation Manual
 - Geothermal Heat Pump Guide
 - Hospital Design Guide
 - Laboratory Design Guide
 - Cold Climate Design Guide
 - Understanding Psychrometrics

PEC Fiscal Impact Considerations:

- **Handbook Unit Cost** – Currently a range of 40,000 to 50,000 Handbooks are printed each year depending on volume. Unit cost is approximately \$10 per book. The unit cost would increase depending on the number of members choosing an alternative publication option. For example, if 10% of members choose an alternative, Handbook unit cost would increase by about \$7,500. If 25% chose an alternative, impact would be about \$43,750.
- **Handbook Print Run** – Estimating print needs is already complex with Handbook online, CD, SI

and I-P selections. Adding more options would further cloud the ability to predict print run needs. This would result either in over-estimating needs so as to not have a small print run or having a small print run at unit costs that could equal \$35 per unit. This impact factor could range from \$50,000 to \$75,000.

- Handbook Advertising – Reduced Handbook circulation would decrease advertising by \$5,000 to \$10,000 due to the smaller advertising exposure that could be offered.
- Loss of Sales – Some percentage of those making an alternative publication selection would have otherwise purchased the selected publication. If 10% make a selection and half of them would have otherwise bought the publication, the loss of revenue could be \$175,000.
- Other Fiscal Impacts – There would also be costs for an increase in bulk shipping costs (due to smaller bulk shipments). This could be \$5,000 to \$7,000. There would also be additional programming costs.

Hamilton Chapter – Motion 14B (11/5/2015):

That Society enrich the Smart Start Program by adding reduced conference fees to the current reduced membership fees. Target SSP conference fee would be \$25 to \$100 for the first 3 years after graduation.

Answer: This motion was referred to the Conferences and Expositions, Student Activities and YEA Committees for consideration. **(Complete)**

- CEC response: CEC will research registration figures before responding to this motion. CEC approved the following motion: "That Members Council enhance the SmartStart Program (SSP) by incorporating reduced conference registration fees for SSP members at the established "Speaker" registration rate beginning with the 2017 Annual Conference in Long Beach." CEC also recommends that: a.) SSP include mentoring for these members so that they are encouraged to stay active within ASHRAE; and b.) work with chapters to guide new members in finding fiscally responsible ways to attend the conferences.
- SAC response: SAC is in favor of this motion. It was discussed that this could be tied to a YEA-Student mentorship where the recipient of the reduced rate would be assigned a student member to mentor during the conference.
- YEA response: YEA supports the motion of discounted registration fees for those members participating on the SmartStart program and would recommend tying the discounted rate to the current speakers' fee.

Update 02/09/2017: YEA supports the discount registration to members of the SmartStart program and takes it under advisement to develop a forum for mentoring opportunities both internal and external to this program. YEA has also taken under advisement to develop a forum for collaboration for cost sharing opportunities between members.

Halifax Chapter – Motion 29b (11/6/2015):

That Society apply to have ASHRAE Research Canada become a Registered Charity.

Answer: This motion was referred to the Finance Committee and ASHRAE attorneys for review. The Finance Committee was not in favor of this motion because ASHRAE does not qualify as a charity under Canadian law. However, contributions may be deductible as a business expense. **(Complete)**

Halifax Chapter – Motion 29c (11/6/2015):

That Society make the ASHRAE.org website mobile friendly.

Answer: This motion was referred to Publishing and Education Council for consideration and to determine the fiscal impact. Currently only a small percentage of website traffic comes from mobile devices. The website Content Management System does allow for device responsive display but implementing will require a redesign of website and review of structural requirements such as avoiding PDF use. Making ASHRAE.org responsive would only pertain to website content not to the membership

records portion of the website which has separate functionality and the bookstore which is done through a third party. Cost of the redesign is estimated to be \$50K to \$80K. If a major site overhaul was conducted cost could easily reach \$200,000. As an example, ASME spent several million dollars on its site redesign which was done in three phases. The PEC asked ECC to continue to keep ASHRAE.org website's "mobile friendliness" as a goal for future website development but no action will be taken at this time.

(Complete)

Ottawa Valley Chapter – Motion 33 (11/6/2015):

That Society provide additional titles in the dropdown menu used to assign officers during the Chapter Information Questionnaire (CIQ).

Answer: This motion failed. During the 2013 Fall Members Council meeting, the council approved a motion to include all positions listed in the MCO on the CIQ dropdown list. This was implemented and although co-chair positions were not on the list, they were included for the following: MP, RP, GGA, SA, YEA and CRC general chair. Also, several chapters have different committees with different names and responsibilities. It would be very difficult to keep up with the variety of positions since each chapter is different. Chapter members who serve in unofficial chapter positions lists their information on their bio under the Member Entered Data section. **(Complete)**

Halifax Chapter – Motion 6b (10/2/2014):

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.

Answer: This motion was referred to the Conferences and Expositions Committee (CEC). CEC was not in support of this motion because the Virtual Conference is already included in a single-day registration fee. **(Complete)**

Halifax Chapter – Motion 6c (10/2/2014):

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.

Answer: This motion was referred to the Conferences and Expositions Committee (CEC). CEC was not in support of this motion because the Virtual Conference is already included in a single-day registration fee. **(Complete)**

Hamilton Chapter – Motion 10 (10/2/2014):

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.

Answer: This motion failed. This information is already provided in the conference program and online. There isn't enough information in the chapter's background to understand what the issue is. **(Complete)**

Ottawa Valley Chapter – Motion 11 (10/2/2014):

That 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.

Answer: This motion failed. If chapters send in money for checks that were written in the previous campaign but the chapter submits the money after the deadline, the donor will get credit for whichever year they want, but the chapter will not get credit for the upcoming year. This is to prevent chapters from "sandbagging" for the upcoming year. Standard accounting practices do not permit money received late to be put into the RP Campaign. **(Complete)**

Quebec Chapter – Motion 12 (10/2/2014):

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.

Answer: This motion failed. This has been reviewed extensively by Publishing and Education Council. It was determined that the cost of producing the CD is just as expensive as the paper version. The cost is in writing and producing the information, not reproducing it. **(Complete)**

Hamilton Chapter – Motion 19a (10/2/2014):

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

Answer: This motion was referred to the Student Activities Committee (SAC). SAC was not in support of this motion. The committee agreed that a Society level student activities LinkedIn site is not a good idea at this time. Furthermore, the consensus was that if Society decides it is appropriate to create an official LinkedIn site, then students should be included with the general membership and not relegated to a separate student's only site. Discussion threads could then be created within the main ASHRAE site that are geared more toward students. Also, students should be able to network with professionals. **(Complete)**

Ottawa Valley Chapter – Motion 19b (10/2/2014):

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

Answer: This motion was referred to the Foundation Trustees. The Foundation Trustees approved the following motion: That the Foundation Board of Trustees change the term for chapters to fund a scholarship from three years to five years. **(Complete)**

Halifax Chapter – Motion 20 (10/2/2014):

That the Society "Transportation Reimbursement Policy for Chapters" (Appendix 2B), be revised to include the YEA Chapter Chairs (YCC) transportation to their Chapter Regional Conference (CRC).

Answer: This motion failed. Chapter chairs reimbursed transportation to CRC are grassroots positions and the YEA chair is not a grassroots position. An ad hoc committee on Members Council was assigned an action item to review and address the status of the YEA Committee. **(Complete)**

Halifax Chapter – Motion 17 (01/27/2015):

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.

Answer: This motion was approved. The Regional Award of Merit and the Chapter Service Award tally forms were revised to include YEA. **(Complete)**

Halifax Chapter – Motion 21 (01/27/2015):

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

Answer: This motion was approved. A chapter aggregate report is available in the chapter reports section of the website as indicated in Motion 21 and that a video was created to assist members with shortcuts and tips in Excel. **(Complete)**

Halifax Chapter – Motion 22 (01/27/2015):

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

Answer: This motion was approved. The summary report as indicated in Motion 22 is available in the chapter reports section of the website. **(Complete)**

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

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

Answer: This motion was approved and the CRC schedule has been changed to reflect the September 2015 date. **(Complete)**

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

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

Answer: 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. **(Complete)**

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

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

Answer: 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. **(Complete)**

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

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

Answer: This motion was referred to the Society Nominating Committee for consideration. **See Attachment M2.1-012016** for response to the motion. **(Complete)**

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

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

Answer: 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. **(Complete)**

Toronto Chapter – Postponed Motion 4.1 (10/5/2013) / Motion 26 (01/27/2015):

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

Answer: This motion was referred to Publishing and Education Council (PEC) via the Electronic Communications Committee (ECC) for consideration. An action item was assigned to the Members Council Manual Subcommittee to review the social media policy developed by ECC. The Social Media Acceptable Use Policy guidelines are now included in the MCO (see Appendix 5I) and reside on the ASHRAE website in the MCO section. **(Complete)**

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

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

Answer: 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. **(Complete)**

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

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

Answer: This motion was approved. **(Complete)**

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

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

Answer: This motion was approved. **(Complete)**

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

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.

Answer: This motion was referred to the Electronic Communications Committee. **See Attachment M24-052014** for response to the motion. **(Complete)**

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

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

Answer: This motion was referred to the Membership Promotion Committee. The Membership Promotion Committee was not in support of this motion. 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. **(Complete)**

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

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

Answer: This motion was failed for similar reasons as stated in Motion 33 above. 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. **(Complete)**

London Chapter – Motion 3.1 (10/19/2012):

That Society modify the membership database, web site reports to allow member profile information to have additional suffix types including profession designations.

Answer: This motion was approved and referred to the ASHRAE IT staff for implementation. **(Complete)**

London Chapter – Motion 3.2 (10/19/2012):

That Society modify membership database, web site reports to allow member profile information to have common name to be use in place of full name.

Answer: This motion was approved and referred to the ASHRAE IT staff for implementation. **(Complete)**

London Chapter – Motion 4.1 (10/19/2012):

That Society make additional efforts to digitize and make available on the Society web site the older issues of Transactions, Insights and Journals publications.

Answer: This motion was approved and referred to the Publishing and Education Council (PEC). The Historical Committee is aware of the issue and PEC has charged staff to move ahead on the matter as expeditiously. The Historical Committee has directed the focus to be on Transaction papers since their content has the greatest historical significance. **(Complete)**

Hamilton Chapter – Motion 16 (10/19/2012):

That Society included in the CRC Delegate and Alternate package up-to-date bios of the current retiring Board and ExCom members.

Answer: This motion was withdrawn. Weeks out from the regions' CRCs, the staff liaison for the Nominating Committee provides temporary access to the member bios for delegates and alternates. **(Complete)**

Toronto Chapter – Motion 17 (10/19/2012):

That Society pay transportation reimbursement for the Membership Promotion Chairs to attend their local CRC events beginning Society 2013-2014.

Answer: The Membership Promotion Committee was not in support of this motion. **(Complete)**

Toronto Chapter – Motion 17 (10/19/2012):

That Society pay transportation reimbursement for the Research Promotion Chairs to attend their local CRC beginning Society year 2013-2014.

Answer: This motion was withdrawn. The Research Promotion Committee provides a \$100 incentive for partial transportation reimbursement to members who request it when attending both their CRC and centralized training. **(Complete)**

Montreal Chapter – Motion 5B (11/5/2011):

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

Answer: This motion as amended was approved. **(Complete)**

Ottawa Valley Chapter – Motion 22 (11/5/2011):

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

Answer: This motion was failed. It will set a precedent and prompt a flood of motions from other regions to be exempt from the training and centralized training should not be an option. **(Complete)**

Hamilton Chapter – Motion 26 (11/5/2011):

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

Answer: This motion was referred back to the Hamilton Chapter which included the website link to submit a request for a new Standard to be developed. **(Complete)**

London Chapter – 2011 CRC Motion 4:

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

Answer: This motion was referred to the Society President Elect for consideration. **(Complete)**

London Chapter – Motion 8 (10/24/2010):

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

Answer: This motion failed, there was concern of significant fiscal impact on Society. **(Complete)**

Ottawa Valley Chapter – Motion 9 (10/24/2010):

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

Answer: This motion failed. Not all chapters will want this change on their reports; an action item was assigned to staff to provide instructions for the chapters' use. **(Complete)**

Hamilton Chapter – Motion 10 (10/24/2010):

That the Society Honors and Awards Committee expand Category E "General Activities" criteria for the Distinguished Service Award and the associated Exceptional Service Award to include points for those ASHRAE Life Members serving on the Executive Board of the ASHRAE Life Members Club [LMC] with 1 point for a year's service as the Chair, 1 point per year's service as Secretary; ½ point per year as Vice-Chair; ½ point per year as Treasurer and ¼ point for each the of the other directors.

Answer: This motion was withdrawn. The H&A Committee recommended that points not be given for service on the Executive Board of the Life Members Club (LMC). The LMC Executive Board is not a recognized standing ASHRAE committee and its level of activity is not comparable with that of groups permitted service points on the ESA/DSA Point Tally Form. **(Complete)**

Hamilton Chapter – Motion 11 (10/24/2010):

That the Society Honors and Awards Committee expand Category E "General Activities" criteria for the Distinguished Service Award and the associated Exceptional Service Award to include points for those ASHRAE members serving on the Executive of ASHRAE Research Canada [ARC] with 1 point for a year's service as the President, ½ point for a year's service as Secretary; and ¼ point for each of the other three Class "A" Directors.

Answer: This motion was withdrawn. The H&A Committee recommended that points not be given for ASHRAE Research Canada (ARC). The ARC's workload is not comparable to existing recognized groups

permitted service points on the ESA/DSA Point Tally Form. **(Complete)**

Ottawa Valley Chapter – Motion 26 (02/01/2011):

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

Answer: This motion was approved. **(Complete)**

Ottawa Valley Chapter – Motion 2 (10/24/2010):

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

Answer: This motion was approved. **(Complete)**

Montreal Chapter – 2009 CRC Motion 1:

That Society Headquarters correct error in the Run Chapter Master List for members who have non matching Print Grade and Member Type information.

Answer: An action item was assigned to staff to correct the error in the Run Chapter Master List for members who have non matching Print Grade and Member Type information. **(Complete)**

Montreal Chapter – Motion 7 (10/25/2009):

That the Program on the CIQ website have more than one scroll menu for functions by members.

Answer: This motion failed. The ASHRAE current computer system cannot do this. Each chapter position creates a single record and the computer system is not programmed to select multiple positions or create multiple records simultaneously. **(Complete)**

Toronto Chapter – Motion 8 (10/25/2009):

That to assist in development of society leadership, \$5.00 of each Society membership dues be sent to each region based on their total assigned society dues paying members. This Leadership Fund is to be used as is appropriate for each region to develop society leadership candidates.

Answer: This motion failed. This is a regional issue and should be funded by the regional dues assessment; also no plan was provided on how the money would be used. **(Complete)**

Montreal Chapter – Motion 9 (10/25/2009):

That ASHRAE allow chapter staff appointed by the chapter president (for example a secretary) to get a user name and a password for the website without being an ASHRAE member.

Answer: This motion failed. The ASHRAE computer system is hardcoded to allow only authorized position-based ASHRAE members to access the database. The fiscal impact would be substantial and we need to safeguard the privacy of member data. The CIQ was modified to include Chapter Administrator as an additional position that is allowed access to the chapter member database, and chapters with paid staff can have the staff person join ASHRAE and be assigned that administrator position. **(Complete)**

London Chapter – Motion 27 (10/25/2009):

That Society consider a reduced registration fee of \$100.00 for all first time attendees to a Society Annual or Winter Meeting.

Answer: This motion was failed; this is already in place. ASHRAE sends a free pass flyer coupon to all chapter presidents each year for both the Society Annual and Winter Conferences. This coupon is for first-time meeting attendees and they have a choice of using this coupon as a one-day complimentary (no

charge) registration or use toward a \$245 discount on the entire meeting registration. **(Complete)**

Ottawa Valley Chapter – Motion 28 (10/25/2009):

That ASHRAE Research resolve the issue of donations made via credit card online to be in local funds not only American funds.

Answer: This motion was withdrawn. **(Complete)**

Hamilton Chapter – Motion 29 (10/25/2009):

That ASHRAE develop a standard or guideline to define and communicate intent of interoperability of technology systems in an open communications (e.g.: IP, BACnet) environment.

Answer: This motion was referred back to Region II, Hamilton Chapter for more information. To date, no other information was received. **(Complete)**

Toronto Chapter – Motion 3 (10/25/2008):

That the “Gold Ribbon Award” requirements be changed and submitted from every year to every five (5) years for review.

Answer: This motion failed. This should be updated each year; it is not just chapters updating chapter information. It also affects publishing history of people and companies in the industry.

Update: The Historical Committee approved the following: A Gold Ribbon is awarded for brand new chapter histories (not updates) or after three updates of the previously submitted chapter history. This new criteria begins with the 2011–12 Society year. **(Complete)**

Toronto Chapter – Motion 4 (10/25/2008):

That the chapter ~~and regional~~ treasurer be given the same level of access to the online chapter database as the chapter membership promotion chair.

Answer: This motion as amended was approved. **(Complete)**

Quebec City Chapter – Motion 15 (10/25/2008):

That ASHRAE fix the renewal date of the membership to June 30th of each year.

Answer: This motion failed. This would be cost prohibitive and the ASHRAE current computer system is unable to do this. **(Complete)**

Toronto Chapter – Motion 16 (10/25/2008):

That Society expands the corporate sponsorship at the annual and winter meetings to include support of TCs.

Answer: This motion failed. The Society solicits sponsorships that subsidize other meeting costs and it benefits all attendees, even the TCs; in addition it would be difficult to sponsor 200+ committees and subcommittees. **(Complete)**

Hamilton Chapter – 2008 CRC Motion 2:

That ASHRAE add under the Honors and Awards section of the ASHRAE website, details about the chapter PAOE awards and the PAOE history and purpose.

Answer: Members Council agreed to post this information on the PAOE website. **(Complete)**

London Chapter – 2008 CRC Motion 5:

That the Society President Elect review the PAOE point system categories in order to add descriptions and indicate if PAOE points should be claimed as limited or unlimited, and for categories with limited point

amounts, have the website checked to ensure that entries are not above the limited maximum amount.

Answer: The PAOE system is programmed not to accept an amount over the number of points that can be earned for specific line items. **(Complete)**

Quebec City Chapter – 2008 CRC Motion 4:

That Society implement (conduct) the ASHRAE research workshop at a CRC for all regions instead at a central location (like Region II does).

Answer: This motion was withdrawn. **(Complete)**

Montreal Chapter – Motion 3 (09/21/2007):

That Society reimburse Chapter Technology Transfer Committee Chairs for transportation expenses related to attendance at Chapters Regional Conferences (CRCs).

Answer: This motion was approved. This same motion was submitted by several regions during their 2007 Fall CRC. Because of this, Members Council considered one motion from Region IV which asked that both the CTTC and SAC chairs be reimbursed. **(Complete)**

Quebec Chapter – Motion 4 (09/21/2007):

That ASHRAE accelerate the process of updating the membership list. This list must be exact by the end of the next following month after a member has paid his membership.

Answer: This motion was approved. **(Complete)**

Ottawa Valley Chapter – Motion 5 (09/21/2007):

That a year-to-date column be added to the Chapter Change Summary report issued monthly.

Answer: This motion was approved. **(Complete)**

Quebec Chapter – Motion 6 (09/21/2007):

That the staff be instructed to send the recognition items for all major donors (\$500+) directly to the chapter instead of directly to the donor. All other recognition items will be sent directly to the donor (<\$500).

Answer: This motion was approved. **(Complete)**

Toronto Chapter – Motion 7 (09/21/2007):

That Canadian members must enter the chapter that they want to be assigned to when applying or renewing membership and that Society does not automatically make an assignment.

Answer: This motion was approved. **(Complete)**

London Chapter – Motion 24 (09/21/2007):

That Society streamline the process to ensure student membership cards are mailed to students within 60 days of Society receiving their membership applications.

Answer: This motion was approved. **(Complete)**

Toronto Chapter – Motion 25 (09/21/2007):

That Society reinstate giving Canadian members the choice of being able to pay their membership renewal dues in Canadian funds or US funds.

Answer: This motion was approved. **(Complete)**

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:

APPENDIX – C

CHAPTER REPORTS

Region 2 Statistics Table

Region 2 PAOE Final Points

#117 - NB/PEI Chapter

#100 - Halifax Chapter

#013 - La Ville De Quebec Chapter

#014 - Montreal Chapter

#015 - Ottawa Valley Chapter

#017 - Toronto Chapter

#037 - Hamilton Chapter

#116 - London Canada

#141 - Windsor Chapter

ASHRAE Region 2 - Statistics																											
	Halifax			NB-PEI			Québec			Montreal			Ottawa			Toronto			Hamilton			London			Windsor		
	2015-2016	2016-2017	2017-2018	2015-2016	2016-2017	2017-2018	2015-2016	2016-2017	2017-2018	2015-2016	2016-2017	2017-2018	2015-2016	2016-2017	2017-2018	2015-2016	2016-2017	2017-2018	2015-2016	2016-2017	2017-2018	2015-2016	2016-2017	2017-2018	2015-2016	2016-2017	2017-2018
Membership Promotion																											
Area Assigned Members	178	182	181	167	185	155	184	172	171	564	556	551	403	406	460	1133	1109	1109	286	257	257	128	128	128	64	64	65
Chapter Dues Paying Members	110	130	116	167	185	155	107	117	112	364	333	338	236	237	288	505	549	467	127	127	157	82	84	88	50	49	50
# of new members	22	23	26	16	9	11	17	16	14	55	61	56	32	43	45	113	102	106	21	10	11	0	2	5	9	6	5
# of delinquents	3	10	14	11	5	16	8	7	9	80	76	65	28	28	31	124	111	134	29	8	9	0	0	0	2	3	4
Student Activities																											
# of new Students	19	29	21	11	25	9	52	62	58	152	150	134	34	26	24	166	101	108	21	11	27	27	21	35	31	12	25
# of student branches	1	1	1	2	2	2	3	4	4	7	7	8	2	2 (+2)	3 (+1)	7	7	7	1	1	1	1	1	1	1	1	1
Advisor a member	1	1	1	2	2	2	3	4	4	8	8	8	2	2	Yes	1	Yes	Yes	1	1	1	1	1	1			
CTTC																											
# of regular meetings	8	8	8	7	9	5	7	7	7	8	8	8	8	8	8	7	7	7	8	8	10	8	8	8	9	7	7
Average attendance	25	25	28	15	20	30	82	86	65	179	156	150	65	63	61	100	107	112	35	36	62	45	45	45	22	24	25
# of other tech. Events	1	1	1	2	0	4	3	4	3	9	16	7	6	6	3	5	7	7	0	1	1	1	1	1	2	2	2
# of Distinguished Lecturer used	1	1	1	2	2	2	1	0	1	2	2	2	1	3	4 (3+1)	2	2	2	1	0	2	2	2	2	2	0	2
# of social events	3	3	3	3	2	4	3	2	3	6	9	8	8	9	ovc chapter	5	6	4	2	4	2	3	3	3	3	3	3
# of Refrigeration events	0	0	1	2	1	2	1	2	1	2	2	2	0	2	0	0	1	1	1	0	1	0	1	1	0	0	0
# of chapter technology awards (Chapter, Region, Society)	0	0	0	0	0,0,1 submitted	0	0,0,0	2	2	8,8, to come	3 won/ 6	4,3,2	6	3	3	3	1	0	1	0	0	0	0	0	0	0	0
Finances																											
Total Funds Balance	\$ 34,000.00	\$ 25,475.01	\$ 26,585.32	\$ 4,536.35	\$ 43,663.79	\$ 11,610.00	\$ 66,168.72	\$ 15,027.00	\$ 25,011.71	\$ 72,919.00	\$ 56,335.00	\$ 69,335.00	\$ 31,616.00	\$ 41,538.72	\$25,085.65	\$ 95,000.00	\$ 81,802.00	\$ 81,331.27	\$ 23,132.21	\$ 29,828.00	\$ 31,870.96	\$ 20,401.78	\$ 14,627.49	\$ 21,728.00	\$ 9,954.19	\$ 14,184.00	\$ 22,577.00
Chapter Dues/per member	\$ 65.00	\$ 65.00	\$ 65.00	\$ -	\$ -	\$ -	\$ 50.00	\$ 50.00	\$ 60.00	\$ 69.58	\$ 73.93	\$ 73.93	\$ 60.00	\$ 60.00	\$70.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 85.00	\$ 85.00	\$ 85.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00		\$ 50.00
Members cost of Meals	\$ 30.00	\$ 30.00	\$ 30.00	\$ 25.00	\$ 20.00	\$ 30.00	\$ 45.99	\$ 45.99	\$ 45.99	\$ 52.18	\$ 53.92	\$ 60.89	\$ 45.00	\$ 45.00	\$48.00	\$55-\$65	\$55-\$65	\$60-\$75	\$ 45.00	\$ 45.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 32.00		\$ 40.00
Non Member cost of Meals	\$ 40.00	\$ 40.00	\$ 40.00	\$ 35.00	\$ 30.00	\$ 30.00	\$ 63.24	\$ 63.24	\$ 63.24	\$ 73.93	\$ 75.67	\$ 86.99	\$ 65.00	\$ 65.00	\$65.00	\$65-\$75	\$65-\$75	\$65-\$85	\$ 50.00	\$ 50.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 32.00		\$ 50.00
Date of Last Chapter Audit	2015-09-01	2016-09-01	2017-10-24	2016-06-12	Ongoing	Ongoing	2016-06-01	2016-06-01	2014-05-13	2015-12-01	2016-12-01	2018-06-01	26/05/2015		Feb-18	2016-07-01	2017-08-12	2017-08-12	2015-07-06	2016-11-01	2018-08-17	2016-07-06	2017-08-16	2017-08-16	2016-10-15	2017-08-23	2017-09-19

2016TOTALS

3107
1748
285
285

2017TOTALS

3059
1811
272
248

2018TOTALS

3077
1771
279
282

\$ 326,112.25

\$ 280,942.29

\$ 315,134.91

NOTE: AUDIT DATES TO BE UPDATED!

NOTE
chapters to fill in the column for their chapter
and then save back with a new file name
upload so that all the reports can be compiled into one new table

REGION II 2017-2018 Presidential Award of Excellence <i>*Minimum and PAR points indicated are for 2017-2018</i>											
Chapter #	Chapter Name	Area Assigned Members	Chapter Operations: Minimum 600; PAR 1200	Chapter Technology Transfer: Minimum 450; PAR 1050	Grassroots Government Advocacy: Minimum 500; PAR 650	Membership Promotion: Minimum 500; PAR 800	Student Activities: Minimum 300; PAR 500	RP: Minimum 800; PAR 1050	Historical: Minimum 100; PAR 300	ECC Minimum 250; PAR 500	Chapter PAOE point Totals
13	Quebec	169	1580	1425	1300	945	3314	1405	875	670	11514
14	Montreal	561	2575	2950	2100	1860	4322	2375	800	643	17625
15	Ottawa Valley	427	1425	1400	600	1530	830	6231	1000	650	13666
16	Toronto	1109	3675	2000	1600	1910	3382	2375	875	1136	16953
37	Hamilton	270	1700	950	1350	1820	1340	1280	450	127	9017
100	Halifax	181	1415	900	500	1075	620	2190	650	352	7702
116	London (Canada)	126	1455	1100	350	1060	773	566	500	675	6479
117	NB/PEI	155	900	400	350	945	300	2475	350	100	5820
141	Windsor	65	2295	1275	800	1185	660	3293	650	603	10761

NB/PEI Chapter #117

Activity Report Year 2017-2018

Chapter President : Robert Hoadley

List of Chapter BOG & Officers for 2017-2018

1. Robert Hoadley, President
2. Yves Savoie, President-Elect (YEA!)
3. Dan Boudreau, Vice-President
4. Dan El-Khoury, RP Chair (YEA!)
5. Camille Chevarie, treasurer
6. Shelby Gallant, Secretary (YEA!)
7. Ryan Gosson, MP Chair (YEA!)
8. Ted White, Student Activities Chair
9. Kevin Clannon, Historian
10. Matthew Peachman, CTTC Chair
11. Ben Roundell, Newsletter Editor, YEA Coordinator (YEA!)
12. Mike Boudreau, Electronic Communications (YEA!)
13. Jarrett Steele, GGAC Chair
14. Harold Gallant, Refrigeration Chair
15. Gerry Waselynychuk, Golf Tournament Chair



REGION II - 2018 CRC
NB/PEI CHAPTER REPORT

Other Technical Events beside chapter meetings

1. Hosted viewings of April webcast at multiple NBCC campuses
2. Two presentations at MEET 2018 by ASHRAE DL Chris Mathis
3. Three presentations to NBCC Moncton students by ASHRAE DL Chris Mathis

YEA Activities

1. Pizza and Pool YEA Social Night in Moncton in November 2017.
2. Chapter sponsored YEA member Ryan Gosson to attend YEA Leadership in Seattle in March 2017
3. Ben Roundell selected by Region 2 to attend YEA Leadership Weekend in Seattle in March 2017.

Social Events

1. February Meeting with ASHRAE Society President Bjarne Olesen
2. June Social Meeting – BBQ at the Alma City Club, Moncton
3. Annual Chapter Golf Tournament at Moncton Golf Club in July 2017.

Research Promotion/Fundraising

Chapter Goal \$14,400

Total Dollars Raised \$14,410

Number of Chapter Members = 155 (+9 Students)

Dollars Raised per Chapter Member = \$93

Chapter Finances

- **Chapter Bank Balance = \$11,610
as of July 1/2018**
- **Date of Last Audit = ONGOING**

New things implemented during the year:

1. Reduced BoG size due to insufficient attendance at BoG meetings causing quorum issues.
2. Assistant/Co-Treasurer position during year 2/2 for easier transition and continuity.

Challenges:

1. Spread of chapter members across two provinces.
2. Spread of board members across New Brunswick.
3. Low YEA social activity turnout.
4. Difficulty tracking Golf Tournament payments for Golf teams and Hole Sponsorships (Hole sponsors go toward ASHRAE RP)
5. Volunteer fatigue.

Things you are the most proud of:

1. President Bjarne Olesen visit in February.
2. 2nd generation Chapter President

What about next year 2018-2019?

1. Complete Chapter Audit – Create ongoing fiscal oversight.
2. Review of Chapter Bylaws – Modernize and Change.
3. Strengthen Student Chapters – Especially at UNB and U de Moncton (Establish liaison with new UdeM Prof and discuss new Student Branch).
4. Open new bank account for easier Treasurer activities (Opened July 2018).
5. Register new online accounting software to keep better records of transactions, allow for invoicing and issuing receipts, and for easier transitions when changing Treasurers every 2nd year.
6. Meet with provincial MLA after elections in 2018-2019 as part of GAC.
7. Attend Day on the Hill in 2019 with Region II.

Halifax Chapter

Activity Report Year 2017-2018

Chapter President : Daniel Egilsson



REGION II - 2018 CRC
HALIFAX CHAPTER REPORT



List of Chapter BOG & Officers for 2017-2018

1. President: Daniel Egilsson
2. President Elect: Daniel Egilsson
3. Treasurer: Tom Kendell
4. Secretary: Brandon Cosman
5. MP: Chris Ruddick
6. CTTC: Conan Baker
7. RP: Chris Theriault
8. YEA: Marc Rosignol
9. Student Activities: Banpreet Singh Shaney
10. GGAC: Troy Greene



REGION II - 2018 CRC
HALIFAX CHAPTER REPORT



Other Technical Events beside chapter meetings

1. CAGBC Trade Show Event (DL Thomas M. Lawrence, Ph.D. spoke on Smart Grids)

YEA Activities

1. CAGBC Joint Speed Networking Event (w. Students/Recent Graduates)
2. Dalhousie Environmental, Chemical, and Civil Engineering Conference Job Fair
3. Dalhousie Speed Networking Event (w. Doug Cochrane and Bjarne Olesen)
4. Chapter sent an individual to YEA Weekend (Baltimore)

Social Events

1. Christmas Social
2. Past Presidents Night (ft. Bjarne Olesen and Doug Cochrane)
3. Golf Tournament



Research Promotion/Fundraising

Chapter Goal **\$11,000**

Total Dollars Raised **\$10,500**

Number of Chapter Members = 116

Dollars Raised per Chapter Member = \$95

Chapter Finances

- Chapter Bank Balance = \$26,585
as of July 1/2018
- Date of Last Audit = 10/24/2017

New things implemented during the year:

1. Increased cost for both Chapter Meeting and Golf Tournament
2. Student Speed Networking Event
3. Nominating Committee, Alternate and Mentor Roles

Challenges:

1. Generating income for the chapter (Net Positive events)
2. Fulfilling PAOE Obligations
3. RP Chair quit mid-year / hitting RP target
4. Sudden passing of Golf Tournament Coordinator

Things you are the most proud of:

1. Hosting Society President (Student Networking Event)
2. General Enthusiasm / Energy around Chapter and Events
3. Art Irwin Fellowship Nomination



What about next year 2018-2019?

1. Chapter Opportunity Fund
2. Greater focus on PAOE agenda
3. Women in ASHRAE
4. More interaction with Students and Sister Organizations

Quebec City Chapter #13

Activity Report Year 2017-2018

Chapter President : Andr  a Daigle

List of Chapter BOG & Officers for 2017-2018 V1

- | | |
|---|---------------------------------------|
| 1. President: Dave Bouchard | 11. History: Andréa Daigle |
| 2. President Elect: Garl Gauthier | 12. Web: Maxime Boivin |
| 3. Treasurer: Yves Trudel | 13. Newsletter: Olivier Potvin |
| 4. Secretary: Maxime Boivin | 14. Refri: David Gauvin |
| 5. Membership.: Francis Boucher | |
| 6. CTTC: Laurence Boulet | |
| 7. RP: Xavier Dion-Oullet | |
| 8. Education: Guillaume Cormier | |
| 9. Student activity: Olivier Bernier | |
| 10. GGAC: Jean Bundock | |

List of Chapter BOG & Officers for 2017-2018 V2

- | | |
|---|---------------------------------------|
| 1. President: Dave Bouchard | 11. History: Andréa Daigle |
| 2. President Elect: Andréa Daigle | 12. Web: Maxime Boivin |
| 3. Treasurer: Yves Trudel | 13. Newsletter: Olivier Potvin |
| 4. Secretary: Maxime Boivin | 14. Refri: David Gauvin |
| 5. Membership.: Francis Boucher | |
| 6. CTTC: Laurence Boulet | |
| 7. RP: Xavier Dion-Oullet | |
| 8. Education: Guillaume Cormier | |
| 9. Student activity: Olivier Bernier | |
| 10. GGAC: Jean Bundock | |

Other Technical Events beside chapter meetings

1. Annual technical symposium (7 conferences)
2. Presence at the CONTECH exposition for a conference
3. Technical tour « Curling Mechanical Room »

YEA Activities

Curling Tournament



Curling YEA, Nov. 9 2017

ASHRAE Chapitre de
la Ville de Québec



YEA Activities

Bowling Tournament



Bowling ASHRAE Québec, 22 mars 2018

ASHRAE Chapitre de
la Ville de Québec



Social Events

1. Annual golf tournament and bike ride (144 golfers and 20 bikers)



Research Promotion/Fundraising

Chapter Goal **\$20 700**

Total Dollars Raised **\$15 635**

Number of Chapter Members = 169

Dollars Raised per Chapter Member = \$92,51

Chapter Finances

- Chapter Bank Balance = \$ 25,011.71
as of July 1/2018
- Date of Last Audit = 2014/05/13

New things implemented during the year:

1. Use of the social media like LinkedIn to promote our events
2. We now have a marketing specialist to help us promote some of our events
3. Balanced budget

Challenges 2017-2018:

1. Participation from engineering firms
2. Get more members
3. Balanced budget
4. Meeting attendance
5. Find a new 2018-2019 president

Things you are the most proud of:

1. Budget went from -20K \$ (2016) to \approx -10K \$ (2017) to \approx **+1K \$ (2018)**
2. Golf Tournament and bicycling: success year after year
3. 2018 First Place Winners - ASHRAE technology awards
 - *Amphithéâtre Multifonctionnel de Québec*
4. Many presentations in K-12 school
5. VERY dynamic BOG (many young peoples on the BOG)

What about next year 2018-2019?

1. More participation from engineering firms
2. Keep our students branch active and motivated
3. Increase membership
4. Increase meeting attendance
5. Quebec's CRC 2020 committee

Montreal Chapter #014

Activity Report Year 2017-2018

Chapter President : Simon Khaled ing.

List of Chapter BOG & Officers for 2017-2018

1. Simon Khaled, President
2. Francis Lacharité, President Elec
3. Jean-Sébastien Trudel, VP
4. Audrey Dupuis, Tresory
5. Daniel Bourque, Secretary
6. Samuel Lavoie, Past President and RP Chair

7. Marc Beauchhemin
8. Mai Anh Dao
9. Ronald Gagnon

List of Chapter BOG & Officers for 2017-2018

10. Jean-Gabriel Joanette
11. André Labonté
12. Isabelle Lavoie
13. Nicolas Lemire
14. Geneviève Lussier
15. Caroline Paquet
16. Isabelle-Eve Poirier
17. Daniel Robert
18. Mathieu Rondeau
19. Nicolas Sovran
20. Sean Teixeira

Other Technical Events beside chapter meetings

1. October 5th – 1st Breakfast meeting of Women in ASHRAE of the Montreal Chapter committee
2. November 3rd – Building mechanical equipment retrofit design visit with students



3. December 5th – Refrigeration Forum – whole day conferences with the CETAF for engineers, contractors, members and non-members.
4. February 11th – 2nd Breakfast meeting of Women in ASHRAE
5. March 12th – Half day seminar on sustainability (by CTTC)
6. April 19th – ASHRAE Webcast presented at local ETS University

YEA Activities

1. February 27th – Curling tournament
Sold out !



2. March 26th – Participation in a jury for the Science Expo of 4 of our volunteers
3. November 9th – Technical visit of an award mechanical design for a college

Social Events

1. October 5th – WIA – YOGA session
2. November 23rd – WIA – Non-verbal session presentation
3. December 11th – Volunteers' Christmas dinner
4. February 6th – ASHRAE career fair
5. February 21st – WIA conference on optimization a day of work
6. April 19th – how to succeed in a corporate firm
7. March 12th – Special cocktail closing our half day seminar
8. June 5th - Annual Golf Tournament

Research Promotion/Fundraising

Chapter Goal	\$31,900
Total Dollars Raised	\$33,058.46

Number of Chapter Members = 551

Dollars Raised per Chapter Member = 60\$

Chapter Finances

- **Chapter Bank Balance = \$70,585
as of August 3rd/2018**
- **Date of Last Audit = 2017/06**

New things implemented during the year:

1. Golf tournament location change after 18 years at the same place
2. New web based publicity programs
3. All the volunteers have now access to ASHRAE Mtl Basecamp

Challenges:

1. New location and venue for the annual Golf Tournament after 18 years at the same place
2. Organizing a CRC at the same time as organizing the year planning
3. Getting all the members to using Basecamp, even the ones REALLY attached to their Outlook
4. Getting our members to purchase the publicity packages

Things Simon is the most proud of:

1. Using Basecamp for all chairs and volunteers with courses given
2. Will receive the « High five award » since the number achieved is the highest of the past 5 years
3. Having a very diverse and interesting program
4. Average of 150 attendees at dinner meeting
5. Always a full house



What about next year 2018-2019?

1. Complete integration of volunteer communication and organization of activity through Basecamp (NO EMAIL) using templates for every activity.
2. Soccer Game for the YEA members in fall
3. Modification on the publicity offering web based and sponsorship for the monthly dinners and implementing phase 2 and 3 of website.
4. Adding a second career fair oriented to Discovery of building mechanics for high school student and college jobs.
5. Challenge on balancing the budget with increase cost of monthly meeting event.
6. Golf tournament 60th edition special activities

Ottawa Valley Chapter #015

Activity Report Year 2017-2018

Chapter President : Adam Graham



**REGION II - 2018 CRC
OTTAWA CHAPTER REPORT**



List of Chapter BOG & Officers for 2017-2018

1. Past President – Abbey Saunders
2. President – Adam Graham
3. President Elect – Daniel Redmond
4. Treasurer – Christopher Fudge
5. Secretary – Aaron Dobson
6. Governor – Jacob Hough
7. Governor – Richard Cameron
8. Governor – Adrienne Mitani
9. Governor – Chris Frauley
10. Governor – Adam Moons



REGION II - 2018 CRC
OTTAWA CHAPTER REPORT



Other Technical Events beside chapter meetings

1. Technical Seminar – Commercial Boiler Systems (Jan)
2. Technical Seminar – ASHRAE 90.1 (Mar)
3. Technical Seminar – Acoustics (Apr)
4. Technical Seminar – Cold Climate Design (Apr)
5. Technical Tour – High Efficiency Buildings - Combined PEO Event (May)



YEA Activities

1. Social Event - Archery Tag (Nov)
2. YEA Leadership Weekend Promotion
3. Social Event – Axe Throwing (Feb)
4. Social Event – Pool Hall (May)



Social Events

1. Stroke Play Golf Tournament (Sept)
2. Bowling Social (Nov)
3. YEA - Archery Tag (Nov)
4. YEA - Axe Throwing (Feb)
5. Curling Bonspiel (Mar)
6. YEA – Pool Hall (May)
7. Best Ball Golf Tournament (Jun)



Research Promotion/Fundraising

Chapter Goal	\$30,100
Total Dollars Raised	\$65,947
Dollars Raised w/o Scholarship	\$35,947

Number of Chapter Members = 418
Dollars Raised per Chapter Member = \$158
Dollars per Member w/o Scholarship = \$86



Chapter Finances

- **Chapter Bank Balance = \$25,085.65
as of July 1/2018**
- **Date of Last Audit = 2018/02**



New things implemented during the year:

1. Fully funded scholarship
2. Held additional YEA/SA events on and off Campus
3. Focused on setting up seminars and program early on
4. Worked on furthering collaboration with other organizations (PEO, MCA)



Challenges:

1. Holding volunteers accountable for maintaining commitments
2. Attendance of all BOG and committee chairs at meetings
3. Pre-registration for monthly meetings
4. Managing timing of program and business sessions to cover everything required while maintaining interest



Things you are the most proud of:

1. Successful funding of the OVC Scholarship Fund
2. Increase in student and YEA attendance
3. Spike in new volunteer interest
4. RP campaign support
5. Hard work of all volunteers to keep Chapter running smoothly
6. Number of Distinguished Lecturers (4)



What about next year 2018-2019?

1. Awarding the first Ottawa Valley Chapter Scholarship
2. Program meetings planned for next year
3. Continue technical tours and seminars
4. Continued focus on collaboration with other organizations
5. Several new volunteers on Executive, BOG and in chair positions



Toronto Chapter Activity Report Year 2017-2018

Chapter President : Peter Turk



REGION II - 2018 CRC
TORONTO CHAPTER REPORT



List of Chapter BOG & Officers for 2017-2018

Chapter Executive

- President – Peter Turk
- President-Elect – Mike Genin
- Vice President – Antonio Figueiredo
- Treasurer – Brendan McDermott
- Secretary – Abhishek Khurana
- Past-President – Marco Ottavino

Board of Governors

- Anne-Marie Bundgard
- Emma Wildeman
- Kurt Monteiro
- David Sinclair
- Dragos Paraschiv
- Teresa Jiang



Other Technical Events beside chapter meetings

1. October – MaRS Facility Tour
2. November - ASHRAE Toronto / TSMCA Trade Show (3rd Annual)
3. January – Career Fair
4. February – Simcoe Place Facility Tour
5. March – U of T Centre for Engineering Innovation and Entrepreneurship Tour
6. March – CIBSE ASHRAE Joint Webinar – Easy Being Green?
7. April - CIBSE ASHRAE Joint Event – Spring Open
8. May – Women in ASHRAE Event



YEA Activities

1. January Breakfast Seminar - How Good Leaders Become Great Leaders with Emotional Intelligence
2. March Pub Night



Social Events

1. Decemberfest
2. June – Golf / Cycling Tournament
3. August - Summer Social – Evening Boat Cruise



Research Promotion/Fundraising

Chapter Goal **\$37,600**

Total Dollars Raised **\$37,600**

Number of Chapter Members = 467

Dollars Raised per Chapter Member = \$80.51



Chapter Finances

- **Chapter Bank Balance = \$12,952.43
as of July 1/2018**
- **Date of Last Audit = August 2017**



New things implemented during the year:

1. #ASHRAEafterhours
2. Chapter Sponsorship Program
3. Women in ASHRAE Committee
4. Date and venue for annual Career Fair booked in October.
5. Gazette now published quarterly
6. Added Electronic Communications committee and chair



Challenges:

1. Not enough time to do everything we wanted (special projects)
 1. Website re-design etc..
2. Need to help funnel potential new volunteers into ASHRAE committees. Volunteers have trouble understanding all of the various committees and we use acronyms to refer to them.
3. Launching MP mentorship program
4. Getting consultants and contractors out to meetings



Things you are the most proud of:

1. #ASHRAEafterhours
2. Chapter Sponsorship Program
3. Women in ASHRAE Event, Julia Keen speaking once again
4. Improvements with online outreach, communications, social media
5. Leadership / Board offsite meeting



What about next year 2018-2019?

1. Outreach – every meeting will be a joint –association meeting
2. Customer service – better handling of support emails, registration issues
3. Continue with social media outreach on a more regular basis
4. Experiment with broadcasting dinner meetings online
5. Expand on the RP Sponsorship program – annual / renewal packages
6. Formal procedure for handling new volunteers



Hamilton Chapter #037

Activity Report Year 2017-2018

Chapter President : Iain Hill

List of Chapter BOG & Officers for 2017-2018

1. President – Iain Hill
2. President-Elect/VP/GGAC Chair – Robyn Ellis
3. Treasurer – Aaron Besseling
4. Secretary – Stan Holko
5. CTTC Chair/BOG – Mitchell Rohrer
6. MP Chair/BOG – Reaz Usmanali
7. RP Chair/BOG – Frank Mesicek
8. SA Chair/BOG – Mark Long
9. YEA Chair/BOG – Josh Brouillette

List of Chapter BOG & Officers for 2017-2018

10. Historian/H&A/BOG - George Menzies
11. K-12 & Stem/BOG – John Molnar
12. Refrigeration – Kevin Hu
13. Webmaster/BOG – Jeremy Stockmans
14. Newsletter – Christopher Hofland
15. Special Events/BOG – Dave Rasmussen
16. BOG – Allan Antcliffe

Other Technical Events beside chapter meetings

1. Mohawk College Energy (Steam) Lab Tour

YEA Activities

1. December Social - Curling

Social Events

1. December Social - Curling
2. June Golf

Research Promotion/Fundraising

Chapter Goal **\$10,000**

Total Dollars Raised **\$8,800**

Number of Chapter Members = 257 (AAM)/157(Dues)

Dollars Raised per Chapter Member = \$34/\$56



REGION II - 2018 CRC

HAMILTON CHAPTER

Chapter Finances

- **Chapter Bank Balance = \$41,870.96
as of July 1/2018**
- **Date of Last Audit = 2018/08/17**

New things implemented during the year:

1. More mixing for locations for dinner meetings.
2. Continued growth of the U of W engagement.

Challenges:

1. Maintain meeting turnout
2. Volunteers not being able to spend the requisite time and/or resign.
3. RP continues to be very difficult in the Hamilton Chapters' Market. Companies are reluctant to invest.

Things you are the most proud of:

1. The Team (Chairs) continued down the path of greater collaboration.
2. Finding new volunteers to join & support the Chapter Roles.
3. Later start times for the dinner meetings.

What about next year 2018-2019?

1. Welcome committee – utilize student members (get them to meet members and network)
2. Leverage DL program (September meeting is a DL, hoping for a 2nd)
3. Have a CCTC committee of more than 1 to help plan/schedule
4. Increase technical tours; possibly separate from main meetings
5. Try to have RP tackled early and have RP items at meetings (50/50, ??)

London Chapter #116

Activity Report Year 2017-2018

Chapter President : Phil Cook

List of Chapter BOG & Officers for 2017-2018

1. Phil Cook, President
2. John Freeman, Vice-President
3. Khalid El Kadre, RP Chair
4. James Scudamore, Treasurer
5. Andrew Crowley, Secretary
6. Rajan Deenath, MP Chair
7. Glenn Kernaghan, Student Activities Chair
8. Eric Shaw, Historian
9. Matt Moore, CTTC Chair
10. Jeff Armstrong, YEA Chair
11. Tom Pollard, Electronic Communications
12. Kate Mayberry, GGAC Chair
13. Andrew Crowley, Refrigeration Chair
14. Jordan Foster, Golf Tournament Chair

YEA Activities

- Friday night Knights
- Labatt Brewery Tour
- Barneys post golf Tournament

Social Events

1. Christmas Social at Palasad
2. Golf Tournament at Greenhills

Research Promotion/Fundraising

Chapter Goal	\$13,500
Total Dollars Raised	\$10,553 **

Chapter Finances

- **Chapter Bank Balance = \$21,728.76
as of July 1/2018**
- **Date of Last Audit = July 2017**

New things implemented during the year:

1. Conducted membership survey to narrow down value proposition for membership and increase attendance numbers.
2. Changed venues to keep costs in line based on losing money for meetings.
3. Provided increase and broader meeting subjects to encourage higher meeting attendance.

Challenges:

1. Declining research donations (Union Gas)
2. Declining golf tournament attendance
3. Need to have “up front” funds for pending CRC
4. Acknowledgement of RP contribution that was submitted late

Things you are the most proud of:

1. President Bjarne Olesen visit
2. Continued strong student division attendance and membership
3. Increased meeting attendance numbers
4. Diversified meeting topics
5. Cost control measures without increasing meeting prices

What about next year 2018-2019?

- Interesting program in the works to have meetings relevant for architects such as 90.1
- Increasing dinner meeting rates to keep up with rising costs
- Change of venue likely for our golf tournament due to decreasing enrollment over the past two years
- More YEA events

WINDSOR Chapter #141

Activity Report Year 2017-2018

Chapter President : Paul Greff

List of Chapter BOG & Officers for 2017-2018

1. President: Paul Greff
2. President Elect: Nathan Cook
3. Treasurer: Dave Dufour
4. Secretary: Adam Meeker
5. MP: James Smith
6. CTTC: Dan Castellan
7. RP: Andy Hrutka
8. YEA: Amanda Smith
9. Student Activities: Jamie Smith
10. GGAC: Bill Davies

Other Technical Events beside chapter meetings

1. Sponsorship and Judging of Windsor Regional Science Fair
2. Hosted Webcast on Building Performance

YEA Activities

1. YEA Pub Night
2. Wolfhead Distillery Tour

Social Events

1. Christmas Social
2. Golf Tournament
3. ASHRAE Promotional Event

Research Promotion/Fundraising

Chapter Goal **\$7,300**

Total Dollars Raised **\$7,385**

Number of Chapter Members = 65

Dollars Raised per Chapter Member = \$114

Chapter Finances

- **Chapter Bank Balance = \$22,577
as of July 1/2018**
- **Date of Last Audit = 2017/09/19**

New things implemented during the year:

1. Joint Meeting with Association of Energy Engineers (AEE)
2. Credit Card payments for meetings using Square POS

Challenges:

1. Getting Students out to Meetings
2. Volunteers for Executive Committee
3. Hosting of CRC
4. Secretary/Newsletter Editor quit mid year

Things you are the most proud of:

1. Hosting Society President
2. Membership Increases
3. Golf tournament success
4. YEA Involvement on Executive Committee

What about next year 2018-2019?

1. Further collaboration with AEE
2. Increase Student Involvement in Chapter
3. More Technical Tours
4. Additional YEA events
5. Re-establish Newsletter
6. Online signup and payments for chapter meetings

APPENDIX – D

RVC REPORTS

Historical

Grassroots Government Advocacy Committee (GGAC)

Membership Promotion (MP)

Chapter Technical Transfer Committee (CTTC)

Research Promotion (RP)

Student Activities (SA)

Young Engineers In ASHRAE (YEA)

Electronic Communications Committee (ECC)

HISTORIAN

RVC: Tom Pollard

Activity Report

Year 2017-2018

PAOE Summary - HISTORY

<u>Chapter</u>	<u>PAOE 2015/16</u>	<u>PAOE 2016/17</u>	<u>PAOE 2017/18</u>
Quebec	500	875	875
Montreal	500	575	800
Ottawa Valley	650	475	1000
Toronto	450	500	875
Hamilton	600	450	450
Halifax	500	250	650
London (Canada)	400	450	500
NB/PEI	475	350	350
Windsor	400	635	650

(Min:100 PAR: 300)

Chapter Visits and Chapter Visit Highlights

Visits and Highlights

Windsor Chapter – Past Presidents Night (visit)

Toronto Chapter – Chapter Meeting (visit)

London (local chapter)

Also – Hamilton (George Menzies) had a History presentation at a Chapter Meeting

Emails sent to Chapter Historian Chairs approx. every 2 months with some ideas to due regarding chapter meetings and how to get some PAOE points

Chapter Special Recognition

Ottawa Valley – Ryan Dickinson

Excellent historian activities, update PAOE by Oct, updated on some of the chapter activities during the year including end of year report

Hamilton – George Menzies

Updated during the year and comments on other history activities

ALL CHAPTERS – typically have someone attend the Historian Workshop at CRC's

New items implemented during the year:

Received Goals from Chapter Historian Chairs at CRC or shortly after

Emails every 2 months to Chapter Historian Chairs

but response back limited to just a few chapter chairs

Chapter chairs if hold the position for the 2nd or more year = 100 PAOE

automatically assigned by Society – Chapters must have correct names on the CIQ

What about next year 2018-2019?

Get goals from all Chapter Chairs at workshop
and followup for those that can not attend

Emails to be sent every 2 months. Remind Chairs to do monthly PAOE updates (so as to not forget about the chapter activities)

Remind Chapter Chairs about recording chapter activities and send me a note – **some chapters are 'invisible' (only received 3 end of year reports)**

Try to get Chapter Chairs to recorded some older chapter member histories, write up, and post to chapter web sites.



REGION II - 2018 CRC

Tom Pollard - RVC Historian



Shaping Tomorrow's
Built Environment Today

RVC GGAC Region II Activity Report Year 2017-2018

**RVC: Ron Gagnon outgoing
Rob Hoadley incomming**

Windsor CRC

Chapter Visits

1.chapter visit

- i. Only Montreal

Could not make any of the planed visit

Regional Highlights

1. Building EQ translation is missing some documents for the online portal, will be forwarded to society shortly.
2. One of two public utility building was audited under Building EQ benchmarking. Results were presented at a Montreal chapter seminar
3. Coast to coast Canada GGAC is beneficial and motivating
4. Second day on the hill was again a team effort, was a success and motivating. Region XI did massive work in the planning process. (being Canadian, we make it two day on the hill !)

Chapter Highlights

1. All 9 chapter have a GGAC chair
2. 3 conferences on BeQ were given good attendance and genuine interest.
3. Quebec city chapter, Toronto, Hamilton and NB-PEI meet with government agencies and ministries on code issues and BeQ. Updated contact list. Multiple newsletter articles, meeting,

Communication with the chapters

- CRC training
- E-mail
- Web meeting
- Chapter visits

New things implemented during the year:

1. Best practice sharing
2. E-mail updates, Basecamp being slowly implemented
3. Chair continuity

Challenges:

1. RVC limited chapter level availability in last year
2. Feedback from chapters
3. Trying to match up claimed points with what is reported
4. Different levels of engagement.
5. Different proximity with elected officials than in the US **but playable**
6. Language barrier **working on it**

Farewell:

1. Rolling off, me



2. Rolling in: Rob Hoadley from NB-PEI is rolling in

Thank you all: colleagues, Chairs and vice chairs

Membership Promotion

RVC : Geneviève Lussier

Activity Report Year 2017-2018



REGION II - 2018 CRC

Genevieve Lussier - RVC MP

PAOE Summary

<u>Chapter</u>	<u>PAOE 2016/17</u>	<u>PAOE 2017/18</u>
Quebec	1715	945
Montreal	1525	1860
Ottawa Valley	1965	1530
Toronto	1270	1910
Hamilton	1085	1820
Halifax	1525	1075
London (Canada)	1090	1060
NB/PEI	760	945
Windsor	1275	1185

Chapter Visits and Chapter Visit Highlights

1. London Chapter visit on February 26 2018

ASHRAE Society President Bjarne Olesen conference. Very good turn-out, nice venue, motivated chapter officers and volunteers.

2. Toronto visit on May 7 2018

Great conference subject on Passivhaus. Very good turnout and venue. Good idea of having sponsored student attendees.

3. Montreal Chapter (all meetings)

Home chapter. Great membership nights with good turn-outs. Successful membership recruitment night where non-members pay the member fee.

Year Highlights

1. Toronto : created a mentorship program that teams a member with a new-member to help him/her get to know the chapter and ASHRAE. So far, a lot of new-members signed up to be a mentee and were joined with mentors. They also allow companies to sponsor a student to attend their monthly dinner, which attracts student members. They do Lunch & Learns at Consulting firms to talk about ASHRAE and recruited new members that way (I really liked this idea). They did a WIA night and a boat cruise as social night out. This chapter was really proactive and showed a lot of motivation.
2. London, Halifax, Hamilton, Toronto : Took advantage of Society President Bjarne Olesen's visit to Region II to have him as presenter for their monthly dinner.
3. Hamilton's MP team of one volunteer for retention and one for recruitment paid off!
4. 3 of 9 chapters reached their growth goal : Ottawa, Hamilton and Windsor. Windsor and Hamilton Chapters more than doubled their growth goal. 4/9 chapters have a positive growth. Montreal chapter missed the goal by only 1 member.
5. 6 out of 9 chapters reported having held Membership Nights or events.



REGION II - 2018 CRC

Genevieve Lussier - RVC MP

Year Highlights

- 7. 7 of 9 chapters submitted winter and spring reports, which is great!
- 8. 6 of 9 chapters attended centralized training in Long Beach and Atlanta.
- 9. Many chapters held golf tournaments.
- 10. Some chapters call personally members with elapsed memberships : Halifax, Hamilton, Montreal, Toronto.

Things you are the most proud of:

1. Efforts of small chapters of reaching their goals (Windsor and Hamilton).
2. NB/PEI creating a membership committee for the first time.

Challenges

1. None of the membership promotion chairs were at the membership nights when I visited the chapters (vacation mostly). I would have liked to see the chair “in action” in promoting the event.
2. Communication is not easy. Must send many reminders to receive objectives and reports.
3. Increase retention. We have to figure out why members are not renewing. This is an issue to be addressed by all committees. Members retention is a joint effort.

Statistics

Region Name	Chapter Name	First Name	MP Chair Email	Start Total	Goal	Net Growth Goal	End of Q1	End of Q2	End of Q3	Year End	Goal Met?
REGION II	QUEBEC	Francis	fboucher84@gmail.com	178	4	182	176	176	169	169	Not this year.
REGION II	MONTREAL	Rime	rime@enertrak.com	551	11	562	559	564	569	561	No, but you did increase your membership!
REGION II	OTTAWA VALLEY	Celine	cbaribeau@bpa.ca	418	8	426	416	415	413	427	Yes, congratulations!
REGION II	TORONTO	Abhishek	ashrae.abhi@gmail.com	1113	22	1135	1089	1080	1099	1109	Not this year.
REGION II	HAMILTON	Iain	iain.d.hill@jci.com	257	5	262	263	267	272	270	Yes, congratulations!
REGION II	HALIFAX	Chris	chrissr@cbcl.ca	182	4	186	178	177	187	181	Not this year.
REGION II	LONDON (CANADA)	Rajarajan	rdeenath@drennan.on.ca	126	3	129	127	130	130	126	Not this year.
REGION II	NB/PEI	Ryan	ryan.gosson@fundyeng.com	159	3	162	158	155	157	155	Not this year.
REGION II	WINDSOR	James	james.smith@jasel.ca	64	1	65	64	62	63	65	Yes, congratulations!



REGION II - 2018 CRC

Genevieve Lussier - RVC MP

What about next year 2018-2019?

1. WIA Activities – now an official committee.
2. Focus on retention. Great efforts on getting new members, but how to retain them?
3. Same growth goal = 2%
4. Improve communication.
5. Chapter visits : Hamilton, Windsor and Ottawa.

What about next year 2018-2019?

7. Area Assigned Members Growth Goals:

Region Name	Chapter Code	Chapter Name	Member Paid	Member Non Paid	Total	2% Goal 2018-2019	Objective
REGION II	013	QUEBEC	156	13	169	172	3
REGION II	014	MONTREAL	498	63	561	572	11
REGION II	015	OTTAWA VALLEY	377	50	427	436	9
REGION II	016	TORONTO	989	120	1109	1 131	22
REGION II	037	HAMILTON	248	22	270	275	5
REGION II	100	HALIFAX	158	23	181	185	4
REGION II	116	LONDON (CANADA)	116	10	126	129	3
REGION II	117	NB/PEI	138	17	155	158	3
REGION II	141	WINDSOR	59	6	65	66	1



REGION II - 2018 CRC

Genevieve Lussier - RVC MP

Daniel Robert

CTTC RVC

Sadly rolling off June 2019

Activity Report

Year 2017-2018

CTTC PAOE Summary

DL visits

Chapter	2015/16	2016/17	PAOE 2017/18	Correspondence	DL visit
Quebec	2125	1050	1425	111	1
Montreal	2275	2025	2950 (!!!)	84	5
Ottawa	1100	1350	1400	30	4
Toronto	975	2750	2000	242	2
Hamilton	950	825	950	33	0
Halifax	950	900	900	82	1
London	1100	1675	1100	56	1
NB/PEI	1075	775	400	75	1
Windsor	700	800	1275	62	2

Minimum:450 / Par:1050

Chapter Visits

Distinguished Lecturer (DL) Program

Chapter visits (2017-2018):

- Quebec City,
- Toronto

Distinguished Lecturer (DL) Program :

12 allocated visit available for the Region:

- 12 DL providing 18 lectures,
- 4 multi-chapter visits
 - 2 DL visiting 2 chapters,
 - 2 DL visiting 3 chapters

Chapter Special Recognition

ASHRAE Technology Awards 2017:

Region II has submitted 6 technology awards at the Society level (out of the 8 tech awards received at the regional level). We had good participation of a few Chapter within the region (Montreal, Quebec, Toronto and NB/PEI):

2017 Technology Awards winner :

Region II out did ourselves with a total of 4 winners including 2 projects selected in first place projects:

- 1st place: **Roland Charneux** (Montreal Chapter) with the Mountain Equipment COOP head office located in Vancouver (!) in category 1 (Commercial Building-New)
- 1st place: **Samuel Paradis** (Quebec City Chapter) with the Amphithéâtre Multifonctionnel de Québec (also called the Centre Vidéotron, which may become the future home of the Quebec Nordiques!) in category V (Public Assembly- New).
- **Martin Roy** (Montreal Chapter) managed to get 2nd Place with the Bibliothèque Raymond-Lévesque project in category II (other institutional Building-New).
- Finally, we also got one project with an Honorable mention (3rd place) going to **Pierre-André Tremblay** (Quebec City Chapter) with his CHU de Québec, integrated energy efficiency project in category III (Health care Facility-Existing).



REGION II - 2018 CRC

Daniel Robert – CTTC RVC

ASHRAE 2018 TECHNOLOGY AWARDS

6 Technology 2018 Awards received

- 4 from the Montreal Chapter
- 1 from Toronto
- 1 from Quebec City

Where are the other 6 Chapters ????

Expect to have all 6 submittals to be forward to Society before August 31, 2018 deadline

Things you are the most proud of:

1. Region II has presented 6 Tech Awards at Society; this counts for 18% of all Society entries (total of 33). Only Region X (South-West, with 14 Chapters) has outnumbered our Region with 7 entries.
2. Region II, getting 4 Society level Technology Awards, with 2 projects selected in first place!
3. Seeing 3 of the Region's Tech Awards being published in the ASHRAE journal.
4. Toronto's **Abhishek Khurana** receiving the **Chapter Program Star Award** at Society level from President Oleson at the ASHRAE winter meeting in Chicago
5. High usage of the Society DL program (18 lecturers provided)



REGION II - 2018 CRC

Daniel Robert – CTTC RVC

What about next year 2018-2019?

1. Trying to have continuity from one year to another in the CTTC committees at the Chapter level,
2. Planning to get more DLs out to Region II chapters by having more multi-visits amongst the Chapters,
3. Continuing the Technology Award success story of Region II at the Society level,
4. Getting all Chapters to break “par” in the PAOE (CTTC category); some chapter needs to wake-up early!
5. Getting all CTTC Chapter Chairs to report back to me on a regular base....in 2017, some are really great, some are really quiet!



REGION II - 2018 CRC

Daniel Robert – CTTC RVC

Why attend the CTTC Workshop?

Without effective CTTC Chairs, **the Society fails.**

If we can't get people to a meeting in a well lit, comfortable location; with an engaging, easily understandable speaker; to hear a timely topic of broad interest; with a quality meal; and in a convenient location....they won't stay in ASHRAE nor encourage their colleagues to (MP fails); they won't donate to research (RP fails); they won't encourage students or young engineers to participate (oops there go Student Activities and YEA).

You get the point?

We, in the CTTC business, are Society's contacts to the membership.
WE make the first impression.

Please attend the CTTC workshop: it will make your chapter better



REGION II - 2018 CRC
Daniel Robert – CTTC RVC

Research Promotion (RP)

Mark Lawrence

Activity Report Year 2017-2018



REGION II - 2018 CRC
Mark Lawrence - RVC RP



PAOE Summary (Minimum 800 / Par 1050)

<u>Chapter</u>	<u>PAOE 2015/16</u>	<u>PAOE 2016/17</u>	<u>PAOE 2017/18</u>
Quebec	3438	1536	1405
Montreal	1987	1435	2375
Ottawa Valley	2476	4987	6231
Toronto	1585	1750	2375
Hamilton	1515	1460	1280
Halifax	1801	2187	2190
London (Canada)	2940	4130	566
NB/PEI	3111	3419	2475
Windsor	4693	3429	3293



Chapter Visits and Chapter Visit Highlights

1. Montreal CRC Workshop, 5 of 9 RP Chairs attended
2. Centralized Training, 7 of 9 RP Chairs attended
3. NB/PEI . . . with Society President Bjarne Olesen
4. Toronto . . . with Society President Bjarne Olesen
5. Halifax (home chapter) . . . with Society President Bjarne Olesen



Chapter Special Recognition

1. Ottawa Chapter RP Chair, Daniel Redmond, our nomination for the William J. Collins RP Society Award. Full participation in the RP Chair roll, and hitting 219% of goal.
2. Toronto Chapter RP Chair, Marco Ottavino, for outstanding effort and success in starting a Chapter Sponsorship program in support of RP. Hitting 101% of goal with no chapter “top-up”.
3. Halifax Chapter President, Dan Egilsson, for hitting 115% of goal within two weeks of the deadline after their RP Chair “went missing”.



New items implemented during the year:

1. Encourage the use of kick-starter / sponsorship forms.
2. Soft-skills training at the CRC Workshop.



Things you are the most proud of:

To be associated with sincere people who understand the benefit of ASHRAE membership and the work of ASHRAE research.



REGION II - 2018 CRC
Mark Lawrence - RVC RP



What about next year 2018-2019?

1. Stress the importance of attending both Centralized Training and the CRC workshop. Windsor CRC registration is only 4 of 9 RP Chairs. Currently CT is only 4 of 9 (the same 4 from CRC).
2. Continue to push to use the kick-starter / sponsorship model
3. Develop a regional approach to CRC Sponsorship and RP donations
4. Create my own MBOs (lead by example)
5. Regional goal of \$190,000 . . . Increase of 8%



RVC SA Activity Report Year 2017-2018

Ben Oliver

(Sorry I am not there, see you next year, I promise)



**REGION II 2018 CRC WINDSOR
RVC SA**



PAOE Summary

<u>Chapter</u>	<u>PAOE 2017/18</u>	<u>PAOE 2016/17</u>
Quebec	3314	2855
Montreal	4322	4105
Ottawa Valley	830	1350
Toronto	3382	1995
Hamilton	1340	1290
Halifax	620	645
London (Canada)	773	985
NB/PEI	300	250
Windsor	660	709



Chapter Visits and Chapter Visit Highlights

1. Visits and Highlights – Toronto Chapter

ASHRAE Leaders Panel

Great opportunity for students to ask both career and ASHRAE questions to leaders in ASHRAE society

Scholarship Presentations

Two scholarships awarded to students

1. ASHRAE Willis H. Carrier Scholarship - \$10,000
2. ASHRAE Engineering Technology Scholarship - \$5,000



New items implemented during the year:

1. New Student Program at ASHRAE Winter Conference

1. Designed to correspond with the timing of technical sessions and integrate into the main conference more effectively

2. Integration with Technical Committees (TC's)

1. SA is actively pursuing opportunities with the TAC committee to increase student involvement in TC's and promote membership in TC's and ASHRAE after graduation



Things you are the most proud of:

1. K-12 STEM Award - Montreal
2. Two ASHRAE Society Scholarships awarded to Toronto Chapter – One for \$10,000 and one for \$5,000
3. My new daughter Madeline



What about year 2018-2019?

1. Increase Region 2 student attendance at Winter Conference (Atlanta)
2. Increase PAOE points for all 9 chapters from 2017-2018
3. Increase K-12 STEM award for Region II
4. Increase grant applications for Region II



**REGION II 2018 CRC WINDSOR
RVC SA**



YEA

RVC : Alexis T. Gagnon

Activity Report Year 2017-2018



REGION II - 2018 CRC
Alexis T. Gagnon - RVC YEA



PAOE Summary

The YEA PAOE point are still in all section this year. Starting July 1, 2019 YEA will have a dedicated section.



REGION II - 2018 CRC
Alexis T. Gagnon - RVC YEA



Chapter Visits and Chapter Visit Highlights

1. Visits and Highlights

- I visited Montreal during the February Monthly meeting. The theme was YEA and the age average was very interesting to see. Montreal is doing a great job organizing YEA events and getting younger engineer at their meetings!
- I visited Quebec chapter and attended all the YEA event organized by them. (I'm from Quebec so it's an easy one). They organized a bowling tournament that was a great YEA-Student-Regular Member mix.
- Toronto was in my planning. I did not visited them.



Chapter Special Recognition

1. Montreal
2. Hamilton
3. Quebec
4. NB-PEI



New items implemented during the year:

1. YEA is now grassroots. This means that YEA is required on the CIQ and that YCC will be reimbursed for travel to CRC.
2. New YLW flyer.
3. YEA Award of Individual excellence
4. YLW 2.0 is now accepting more people at the registration. (still getting full really rapidly)



Things you are the most proud of:

1. Curling is getting really popular (Montreal-Quebec-Hamilton-Ottawa)
2. YEA and Membership teaming up together
3. The ingenuity of certain chapter (non-common events)
4. Perseverance of smaller chapter
5. Technical part still present with YEA meeting. YEA member are not only going out to have fun they want to learn something.
6. Region II presence at YLW and YLW 2.0
7. YEA presence in BOG all over the region



What about next year 2018-2019?

1. YEA and TC's
2. YEA Student retention
3. More communication with YCC



LeaDRS program

- Purpose is to encourage the development of current and future Regional leaders by shadowing a DRC at an ASHRAE Winter or Annual Conference
- Program is run, funded, and administered by each Region
 - No age criteria unless set by the Region
- Selected participants invited to attend all meetings and events the “host” DRC attends
- Region determines the expenses it will cover



REGION II - 2018 CRC
Alexis T. Gagnon - RVC YEA



Leadership Academy

Purposes are to help members be better ASHRAE Chapter leaders by learning more about ASHRAE, developing soft skills, and networking with other engaged members

- Attendees approved by respective DRCs
- No age criteria
- Facilitated by 3 active ASHRAE members
- 1.5 days at HQ
- Currently, Society pays for hotel for two nights and meals during the event; transportation and other expenses may be covered by Region or Chapter



REGION II - 2018 CRC
Alexis T. Gagnon - RVC YEA



REGION 2

Electronic Communication Committee (ECC)

RVC: Tom Pollard

Activity Report Year 2017-2018

ECC - PAOE Summary

<u>Chapter</u>	<u>PAOE 2015/16</u>	<u>PAOE 2016/17</u>	<u>PAOE 2017/18</u>
Quebec	no category	no category	670
Montreal			643
Ottawa Valley			650
Toronto			1136
Hamilton			127
Halifax			352
London (Canada)			675
NB/PEI			100
Windsor			603

(Min:250 PAR: 500)

ECC - Chapter Special Recognition

Toronto – Thinusha Param

Updates on web site and other sites, updates on PAOE, end of year report

Ottawa Valley – Ryan Dickinson

Updates on chapter activities, updates on PAOE, end of year report

Quebec – Maxime Bolvin & Montreal – Daniel Bourque

Also submitted some chapter activity updates

ECC - New items implemented during the year:

ECC was a new category and chapter position so some chapters are multitasking as chapter chairs

Emails every 2 months to Chapter ECC Chairs

but response back limited to just 4 chapter chairs

(and chapter chairs need to respond back)

Chapter chairs if hold the position for the 2nd or more year = 50 PAOE

automatically assigned by Society – Chapters must have correct names on the CIQ

ECC - What about next year 2018-2019?

Get goals from all Chapter Chairs

Emails to be sent every 2 months. Remind Chairs to do monthly PAOE updates (so as to not forget about the chapter activities)

Remind Chapter Chairs about recording chapter activities and send me a note
***** some chapters are 'invisible' (only received 4 end of year reports)**

Ensure chapters update web site to have new contacts and chapter meetings
***** some chapter web sites have old information**

(PAOE has 25 points if update before Oct 1 – but chapter web site should be updated before the Sept chapter meeting)



REGION II - 2018 CRC
Tom Pollard - RVC ECC

ECC - Emails

Anything in the internet is public and can be used for Spam and phishing attacks – be sure that your chapter treasurer only pays authorized expenses that have receipt backup. Payments should have 2 authorization signatures.

ASHRAE maintains an email alias system that uses the Chapter, Regional and Society officer positions (ie r02drc@ashrae.net - a list of the alias is available if you would like to use) . Note that ASHRAE members need to ensure that their email addresses remain up to date so that they continue to receive ASHRAE Society emails. The Basecamp site uses a separate list of members and also would need to be revised when an email address changes.



REGION II - 2018 CRC

Tom Pollard - RVC ECC



CRC 2018

REGION 2



AUGUST 24-26, 2018

Distinguished Guests

- Darryl Boyce, President Elect and Francine Boyce
- Dennis Knight, Society V-P
- David Underwood, 2015-2016 Society President
- Stephanie Reiniche, Director of Technologie
- Jeff Clarke, DRC Region II

Award Presentation Part 1



Research Promotion



Research Promotion Awards

Halifax – 2017-2018 RP Chair: Chris Theriault

- Certificate

Research Promotion Awards

NB-PEI – 2017-2018 RP Chair: Daniel El-Khoury

- Certificate
- Full Circle Chevron

Research Promotion Awards

Ville de Québec – 2017-2018 RP Chair: Xavier Dion Ouellet

- Full Circle Chevron
- Treasury Ribbon

Research Promotion Awards

Montréal – 2017-2018 RP Chair: Samuel Lavoie

- Certificate
- Full Circle Chevron
- Treasury Ribbon
- High Five Chevron
- \$ per Member-Runner up

Research Promotion Awards

Ottawa Valley – 2017-2018 RP Chair: Daniel Redmond

- Certificate
- Full Circle Chevron
- High Five Chevron
- Total PAOE, \$ per Member -Runner up
- Total Dollars Raised, PERCENTAGE OF GOAL, PERCENTAGE OF CHALLENGE GOAL - Size Winner

Research Promotion Awards

Toronto – 2017-2018 RP Chair: Marco Ottavino

- Certificate
- Full Circle Chevron
- Treasury Ribbon
- High Five Chevron
- Total Dollars Raised
- Total PAOE
- Runner up

Research Promotion Awards

Hamilton – 2017-2018 RP Chair: John Molnar

- Full Circle Chevron

Research Promotion Awards

Windsor – RP Chair: Andrew Hrutka

- Certificate
- Full Circle Chevron
- Total \$ Raised
- Total PAOE points
- \$ per member Runner up

Research Promotion Awards

**Hayward Murray Award for
Best RP Chapter**

RP Chair 2017-2018 – Daniel Redmond

Ottawa Valley Chapter

Membership Promotion



Membership Promotion Awards

Blue Ribbon for Best Chapter Performances

Toronto Chapter

MP Chair 2017-2018 – Abhi Khurana

Membership Promotion Awards

Red Ribbon for Second Best Chapter Performances

Montréal Chapter

MP Chair 2017-2018 – Rim Mansour

Membership Promotion Awards

Green Ribbon for Most Online Transactions

MP Chair 2017-2018

Abhi Khurana Toronto Chapter

Iain Hill Hamilton Chapter

Ryan Gosson NB/PEI Chapter

Award Presentation Part 2



PAOE

Halifax

Dan Egilsson 2017-2018 Chapter President

Special Citation Ribbon

Achieved minimum in four of five categories, with a minimum of 5,500 points in total for all categories

Honor Roll

Achieved and received the PAOE award certificate and red emblems for achieving par in at least four categories for four prior consecutive years.

PAOE Awards

Ville de Québec

Dave Bouchard - 2017-2018 Chapter President

Special Citation Ribbon

Achieved minimum in four of five categories, with a minimum of 5,500 points in total for all categories

STAR Award Gold Pin

PAR achieved in all categories

High Honor Roll

Achieved STAR award level with PAR points **in five** categories
for more than 4 consecutive years.

PAOE Awards

Montréal

Simon Khaled- 2017-2018 Chapter President

Special Citation Ribbon

Achieved minimum in four of five categories, with a minimum of 5,500 points in total for all categories

STAR Award Gold Pin

PAR achieved in all categories

Honor Roll

Achieved and received the PAOE award certificate and red emblems for achieving par in at least four categories for four prior consecutive years

PAOE Awards

Ottawa Valley

Adam Graham- 2017-2018 Chapter President

Special Citation Ribbon

Achieved minimum in four of five categories, with a minimum of 5,500 points in total for all categories

Honor Roll

Achieved and received the PAOE award certificate and red emblems for achieving par in at least four categories for four prior consecutive years.

PAOE Awards

Toronto

Peter Turk - 2017-2018 Chapter President

Special Citation Ribbon

Achieved minimum in four of five categories, with a minimum of 5,500 points in total for all categories

STAR Award Gold Pin

PAR achieved in all categories

Honor Roll

Achieved and received the PAOE award certificate and red emblems for achieving par in at least four categories for four prior consecutive years.

PAOE Awards

Hamilton

Francisco Mesicek - 2017-2018 Chapter President

Special Citation Ribbon

Achieved minimum in four of five categories, with a minimum of 5,500 points in total for all categories

PAOE Awards

Windsor

Paul Greff - 2017-2018 Chapter President

Special Citation Ribbon

Achieved minimum in four of five categories, with a minimum of 5,500 points in total for all categories

STAR Award Gold Pin

PAR achieved in all categories

Student Activities



Student Activity Awards

Best Student Activities Chapter

Toronto Chapter

2017-2018 SA Chapter Chair

Alekhya Kaianathbhatta

Student Activity Awards

Best Student Branch

Ryerson University

Toronto Chapter

CTTC



Regional Technology Award Recipients

Category		ASHRAE member) Montréal Chapter	Project
Health Care Facilities	New	Daniel Robert / Stanley Katz	Ullivik Health Center
Health Care Facilities	Existing	Simon Peter Caine / Antonino Logana / Daniel Bacik / Angelo Lazaris	Jewish Eldercare Center, Hope Pavillion
Commercial Buildings	Existing	Daniel Robert / Stanley Katz	Complexe De Gaspé
Commercial Buildings	New	Martin Roy	Résidence Funéraires Goyer

Category		ASHRAE member) La Ville de Québec Chapter	Project
Public Assembly	Existing	Maurice Landry / Dominic Desjardins / André-Benoît Allard	Parc olympique de Montréal

Category		ASHRAE member) Toronto Chapter	Project
Commercial Building	EBCx	David W Sinclair / John Bell	Rogers Communications Campus

Award Presentation Part 3



GGAC



GGAC Award

Recognizes outstanding efforts at the state, provincial, and recommendation from GGAC local government level on technical issues important to ASHRAE

Montréal Chapter

2017-2018 GGAC Chapter Chair – Marc Beauchemin



YEA Award

Outstanding participation in YEA Activities

Montréal Chapter

2017-2018 GGAC Chapter Chair

Ahmed Aboueich

Chapter Operation Awards

Sustainability Activities Award

Windsor Chapter

Paul Greff - 2017-2018 Chapter President

Regional Communication Award

Chapter which communicated the best during the year

NB-PEI Chapter

Robert Hoadley- 2017-2018 Chapter President

Golden Gavel Award

For the chapter with the best overall performance

Montréal Chapter

Simon Khaled - 2017-2018 Chapter President

Toronto Chapter

Peter Turk - 2017-2018 Chapter President

Regional Meat Ball Traveling Award

Best Ratio Distance and volunteers present at CRC

NB-PEI Chapter

Outgoing Regional officers

Ronald Gagnon, 2015-2018 GGAC RVC

Ben Oliver, 2016-2017 SA RVC

Isabelle Lavoie, 2017 CRC Chair

Regional Awards of Merit

Ronald Gagnon
Jean-Gabriel Joannette
Anthony Jonkov

Chapter Service Awards

Thank You



CRC 2019 BUDGET

2018-08-25

Revenue

	qty	amount	total
seed money	1	\$ 10,626.00	\$ 10,626.00
full registration	50	\$ 450.00	\$ 22,500.00
partial registration	40	\$ 350.00	\$ 14,000.00
family registration	15	\$ 250.00	\$ 3,750.00
companion registration	10	\$ 200.00	\$ 2,000.00
welcome party wine	1	\$ 1,500.00	\$ 1,500.00
sponsorship			\$ 15,000.00
Total Revenue			\$ 69,376.00

Montreal \$450 / NBPEI \$425

Montreal \$350 / NBPEI \$300

new!

Montreal \$250 / NBPEI \$150

Montreal \$21K / NBPEI \$4k+kind

Rooms are \$185/night + 2% marketing levy + 15% HST extra to the registration

Montreal \$159 / NBPEI \$149-\$189

Expenses

Admin	\$ 7,000.00
Hotel breakfast and breaks	\$12,000.00
Hotel Meeting Rooms	\$ 5,247.45

\$3900 + 17% setup + 15% HST

Thursday Dignitary Dinner	\$ 1,200.00
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Friday Welcome Party

beer/wine	1	\$ 1,000.00	\$ 1,000.00
food/hors d'oeuvres	25	\$ 33.64	\$ 840.94
life guard	1	\$ 200.00	\$ 200.00
dinner	100	\$ 53.82	\$ 5,382.00
Total Friday			\$ 7,422.94

\$25/plate

\$40/plate

Saturday Luncheon

lunch	100	\$ 53.82	\$ 5,382.00	\$ 5,382.00	\$40/plate
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Saturday Evening Social

venue	1	\$ 2,875.00	\$ 2,875.00
security	6	\$ 115.00	\$ 690.00
electrician	4	\$ 115.00	\$ 460.00
garbage	4	\$ 69.00	\$ 276.00
tents	1	\$ 12,000.00	\$ 12,000.00
band	1	\$ 1,500.00	\$ 1,500.00
food	100	\$ 67.28	\$ 6,727.50
piper	1	\$ 247.25	\$ 247.25
tour	1	\$ 402.50	\$ 402.50
Total Saturday			\$ 25,178.25

\$50/plate

Companion/Family

guided walking tour	15	\$ 40.00	\$ 600.00
a la carte companion	15	\$ -	\$ -
STEM supplies	1	\$ 200.00	\$ 200.00
STEM volunteers	4	\$ 40.00	\$ 160.00
lunch adult	15	\$ 25.00	\$ 375.00
lunch youth	20	\$ 15.00	\$ 300.00
Discovery Centre adult	15	\$ 10.00	\$ 150.00
Discovery Centre youth	20	\$ 8.00	\$ 160.00
Total Companion/Family			\$ 1,945.00

Hospitality Suite	\$ 3,250.00
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NB/PEI \$3000

Total Expenses	\$ 68,625.64
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NET	\$ 750.36
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CRC HISTORICAL PROFILE FOR 2017

Region(s) Participating Region II **Dates** August 24th-27th, 2017

Host Chapter Montreal **Size of Chapter** 500 Members

Chairperson Isabelle Lavoie **Location** Montreal, Qc

Hotel Alt Griffintown **Room Rate** \$159 plus taxes

Date	# of Rooms Blocked	# of Rooms used	\$ Cost (if applicable)
Wednesday August 23	0	0	\$159 + taxes
Thursday August 24	40	42	\$159 + taxes
Friday August 25	85	73	\$159 + taxes
Saturday August 26	85	73	\$159 + taxes
Sunday August 27	0	5	\$159 + taxes
Monday August 28	0	1	\$159 + taxes

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 Full - \$450; Partial - \$350; Companion - \$250

Number Sold Full - 48 ; Partial - 55; Companion - 23

Audiovisual Cost included in room cost **Meeting Room Rental** \$2,989.34

Number of CRC Sponsors 18 **Sponsors Total Dollars** \$21,000

CRC Regional Seed Money \$10,488 **Returned** \$4425.35

CRC Dollar Surplus (Deficit) \$8850.70

WORKSHOP	Attendance	Room Set (classroom, conference, theater, rounds) Include A/V set-up	\$ Cost (if applicable)
Business Sessions (Friday & Sat)	36, 54	U-Shape c/w Projector	Included in hotel package
Business Session (Sunday)	46	U-Shape c/w Projector	\$750+tx
Caucus Meetings	20	U-Shape c/w Projector	Included in hotel package
Membership & YEA	8	Tables c/w TV.	\$350+tx
Historical	11	Conference c/w TV	\$0 (negociated)
Officers	10	Conference c/w TV	\$350+tx
Student Activities	10	U-Shape c/w TV	\$500+tx
Research	10	Conference c/w TV	\$150+tx
Chapter Technology Transfer	17 in AM and 11 in PM	Conference c/w TV	\$350+tx
Grassroots Government Advocacy	13	Conference c/w TV	\$150+tx

MANUAL FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES

Technical Session	30	Rounds c/w TV	\$0 (negociated)
CATERING	Guarantee	Actual	
Saturday Night Party	100	137	\$29,642.39
Presidents & Awards Luncheon	No minimum negociated	129	\$11,407.46

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

BOD 03-06-27-1C10-06-28

APPENDIX – H

REGION FUND

Region Fund Summary-2017_2018

Region Financial Report-2017_2018

Region Budget-2018_2019

Region 2 RVC Chapter Visit Schedule

ANNUAL FINANCIAL REPORT

ASHRAE REGIONAL II FUND

CRC 2018 Region II, Windsor, Ontario

August 2018

This report is to summarize the activities during the above financial period 2017/18 for the Region II Fund.

The chapter's dues invoices were based on \$6.00/per member and the previous year's member count, and \$ 10.00/ per member for the Regional Fund.

A total amount of \$ 42743.47 was collected during this period and deposit for the end of June 2018.

When we deduct the total expenses of \$ 45 789.40 the final closing balance is \$ 65096.94 at the end of June 2018.

At closing time, there was a receivable of \$ 8 784.00 and a payable of \$ 10 886.00.

There is also an amount of \$ 1000.00 transferred to our TD account.

Considering receivable and the fact that the 2018 CRC money was not paid in this fiscal year, results are positive. The money of the opportunity fund was not spent entirely.

This report is forwarded to the next CRC host chapter in 2018 to be audited. After approval, the signed copy should be return to the Regional Treasury for records.

Prepared and submitted by: _____ Date: _____

Yves Trudel,

Audited and approved by: _____ Date: _____

Please return a signed copy after the approval.

ASHRAE REGION II

ANNUAL FINANCIAL SUMMARY REPORT

Period: July 1st, 2017 - June 30th, 2018

DESCRIPTION	CREDIT	DEBIT	BALANCE
Opening balance for this period			47169.60
INCOMES:			
Chapter's Opportunity Fund	11 220.53		
2017 Montreal CRC Revenues	5256.15		
Regional Funds dues/Chapters Assessment Dues	22 652.00		
Regional insurance	2 614.79		
Regional Dinner profit	1 000.00		
Total Incomes:	42 743.47		89913.07
EXPENSES:			
Travel and expenses Society meeting		9 900.00	
CRC Seed Money 2018		0.00	
Planning Meeting		1 042.60	
Bank Service Charges		114.90	
Yea Week-End expenses reimbursement + LEADRS		1 960.68	
Opportunity Fund		8 000.00	
Other expenses		2 797.95	
TD Account advance		1 000.00	
Total Expenses:		24 816.13	
CLOSING BALANCE: June 30th 2018			65 096.94
Accounts Payable			10 866.00
CRC Seed Money 2018		10 866.00	
TD Account Money			1 000.00
Accounts Receivable			8 784.00
Toronto Regional fund and CRC		8 784.00	

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,

Date: July12th, 2018

Audit By: _____

Date: _____

ASHRAE REGION 2 - REVENUES & EXPENSE SUMMARY

DESCRIPTION	CREDIT	DEBIT	BALANCE
REVENUES:			
Chapter's Opportunity Fund	\$6,000		
Chapters Assessment Dues	\$10,626		
Regional Funds Dues	\$17,710		
CRC Surplus (Windsor)			
Regional Insurance	\$2,500		
Regional Dinner Profit			
TOTAL EXPENSES	\$36,836		
EXPENSES:			
Travel and Expenses Society Winter Meeting		\$6,000	
Travel and Expenses Society Annual Meeting		\$7,200	
RMCR Hotel Re-Imbursement (Both Society Meetings)		\$2,000	
CRC Seed Money 2018		\$10,626	
Regional Award Plaques		\$1,000	
Planning Meeting		\$525	
Ontario Region II Non-Profit Registration		\$900	
LEADRS Expenses		\$3,000	
Yea Weekend Expenses		\$2,200	
Opportunity Fund		\$6,000	
Other Travel Expenses (not covered by society or chapter)		\$750	
Misc. Expenses (bank charge, shipment, postage)		\$500	
TOTAL EXPENSES		\$40,701	
CLOSING BANK BALANCE: JUNE 30, 2018 = \$64,014.94			
NET BUDGET BALANCE			(\$3,865)

ASHRAE Region 2 Budget (as of AUG 20/2018)												
Description	2014-2015 Actual	2015-2016 Actual	2016-2017 Actual	Due Paying Members	Dues	2017-2018 Budget	2017-2018 ACTUAL		Due Paying Members	Dues	2018-2019 BUDGET	Notes
Incomes												Use of previous year Chapter dues Paying Members
Chapter Assessment Dues		\$ 11,648.00	\$ 12,236.00	1811	\$ 6.00	\$ 10,866.00	\$ 10,032.00	TO	1771	\$ 6.00	\$ 10,626.00	Payable by each chapter in April to cover CRC Seed Fund *** see note below regarding increase
Regional fund dues		\$ 13,312.00	\$ 13,984.00	1811	\$10.00	\$ 18,110.00	\$ 12,620.00	TO	1771	\$10.00	\$ 17,710.00	Payable by each chapter in April to support Regional Chair Travel & Region Operation *** see not below
overpayment reimbursement (CRC Hamilton)		\$ 1,816.00	N/A			N/A					N/A	Note Toronto regional assessment received in 18-19 for \$ 8784
CRC Surplus		\$ 3,898.94 from Hamilton	\$ 337.26 from Moncton				\$ 5,256.15 from Montreal			?	from Windsor	If CRC has surplus, 50% will be deposited to Region2 Bank
SubTotal Income	\$ 43,000.00	\$ 30,674.94	\$ 26,557.26			\$ 28,976.00	\$ 27,908.15				\$ 28,336.00	
REGIONAL dinner Chicago/Houston							\$ 1,000.00					made up 1000 of 1700 deficit from Long Beach in Chicago. Waiting for Houston results
Chapter Opportunity Fund	N/A	N/A	\$ 12,397.55			\$ 9,250.00	\$11,220.53	cdn		\$ 4,815.00		USD (was \$9,250USD in 17-18) - Society budget cut by 50k and DRC's voted to base this on number of chapters rather than evenly split so a lot less dollars
Total Income	\$ 43,000.00	\$ 30,674.94	\$ 38,954.81			\$ 38,226.00	\$ 40,128.68				\$ 33,151.00	
Expenses												
Planning Meeting	\$ 390.70	\$ -	\$ 450.00			\$ 450.00	\$ 1,042.60			\$ 525.00		Lunch for planning meeting (actual expenses for last 2 years is \$1,042.60 as last yr not paid)
ARC/RVC/Regional Leaders Hotel Reimbursement for Winter Meeting	\$ 2,800.00	\$ 7,372.71	\$ 6,000.00			\$ 6,000.00	\$ 3,000.00			\$ 6,000.00		10 regional officers @ \$600/officer/mtg (based on \$200/night 3 nights); DRC Hotel is covered by Society note: rate at Atlanta Society HQ Hotel CNN Omni is \$239 USD per night plus taxes
	Seattle	Orlando	Las Vegas			Chicago				Atlanta		required for subcommittee mtg on weekend but members council on Tues and DRC meeting fri and wed so 5 nights at \$200/night for 2 meetings Atlanta and KC. Note ron gagnon missing for houston
RMCR Hotel Reimbursement for Society Meetings	\$0.00	\$ 600.00	\$ 2,000.00			\$ 3,000.00	\$ 2,000.00			\$ 2,000.00		2 new incoming RVC (CTTC, SA) so adds \$1,200 to \$6,000 as both incoming and outgoing attend annual mtg. note houston expenses in 18-19 \$3,400 note for annual meeting expenses go over to following year by time expense submitted
ARC/RVC/Regional Leaders Hotel Reimbursement for Annual Meeting	\$ 6,800.00	\$ 708.00	\$ 7,800.00			\$ 6,600.00	\$ 4,200.00			\$ 7,200.00		For Regional Historian Chapter visits and other travel. Listed in misc.
	Chicago	St Louis	Long Beach			Houston				KC		
Other Travel Expenses			\$ 750.00			\$ 750.00	\$ 149.00			\$ 750.00		
CRC - Seed money	\$ 23,668.00	\$ 10,476.00	\$ 10,488.00	1811	\$ 6.00	\$ 10,866.00	\$ -		1771	\$ 6.00	\$ 10,626.00	per chapter paid member. Note crc money to windsor paid in 2018-19 budget
Regional Awards Plaques	\$ 504.94	\$ 666.68	\$ 750.00			\$ 750.00	\$ 534.63			\$ 650.00		7 awards: 2 for SA, 1 for YEA, 1 for CTTC, 2 for Chapter Ops, 1 for Meatball. Suspect its in misc
Miscellaneous	\$ -	\$ -	\$ 100.00			\$ 100.00	\$ 2,797.95			\$ 100.00		waiting on details from Yves Trudel for 17-18
Bank Service Charges	\$ 103.90	\$ 99.15	\$ 100.00			\$ 100.00	\$ 1,114.90			\$ 120.00		\$1000 advance for TD acct in 17-18
Ontario Account Transfer Fee & set up	\$ -	\$ -	\$ -			\$ 1,250.00	\$ -			\$ 892.96		need to get registered in Ontario for bank transfer (one time charge)
YEA Week-End expenses	\$ 848.85	\$ 856.22	\$ 2,200.00			\$ 1,100.00	\$ 1,100.00			\$ 2,200.00		2 per society year
LeaDRS Program	\$ 1,594.72	\$ 1,641.63	\$ 2,750.00			\$ 1,500.00	\$ 1,375.00			\$ 3,000.00		based on 2 per year (winter and annual); if shadowing DRC could be up to 5 nights hotel at \$200/night plus airfare. Note: amount is to help support but not cover all expenses (e.g. registration, social events, meals, hotel overage). Possible use of regional travel allocation for airfare.
Regional Dinner in Long Beach, CA						\$ 1,700.00	\$ 1,700.00					Promised Sponsorship from UofWaterloo did not come through, Region II to investigate further and minimize impact on regional budget (one time expense). Was paid in 17-18
SubTotal Expenses	\$ 36,711.11	\$ 22,420.39	\$ 33,388.00			\$ 34,166.00	\$ 19,014.08			\$ 34,063.96		
Chapter opportunity fund	N/A	N/A	\$ 9,397.55			\$ 9,250.00	\$ 9,100.00			\$ 4,815.00		received in USD Funds. Note 1 leadrs at \$1100 incl BOTH expenses \$1117.83 paid in 18-19
Total Expenses	\$ 36,711.11	\$ 22,420.39	\$ 42,785.55			\$ 43,416.00	\$ 28,114.08			\$ 38,878.96		
Profit (Loss)		\$ 8,254.55	-\$ 3,830.74			-\$ 5,190.00	\$ 12,014.60			-\$ 5,727.96		note windsor crc funds are \$ 10,866 that are received in 18-19

	June 30/2015	June 30/2016	June 30/2017
JUNE 30 - bank balance with adjustments for accounts payable/receivable	\$ 36,503.64	\$ 55,234.19	\$ 47,169.60

June 30/2018
\$64,014.94

*** Chapter Assessment Dues & Regional Fund Dues is proposed to progressively increase in next 3 years by \$0.50 to keep close level of services.
Region should use tier approach on increasing chapter assessment & regional fund dues. Keep in mind services and expenses will be reduced to maintain healthy budget.

ASHRAE REGION 2 RVC VISITS SCHEDULE										
for the years 2018 - 2019										
as of AUG 24 2018										
OFFICER	NB/PEI	HALIFAX	QUEBEC	MONTREAL	OTTAWA	TORONTO	HAMILTON	LONDON	WINDSOR	COMMENT
Jeff Clarke				HOME						
Doug Cochrane - ARC	X	X				HOME	X	X	X	
Ron Gagnon - RCMR			X	HOME						
Ibrahim Semhat - RR						X	X	HOME	X	
Daniel Robert - CTTC			?	HOME	X/FREE			X/C	X/C	
Mark Lawrence - RP		HOME			X					
Mai Anh Dao - SA	X/C	X/C		HOME						
Genevieve Lussier - MP			?	HOME	X/FREE		X/FREE	X/FREE	X/FREE	
YRC - Alexis Gagnon	X/C	X/C	HOME	X/FREE	X					
Rob Hoadley - GAC	HOME									
Nicolas Lemire - Nominating Alternate				HOME						
Isabelle Lavoie - Nominating Chair				HOME						
Tom Pollard - History						X/RF	X/RF	HOME	X/RF	
Yves Trudel - Treasurer			HOME							

* X/C = Combined Visit

** X/FREE = Not in Budget

*** X/RF = Split with Regional Funds

**** Visit are paid by Society for 10 chapter visits



Welcome to the 2018

Regions II

Joint Chapter Regional Conference

Presenter: M. Dennis Knight, P.E., FASHRAE
Society Vice President



Membership Growth

2017-2018

56,500+
Total members

**27 New Student
Branches**

**6% increase in
YEA Members**



New Chapters

- Caricom
- Faisalabad
- Northwest Arkansas
- Pyramids
- South Africa

New Section

- Penang



ASHRAE Associate Society Alliance

- Met in Brussels, Belgium **April 22-23**
- Encourages effective and fruitful exchange of knowledge and ideas among professionals engaged in the arts and sciences of HVAC&R
- Currently investigating an evolution into a Global HVAC&R Alliance



Indoor Environment Quality Global Alliance

- Global resource for information and guidance on IEQ
- Nine allied associations
 - Members: AIVC, REHVA, AIHA, ASHRAE, IAQA, A&WMA
 - Affiliates: IICRC, ACGIH, NAFA
- Current activities
 - Developing organization bylaws
 - Continuing to seek and add affiliate/full member organizations
 - Promoting IEQ-GA at related conferences

www.ieq-ga.net



ASHRAE's Commercialism Policy

ASHRAE's Commercialism Policy allows for Society activities that fulfill the mission of technological advancement with adherence to business plans that generate income to offset operational expenses such as AHR Exposition, ASHRAE periodicals, website and Society conference events such as the welcome party, luncheons, registration kits and receptions.

Principles for Managing Advertising and Sponsorships

Content should be labeled as advertising or sponsored.

Use of commercial names and logos shall not be done in ways that imply ASHRAE endorsement, approval or certification of products or services.

The inclusion of commercial information shall be done in a fair and unbiased way so as to avoid explicit promotion of a product or commercial entity.

Content should adhere to accepted business practices specified by the U.S. Federal Trade Commission and recognized publishing authorities.

Activities including events at chapter meetings shall be managed in such a fashion as to prevent an atmosphere where commercial entities are encouraged to critique one another in the public forum.

For additional guidance:

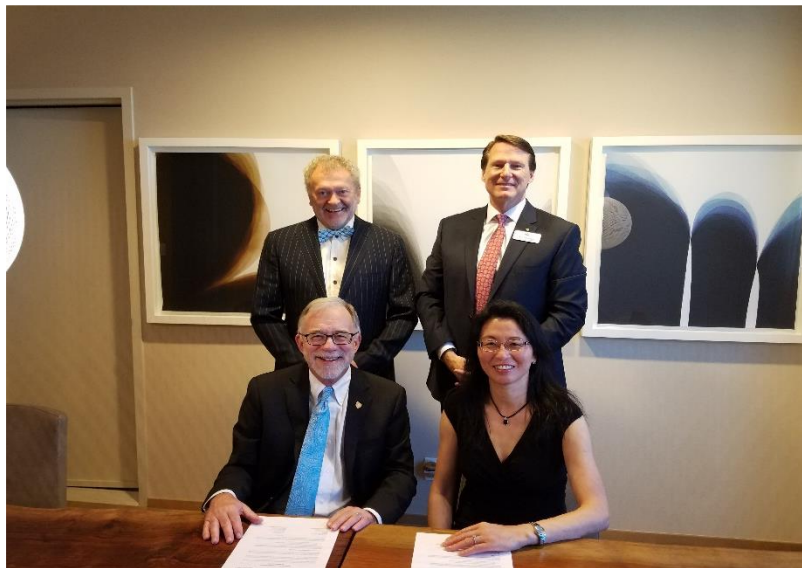
ashrae.org/about/governance/ashrae-commercialism-policy-and-guidelines



Signed Memoranda of Understanding

Society Year 2017-2018

- American Filtration and Separations Society (AFS)
- Associazione Italiana Condizionamento dell'Aria Riscaldamento Refrigerazione (AiCARR)



Government Affairs

Notable Activities in Society Year 2017-2018

- Coordinated two Senior Leadership Meetings in Washington, DC Federal Agencies, U.S. Senate Congressional Committees, Aligned Organizations (e.g., AIA, BOMA, APPA, USGBC)
- Hosted Annual GGAC Planning Workshop
- Expanded successful Day on the Hill events in states/jurisdictions and extended those to U.S. Congressional state and district offices
 - Number of events **nearly doubled**, from **9 events** in SY16-17 to **16 events** in SY17-18, with **over 130 ASHRAE volunteer members** participating.
- Participated in U.S. Congressional High Performance Building Week, and worked with the House and Senate to support **introduction of a Congressional resolution** that for the **first time** recognized the week and the work of engineers.
- Relocated office to new space in December 2017



Government Outreach Days (aka “Day on the Hill” events)

- Day on the Hill has been rebranded as “Government Outreach Days” to better reflect the many types of these events, and for improved global communication.
- Nearly doubled number of Day on the Hill events:
- Society Year 2016-17: **9** Day on the Hill events
- Society Year 2017-18: **16** Day on the Hill events

California	New York	Puerto Rico
Georgia	North Carolina	South Carolina
Indiana	Ohio	Virginia
Michigan	Oklahoma	Ottawa, Canada
New Mexico	Pennsylvania	U.S. Congressional Offices (2)



Day on the Hill - Georgia
February 21, 2018

ASHRAE Volunteers with Governor Nathan Deal signing
EWeek Proclamation

Learn how to plan your own Day on the Hill
<https://www.ashrae.org/about/government-affairs/advocacy-toolkit>



Government Affairs

Looking Ahead

- Implement U.S. Congressional Outreach Program
- Support member outreach to Local Officials, including at Code Hearings, Public Health meetings, Energy Benchmarking discussions and climate programs
- Improve advocacy materials and web resources: communicate how ASHRAE's products and resources can help meet public policy objectives, and why ASHRAE standards should be adopted into state and local codes.
- Provide more support for global government outreach.
- Create awareness of bi-weekly Government Affairs Updates



Enhanced ASHRAE eLearning Portal

The **ASHRAE eLearning Portal** has recently been updated and enhanced with several exciting new features including:

- A new, easy-to-navigate look and feel
- Responsive course design that make it easier to use across all platforms – including tablets and phones
- My Training Record that tracks your course progress including PDHs, a training transcript to share with your boss or accrediting body
- **Upcoming Courses**
 - Sound Management of Refrigerants – UNEP
 - Designing Toward Zero Energy Commercial Buildings
 - Standard 90.1: HVAC Mechanical



Check out all the courses at elearning.ashrae.org



ASHRAE Research Program

ASHRAE Research Grants & Awards Program

- **Innovative Research Grants** - Provides seed funding for novel research deemed to have the potential to significantly advance the state-of-the-art in heating, ventilating, air-conditioning and refrigeration engineering. ASHRAE Funding for 3-year grant \$125,000, 1 grant per year typically.
- **Graduate Student Grant-in-Aid** - \$10,000 per grant, 15 to 20 grants awarded per year. Grant recipients incentivized to attend Society meeting and write a report on their experience
- **New Investigator Award** - ASHRAE Funding for 3-year grant \$125,000, 1 grant per year for new professors
- **Homer Addams Award** - \$5,000, 1 grant per year, for graduate students that authored a technical paper on an ASHRAE RP that they worked on as student.

Current Major Focus of TC Led Research Program

Expedited **\$1.2 million dollar research effort** on A2L (low flammability) refrigerants and the expedited effort to update ASHRAE Standards 15 and 34 based upon this research.



ASHRAE RP Campaign

Society Year 2017-2018

- **\$2,708,376*** raised in 2017-18 for all purposes.
 - Supported: Research, Foundation Endowments, ASHRAE Scholarships, Education (ALI), and the General Fund
- Of the \$2.708 million* raised, **\$1.984 million*** went to fund research projects.
 - ASHRAE matched this amount, doubling the support for Research!
- Over 200 special events were held globally in support of RP.



*Preliminary Total



ASHRAE Foundation Scholarships

33

Society Scholarships

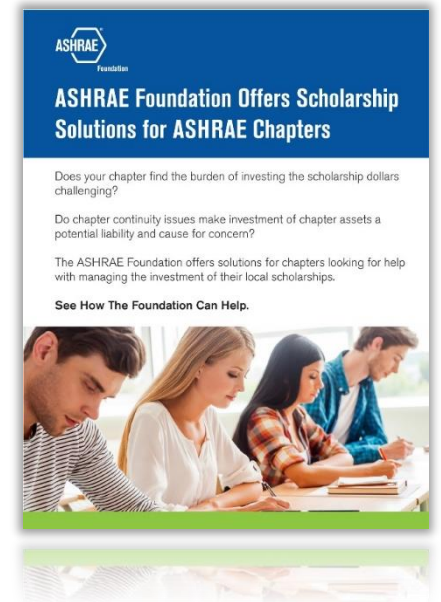
- Require a minimum of \$100,000 for an individual to establish a named scholarship
- Require a minimum contribution of \$60,000 for chapters or regions
- Selection criteria must be established in accordance with the ASHRAE Scholarship Program Guidelines
- ASHRAE Scholarship Trustees select the scholarship recipients

21

Chapter-Awarded Scholarships

- Require a minimum contribution of \$30,000
- Scholarships can be funded through current fundraising efforts or with chapter assets
- Chapters can establish the selection criteria
- Chapters select the scholarship recipients

In both cases, the Foundation maintains its 5% annual spending policy established in 1994

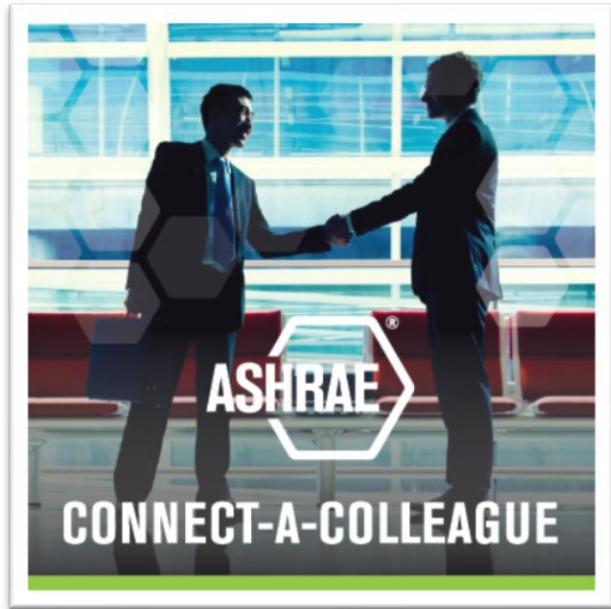


ASHRAE Reach

- Outreach program to aid the discussion between ASHRAE members and employers
 - Encourages increased support of employee membership and volunteerism by existing participating employers.
 - Provides education to employers who are not aware of the benefits of ASHRAE involvement.
- Aligned with ASHRAE's Strategic Plan
- Folders are available upon request
- Resources available at www.ashrae.org/reach
- Contact kgokce@ashrae.org



Connect-A-Colleague



It takes less than one minute to spread the word about ASHRAE! Send a pre-written email invitation to colleagues at www.ashrae.org/connect



International Standards

ASHRAE is developing a strategy to serve its international members and increase its presence in the international standards market.

Current ASHRAE efforts include:

- Serving as Secretariat at International Organization of Standardization (ISO) for 5 Technical Committees.
- ASHRAE serves as Administrator for 16 US Technical Advisory Groups
- Provides a mechanism for international regions to adapt ANSI/ASHRAE Standards

For more information: www.ashrae.org/StandardsActivities



Setting ANSI Standards

ASHRAE has 125 standards and guidelines currently in development. Highlights for this year include:

- SSPC 100, *Energy Efficiency in Existing Buildings*, re-published Standard 100-2018 that includes an addendum that adds Source EUI to the standard.
- Standard 211-2018, *Standard for Commercial Building Energy Audits*.
- First publication of the new International Green Construction Code that uses ANSI/ASHRAE/ICC/USBC/IES Standard 189.1, *Standard for the Design of High-Performance, Green Buildings Except Low-Rise Residential Buildings*, as the technical basis using ASHRAE's ANSI approved standards development process.



Have You Seen It?

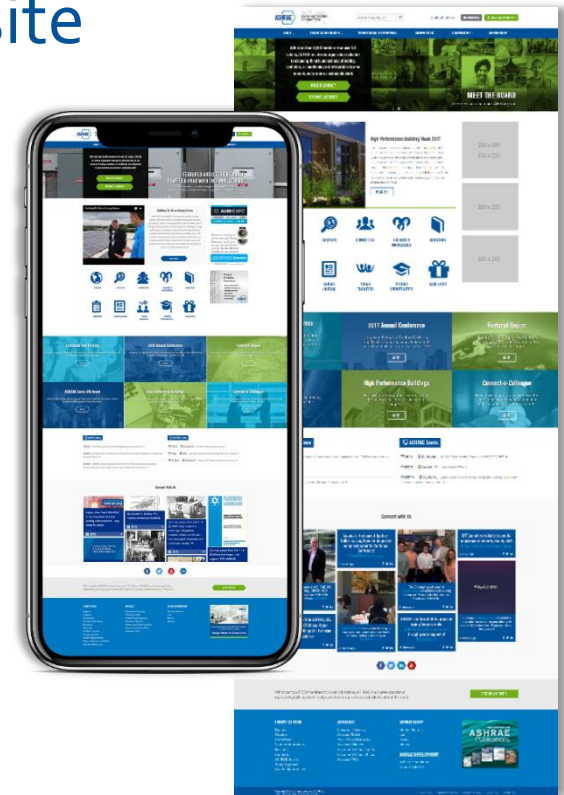
ashrae.org

Completely redesigned and mobile-friendly website

Launched February 14, 2018

The Redesigned Site Features:

- Upgraded Infrastructure
- Improved Search Functionality
- Modern Look & Feel
- Mobile / Tablet Version



ashrae.org



ASHRAE 365 App

Launched May 2018



A new way to connect!

**Provides year-round updates on
all things ASHRAE**

- One-tap access to standards and guidelines, continuing education, industry jobs and more.
- Fully integrated events section with information on ASHRAE Conferences, CRCs, Topical Conferences, Event Calendars and Virtual Conferences.
- Quick access to all of ASHRAE's social media platforms.
- Ability to view ASHRAE chapter locations and details.
- Quick link to Society staff contacts.
- Information on how to support the Society through donations.



ASHRAE Standard 90.1 Portal

90.1 Portal is an online tool that brings together as never before ASHRAE Standard 90.1, its User's Manual, interactive tools, and redlines.

- View each publication side by side or separately.
- Annotate, copy/paste, print content as needed.
- Includes official ASHRAE Interpretations in context where they matter.

www.ashrae.org/901portal

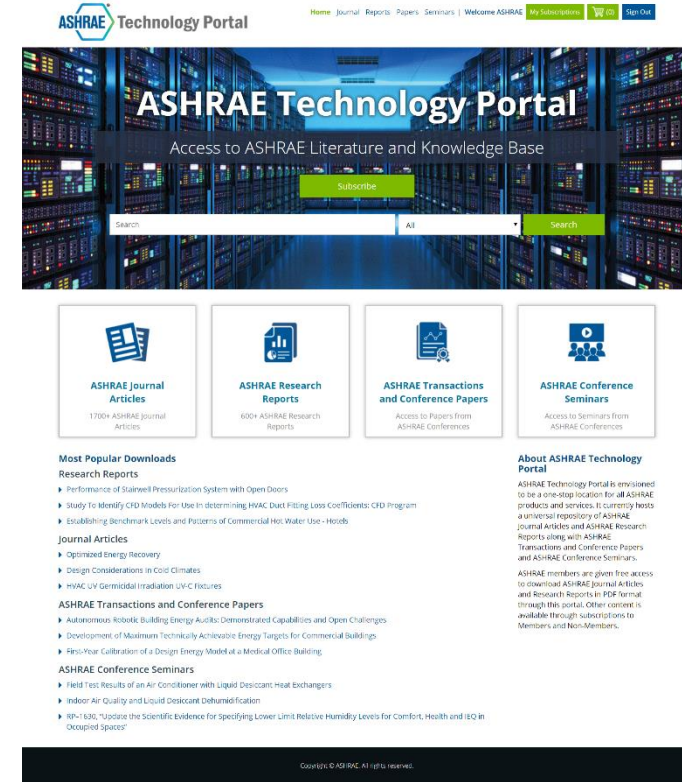


ASHRAE Technology Portal

Access to ASHRAE Literature and Knowledge Base

- Easy, fast method of connecting to the latest ASHRAE research
- A universal repository of ASHRAE Journal Articles and ASHRAE Research Reports. Handbook Chapters **FREE** for ASHRAE Members.
- Access to ASHRAE Technical Papers, Conference Papers and ASHRAE Conference Seminars
Subscriptions available for easy access
- Robust search feature via title, keywords, codes, etc.
- Mobile responsive

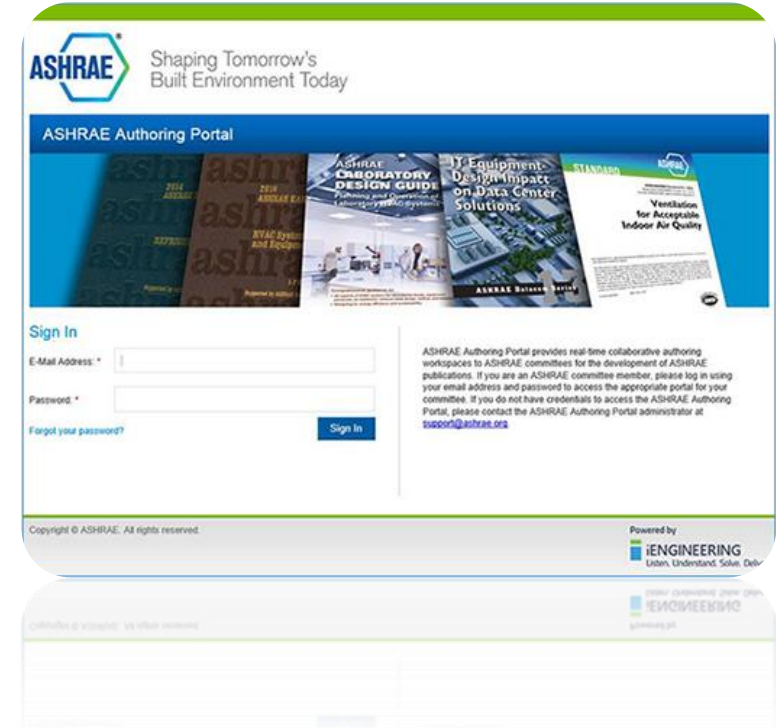
www.ashrae.org/technologyportal



ASHRAE Authoring Portal

ASHRAE-approved, secure platform for collaborative authoring by multiple authors

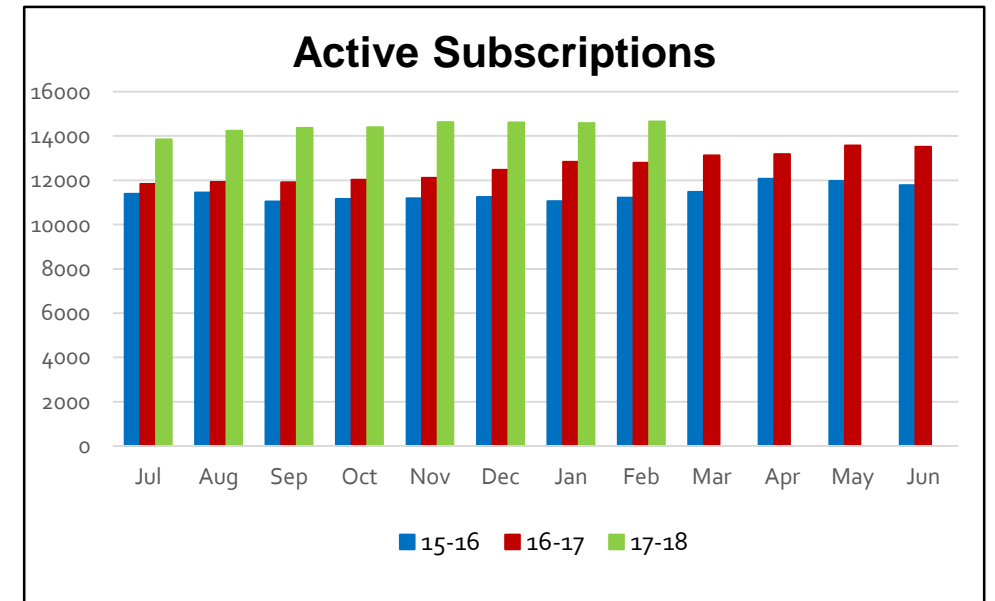
- Allows easy tracking of changes for authoring groups and staff
- Eliminates need to email large files
- Used by nearly 1100 authors and revisers of Handbook chapters, special publications, and standards and guidelines
- Saves volunteer time and helps eliminate bottlenecks in revision process



ASHRAE Handbook Online

Major member Handbook benefit option

- Selected by 25% of members as their Handbook benefit format
- Nearly 15,000 active subscribers
- Grew by average 22% each of the last 4 years



Handbook PDFs Now in Technology Portal

Beginning June 1, 2018, Member and Associate grade members may log in with their member credentials to technologyportal.ashrae.org to download the *2018 ASHRAE Handbook - Refrigeration* as a PDF.

- Both I-P and SI versions are available in the Handbook PDF, as a complete volume or by individual chapters.
- Handbook CDs are no longer being manufactured or distributed.



Certifications

- BCxP, BEAP, BEMP & HBDP certifications are accredited by ANSI
- Recognized by more than 35 national, state and local bodies
- Achieved milestone of more than 2,750 certifications earned
- HVAC Designer certification to launch in June, 2019



ANSI Accredited Program
PERSONNEL CERTIFICATION
#1139



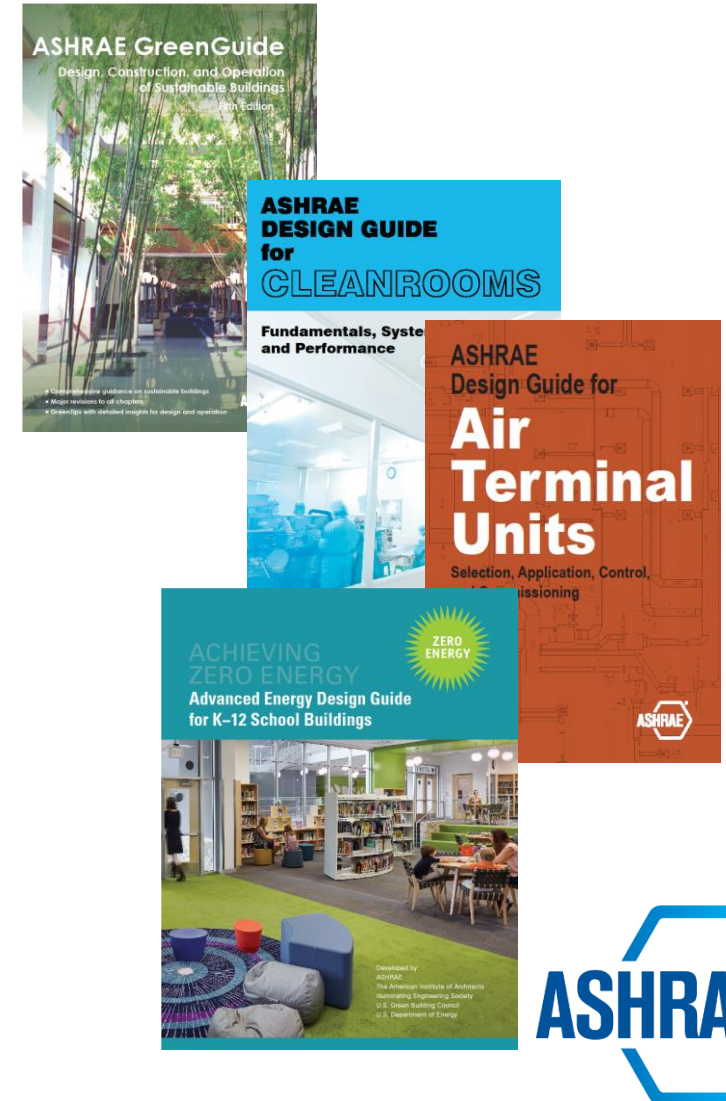
RECOGNIZED PROGRAM

MEETS U.S. DEPARTMENT
OF ENERGY GUIDELINES



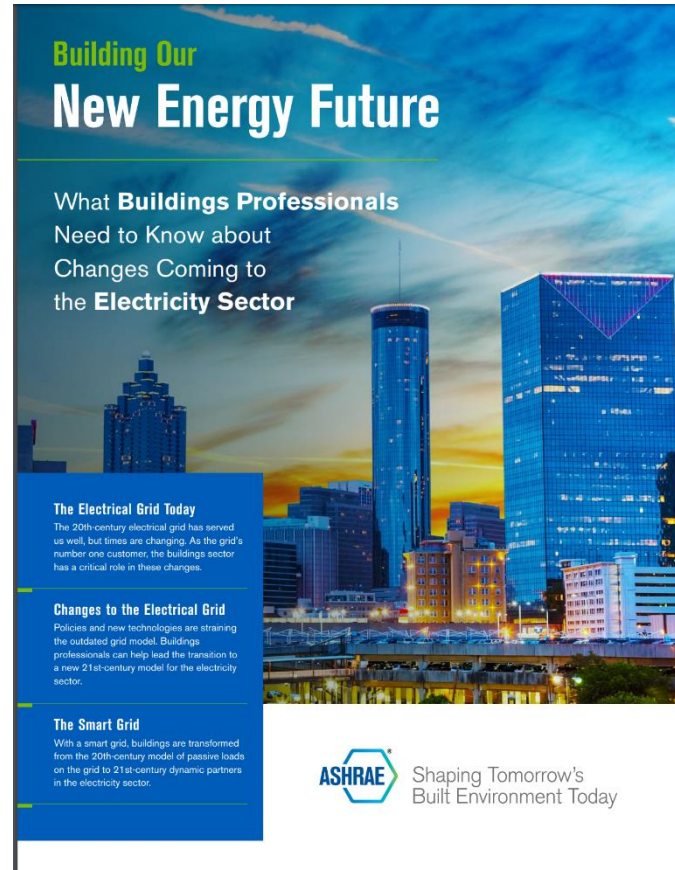
Recent Publications

- ASHRAE GreenGuide, 5th edition
- ASHRAE Design Guide for Cleanrooms
- ASHRAE Design Guide for Air Terminal Units
- ASHRAE Design Guide for Sustainable Refrigeration Facilities and Systems
- Advanced Energy Design Guide for K-12 (Achieving Zero Energy)
- Residential Indoor Air Quality Guide
- 90.1 Portal—Interactive online 90.1 User's Manual that includes Standard 90.1—a new way to use 90.1
- Spanish Translations: Standard 100, Standard 90.1, Hospital Design Guide



Recent Publications

Building Our New Energy Future



[Download a copy from here](#)



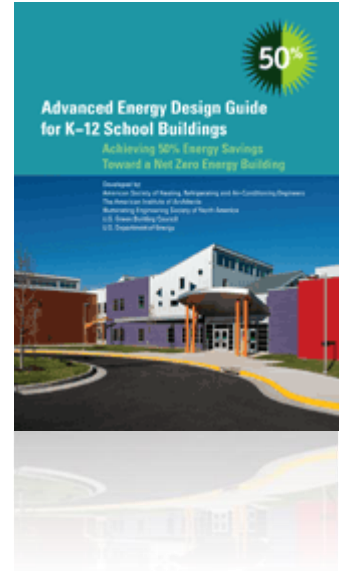
Upcoming Publications

- Design Guide for Duct Systems (Winter 2019)
- Design of Datacom Equipment Centers, 3rd Edition (Fall 2018)
- Designers' Guide for District Cooling Guide, 2nd edition (Winter 2019)
- Engineering Management Guide (Fall 2018)
- High-Performance Buildings Simplified Textbook (Spring 2019)
- Multifamily Residential Buildings Guide (Spring 2019)
- Owners' Guide for District Cooling (Winter 2019)
- Residential IAQ Guide (Summer 2018)
- 2018-IgCC Powered by 189.1 (Summer 2018)

COMING SOON

Advanced Energy Design Guides

- *Advanced Energy Design Guide for K-12 School Buildings – Achieving Zero Energy* – Published in January 2018
 - Applicable to all sizes and types of K-12 school construction
 - Identifies energy targets (EUI) and design criteria
 - Includes strategies and tactics for site planning, envelope, fenestration, daylighting, lighting design, plug and process loads, service hot water, kitchen equipment, HVAC, and renewables
- Work starting on *Advanced Energy Design Guide for Small to Medium Office Buildings – Achieving Zero Energy* – publication targeted for Spring 2019
- Roughly 630,000 total copies of 12 published guides in circulation



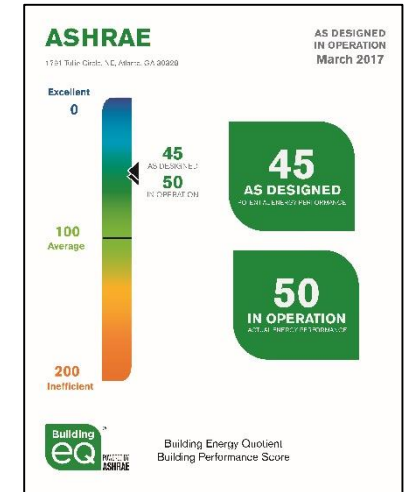
www.ashrae.org/freeaedg



What is Building EQ?

ASHRAE's Building EQ provides a quick energy analysis that benchmarks building energy performance. Benefits include:

- Streamlines and improves the audit process
- Utilizes standard and consistent process for tracking improvement
- Provides a Building EQ Performance Score (efficiency)
- Details actionable recommendations to improve performance



Two different evaluations can be used independently or together:

- In Operation compares actual building energy use with metered energy
- As Designed compares energy use based on the buildings physical characteristics and systems with standardized energy use simulation

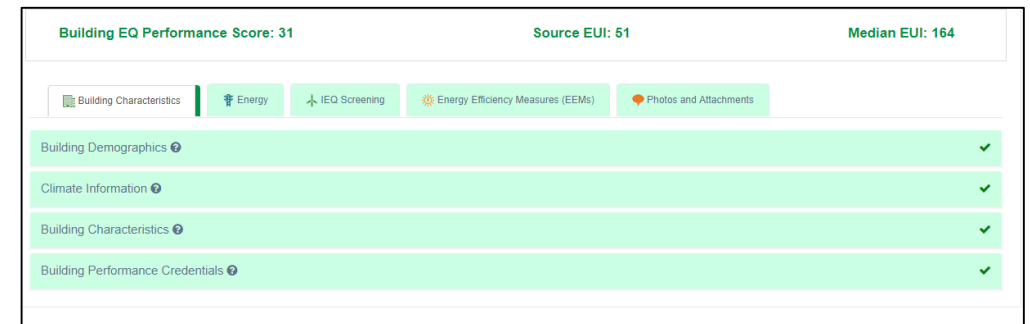
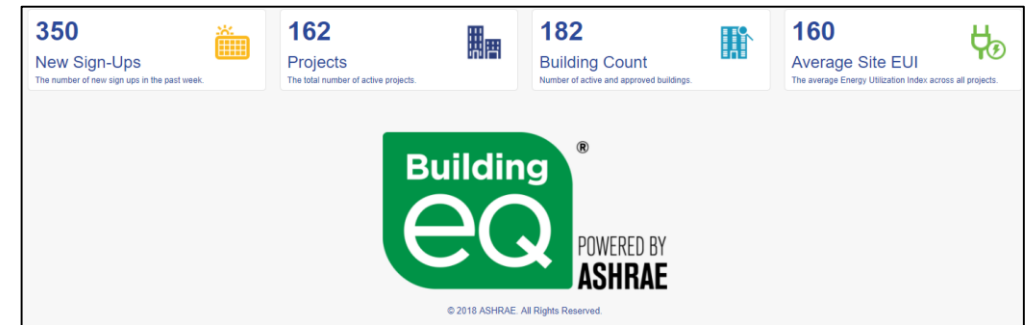
www.ashrae.org/BuildingEQ



Building EQ Web Portal

Offers a streamlined way to submit information

- Online data entry & submission
- Help and validation built into system
- Metered data exchange with ENERGY STAR® Portfolio Manager
- Median EUI calculation aligned with ENERGY STAR® Portfolio Manager
- Standard reports generated by credentialed users
- Online training video



www.ashrae.org/BuildingEQ



New News



- 5-year Strategic Plan role out being prepared for Summer 2019
 - Member review and comment: Spring 2019
- ASHRAE Headquarters is moving. Selling existing building and relocating in Atlanta
 - Move by October 2020

ashrae.org/newhq



See You There!

- **2018 Building Performance Analysis Conference and SimBuild**
September 26-28, 2018 – Chicago, IL – ashrae.org/BuildPerform2018
- **AHR Expo Mexico**
October 2-4, 2018 – Mexico City, Mexico – AHRExpoMexico.com
- **The Third International Conference on Efficient Building Design**
October 4-5, 2018 – Beirut, Lebanon – ashrae.org/Beirut2018
- **Chillventa**
October 16-18, 2018 – Nurnberg, Germany – chillventa.de
- **Greenbuild**
November 16-18, 2018 – Chicago, IL – Greenbuildexpo.com





Join us in Atlanta

2019 ASHRAE Winter Conference
Atlanta, GA | January 12-16, 2019

AHR EXPO

2,100+ Exhibitors

70,000+ Industry Professionals

January 14-16, 2019

Georgia World Congress
Center

285 Andrew Young Intl Blvd NW
Atlanta, GA



Register Sept. 4th at ashrae.org/atlanta



ASHRAE Staff Report 2018 Region II CRC

Stephanie Reiniche
Director of Technology

Why Am I Here?



- To listen!
- To answer your questions
- To provide a contact at Headquarters
- To reinforce that ASHRAE staff is here to support you!

ASHRAE Staff Operations

Our job is to support the volunteer structure of ASHRAE by making the volunteers' investment of time worthwhile.

Over 120 employees

Departments: Executive/Administration,
Administrative Services (Accounting, HR, and IT),
Development, Government Affairs, Marketing ,
Member Services, Publishing/Education, and
Technology.



Technology Department Services

- Technical Committees (TCs)
 - Research
 - Technical Programs
 - Handbook Chapters
- Special Projects
 - Advanced Energy Design Guides (AEDGs)
 - Indoor Air Quality Guide
- Building Energy Quotient (bEQ)
- Standards and Guidelines
- Environmental Health
- Refrigeration
- Position Documents
- Technical Inquiries

Technology Council Staff

(Total years of ASHRAE service in brackets after each name)

STANDARDS

Steve Ferguson, Sr. Manager [13]
Connor Barbaree, Manager-Codes [2]
Katrina Shingles, Sec/AA to MOS-Codes [7]
Ryan Shanley, Asst Mgr-Stds Administration [1]
Chuck Cunningham, Asst Manager-Codes [0.25]
Marge Davidson, Membership Specialist [3]
Mark Weber, Manager-American Stds [18]
Beverly Fulks, Standards Coordinator [24]
Carmen King, Sr. Standards Analyst [7]
Brian Cox, Asst Manager-Int'l Stds [2]
Angela McFarlin, Intrnl Standards Coordinator [21]
Susan LeBlanc, Standards Admin [9]
Tanisha Myers-Lisle, Procedures Admin [10]

RESEARCH & TECHNICAL SERVICES

Michael Vaughn, Sr Manager [18]
Steve Hammerling, Manager Technical Services [16]
Donna Daniel, Research Coordinator [14]
Tara Thomas, Admin Asst [21]

SPECIAL PROJECTS

Lilas Pratt, Manager [12]

TECHNOLOGY

Stephanie Reiniche, Director [14]
DD Latham, Admin Asst [7]

Over 200 combined years of experience with ASHRAE

We Want YOU to Get Involved!



Technical Committees

- Technical Committees Home Page

(<https://www.ashrae.org/technical-resources/technical-committees>)

- Apply for TC Membership
- Three Types of TC Membership
 - Voting Member – Quorum
 - Voting Member – Non Quorum
 - Corresponding Member



Standards & Guidelines

Project Committees

- Join a committee (New Online Process Coming Soon!)
- Attend meetings as an observer (<https://www.ashrae.org/conferences>)
- Join the committee e-mail distribution list/list server (www.ashrae.org/listserves)
- Submit a public review comment - New Updates Live Soon! (<http://osr.ashrae.org>)
- Submit a change proposal – Online Process Coming Soon!
- Recommend a new standard or guideline
- Sign up for the ASHRAE Standards Action List Server
- Visit the project committee website (if applicable – 30 established)

Remote Participation in Meetings (RPM)

- Technical Committees (TCs)
- Special Projects
- Building Energy Quotient (bEQ)
- Standards and Guidelines
- Environmental Health
- Refrigeration
- Position Documents

Shout Outs!

Congratulations on a Successful Day on the Hill (Parliament)!



For More Information

Standards and Guidelines

Steve Ferguson, Senior Manager of Standards

sferguson@ashrae.org

+678.539.1138

Research

Mike Vaughn, Senior Manager of Research
and Technical Services

mvaughn@ashrae.org

+678.539.1211

Special Projects, bEQ, Residential Buildings

Lilas Pratt, Manager of Special Projects

lpatt@ashrae.org

+678.539.1193

Environmental Health, Refrigeration,
Technical Inquiries, and Position Papers &
Documents

Steve Hammerling, Manager of Technical
Services

shammerling@ashrae.org

+678.539.1158

Technology Department

Stephanie Reiniche, Director

sreiniche@ashrae.org

+678.539.1143

Visit Headquarters

If your travel brings you
to Atlanta, come visit us!

Questions?



Shaping Tomorrow's
Built Environment Today

Stephanie Reiniche
Director of Technology

sreiniche@ashrae.org
+678.539.1143

1791 Tullie Circle NE
Atlanta, GA USA 30329
www.ashrae.org



A nighttime photograph of a dense urban skyline, likely Chicago, featuring several illuminated skyscrapers and a river in the foreground. The text is overlaid in white, sans-serif font.

ASHRAE CHICAGO & HOUSTON Region II 2018 UPDATE

Doug Cochrane, ARC Region II



Chicago Update

- Nearly 3300 attended Society conference with 444 students including students from Region II
- AHR Expo largest in history with 530k sq ft and 72,000 attendees.
- Members Council looking at ways to improve CRC's, and also the Regional Alignment
- Motion to continue with Chapter Opportunity Fund (was approved in Houston albeit reduced amount)
- Women In ASHRAE (WIA) now an optional Chapter Committee
- College Of Fellows and YEA have formalized a mentorship program
- Members Council approved \$2000 U.S. per Region outside of U.S. to support Day on The Hill Activities eff July 1, 2018
- Approval to Join Canadian Energy Efficiency Alliance (CEEA) to assist with our Government Advocacy efforts in Canada effective July 1, 2018
- Working on a HVAC Designer certification which should be available in 2019



Chicago Update

- Certification Committee will add 2 members in 2018-19 year to assist with ANSI and Promotion
- History Committee voted to make this a grassroots committee (now reports to Pub ED council). Regional Historians are currently not voting members
- Pub Ed council looking at a reorganization in next few years to better reflect a more electronic era.
- ASHRAE 15-2016 looking at Addendum D (direct systems for human comfort), Addendum H (machinery rooms), and Addendum A (remove R-717 ammonia) all in different stages progressing towards public review.
- ASHRAE 34-2016 Addendum G (making 2L it's own class not a subclass of 2) going out for 2nd public review as some text missing from 1st review.
-



Houston Update

- Low GWP Refrigerant Research Status
- RP-1806 (Post Ignition Simulation & Risk Assessment). Task 1 (model improvement, calibration, and Validation) is complete and report being assessed to see best way to proceed with Task 2 (simulation study) and Task 3 (Risk assessment update) based on results. Current plan to add a sensitivity test of model inputs and go from there. Schedule significantly delayed.
- RP-1807 (Guidelines for Flammable Refrigerant handling, Transporting, Storing, Equipment Servicing, Installation, & Dismantling). Letter ballot out due sep 5 for approval with 17 high priority gaps identified.
- RP-1808 (Servicing & Installing Equipment using Flammable Refrigerants Assessment of Field Made Mechanical Joints). Project draft final report Apr 26 for approval. Hope to publish results Nov 18.



Houston Update

- Society opening office in Brussels with retired Staff Director Steve Comstock running the show Jul 2018
- Society sold ASHRAE HQ building in Atlanta to CHOA. Looking for new location now for Oct 2020 occupancy.
- New mobile friendly ashrae.org website running since Feb 2018
- ASHRAE 365 app for year round use eff May 2018
- GGAC renamed to GAC (government affairs committee) eff Jul 1, 2018
- Handbook PDF's now in Technology portal June 2018
- Building EQ portal revamped and Lab data has now been added complying with std 211 commercial energy audits
- Presidential ad hocs on ethics enforcement and regional staff support
- Nominations process ad hoc
- AEDG for K-12 schools published Jan 2018
-



Region II Awards

- Fellow (Highest Grade) awarded to Andreas Athienitis, Montreal and Jeffrey Siegel Toronto
- Technology Awards
- 1st place New Comm Bldgs – Roland Charneux, Pageau Morel in Montreal for Mountain Equipment Coop Head Office Vancouver
- 1st place Public Assembly – Samuel Paradis La Ville de Quebec for Centre Videotron
- Board positions eff July 1, 2018
- Darryl Boyce, Ottawa Valley Chapter President- Elect (will be President during society's 125th Anniversary 2018-2019 society year)
- Jeff Clarke, Montreal Chapter DRC Region II
- ASHRAE Willis Carrier Scholarship Alex Dietrich Ryerson University 10k
- ASHRAE Engineering Technology Scholarship Rex Camit Seneca 5k



Region II Awards

- Distinguished Service Award – for faithfully serving society with distinction
- Roland Charneux, Montreal Chapter
- Jeff Clarke, Montreal Chapter
- Isabelle Lavoie, Montreal Chapter
-
- Board positions eff July 1, 2018
- Darryl Boyce, Ottawa Valley Chapter President- Elect (will be President during society's 125th Anniversary 2018-2019 society year)
- Jeff Clarke, Montreal Chapter DRC Region II
-
- ASHRAE Willis Carrier Scholarship Alex Dietrich Ryerson University 10k
- ASHRAE Engineering Technology Scholarship Rex Camit Seneca 5k



Region II Awards

- Leadership U 2 participants in Houston from Region II Abhi and Alekyha from Toronto
- Chapter program star award – Abhishek Khurana Toronto
- William Collins Award RP – Adam Graham Ottawa
- J. Crosby Field Award best paper – Micheal Roith Guelph



Region II Activities

- Regional Visit by ASHRAE Society President Bjarne Olesen visiting London, Windsor, NB/PEI, Halifax, and Toronto Chapters Feb 26-Mar 5
- ASHRAE 90.1 Courses at CMPX – 2013 v Mar 21, 2016 v Mar 22 both 9-noon
- Regional Planning Meeting (Regional Team and Chapter President Elects) Mar 24 in Montreal
- HVAC Design Essentials Level I & II Toronto I - May 14-16, II –May 17-18
- HVAC Design Essentials Level II Halifax May 28-29
- 2nd National Day On The Hill Ottawa June 6,7
- Chapters Regional Conference Windsor Aug 24-26
- 1st Provincial Day On The Hill Queens Park Toronto Oct 23 (after election)
- Toronto hosts Society Annual Meeting June 2022 in conjunction with Chapters 100th Anniversary.
- ASHRAE Winter Conference & AHR Expo Atlanta, GA Jan 12-16 2019



ASHRAE Nominations

ASHRAE website links are always active for member nominations to Board-elected Standing Committee and Council Positions, Appointments to Committees, and Board Officer and Director Recommendations. Once the deadline has passed, your recommendation will be held until the following year's election or appointment session.

❖ Board Officer and Director Recommendations:

Link closes for the following
Society year each September 29th

<https://www.ashrae.org/recbod>

❖ Board-elected Standing Committee and Council Nominations:

Link closes for the following
Society year each September 15th

<https://www.ashrae.org/bodnom>

❖ Standing Committee Nominations, Appointed by the President-Elect:

Link closes for the following
Society year each February 15th

<https://www.ashrae.org/comnom>