



**REGION 2  
62<sup>nd</sup> ANNUAL  
CRC 2020**

**MINUTES**

**held**

**VIRTUAL  
(GoTo Meeting)**

**Thur Aug 20, 2020 to Friday August 21, 2020**

DRAFT – Version 1  
Sept /2020

## **ORIENTATION SESSION – Thur Aug 20, 2020 2:00pm**

The following attended the Orientation Session

<b><u>CHAPTER</u></b>	<b><u>DELEGATE</u></b>	<b><u>ALTERNATE</u></b>
#100 Halifax	Marc Rossignol	Dan Bourque
#117 NB/PEI	Kevin Leger	John Willden
#013 La Ville de Quebec	Laurence Boulet	Maxime Boivin
#014 Montreal	Audrey Dupuis	Mathieu Rondeau
#015 Ottawa Valley	Adam Moons	Adrienne Mitani
#016 Toronto	Brendan McDermott	Abhishek Khurana
#037 Hamilton	Robyn Ellis	Mitchell Rohrer
#116 London Canada	Andrew Crowley	Kathleen Mayberry
#141 Windsor	Dave Dufour	Amanda Smith

<b><u>NAME</u></b>	<b><u>CHAPTER or SOCIETY</u></b>	<b><u>POSITION</u></b>
Charles Gullledge	Society	Society President
Tim McGinn	Society	Society Vice President
Stephanie Reinche	Society Staff	Society Director of Technology
Jeff Clarke	Montreal	DRC
Ronald Gagnon	Montreal	RMCR
Doug Cochrane	Toronto	ARC
Tom Pollard	London Canada	CRC Secretary / RVC Historian
Mai Anh Dao	Montreal	RVC SA
Daniel Redmond	Ottawa	RVC CTTC
John Molnar	Hamilton	RVC MP
Alekhya Kaianathbhatta	Toronto	RVC YEA
Rob Hoadley	NB/PEI	RVC GAC
Ibrahim Semhat	London	RVC RP
Nicolas Lemire	Montreal	Nominating Chair
Isabelle Lavoie	Montreal	Nomination Alternate

### **VISTORS**

Andy Hrutka - Windsor, Dan Boudreau - NB/PEI, Danny Castellan – Windsor, Badri Patel -Toronto, David Underwood – Toronto, Guy Perreault – Quebec, Yves Trudel – Quebec, Bruno Lefebvre -Montreal, Kevin Clannon – NBPEI, Klodian Vocaj – Toronto, Doug Cochrane – Toronto, Eric Pelletier – Windsor, Paul Greff – Windsor, James Smith Windsor, Genevieve Lussier – Montreal, Niss Feiner – Toronto, Iain Hill – Hamilton, Michael Genin – Toronto, Beatriz Salazar Toronto, Reaz Usmanali Hamilton, Marco Ciallella - Hamilton

Jeff Clarke, DRC Region 2, welcomed everyone to Virtual CRC (the 62<sup>nd</sup> ASHRAE Region 2) and the Orientation Session at 2:00pm on Thu Aug 20, 2020.

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 those in attendance to introduce themselves (name, chapter, role).

Jeff welcomed VIP guests Charles Gullledge - Society President, Tim McGinn -Society VP and Stephanie Reinche - Society Director of Technology.

Jeff then asked to appoint Tom Pollard as the **CRC Secretary**

Motion Moved

Vote: 9/0/0 Passed

Jeff then reviewed the **CRC Agenda** which was previously distributed (similar to previous CRC meetings but times adjusted for the Virtual CRC).

*{refer to Appendix-A1 – CRC 2020 Agenda}*

Jeff called on Doug Cochrane, ARC regarding the **Society Highlights**

*{refer to Appendix-K – App-K-Virtual Conference Update 2020}*

Doug presented some Society highlights

- Society and Chapters adapting to COVID-19 with virtual meetings; trying to still achieve goals
- Society Bylaw change regarding nominations
- Centralized Training will be virtual; travel reduced across the board including DL's
- Leadership U suspended for 1 year; Leadership Academy will be \$250 (was free)
- Staff salary freeze and no tuition reimbursement
- Eliminated Society Opportunity Fund and Chapter Special Event Insurance
- High performance Building Magazine now incorporated in Journal
- Member now referred to as Full Member
- TC reorganization underway; Professional Development Committee (PDC) now rolled into Training & Education reporting to Pub Ed Council
- E-newsletter replacing Society Connections
- Building Eq – rating for new ASHRAE HQ; working on guidelines for remote energy audit' 4 podcasts available; new enhanced security and speeder server
- COVID-19 preparedness resources: reopening guidance, FAQ, statements, documents
- Government Outreach Days – Ottawa & Ontario postponed; Windsor, Hamilton, Toronto had some outreach
- ASHRAE HQ – move in Oct 2020
- Region 2 Member Recognitions:
  - Distinguished Service Award, Exceptional Service Award  
Nicolas Lemire, Montreal Chapter
  - Dan Mills Chapter Programs Award  
Beatrice Salazar, Toronto Chapter
  - YEA Award of Individual Excellence  
Abhi Khurana, and Badri Patel both of Toronto Chapter
  - Distinguished Lecturer (effective Jul 1, 2020)  
Doug Cochrane, Toronto Chapter
  - Distinguished 50 Year Member Award  
John Bissett, London Chapter  
Frantisek Vaculik, Ottawa Valley Chapter
  - Outgoing BOD, Standing Committee Chair  
Darryl Boyce, Society President, Ottawa Valley Chapter  
Ben Oliver Chair Student Activities, London Chapter  
Doug Cochrane, Chair Building EQ, Toronto Chapter
  - Member recognition on standing committees 2020-2021  
Daniel Robert, VC CTTC - Montreal Chapter  
Genevieve Lussier, VC MP - Montreal Chapter  
Nicolas Lemire, VC H&A, Handbook, Nominating Member- Montreal Chapter  
Kurt Monteiro, VC Certification – Toronto Chapter  
Isabelle Lavoie, H&A, Nominating Alternate – Montreal Chapter  
Ibrahim Semhat, RVC RP – London Chapter  
John Molnar, RVC MP – Hamilton Chapter  
Alekhya Kaianathbhatta, RVC YEA – Toronto Chapter  
Mark Lawrence, RBC – Halifax Chapter  
Niss Feiner, History – Toronto Chapter  
David Underwood, Nominating BOD appointed alternate – Toronto Chapter  
Doug Cochrane, Finance – Toronto Chapter
- Upcoming Events
  - 85th anniversary Montreal chapter Apr 9, 2021
  - Ashrae Winter Meeting (decision made in September whether in person or not)  
Jan 23-27, 2021 – Chicago, IL Regional Dinner Sun Jan 24
  - Ventilation 2021 – Aug 15-18, 2021 – Toronto Sheraton Ctr hotel

Region II CRC – Aug 19-21, 2021 – Quebec City – La Ville de Quebec  
65th anniversary La Ville de Quebec chapter Dec 13, 2021  
ASHRAE Society Annual Meeting June 25-29, 2022 – Toronto in conjunction with chapter 100<sup>th</sup>

Jeff called on Nicolas Lemire to discuss the **Society Awards**.

*{refer to Appendix-L - Honors and Awards FlowChart}*

The Flow Chart has a summary of what is required to obtain 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 and their members BIO needs to be updated on the Society web site. Older members may need assistance to get BIO's updated.

Jeff Clarke then reviewed the Regional positions:

This year for: 2021 = DRC, RMCR, GA  
2022 = CTT, SA  
2023 = MP, RP, YEA

Delegates need to ensure that people are willing to perform the duties of the position. Jeff reminded the Delegates and Alternates that names need to be put forward also for Regional and Society positions:

Nominations are confidential and discussions in the nominating room are to remain in the nominating room.

---

## **MINUTES OF THE FIRST BUSINESS SESSION – Thur Aug 20, 2020 2:50pm**

The following attended the 1<sup>st</sup> Business Session

<b><u>CHAPTER</u></b>	<b><u>DELEGATE</u></b>	<b><u>ALTERNATE</u></b>
#100 Halifax	Marc Rossignol	Dan Bourque
#117 NB/PEI	Kevin Leger	John Willden
#013 La Ville de Quebec	Laurence Boulet	Maxime Boivin
#014 Montreal	Audrey Dupuis	Mathieu Rondeau
#015 Ottawa Valley	Adam Moons	Adrianne Mitani
#016 Toronto	Brendan McDermott	Abhishek Khurana
#037 Hamilton	Robyn Ellis	Mitchell Rohrer
#116 London Canada	Andrew Crowley	Kathleen Mayberry
#141 Windsor	Dave Dufour	Amanda Smith

<b><u>NAME</u></b>	<b><u>CHAPTER or SOCIETY</u></b>	<b><u>POSITION</u></b>
Charles Gulledge	Society	Society President
Tim McGinn	Society	Society Vice President
Stephanie Reinche	Society Staff	Society Director of Technology
Jeff Clarke	Montreal	DRC
Ronald Gagnon	Montreal	RMCR
Doug Cochrane	Toronto	ARC
Tom Pollard	London Canada	CRC Secretary / RVC Historian
Mai Anh Dao	Montreal	RVC SA
Daniel Redmond	Ottawa	RVC CTTC
John Molnar	Hamilton	RVC MP
Alekhy Kaianathbhatta	Toronto	RVC YEA
Rob Hoadley	NB/PEI	RVC GAC
Ibrahim Semhat	London	RVC RP
Nicolas Lemire	Montreal	Nominating Chair
Isabelle Lavoie	Montreal	Nomination Alternate

### **VISTORS**

Andy Hrutka - Windsor, Dan Boudreau - NB/PEI, Danny Castellan – Windsor, Badri Patel -Toronto,  
David Underwood – Toronto, Guy Perreault – Quebec, Yves Trudel – Quebec, Bruno Lefebvre -Montreal,  
Kevin Clannon – NBPEI, Klodian Vocaj – Toronto, Doug Cochrane – Toronto, Eric Pelletier – Windsor,



Paul Greff – Windsor, James Smith Windsor, Genevieve Lussier – Montreal, Niss Feiner – Toronto, Iain Hill – Hamilton, Michael Genin – Toronto, Beatriz Salazar – Toronto, Reaz Usmanali Hamilton, Marco Ciallella – Hamilton

Jeff Clarke, DRC, opened the 1<sup>st</sup> Business Session at 2:50pm on Thu 20,2020.

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

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> )

### APPROVAL OF 2020 CRC MINUTES

Jeff Clarke, DRC, called for discussion and **Motion** for approval of the minutes from 2019 CRC held in Halifax, NS

Moved by: #141 Windsor - Dave Dufour, 2<sup>nd</sup> by: #014 Montreal - Audrey Dupuis. All voted in favour of the motion and the 2019 CRC Minutes were **Approved** (9/0/0)

### STATUS OF 2019 REGION 2 MOTIONS SUBMITTED TO SOCIETY

Jeff Clarke, DRC, called upon Ron Gagnon, RMCR to report on the motions from last year at Society and the status of these motions.

*{refer to Appendix-B - Region 2 Motion Society Status 2020}*

Ron Gagnon then presented/read the New 2020 Draft Motions that had been prepared so far so that Delegates and Alternates could do an initial review and discuss before formal discussion and voting on Friday. (refer to motion tables of this 2020 CRC for the actual final motions presented).

### 2021 CRC BUDGET – QUEBEC, QC

Jeff Clarke, DRC, called ON Guy Guy Perreault for an update on the 2021 CRC planning for Quebec, QC.

Guy indicated registration and hotel has been able to be held at same rates and same planned location. Activities planned would be similar was to what was proposed for this year but just shifted to next year.

### SOCIETY OFFICER REPORT

Jeff Clarke, DRC, called on Tim McGinn, Society VP for the **Society Officer Report**.

*{refer to Appendix I - Society Officer Report}*

Tim presented

- Society membership: 55000 including 7400 student members, 15 Regions with 190+ Chapter
- Connect-A-Colleague generated 3414 new members – takes less than 1 minute to send an invite
- Sexual Harassment position and policy – training is a requirement prior to serving on certain committees
- ASHRAE Commercialism Policy – reminder about advertisement and sponsorships
- Charles E Gullledge III, PE., 2020-21 ASHRAE President [www.ashrae.org/president](http://www.ashrae.org/president) and on facebook
- Society year theme: The ASHRAE Digital Lighthouse and Industry 4.0
- ASHRAE New Global HQ – moving October 2020 -did not using any membership fees, new building funded from sale of old building and donations – raised over \$10.4M
- Government Affairs - outreach day events are growing before had to change due to COVID
- Employer Support: Reach Program has tools and templates
- Resources for Young Engineers in ASHRAE (YEA)
- ASHRAE Foundation Scholarships: Society Scholarships & Chapter Awarded Scholarships
- ASHRAE Research Grants & Awards Programs,
- Research Promotion: \$1,635,596 in contributions
- ASHRAE Epidemic Task Force – preparedness resources (free)
- ASHRAE Handbook Online – mobile device responsive, easier to search across all volumes
- ASHRAE Building EQ web based portal [www.ashrae.org/BuildingEQ](http://www.ashrae.org/BuildingEQ)
- ASHRAE Certification – new digital badging, new Certified HVAC Designer study guide

- ASHRAE Learning Institute (ALI) - new and updated courses
- ASHRAE eLearning – new special software required, 12 month subscription
- ASHRAE Marketing – powerpoints, videos, images, forms, news <http://www.ashrae.org/marketing>
- ASHRAE 365 – over 20000 active downloads, events and resources
- ASHRAE Tech Hour – two videos published and third planned

## **SOCIETY STAFF REPORT**

Jeff Clarke, DRC, called on Stephanie Reinche, Society Director of Technology

*{refer to Appendix J – Staff Report}*

Stephanie presented

- Purpose of staff: To Support ASHRAE Members
- Staff Operations: over 120 employees
- Join a Committee (new online process)
- REGION 2 ACCOMPLISHMENTS AND SHOUT-OUTS!
  - Successful grant application for a project titled, “Novel Metal Organic Frameworks (MOFs) Adsorption Heat Transformation (AHT)”
  - \$4500 in scholarships awarded!
  - To the Toronto Chapter for hosting the 2022 Annual Conference (June 25-29) in the same year as their 100th anniversary!
  - For hosting the Ventilation 2021 Conference from August 15-18, 2021
  - Government Outreach efforts
- BEWARE OF PHISHING & OTHER EMAIL SCAMS!
- Visit the new ASHRAE HQ if anyone is travelling to Atlanta

## **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	Marc Rossignol
#117 NB/PEI	Kevin Leger
#013 La Ville de Quebec	Laurence Boulet
#014 Montreal	Audrey Dupuis
#015 Ottawa Valley	Adam Moons
#016 Toronto	Brendan McDermott
#037 Hamilton	Robyn Ellis
#116 London Canada	Andrew Crowley
#141 Windsor	Dave Dufour

[BREAK after to Chapter Reports – a 15-minute break occurred then the Evening Event / Awards Presentation started]

---

## **EVENING EVENT**

### **VISTUAL AWARDS COCKTAIL**

**Hosted by Windsor – James Smith & Paul Greff**

*{refer to Appendix E – Award Ceremony List 2020}*

**And short presentation also by Guy Perreault  
for the CRC 2021 - Ville de Quebec, QC (Aug 27-29/2021)**

---

## **MINUTES OF THE SECOND BUSINESS SESSION – Fri Aug 21, 2020 9:00am**

The following attended the 2<sup>nd</sup> Business Session

<u>CHAPTER</u>	<u>DELEGATE</u>	<u>ALTERNATE</u>
#100 Halifax	Marc Rossignol	Dan Bourque
#117 NB/PEI	Kevin Leger	John Willden
#013 La Ville de Quebec	Laurence Boulet	Maxime Boivin
#014 Montreal	Audrey Dupuis	Mathieu Rondeau
#015 Ottawa Valley	Adam Moons	Adrianne Mitani
#016 Toronto	Brendan McDermott	Abhishek Khurana
#037 Hamilton	Robyn Ellis	Mitchell Rohrer
#116 London Canada	Andrew Crowley	Kathleen Mayberry
#141 Windsor	Dave Dufour	Amanda Smith

<u>NAME</u>	<u>CHAPTER or SOCIETY</u>	<u>POSITION</u>
Charles Gullidge	Society	Society President
Tim McGinn	Society	Society Vice President
Stephanie Reinche	Society Staff	Society Director of Technology
Jeff Clarke	Montreal	DRC
Ronald Gagnon	Montreal	RMCR
Doug Cochrane	Toronto	ARC
Tom Pollard	London Canada	CRC Secretary / RVC Historian
Mai Anh Dao	Montreal	RVC SA
Daniel Redmond	Ottawa	RVC CTTC
John Molnar	Hamilton	RVC MP
Alekhy Kaianathbhatta	Toronto	RVC YEA
Rob Hoadley	NB/PEI	RVC GAC
Ibrahim Semhat	London	RVC RP
Nicolas Lemire	Montreal	Nominating Chair
Isabelle Lavoie	Montreal	Nomination Alternate

#### VISTORS

Bruno Lefebvre – Montreal, Eric Pelletier – Windsor, Iain Hill – Hamilton, Daniel Robert – Montreal, Andy Hrutka – Windsor, Marco Ciallella – Hamilton, Doug Cochrane – Toronto, David Underwood – Toronto, Adam Moons – Ottawa, Danny Castellan – Windsor, Badri Patel – Toronto, Paul Greff – Windsor, Dan Boudreau - NB/PEI, Florin Corcoz-Windsor, Niss Feiner – Toronto, Yves Trudel – Quebec,

Jeff Clarke, DRC, opened the 2<sup>nd</sup> Business Session at 9:00am on Fri Aug 21, 2020.

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

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 called upon Ronald Gagnon for a Roll Call of the Delegates, Alternates, RVC, and VIPs.

#### **REGIONAL 2 STATISTICS**

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

*{refer to Appendix C – 2020 Chapter Statistics Table}*

Total for Chapter Dues Paying Members = 1586 for 2020 (was 1820 for the previous year)

This effects Regional Fund and the Seed for CRC 2021

#### **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 (CTT) - Daniel Redmond)  
Student Activities (SA) - Mai Anh Dao  
Government Affairs (GA) – Rob Hoadley  
Research Promotion (RP) - Mark Lawrence (outgoing) / Ibrahim Semhat (incoming)  
History - Tom Pollard  
Communications Committee (CC) - Tom Pollard  
Region Members Council Representative (RMCR) - Ronald Gagnon  
Young Engineers In ASHRAE (YRC/YEA) – Alexis Gagnon (outgoing) / Alekhya Kaianathbhatta (incoming)  
Membership Promotion (MP) – Genevieve Lussier (outgoing) / John Molnar (incoming)

---

[BREAK after to RVC Reports – a 15-minute break occurred]

---

#### **ASHARE RESEARCH CANADA**

Jeff Clarke, DRC, called on Guy Perreault for an update on ASHRAE RESEARCH CANADA.

Guy explained that the last meeting was held virtually. New fixed exchange rated as implanted by ASHRAE Society which is helpfully for contributions.

An upcoming annual meeting to be held by the Executive and Members (Region 2 and Region 11 Delegates) and will be set once the financial statements are prepared (expected mid Sept 2020).

#### **WORKSHOP REPORTS**

Jeff called for the Regional Workshop Reports that had occurred before the CRC

##### **GOVERNMENT AFFAIRS (GA) WORKSHOP REPORT - Rob Hoadley**

Attendance: 5 out of 9 chairs

Virtual session online, offer of personalized training, June 26 Refrigeration Day (annual), information that is available

##### **RESEARCH PROMOTION (RP) WORKSHOP REPORT - Ibrahim Semhat**

Attendance: 8 out of 9 chairs

Virtual workshop, why contribute, regional goal = \$196,000 (same as last year)

##### **CHAPTER TECHNICAL TRANSFER (CTT) WORKSHOP REPORT Daniel Redmond**

Attendance: 8 out of 9 chapters

Award program, tricks for getting DL's for chapter meetings, what to do for program, want to be relevant

##### **STUDENT ACTIVITIES (SA) WORKSHOP REPORT - Mai Anh Dao**

Attendance: 9 out of 9 chapters (with 10 in attendance)

Accomplishments, how to deal with schools being closed, can recreate events that other chapters are doing

##### **HISTORICAL WORKSHOP REPORT - Tom Pollard**

Attendance: 7 out of 9 chapters

Responsibilities, Important dates for chapters (anniversary dates) and Toronto 2020 meeting, Archiving

---

[BREAK to allow for setup and preparation for lunch presentation]

---

#### **LUNCH EVENT**

**PRESIDENTIAL ADDRESS**  
**Charles Gullledge – Society President**

**The ASHRAE DIGITAL LIGHTHOUSE and INDUSTRY 4.0**

*refer to Society web site – Presidential Theme*  
<https://www.ashrae.org/about/leadership/ashrae-president>

---

**MINUTES OF THE THIRD BUSINESS SESSION – Fri Aug 21, 2020 1:15pm**

The following attended the 3rd Business Session

<b><u>CHAPTER</u></b>	<b><u>DELEGATE</u></b>	<b><u>ALTERNATE</u></b>
#100 Halifax	Marc Rossignol	Dan Bourque
#117 NB/PEI	Kevin Leger	John Willden
#013 La Ville de Quebec	Laurence Boulet	Maxime Boivin
#014 Montreal	Audrey Dupuis	Mathieu Rondeau
#015 Ottawa Valley	Adam Moons	Adrianne Mitani
#016 Toronto	Brendan McDermott	Abhishek Khurana
#037 Hamilton	Robyn Ellis	Mitchell Rohrer
#116 London Canada	Andrew Crowley	Kathleen Mayberry
#141 Windsor	Dave Dufour	Amanda Smith

<b><u>NAME</u></b>	<b><u>CHAPTER or SOCIETY</u></b>	<b><u>POSITION</u></b>
Charles Gullledge	Society	Society President
Tim McGinn	Society	Society Vice President
Stephanie Reinche	Society Staff	Society Director of Technology
Jeff Clarke	Montreal	DRC
Ronald Gagnon	Montreal	RMCR
Doug Cochrane	Toronto	ARC
Tom Pollard	London Canada	CRC Secretary / RVC Historian
Mai Anh Dao	Montreal	RVC SA
Daniel Redmond	Ottawa	RVC CTTC
John Molnar	Hamilton	RVC MP
Alekhya Kaianathbhatta	Toronto	RVC YEA
Rob Hoadley	NB/PEI	RVC GAC
Ibrahim Semhat	London	RVC RP
Nicolas Lemire	Montreal	Nominating Chair
Isabelle Lavoie	Montreal	Nomination Alternate

Jeff Clarke, DRC, opened the 3rd Business Session at 1:15pm on Fri Aug 21, 2020.

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

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> )

**WORKSHOP REPORTS (continued)**

Jeff called for the continuation of the Regional Workshop Reports that had occurred before the CRC

### **COMMUNICATIONS WORKSHOP REPORT - Tom Pollard**

Attendance: 7 out of 9 chapters (10 attendees)

Responsibilities, E-Meetings (GoTo Meetings can be setup by Society), Email lists, Social Media, Bassecamp, Metrics

### **YOUNG ENGINEERS IN ASHRAE (YEA) WORKSHOP REPORT - Alekhya Kaianathbhatta**

Attendance: 7 out of 9 chapters

How to get new members, Activities

### **MEMBERSHIP PROMOTION (MP) WORKSHOP REPORT - John Molnar**

Attendance: 8 out of 9 chapters

Retain existing members, How to get more members

### **EXECUTIVE SESSION & NOMINATING REPORT**

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

Nicolas reported that the positions had been completed by using 2 virtual sessions. All positions have names brought forward.

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

Nominating Member - Nicolas Lemire

Nominating Alternate - Isabelle Lavoie

Nominating Reserve Alternate – Francis Lacharite

The Ethics Review Board for next year will be:

Board Member - Nicolas Lemire

Board Alternate - Isabelle Lavoie

Board Reserve Alternate - Francis Lacharite

All 9 Delegates and 8 Alternates attended the sessions and came prepared to discuss names.

Jeff mentioned that an internal Region 2 position by the DRC be for the 2020/2021 ARC - Ronald Gagnon (past year has been Doug Cochrane).

Nicolas indicated that he has received some names for Honours & Awards that he will forward to Society.

### **FINANCES**

#### **CRC 2019 – HALIFAX, NS**

Jeff Clarke, DRC, indicated that as this year did not have a host chapter there was no chapter to review last years CRC financial statements. Jeff indicated that Guy Perreault has offered to look at the financial summary and provide comments.

Guy indicated that he has received and reviewed documents and would recommend acceptance.

Halifax CRC 2019 had a profit and was able to contribute \$3,211 to the Region 2.

Motion Moved

Vote: 9/0/0 Passed

#### **REGIONAL FINANCES – 2019-2020 AUDIT**

*{refer to Appendix - H01 - FINANCIAL SUMMARY REPORT TABLE 2019-2020}*

*{refer to Appendix - H02 - FINANCIAL REPORT SUMMARY 2019-2020}*

Jeff Clarke, DRC, reviewed the Regional Financials 2019-2020.

The table shows starting balance of \$66,557.12 and ending balance of \$39,236.03 plus receivables of \$20,930.00 = \$60,166.03.

Jeff explained that last years discussion was to slowly reduce the regional fund and to also improve the region does to



approx. \$30,000 fund balance. It was also decided to reduce the dues to ½ and this reduced revenue and also the travel and meetings by Society Officers is reduced.

Guy Perreault also indicated he had reviewed the transactions and would recommend acceptance.

Motion Moved - #014 Montreal - Audrey Dupuis, Second: #015 Ottawa Valley - Adam Moons

Vote: 9/0/0 Passed

## REGIONAL FINANCES – 2020-2021 BUDGET

*{refer to Appendix App- H03-Financial Budget 2020-2021}*

Jeff Clarke, DRC, reviewed the Regional Financial Budget for 2020-2021.

As the reported Chapter Dues paying members has been reduced to 1586 (reduced from 1771).

This reduces the chapter payments that are due to the Region and also the seed money for the CRC.

Discussion involved chapter support and who to send to CRC's. The review of past Region 2 Financial Statement and New 2020-2021 Budget along with expense items. The Region has budgeted an expense to help smaller chapters send additional members to the CRC (budgeted at \$3000). The presented 2020-2021 Budget has a deficit of -\$13,104.00. Some items are not expected as Winter Meeting may not have travel expenses and YEA and Leaders weekends are going to virtual. Some discussion involved items that could be cut in the future to return to a balanced budget in the future. Also the current 50% reduction of chapter dues of \$5.50 would return in the future back to \$11.00 per chapter dues paying member increasing the revenue. Deficit is proposed to reduce the Regional fund to spend down some money and to have approx. \$10,000 reduction per year. Past CRC have typically had a surplus that is shared with the region. The amounts for CRC Chapter support, YEA Weekend, leaders Weekend could be removed in the future saving \$8200 (\$3000 + \$3000 + \$2200) returning to nearly a balanced budget.

Jeff Clarke, DRC, called for **Motion** for approval of the **2020-2021 Region 2 Budget** as proposed with the \$13,104.00 deficit for the upcoming year. Moved by: #014 Montreal - Audrey Dupuis, 2<sup>nd</sup> by: #100 Halifax - Marc Rossignol. All voted in favour of the motion. **Approved** (9/0/0)

## CRC 2021 BUDGET – QUEBEC, QC Fri, Aug 27/2021 to Sun, Aug 29/2021

Jeff Clarke, DRC, called on Guy Perreault CRC 2021 Chair to present the budget.

Guy presented a draft 2021 CRC Preliminary Budget. Registration would be thru Eventbrite platform which has an expense for credit card payments. If chapters do payment by cheque then expenses would be reduced. Registration rates have been proposed at: \$450 full, \$350 partial, \$225 companion. Hotel room rate is \$199 + taxes per night for single or double occupancy (2019 Quebec CRC had room rate of \$179). Fewer workshops at the CRC will reduce the number of people who attend and would also have reduced expenses. Eventbrite could be used for signup with chapters sending cheques and just using Eventbrite for single event tickets that have credit card expenses. Chapters need to ensure that they send payments on time for the CRC. Guy noted that the contribution in revenue is reduced due to reduced number of chapter dues paying members.

Jeff Clarke, DRC, called for **Motion** for approval of the **2021 CRC Budget**. Moved by: #016 Toronto - Brendan McDermott, 2<sup>nd</sup> by: #014 Montreal - Audrey Dupuis. All voted in favour of the motion. **Approved** (9/0/0)

Jeff Clarke, DRC, thanked Guy Perreault on continuing as CRC 2021 Chair and for the audits that he reviewed this past year.

---

[BREAK to allow for setup and preparation for Motions – 2:52pm to 3:05pm]

---

## 2020 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

2020 Motion #	STATUS For/Against/Abstain	MOTION
2020-S-01	PASSED 9/0/0	Moved that Society continue the HVAC Essentials training in Canada with Canadian instructors while the border between the US & Canada is closed.
2020-S-02	PASSED 9/0/0	That donation to ASHRAE Foundation scholarships from a Canadian chapter or a Canadian Member are recognize by Society in Canadian dollars in order to use the same currency as ASHRAE Research Canada objectives.
2020-S-03	PASSED 9/0/0	That standard local bylaws be updated to allow for eVotes at board of governor meetings. Currently votes are allowed by people present at the meeting in person only.
2020-S-04	PASSED 9/0/0	Move that Society dedicates a GoToMeeting and GoToWebinar administrator access for each Region to facilitate the scheduling of our monthly meeting and virtual events. All chapters could have a dedicated log in account to help plan their events.
2020-S-05	PASSED 9/0/0	Moved that Society, allocate RP funds from branch offices to the correct Chapter, and not to the chapter where that companies HQ resides.
2020-S-06	PASSED 9/0/0	Moved that Region 2 volunteers identify what MP and GAC documentation is required in French and begin translation which Society will review and post to the Society web site.
2020-S-07	PASSED 9/0/0	That ASHRAE allows members to choose either a standard, a book, a guide, a course or ASHRAE merchandise instead of the annual handbook at the time of renewal.
2020-S-08	WITHDRAWN	Moved that Society create a Corporate membership

## 2020 SOCIETY AND REGIONAL MOTION DETAILS

### Society Motion: 2020-S-01

Moved By: Toronto Chapter

Seconded By: Hamilton Chapter

**Motion: Moved that Society continue the HVAC Essentials training in Canada with Canadian instructors while the border between the US & Canada is closed.**

Background Information: As a result of the ongoing SARS-COV-2 global pandemic the Governments of Canada and the United States have agreed to close the border to non-essential travel. With the United States being the current epicenter for the pandemic the European Union and other jurisdictions have banned US citizens from entering, it seems that for the foreseeable future at least we are unable to return to the status quo in terms of ASHRAE providing training globally. With local instructors (ie Joel Primeau located in Ottawa), the classes should be able to continue in Canada (with social distance efforts) without any limitations on travel, and the requirements to self-isolate after international travel.

Fiscal Impact: NIL (no addition expenses but should make money for running courses)

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

### Society Motion: 2020-S-02

Moved By: Montreal Chapter

Second By: NB/PEI Chapter

**Motion: That donation to ASHRAE Foundation scholarships from a Canadian chapter or a Canadian Member are recognize by Society in Canadian dollars in order to use the same currency as ASHRAE Research Canada objectives.**

Background Information: Solicitation of members to donate for good a cause like Research and Scholarships is as difficult in Canada as it is in the USA. Objectives set up by RP committee in Canada are based on Canadian dollars. As an example, contribution made in Canadian dollar to Ashrae Research Canada is 1 CAD\$ donation = 1 CAD\$ recognize donation for the chapter.

If a contribution is made to a foundation scholarship established for students; a 1 CAD\$ contribution (2020-08-11 conversion rate of \$1.33) = 0.77 USD \$ recognized donation for the chapter.

This unfortunate situation shows that a Canadian member's effort to the collective foundation trust found is viewed as 33% less valuable by ASHRAE than an American member.

The goal of this motion is not to collect or manage CAD\$ in a dedicated trust found for Canadian but simply to have contribution made by Canadians to the trust found worth the same as a contribution made by a USA member to the

trust found.

To simplify currency exchange rate for recognizing the effort, a flat currency rate could be decided at the beginning of the RP campaign. For example, July 1 2020 the rate is \$1USD= \$1.3583CAD. A flat currency rate for recognition only could be fix at 1.32 for the year.

Donation to the foundation would still be made in USD\$ and scholarship delivered in USD\$

Fiscal Impact: None

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

**Society Motion: 2020-S-03**

Moved By: Halifax Chapter

Seconded By: Montreal Chapter

**Motion: That standard local bylaws be updated to allow for eVotes at board of governor meetings. Currently votes are allowed by people present at the meeting in person only.**

Background Information: Article VII – Board of Governors, point 7.4 says:

7.4 Quorum and Majority Vote. A quorum for the transaction of business shall consist of a majority of the Board present in person, and the majority vote of the members present in person or by proxy shall be necessary for the adoption of any matter, except as otherwise provided in these Bylaws. The form of proxies shall be governed by Article VI, paragraph 6.7 hereof.

6.7 Proxies. A member may vote on any matter by a written proxy executed and dated by the member. No proxy shall be valid after ninety (90) days from the date of its execution, unless otherwise provided in the proxy.

The current wording of the bylaws does not reflect the current reality of many meetings being held virtually. For many chapters, there have been no “in person” meetings for some time, instead using one of many virtual meeting platforms.

COVID notwithstanding, if urgent business were to occur between regular meetings, it can be very difficult to assemble a majority of BOG IN PERSON. Hence, an e-vote procedure is requested as an alternative way of voting.

This can be as simple as an email exchange between BOG members with clear rules about what is voted on and how the vote is processed, i.e. first positive response is considered the mover, second positive response the seconder, any non-responses are abstentions, etc....

Fiscal Impact: None. Modification of wording in bylaws as well as guidelines on procedures to be used as a form letter, as well as MCO.

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

**Society Motion: 2020-S-04**

Moved By: Montréal Chapter

Seconded By: Halifax Chapter

**Motion: Move that Society dedicates a GoToMeeting and GoToWebinar administrator access for each Region to facilitate the scheduling of our monthly meeting and virtual events. All chapters could have a dedicated log in account to help plan their events.**

Background Information: With consideration regarding the Covid 19 pandemic, all chapters need to access an online platform to host virtual events. Those platforms are expensive to pay for a small chapter. We are grateful that the Society provides us access to their platform, but time scheduling requires sometimes a lot of back and forth since we are not able to view the available times slots. We are worried that Society will be buried in requests.

Fiscal Impact: unknown. Increase amount of accounts but reduce the use of ASHRAE staff time for this.

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

**Society Motion: 2020-S-05**

Moved By: Toronto Chapter

Seconded By: Ottawa Valley Chapter

**Motion: Moved that Society, allocate RP funds from branch offices to the correct Chapter, and not to the chapter where that companies HQ resides.**

Background Information: We have run into the situation in which Society has allocated RP funds to incorrect chapters. They have taken funds which a branch office has donated to a local Chapter and re-assign them to the chapter in which said companies' HQ resides. Each chapter works to raise RP from multiple supporters, and they need to be recognized for their hard work.

Fiscal Impact: Minimal

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

**Society Motion: 2020-S-06**

Moved By: Montreal Chapter

Seconded By: Quebec City Chapter

**Motion: Moved that Region 2 volunteers identify what MP and GAC documentation is required in French and begin translation which Society will review and post to the Society web site.**

Background Information: During CRC 2020 MP Workshop it was brought to the RVC's attention by the MP chairs from Quebec and Montreal chapters that there is no MP content in Weebly or for Connect-A-Colleague translated to French. BEQ

documentation has been translated in the past.

Fiscal Impact: No cost and only minimal time for ASHRAE IT Staff to create a French page for Connect-A-Colleague with supplied content from translating volunteers.

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

**Society Motion: 2020-S-07**

Moved By: Montreal Chapter

Second By: Ottawa Valley Chapter

Motion: **That ASHRAE allows members to choose either a standard, a book, a guide, a course or ASHRAE merchandise instead of the annual handbook at the time of renewal.**

Background Information: There is a lot of benefits of being an ASHRAE member, it's not just about the handbook anymore. After a few years, members do have all the handbooks in double or triple. Instead of the handbook, they might like to choose either a book, a guide, a standard, a course or an ASHRAE merchandise.

The value of the handbook could also be credited for any other purchase.

Fiscal Impact: None

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

**Society Motion: 2020-S-08**

Moved By: Montreal Chapter - Audrey Dupuis

Seconded By: Hamilton Chapter

Motion: **Moved that Society create a Corporate membership.**

Background Information: Most associations have a Corporate membership in order to reach a larger audience. Some companies use membership to access our documentation. If a Corporate membership would be available, maybe we could increase the amount of Chapter members since the Society fee would be less expensive.

Fiscal Impact: Reduction in membership collection fees but increase amount of members overall.

Vote Count: **WITHDRAWN** - during discussion

**Regional Motions**

none submitted

**END OF MOTIONS**

**NEW BUSINESS**

Jeff Clarke that asked that any new or additional items that need to be discussed.  
(none proposed)

**REGION 2 WEBSITE and BASECAMP**

Jeff Clarke then asked if anyone had questions or items to add regarding the Region 2 website and Basecamp. Everyone should have Basecamp access and Chapters can also use for their Chapter Board functions.

Tom Pollard, Region 2 Webmaster indicated that Region 2 Officers and contact information needs to be updated with the 2020-2021 list.

**UPCOMING CRC DATES AND LOCATIONS**

Aug 27 to 29, 2021 - Quebec, QC - Chair - Guy Perreault

Aug 26 to 28, 2022 - Ottawa, ON - Chair: Steven Lynch, Evans Mutua (planned for Carlton Univ)

Note: Toronto Summer Society meeting **June 25-29/2022**

Aug 25 to 27, 2023 - London, ON (chair – tbd)

Aug 23 to 25, 2024 - Toronto, ON

**FINAL REMARKS**

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

Charles Gullledge - Society President  
Tim McGinn - Society Vice President  
Stephanie Reinche - Society Director of Technology

Charles Gullledge indicated he would like to attend each chapter over the year – be sure to schedule chapter meetings so that he can attend.

Jeff then reminded everyone to use the DL's for chapter presentations as the chapter meetings will be virtual due to COVID concerns.

Jeff then thanked

RVC's for having separate virtual workshops before the CRC.  
Nicolas Lemire and Isabelle Lavoie as the Region 2 Nomination Committee.  
Yves Trudel as the Region 2 Treasurer  
Ronald Gagnon as RMCR  
James Smith and the Windsor chapter for stepping forward and doing the awards presentations  
Tom Pollard for the CRC minutes

Jeff Clarke, DRC then proposed a Motion that the Meeting be adjourned.

The 3<sup>rd</sup> Business Session of the 2019 CRC was concluded.

**THE 3<sup>rd</sup> BUSINESS SESSION & CRC ADJOURNED AND CONCLUDED  
AT 4:03PM ON Fri Aug 21, 2020**

---

A CRC debriefing meeting was held after the adjournment.

<b>Day 1: Thursday, August 20<sup>th</sup></b>		
<b>Time</b>	<b>Event</b>	<b>Participants</b>
<b>14:00 to 14:45 EST</b>	<b><u>Orientation Session</u></b> <ol style="list-style-type: none"> <li>Welcome Remarks</li> <li>ASHRAE Code of Ethics</li> <li>Introductions</li> <li>Appointment of the CRC recording secretary</li> <li>Review and approval of CRC Agenda</li> <li>2019-2020 Society and Regional Highlights</li> <li>Review of Honors and Awards</li> <li>Review of RVC roll off dates</li> <li>Regional Photo (screen capture)</li> </ol>	Delegates, Alternates, Reg. Officers <b><i>All are welcome</i></b>  J. Clarke J. Clarke All J. Clarke J. Clarke D. Cochrane N. Lemire J. Clarke DRC, Delegates and Alternates
<b>14:45 to 17:00 EST</b>	<b><u>Business Meeting No. 1</u></b> <ol style="list-style-type: none"> <li>Call to Order</li> <li>ASHRAE Code of Ethics</li> <li>Approval of 2019 CRC Minutes</li> <li>Report of 2019 Region II Motions submitted to Society</li> <li>Reading of any prepared Motions for 2020 CRC</li> <li>CRC 2021 Budget</li> <li>Society Officer Report VP</li> <li>ASHRAE Staff Report</li> <li>Chapter Reports (5 minutes each)                             <ol style="list-style-type: none"> <li>Halifax</li> <li>NB/PEI</li> <li>Québec City</li> <li>Montréal</li> <li>Ottawa</li> <li>Toronto</li> <li>Hamilton</li> <li>London</li> <li>Windsor</li> </ol> </li> <li>Meeting Adjournment</li> </ol>	Delegates, Alternates, Reg. Officers <b><i>All are welcome</i></b>  J. Clarke J. Clarke J. Clarke R. Gagnon R. Gagnon G. Perreault T. McGinn S. Reiniche Delegates          J. Clarke
	<b>15 Minute Break</b>	

Day 1: Thursday, August 20 <sup>th</sup>		
17:15 to 19:00 EST	Virtual Awards Cocktail	<i>All</i>

Day 2: Friday, August 21th		
Time	Event	Participants
9:00 to 11:00 EST	<b><u>Business Meeting No. 2</u></b>	Delegates, Alternates, Reg. Officers <b>All are welcome</b>
	<ol style="list-style-type: none"> <li>1. Call to Order</li> <li>2. ASHRAE Code of Ethics</li> <li>3. Regional Statistics</li> <li>4. RVC Reports (5 minutes each)               <ol style="list-style-type: none"> <li>a. CTTC</li> <li>b. SA</li> <li>c. GAC</li> <li>d. RP</li> <li>e. CC</li> <li>f. Historian</li> <li>g. RMCR</li> <li>h. YEA</li> <li>i. MP</li> </ol> </li> <li>6. ARC</li> <li>7. Meeting Adjournment</li> </ol>	J. Clarke J. Clarke T. Pollard  D. Redmond M. A. Dao R. Hoadley I. Semhat T. Pollard T. Pollard R. Gagnon A. Kaianathbhatta J. Molnar  G. Perreault J. Clarke
12:00 to 13:00 EST	<b>Presidential Address</b>	C. Gullette III
	<b>15 Minute Break</b>	



## Day 2: Friday, August 21th

<b>13:15 to 16:00 EST</b>	<p><b><u>Business Meeting No. 3</u></b></p> <ol style="list-style-type: none"> <li>1. Call to Order</li> <li>2. ASHRAE Code of Ethics</li> <li>3. Workshop Reports including Motions (5 minutes max)               <ol style="list-style-type: none"> <li>a. CTTC</li> <li>b. SA</li> <li>c. GAC</li> <li>d. RP</li> <li>e. Historian</li> <li>f. CC</li> <li>h. YEA</li> <li>i. MP</li> </ol> </li> <li>4. Report from Executive Sessions</li> <li>5. Finances</li> <li>6. Approval of 2019 Halifax CRC Financial Statement</li> <li>7. Approval for 2019-2020 Region II Budget</li> <li>8. Region II Audit 2018-2019</li> <li>9. CRC 2021 Ville de Quebec Budget Approval</li> <li>10. Motions</li> <li>11. New Business</li> <li>12. Website</li> <li>13. Basecamp</li> <li>14. CRC dates for the next three years (dates to be confirmed)               <ol style="list-style-type: none"> <li>a. Ville de Quebec: Aug 27-29, 2021</li> <li>b. Ottawa: Aug 26-28, 2022</li> <li style="padding-left: 40px;"><b>*June 25-27, 2022</b> Society Annual Summer Meeting in Toronto, ON and 100th ASHRAE Toronto Chapter anniversary</li> <li>c. London Aug 25-27, 2023</li> <li>d. Toronto Aug 23-25, 2024</li> </ol> </li> <li>15. Final Remarks</li> <li>16. Meeting Adjournment</li> </ol>	<p>Delegates, Alternates, Reg. Officers <b><i>All are welcome</i></b></p> <p style="text-align: center;">J. Clarke J. Clarke</p> <p style="text-align: center;">D. Redmond M. A. Dao R. Hoadley I. Semhat T. Pollard T. Pollard A. Kaianathbhatta J. Molnar</p> <p style="text-align: center;">N. Lemire J. Clarke G. Perreault J. Clarke G. Perreault G. Perreault R. Gagnon J. Clarke T. Pollard T. Pollard</p> <p style="text-align: center;">J. Clarke</p> <p style="text-align: center;">Chair: G. Perreault Chairs: Steven Lynch and Evans Mutua</p> <p style="text-align: center;">Chair: K. Mayberry Chair: D. Cochrane J. Clarke J. Clarke</p>
---------------------------------------	--	---

Day 2: Friday, August 21th		
16:00 to 17:00 EST	CRC Debriefing	DRC, RMCR, ASHRAE Dignitaries CRC 2020 Chair CRC 2021 Chair  <i>All are welcome</i>

## **REGION II FALL CRC MOTIONS**

**Last Revised: 01/27/2020**

### **Toronto Chapter – Motion 7a (11/14/2019):**

That Society revise the criteria for the Scholarship Program to allow the contribution to be taken in Canadian funds and the scholarship be given in Canadian funds.

**Status:** This motion was referred to the Scholarship Trustees for consideration. **(Open)**

### **Quebec Chapter – Motion 8 (11/14/2019):**

That funding for the Women in ASHRAE (WIA) be restored and maintained as it was before the announcement that ASHRAE was ending its financial support of the WIA program and activities.

**Answer:** Members Council was not in favor of this motion. The WIA Breakfast (Winter) and WIA Happy Hour (Annual) events and funding were not cut for the two events. The WIA Breakfast and WIA Happy Hour are currently in the 2019-20 budget and will be in the 2020-21 conference budget unless otherwise notified. **(Complete)**

### **Montreal Chapter – Motion 9 (11/14/2019):**

That in order to protect members against identity theft, the Full Date of birth (month-day-year) should not be requested at member's registration but only MONTH and YEAR.

**Answer:** Members Council was not in favor of this motion. The ASHRAE IT and MP staff took an action item to comment on the current procedures taken to: protect member data; impact of cost and services; and impact on programs that currently uses the full date of birth. Their responses are shown below. **(Complete)**

**Comments from MP Staff:** From a programmatic stand point, ASHRAE uses the birthdate to determine eligibility for certain member grades. Affiliate is required to be less than 30, Life is 65 or older, Retiree is 55 or older, YEA is 35 years or younger. MP staff also thinks that other awards may have some sort of age requirement, but cannot speak to those with authority. MP staff are also asked for demographics on ASHRAE's membership that tracks age, average age of total membership so the age is used quite a bit. Only allowing month/year would require extensive reprogramming, as IT staff references below. MP staff agrees that we should focus our efforts on data security versus trying to reprogram to remove date. One possibility in the meantime is that the birthdate could be removed from Chapter reports and provide only the age to chapter officers to lower the chance of the date getting into the wrong hands.

**Comments from IT Staff:** From a technical perspective, protecting member data from theft is vital and should not be limited to the scope of birthdate. IT is skeptical how much additional security would be gained by removing day from the birthdate given the other data that would be lost in a breach condition. ASHRAE has recently conducted a thorough security assessment and continues to use industry best practices and equipment to protect ASHRAE's environment (i.e. firewalls, intrusion protection systems, access control, physical security, security policies, resource isolation, etc.). That said, banks and other institutions with much larger resources than ASHRAE have indeed been breached and so the threat is real. Fortunately, ASHRAE is likely much lower on the radar compared to larger institutions.

It may be possible to change the underlying date format of this field in ASHRAE's database, however it's difficult to say what kind of rippling impact it would have on the many areas of our site it would impact. For example, our Join, Renew, Profile, Account creation, and Internal/Chapter Reports would all need to be modified and tested. The content management system IT uses, NetForum, by default utilizes a full date and this is what drives many baseline types of data interaction. This would be a fairly sizable effort.

IT's suggestion is to continue to strengthen all data security measures and use our energy for that as opposed to cherry picking single pieces of data. IT already has additional security strengthening projects

actively in the works and the member sentiment for security re-affirms ASHRAE's commitment to strong security. IT Staff has an action item to use the month and year on the reports.

**Toronto Chapter – Motion 10 (11/14/2019):**

That Society hold at least one in four annual (summer) conference in a location outside of the United States.

**Answer:** Members Council was not in favor of this motion. When selecting a site for ASHRAE's annual conference, Society looks for cities that meet the following criteria (click on the link; this is posted on the ASHRAE.org website under the Conferences section): [Criteria for City/Hotel Selection for an ASHRAE Annual Conference](#)

- Accessibility and convenience to attendees
- Affordability for attendees and for Society
- Ideal Venue layout (i.e. one building or multiple buildings within walking distance)

An average of about 85% of ASHRAE annual conference attendees are based in the United States or Canada, therefore ASHRAE has kept annual conference sites in those two countries. The 2022 annual conference will be hosted in Toronto. Any city is welcome to place a bid on the next available ASHRAE annual conference in 2025. Any inquiries from interested cities can contact [meetings@ashrae.org](mailto:meetings@ashrae.org) but all cities must be able to meet the criteria in the above link before submitting a bid. All bids are reviewed by CEC and the components listed above are the biggest factors that CEC takes into account when reviewing proposals. ASHRAE Meetings Section will announce an RFP for the 2025 Annual Conference next spring/summer. Chapters are encouraged to take the opportunity by putting in a bid to host the annual conference. **(Complete)**

**Toronto Chapter – Motion 21 (11/14/2019)**

That Society hold one HVAC Essentials course in Region II per year.

**Status:** This motion was referred to the Professional Development Committee to determine why the ALI course is saturated and no longer viable as indicated by the region. **(Open)**

**Toronto Chapter – Motion 22 (11/14/2019):**

That the SA and MP chapter chairs receive a monthly summary report in addition to the individual lapse member emails.

**Answer:** Members Council was not in favor of this motion. Chapter MP and SA chairs can login and run a report for this information whenever they want. The system can't send digest emails. Most Chairs like the individual emails as it allows for them to handle the one member, then file it away after they reach out to them. A digest is no different than the reports they can already run from the Chapter reports web page at any time they like. Staff is not needed to set up an automated report, they just have to log in and run it when they want to see it. **(Complete)**

**Windsor Chapter – Motion 23 (11/14/2019):**

That Society "to build a Standard" for neutralization systems for the prevention of release of corrosive wastes entering a sewer system. Corrosive waste neutralization systems do not currently have a standard for compliance and is referenced in the O.B.C. (Ontario Building Code) and N.P.C. (National Plumbing Code) 7.4.4.4 and 2.4.4.4 respectively as a requirement.

**Status:** This motion was referred to Technology Council for input from the appropriate TC. **(Open)**

**London Chapter – Motion 41 (11/14/2019):**

That Society revise the PAOE website page and [PAOE Newsletter](#) to clearly show for each category the

chair or co-chairs that can enter points.

**Answer:** Members Council approved this motion. Staff has taken an action item to update PAOE webpage and PAOE Newsletter that clearly shows in each category which chair and/or co-chair are authorized to enter PAOE points. **(Complete)**

**London Chapter – 2019 CRC Motion 4:**

That Society revise the PAOE website Communications portion to allow chapter chairs for communications, plus webmaster and plus newsletter editor to enter points.

**Answer:** This motion was referred to the PAOE Communications ad hoc for consideration. **(Complete)**

---

**Toronto Chapter – Motion 4 (11/8/2018):**

That Society provide an auto-renewal function for Society collected dues (includes chapter dues if paid through Society).

**Status:** This motion was referred to Accounting and IT staff to determine feasibility and costs. **(Open)**

**Toronto Chapter – Motion 5 (11/8/2018):**

That the Society provide an option to its members to opt-out of paper copies of the Journal.

**Answer:** This motion was referred to Publishing and Education Council. Members can opt out now by contacting ASHRAE. The council appreciates the concern for sustainability and is working to grow online/digital advertising revenue, which has supplemented or replaced a portion of many print advertising programs. That growth is occurring; however, print advertising revenue still outpaces online by more than three to one. It will be some years before online revenue will make it possible to rely on it without a substantial print advertising component. Opting out of receiving the print edition has the potential to severely damage the circulation and the accompanying value of the Journal to advertisers.

In addition, the interests of many ASHRAE members are not completely inseparable from those of advertisers in ASHRAE Journal and High Performing Buildings, and as long as the significant revenue stream from advertising supports the greater mission of ASHRAE, it is believed that the Society's work in advancing energy efficiency and sustainability in the built environment worldwide can more than offset the use of renewable/recyclable paper in disseminating its technical information.

In the spirit of the chapter's concerns about sustainable practices, the council is looking for ways to operate more sustainably. As an example, ASHRAE Insights is transitioning to digital-only distribution, and the use of polybag wrap for the Journal is being reduced from 10 issues to 3, with options being explored for eliminating it entirely. **(Complete)**

**Montreal Chapter – Motion 6 (11/8/2018) / Motion 27 (06/25/2019) :**

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.

**Status:** This motion was referred to the Electronic Communications Committee and to the Finance Committee for comment. The Finance Committee referred this motion back to Members Council with the following questions as shown below.

- What are the estimated development costs?
- What are the ongoing maintenance costs?
- Demand – need at the chapter or regional level?
- Will a fee be charged to users or does Society bear the entire cost to implement and maintain?

- Improvements/benefits to service to our members?

**Answer:** Members Council was not in favor of this motion. ECC received similar motions in the past. Based on the previous motions and their similarity, ECC has made available on the ECC page of [ashrae.org](http://ashrae.org) a whitepaper entitled *Electronic Tools Used by ASHRAE Chapters for Websites, Event Planning, and Electronic Communication* containing a list of online tools and resources available to, and currently used by, chapters. ECC notes that this and similar requests for online tools to be used by chapters are reoccurring requests from chapters and therefore, despite the large expense would be open to considering it, however, ECC feels that this is still best addressed at the Chapter level, and not by Society, so recommends at this time that the chapters refer to the guidance currently available from ECC. **(Complete)**

**London Chapter – Motion 7 (11/8/2018):**

That Society give credit for RP cheques received after the deadline be credited to the next year's campaign.

**Answer:** This motion was referred to the RP Committee for comment. The RP Committee was not in favor of this motion. After consideration, the RP Committee decided that the current campaign deadline for chapter campaign goals and PAOE points will stand. Chapters are responsible for sending collected funds to ASHRAE headquarters by the June 30 deadline. **(Complete)**

**London Chapter – Motion 26 (11/8/2018):**

That Society allow access by the Chapter Historian to Regional Members past Society participation information.

**Answer:** This motion was referred to the Historical Committee. All Chapter Historians are directed to the Society H&A webpage – [www.ashrae.org/honors](http://www.ashrae.org/honors) and the H&A Reference Manual for all information regarding Honors & Awards and the nomination processes to be followed. Each Chapter Historian must contact Society to obtain individual members biographical information which should contain all members past Society participation, if it is kept up to date by the individual. Society provides very limited access to ASHRAE members' biographical information for security reasons. **(Complete)**

**NB/PEI Chapter – Motion 27 (11/8/2018):**

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.

**Answer:** Members Council was not in favor of this motion. If members are cancelled, they cannot receive an award. If chapters want to recognize members for their past contributions to the chapter they are free to do this on their own. The Regional Award of Merit and Chapter Service Award are presented during the regions' CRC. **(Complete)**

**Montreal Chapter – Motion 28 (11/8/2018):**

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.

**Status:** This motion was referred to Technology Council. Technology Council referred this motion to TC 8.7 with copy to the TAC Chair. **(Open)**

---

**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.

**Answer:** This motion was referred to the Finance Committee. The Finance Committee agreed with the motion in principle and implemented rounding up to the nearest 0 or 5 into the newly created membership dues calculation for FY 19-20. **(Complete)**

**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.

**Answer:** This motion was referred to Technology Council. Staff contacted legal counsel for advice. The following is the information we received: “The cannabis issue is that we don’t have it legal in the U.S. Until such time we have to be careful what we do. While we can do research it needs to be in countries where cannabis use is legal such as Canada. While legal in some states in the U.S. it is not in all and while I believe there may have been a law recently signed by Trump that would allow states to determine it based on legal advice we need to be careful in regards to publishing things regarding cannabis.” We are cosponsoring a standard on growth houses with ASABE. This information has been shared with the relevant TCs. **(Complete)**

**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:** Members Council was not in favor of this motion. 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:** Members Council was not in favor of this motion. 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:** Members Council was not in favor of this motion. 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:** Members Council was not in favor of this motion. 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:** Members Council was not in favor of this motion. 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:** Members Council was not in favor of this motion. 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:** Members Council was not in favor of this motion. 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)**

**Update:** The Young Engineers in ASHRAE (YEA) was approved as a grassroots committee July 2018.

**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:** Members Council was not in favor of this motion. 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:** Members Council was not in favor of this motion. 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:** Members Council was not in favor of this motion. 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:** Members Council was not in favor of this motion. 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:** Members Council was not in favor of this motion. 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:** Members Council was not in favor of this motion. 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:** Members Council was not in favor of this motion. 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:** Members Council was not in favor of this motion. 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:** Members Council was not in favor of this motion; 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:** Members Council was not in favor of this motion. 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 30<sup>th</sup> of each year.

**Answer:** Members Council was not in favor of this motion. 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:** Members Council was not in favor of this motion. 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

#100 - Halifax Chapter

#117 - NB/PEI 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 - Chapter Statistics

[illegible]

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

## REGION II

### 2019-2020 Presidential Award of Excellence

\*Minimum and PAR points indicated are for 2019-2020

Chapter	Chapter name	AAM AREA Assigned Members	Membership Promotion Minimum 500 PAR 800	Student Activities Minimum 300 PAR 800	RP Minimum 800 PAR 1050	Historical Minimum 100 PAR 300	Communications Minimum 250 PAR 600	Chapter Operations Minimum 600 PAR 1200	Chapter Technology Transfer Minimum 550 PAR 1050	Government Affairs Minimum 500 PAR 650	Young Engineers in ASHRAE Minimum 300 PAR 800	PAOE Point Totals	RANK
13	QUEBEC	167	875	3700	1298	775	674	1255	2200	700	1225	12702	4
14	MONTREAL	540	1930	4276	1110	950	850	1455	2062	900	1500	15033	3
15	OTTAWA VALLEY	427	935	1665	1140	650	1001	660	1650	0	1425	9126	8
16	TORONTO	1081	1335	4834	2840	1325	665	1896	3098	1350	2625	19968	1
37	HAMILTON	273	1827	2353	1015	700	1155	910	1834	1600	1100	12494	5
100	HALIFAX	185	1476	1400	1405	525	881	1525	1278	950	1025	10465	6
116	LONDON (CANADA)	123	1088	1150	1073	500	975	1285	1740	650	1000	9461	7
117	NB/PEI	152	585	150	810	250	500	1275	2629	500	1025	7724	9
141	WINDSOR	69	1125	1155	4920	550	745	2050	1247	2200	1200	15192	2
		3017											

# **ASHRAE**

## **Halifax Chapter**

### **Chapter# 100**

# **Activity Report**

## **Year 2019-2020**

**Chapter President : Marc Rossignol**



Appendix - C01 - Halifax Chapter Report 2019 - 2020

**REGION II - 2020 CRC**

**HALIFAX CHAPTER REPORT**



# List of Chapter BOG & Officers for the past year: 2019-2020

1. President: Jason Leadbetter
2. President Elect: Marc Rossignol
3. Treasurer: Daniel Bourque
4. Secretary: Ken Mathekal
5. Dan Egilsson
6. David Inglis
7. Jarid Smith
8. Steven Ramsay
9. Mark Lawrence
10. Troy Drosebeck
11. Darrell Amirault
12. Aaron Smith

# Other Technical or Special Events (beside chapter meetings)

1. Joint Social Event w/ Efficiency NS, CAGBC, Quest. Huge turnout
2. Visit/Presentation from Society President Darryl Boyce
3. Visit from DRC Jeff ClarkeFeed
4. Nova Scotia Volunteer/Building Audit Event
5. CRC





# YEA/SA Activities

1. Technical Tour of the Scotiabank Center
2. Curling Event (cancelled) – registration too low
3. Feed Nova Scotia Building Audit



# Social Events

1. Joint December Social w/ Efficiency NS, CAGBC & QUEST



# Research Promotion/Fundraising

<b>Chapter Goal</b>	<b>\$14,350</b>
<b>Total Raised</b>	<b>\$13,271.68</b>
<b>Dollars reported)</b>	<b>(\$12,338.74</b>

**Number of Chapter Dues Paying Members = 116**

**Dollars Raised**

**per Chapter Dues Paying Member = \$1,650**

**Number of Chapter Assigned Members = 18**

# Chapter Finances

**Chapter Bank Balance = \$52,495.69 as of July 1/2020**

**Chapter Bank Balance = \$44,228.39 as of July 1/2019**

**Date of Last Financial Audit = July 2020**

**NOTE: chapter financial audit is required to be completed each year (see ASHRAE Manual of Chapter Operations - MCO)**

# New things implemented during the year:

1. Registered as a non-profit
2. Joint December Social Event

# Challenges:

1. COVID – Unable to have June Golf Tournament
2. Registration for YEA Curling Event
3. Lost our student advisor early in the year

# Things the Chapter is most proud of:

1. Feed NS BEQ building Audit
2. Joint December Social Networking Event
3. Registering as Non-Profit
4. CRC !
5. Student branch coming



# What about next year 2020-2021?

1. Implementing Basecamp as a Chapter (currently using Google Drive)
2. Working to adapt w/ Covid
3. 2 Golf Tournaments within fiscal year (Sept & June)
4. Student branch

# **ASHRAE NB/PEI Chapter Chapter# 117**

## **Activity Report Year 2019-2020**

**Chapter President : Ryan Gosson**



Appendix - C02 - NBPEI Chapter Report 2019 - 2020

**REGION II - 2019 CRC  
NB/PEI CHAPTER REPORT**



# List of Chapter BOG & Officers for 2018-2019

1. President – Ryan Gosson
2. President Elect – Kevin Leger
3. Vice President – Yves Savoie
4. Treasurer – Kevin Clannon
5. Secretary – Chantal Daigle-Verrier
6. Membership Promotion – Kevin Bregel
7. Research Promotion – Dan El-Khoury
8. Student Activities – Ted White
9. Historian – John Willden
10. CTTC – Dan Boudreau
11. Newsletter – Jeremie Richard
12. Webmaster – Mike Boudreau
13. YEA – Ben Roundell
14. GAC – Jarrett Steele



# Other Technical Events beside chapter meetings

1. Georges L. Dumont Surgical Suites Addition Tour
2. Technical Presentation by Erich Binder (ASHRAE Distinguished Lecturer)
3. Avenir Centre Tour



# YEA/SA Activities

1. Student Night
2. Presentation from DL at 3 Colleges in Province (Moncton, Saint John, and Fredericton)
3. Brewery Tour (Gagetown Distillery & Cidery)



# Social Events

1. Moncton Wildcats game
2. Visit from Darryl Boyce - Society President



# Research Promotion/Fundraising

**Chapter Goal** **\$ 15,350.00**

**Total Dollars Raised** **\$ 8,659.00**

**Number of Chapter Members = 177**

**Dollars Raised per Chapter Member = \$50**





# Chapter Finances

- **Chapter Bank Balance = \$20,128.00  
as of August 19/2020**
- **Date of Last Audit = 2019/08/16**



# New things implemented during the year:

1. Addition of chair committee's (RP, Membership, YEA)
2. Started process on implementing electronic voting.



# Challenges:

1. Spread of chapter members across two provinces
2. COVID
3. Low social activities turnout



# Things the Chapter is most proud of:

1. Number of Social Activities/Technical Tour, even due to shorter year
2. Continuation of involvement from long-term chapter members
3. Attendance of Members at Monthly Meeting



# What about next year 2020-2021?

1. Finalize Implementing Digital Voting
2. Hold chapter meeting in either Saint John or Fredericton (Post COVID)
3. Ensure monthly newsletter is sent out prior to every chapter meeting.



# **ASHRAE**

## **Ville de Québec Chapter**

### **Chapter# Y013**

# **Activity Report**

## **Year 2019-2020**

**Chapter President : Laurene Boulet, ing**

# List of Chapter BOG & Officers for 2019-2020

Chapter Board of Governors	Jean R Bundock, PE
Chapter Board of Governors	Raynald Courtemanche
Chapter Board of Governors	Andréa Daigle
Chapter Board of Governors	Mr Guy Perreault
Chapter Board of Governors	Mr Yves Trudel

Chapter President / Delegate	Laurence Boulet
Chapter President Elect / Alternate	Maxime Boivin
Chapter Vice President	-
Chapter YEA Chair	Tomas Piché
Chapter Membership Promotion Chair	Louis-Nicolas Brassard
Chapter Secretary	Solange Levesque
Chapter Treasurer	Yves Trudel
Chapter Technology Transfer Chair	Olivier Bernier
Chapter Government Affairs Chair	Jean R Bundock, PE
Chapter Research Promotion Chair	Guy Perreault
Chapter Student Activities Chair	Olivier Potvin
Chapter Historian	Etienne Lemay
Chapter Newsletter Editor	Jonathan Boudreault
Chapter Refrigeration	David Gauvin, P. Eng.
Chapter Webmaster	Samuel Cloutier

# Other Technical Events beside chapter meetings

1. Contech participation
2. Symposium (May 4<sup>th</sup>) - Cancelled



# Student Activities 1/2

## ➤ Colleges & Universities ASHRAE promotion:

- Goal: Promote ASHRAE and key ASHRAE's standards

## ➤ SmartStart program

- Goal: ASHRAE events promotion to students
- Advertising on the SmartStart program was done several times to promote ASHRAE activities

# Student Activities 2/2

## ➤ K-12 presentation (elementary & high school)

- Goal: to promote science and technology studies.
- 30 schools visited

## ➤ Students sponsoring activities:

- Goal: To give students a "typical work day" experience with an employer
- More than 20 students participated

## ➤ Students & YEA networking

- We have invited students to YEA social activities via sponsorship Bicking activity

# YEA Activities

- **Bicking activity**
- **Bowling tournament - canceled**

# Social Events

- **Annual golf tournament and bike ride**
  - Cancelled

# Research Promotion/Fundraising

**Chapter Goal :** **\$16 100**

**Total Dollars Raised :** **\$11 000**

**Number of Chapter Members:** **167**

**Dollars Raised per Chapter Member:** **121,73 \$**

# Chapter Finances

- **Chapter Bank Balances** (of July 1/2019): **49 240.89\$**
- **Date of Last Audit:** **2019/12/13**

# New things implemented during the year:

- Use of the social media like LinkedIn to promote our events
- We now have a marketing specialist to help us promote some of our events

# Challenges:

## ➤ COVID-19

- Cancelling events and turn everything to virtual

## ➤ Online events registration system

- Have the new platform Eventbrite working

## ➤ Engineering firms

- Participation

## ➤ Membership

- Increase membership

## ➤ Budget

- Keep it balanced



# Things you are the most proud of:

## ➤ Meeting attendance and CTTC performances

- Creation of comparative package
- Extra advantage for early inscription

## ➤ YEA & Student comities

- Very proactive !
- YEA involvement

# Things you are the most proud of:

- **Research promotion**
  - 60% vs our goal in the actual situation

# What about next year 2019-2020?

1. Quebec's CRC 2021 organisation
2. Virtual meetings and webinars
3. Keep our students branch active and motivated even in the distance
4. Increase membership and retain members
5. Adapt to COVID-19, golf tournament, symposium YEA activitys

# **ASHRAE**

## **Montréal Chapter**

### **Chapter# 014**

# **Activity Report**

## **Year 2019-2020**

**Chapter President : Francis Lacharité**



Appendix - C04 - Montreal Chapter Report 2019 - 2020

**REGION II - 2020 CRC**

**Montréal CHAPTER REPORT**



80

# List of Chapter BOG & Officers for the past year: 2019-2020

<u>Lacharité</u>	Francis	Président	Khaled	Simon	Gouverneur
Dupuis	Audrey	Présidente désignée	<u>Labonté</u>	André	Gouverneur
Rondeau	Mathieu	Vice-président	Lavoie	Isabelle	Gouverneure & <u>Rég.</u>
Dao	Mai Anh	Trésorier	Lavoie	Samuel	Gouverneur
Pournazari	Sonia	Secrétaire	Lefebvre	Bruno	Gouverneur
Aboueich	Ahmed	Gouverneur	Lemire	Nicolas	Gouverneur & <u>Rég.</u>
Beauchemin	Marc	Gouverneur	Lussier	Geneviève	Gouverneure & RVC
Di Pietro	Enrico	Gouverneur	Paquet	Caroline	Gouverneure
Gagnon	Ronald	Gouverneur & RMCR	Robert	Daniel	Gouverneur
Joannette	Jean-Gabriel	Gouverneur	Séguin-Dupuis	Étienne	Gouverneur
<u>Jonkov</u>	Anthony	Gouverneur	Trudel	Jean-Sébastien	Gouverneur
			Walton	Shawn	Gouverneur

23 gouverneurs et officiers



# Other Technical or Special Events (beside chapter meetings)

1. Refrigeration Forum – Joint event with CETAF (conferences and tabletop expo)
2. 2 Chapter webinars (May and June)
3. 2 Webinar provided by another chapter (April and May)
4. Sustainable Development Seminar (5 out of 9 available presentation to choose from)



# YEA/SA Activities

1. YEA technical tour at Complexe Desjardins
2. University Student Career fair
3. College Student Career fair at Vanier College

(Yea curling and Yea refrigeration course were cancelled due to COVID)



# Social Events

## 1. WIA breakfast with a nutritionist

4 events planned but we had issues with registration and Covid happened





# Research Promotion/Fundraising

**Chapter Goal** **\$38 550**

**Total Dollars Raised** **\$6 799 + \$20 000USD**

**Number of Chapter Dues Paying Members = 316**

**Dollars Raised**

**per Chapter Dues Paying Member = \$21 + \$63USD**

**Number of Chapter Assigned Members = 540**



# Chapter Finances

**Chapter Bank Balance = \$84 672 as of July 1/2020**

**Chapter Bank Balance = \$81 146 as of July 1/2019**

**Date of Last Financial Audit = 2019/12/06**

**NOTE: chapter financial audit is required to be completed each year  
(see ASHRAE Manual of Chapter Operations - MCO)**



# New things implemented during the year:

1. Live webinars with Gotowebinars
2. Remote BOG meetings with Gotomeeting
3. Creation of an ASHRAE Chapter Scholarship with Society
4. Being in control of our LinkedIn page !
5. Paying for adds on LinkedIn to promote our events



# Challenges:

1. Volunteers time and dedication
2. Covid
3. Amount of industry events available



# Things the Chapter is most proud of:

1. Maintaining contact with the members during COVID
2. Keeping our investments in students (handbooks and scholarship)



# What about next year 2020-2021?

1. Virtual meetings and conferences (both in person and virtual)
2. Changing our newsletter format
3. Being more active on social media
4. Providing more WIA, YEA and SA activities
5. Having a 85<sup>th</sup> chapter anniversary social event in late April-May



# Ottawa Valley Chapter #015

## Activity Report Year 2019-2020

Chapter President : Aaron Dobson



Appendix - C05 - Ottawa Valley Chapter Report 2019 - 2020

REGION II - 2020 CRC

OTTAWA CHAPTER REPORT



# List of Chapter BOG & Officers for 2019-2020

1. Past President – Dan Redmond
2. President – Aaron Dobson
3. President Elect – Adam Moons
4. Treasurer – Adrienne Mitani
5. Secretary – Ryan Dickinson
6. Governor – Jacob Hough
7. Governor – Joe Della Valle
8. Governor – Celine Baribeau
9. Governor – Mike Swayne
10. Governor – Peter Shaw-Wood





# Other Technical Events beside chapter meetings

1. Tech sessions prior to monthly meetings (Various topics/fundamentals)



# YEA Activities

1. Social Event – 67's Game (October)
2. Social Event – Pool (January)
3. Social Event – Learn to Curl (January)



# Social Events

1. Stroke Play Golf Tournament (Sept)
2. Bowling Social (Nov)
3. Curling Bonspiel (Mar)



# Research Promotion/Fundraising

**Chapter Goal** **\$34,650**

**Total Dollars Raised** **\$17,609**

**Number of Chapter Members = 411 (Area Assigned)**

**Dollars Raised per Chapter Member = \$43**



# Chapter Finances

- **Chapter Bank Balance = \$54,204.41  
as of July 1/2020**
- **Date of Last Audit = April 29, 2019**



# New things implemented during the year:

1. K-12 exposure to local Chapter
2. New Seminar Chair position
3. Woman in Engineering group events
4. Furthering of Student Activities/Youth Programs



# Challenges:

1. Succession planning for Chair and Executive positions
2. BOG member progression to Executive
3. Volunteer accountability/recruitment
4. Conflicts of monthly meetings with other events
5. Getting local Consulting community to support their employees in attending meetings
6. Determining best course of action for Chapter in current climate



# Things you are the most proud of:

1. Consistent new volunteers (many elements of our chapter)
2. Member representation at Region and Society level
3. YEA member involvement
4. Consistent social events (prior to lockdown)





# What about next year 2020-2021?

1. YEA events to resume with vigor
2. Building social media presence for local Chapter
3. Continued focus on collaboration with other organizations (BOMA, CGBC, MCA)
4. Supporting local schools with Student Design Competitions, Tech Talks and Regional Science Fair
5. K-12 education on ASHRAE
6. CRC 2022 planning
7. Working for find effective methods for technology transfer
8. Woman in Engineering networking group continuing to develop



# Toronto Chapter Activity Report Year 2019-2020

Chapter President : Brendan McDermott

# List of Chapter BOG & Officers for 2019-2020

Past President/ RP	Michael Genin
President	Antonio Figueiredo
President Elect	Brendan McDermott
Vice-President	Abhishek Khurana
Treasurer	Kurt Monteiro
History	Niss Feiner
Secretary /CTTC Co-Chair	Beatriz Salazar
Board Members	David Sinclair
Board Members	Dragos Paraschiv
CTTC Co-Chair	Jamie Fine
YEA Chair	Alekhya Kaianathbhatta
YEA Co-Chair	Badri Patel
Membership Promotion Chair	Thinusha Param
Communications	Brendan McDermott
Student Activities	Pedro Hoffman
Student Activities	Kajen J
Student Activities Mentor	Peter Turk
GAC Chair	John Cusato
Refrigeration	Azadeh Ghadimi
Gazette	Anne-Marie Bundgard
Golf Chair	Leo Borges
Women In Engineering	Leila Meema-Colemand

# Other Technical Events beside chapter meetings

1. April Webinar - “So, You Design The AC System”
  - a. YEA/SA joint event on HVAC career paths and industry trends
  - b. Joint with ASHRAE Philadelphia and ASHRAE Malaysia
2. March Seminar - “Controls 101”
  - a. Created and presented by Chapter VP Abhishek Khurana
3. Jan - Arena Facility Tour “Leaside Curling Club”
  - a. Refrigeration Committee event
4. November - “SMACNA Joint Tradeshow”
  - a. 5th Annual joint tradeshow with local SMACNA Toronto
5. October - Seneca College CITE Building Facility Tour
6. March - Scotiabank Arena Facility Tour (Cancelled due to COVID)

# YEA Activities

1. October Pub Night
2. YEA/SA Webinar

# Social Events

- 1. Decemberfest - Second City Comedy
- 1. June – Golf / Cycling Tournament (Cancelled due to COVID)
- 1. Refrigeration Curling
- 1. Toronto Marlies Game (Cancelled due to COVID)

# Research Promotion/Fundraising

**Chapter Goal** **\$43,000**

**Total Dollars Raised** **\$39,970**

**Number of Chapter Members = 348**

**Dollars Raised per Chapter Member = \$114.85**

# Chapter Finances

- Chapter Bank Balance = \$29,656.31  
as of July 1 - 2020
- GIC = \$62,065.29
- Date of Last Audit = 8/12/2017



# New things implemented during the year:

1. Virtual Webinars
2. \$500 Sponsorship Package “Nickel Sponsor”
3. Creation of Instagram Account
4. Technical Dinners in September and June
5. Controls 101 Seminar
6. “What’s In Your Journal” vignette element at dinner meetings
  - Chapter Member Cara Sloat gives an overview summary of a notable article from that month’s ASHRAE Journal

# Challenges:

1. COVID created a need to mobilize on virtual events
2. Loss of RP opportunities due to cancelled events (such as golf tournament)
3. Perceived loss of social interaction due to cancelled in person events

# Things you are the most proud of:

1. Net Increase in Chapter Membership (+30)
2. >400 attendees at April Dinner Webinar from 6 ASHRAE Chapters and 5 industry associations
3. 2 Dinner meetings presented by Chapter/Board members
4. Almost met RP goal, despite losing multiple typical fundraising opportunities and losing multiple past sponsors due to COVID
5. Alekhya elected as YEA RVC

# What about next year 2020-2021?

1. Creation of SOP for electronic motions
2. Launch of “101” Seminar Series, a series of 7 technical seminars focussed on teaching the basics of a variety of topics. All seminar creators and presenters are Chapter/BOG Members
3. Creation of “Technology Awards” special project committee
4. Website redesign
5. Continuation of process to complete Chapter Coat of Arms
6. All Chapter events will be collaborative events between multiple committees

# **ASHRAE**

## **Hamilton Chapter**

### **Chapter #037**

# **Activity Report**

## **Year 2019-2020**

**Chapter President : Robyn Ellis**



Appendix - C07 - Hamilton Chapter Report 2019 - 2020

**REGION II - 2020 CRC**

**Hamilton CHAPTER REPORT**



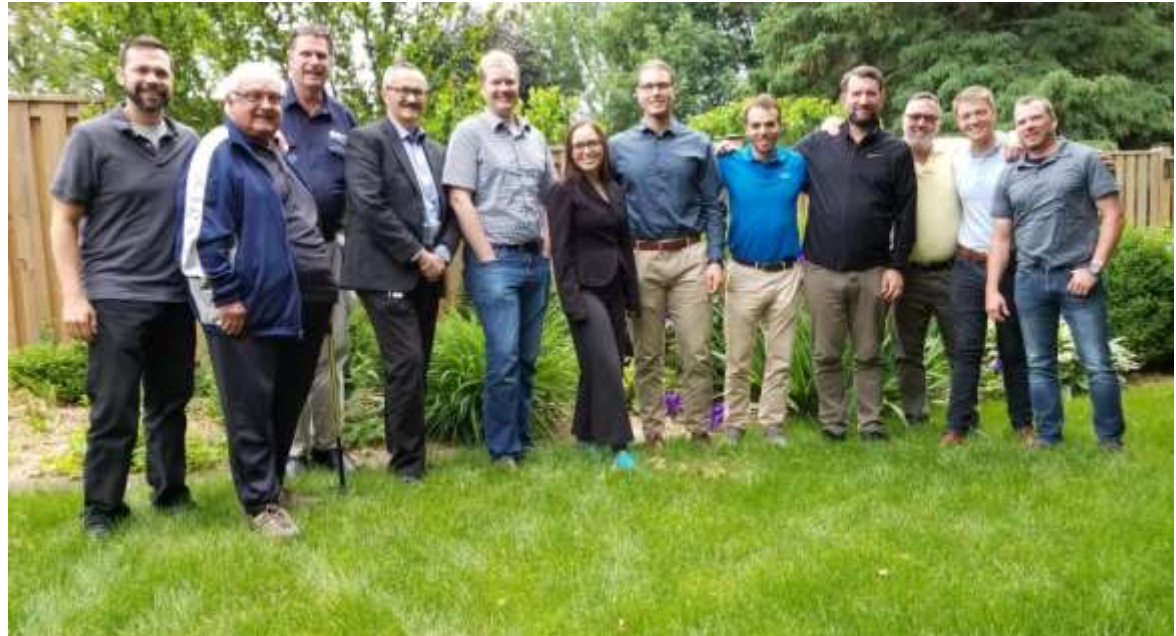
# List of Chapter BOG & Officers for the past year: 2019-2020

## 19/20 Officers:

Iain Hill  
Robyn Ellis  
Stan Holko  
Aaron Besseling

## 19/20 BOG:

Mitchell Rohrer  
Reaz Usmanali  
Mustafa Morsey  
Mark Long  
John Molnar  
Marco Ciallella



Marco Ciallella  
David Rasmussen  
Christopher Hofland

Jeremy Stockmans  
George Menzies

# Other Technical or Special Events (beside chapter meetings)

1. Women in ASHRAE night with DL Sheila Hayter & celebration of Chapter's 60 years

(free event for female students)

2. Tech tour at Refrigeration Manufacturing Plant

3. YEA & student events (next slide)





# YEA/SA Activities

- Student, YEA Social: ugly holiday sweater mixer (December) at Merit brewing
- YEA Axe throwing
- DL presentations on campus





# Research Promotion/Fundraising

**Chapter Goal** **\$10,850**

**Total Dollars Raised** **\$7008**

**Number of Chapter Dues Paying Members = 153**

**Dollars Raised per Chapter Dues Paying Member = \$25.67**

**Number of Chapter Assigned Members = 273(assigned)**



# Chapter Finances

**Chapter Bank Balance = \$ 43,046.17 as of July 1/2020**

**Chapter Bank Balance = \$ 60,380.41 as of July 1/2019**

**Date of Last Financial Audit = 2020/06/23**



# New things implemented during the year:

1. Virtual: chapter meetings (webinar), exec meetings, GAC calls, AGM, annual planning meeting
2. Increased presence on LinkedIn, introduced Instagram for the students/YEA
3. Women in Engineering night
4. Over \$10,000K in Student Spending
5. Entertaining debate style of DL  
–**Devin A. Abellon, P.E.**  
**The (un)Ethical Engineer**
6. Website updates & basecamp populated



# Challenges:

1. Student branch advisor(s) & students: Achieving 2-way communication a challenge.

## 2. COVID:

- Annual Golf Tournament Fundraiser CANCELLED (for the first time) = lost ASHRAE research revenues.
- Joint event with London YEA cancelled any chance of the event.
- No revenues from dinner meetings after March.
- General: Local health conditions can change quickly so how does one plan an event in advance? How to evaluate risks with uncertainty. ASHRAE has earned an image regarding the pandemic and therefore seen as leaders doing our part, therefore in-person gatherings are out.
- Getting the attention of student chapters for follow-up once no longer in class.

# Things the Chapter is most proud of:

## 1. Going virtual effectively



2. GAC actions: conversations with MPs, MPPs & senior govt. staff
3. Excellent turn-out on both YEA events. We have a good group of YEAs that are passionate about the industry.
4. Successful first full year of Conestoga Student Branch.
5. Hosting events with 5 DLs and leveraging them beyond the Chapter Meeting (e.g. student lectures on campus)



# What about next year 2020-2021?

1. Many, many more virtual meetings....
2. Exec meetings the week before the webinar
3. Students:
  - Add student page to the Chapter Website
  - Look into Student Branch at Mohawk College
  - K-12 activity kits and virtual event?
4. Virtual social event. YEA virtual breakfast seminar? Blending career development and networking in our industry
5. Pencil-in 2021 in-person meetings?
6. Rock the ASHRAE mask?



# **London Chapter #116**

## **Activity Report Year 2019-2020**

**Chapter President : Andrew Crowley**

# List of Chapter BOG & Officers for 2020-2021

1. Andrew Crowley, President
2. Kate Mayberry, Vice-President
3. Kate Mayberry, RP Chair
4. Rajan Deenath, Treasurer
5. Jeff Armstrong, Secretary
6. Alex Somers, MP Chair
7. Glenn Kernaghan, Student Activities Chair
8. Tom Pollard, Historian
9. Aaron Hampel, CTTC Chair
10. Tom Deslippe, YEA Chair
11. Tom Pollard, Electronic Communications
12. Adrian Bruijns, GGAC Chair
13. Andrew Crowley, Refrigeration Chair
14. John Freeman, Golf Tournament Chair



# YEA/SA Activities

## SA

SA Chair visited Western University to introduce ASHRAE chapter.

Fall student night was very well attended with about 60 students.

## YEA

Our spring YEA event was planned for a local distillery. This was cancelled due to covid.

# Social Events

1. Christmas Social at The Rec Room
2. Building tour with social at new Fanshawe College downtown campus

\*Annual April webcast social and June golf tournament were cancelled

# Research Promotion/Fundraising

**Chapter Goal**                      **\$12,600**

**Total Dollars Raised**        **\$7,610 (mixed USD and CAD)**

- **June 2020 RP golf tournament cancelled**

# Chapter Finances

- **Chapter Bank Balance = \$17,364  
as of August 13, 2020**
- **Date of Last Audit = July 2019**

# New things implemented during the year:

1. Mixed up the BoG meetings, hosting a craft beer tasting meeting, to keep meetings fun and casual
2. Most chapter meeting venues were new locations, received well by membership
3. After Paypal was frozen the year prior, we switched our payment platform to Square.
4. After Covid shutdown our meetings, we promoted many ASHRAE webcasts to London members, and had satisfactory online attendance.

# Challenges:

1. Increased costs at venues
2. Very large student membership this year (approx. 60) from Western University attended student night in fall
3. Meeting venues which meet the expectations of the more senior members, and also the YEA group
4. Learning new payment platform, which requires individual invoices be sent (no auto payment form)
5. Covid disruptions, such as converting to online and canceling golf tournament
6. Spring RP donations were harder to obtain, requiring more effort than years past

# Things you are the most proud of:

1. Continued strong student division attendance and membership
2. Sustained meeting attendance from previous years
3. Varied meeting topics that included a lot of DL's and collaboration with neighboring chapters
4. Adding and engaging young membership to offset retiring individuals
5. Fanshawe College tour and social
6. The quick reaction of the BOG to the Covid cancellations, ensuring all costs were recouperated, while also staying in touch with membership

# What about next year 2020/2021

1. Work is currently underway to redesign fall meeting format to virtual
2. Work with neighboring chapters to promote virtual meetings to multiple chapters, increasing attendance
3. Line up more DL's and high quality speakers assuming they will be easier to book for a remote meeting
4. Meeting pricing and payment structure to be evaluated for remote meetings
5. SA and YEA events to be virtual in fall



# **ASHRAE**

## **Windsor Chapter**

### **Chapter # 141**

# **Activity Report**

## **Year 2019-2020**

**Chapter President : David Dufour**



# List of Chapter BOG & Officers for the past year: 2019-2020

1. David Dufour, President
2. Amanda Forest, Vice President
3. Jamie Smith, Treasurer
4. Eric Pelletier, Secretary
5. James Smith, MP, Florin Corcoz Co-Chair
6. Dan Castellan, CTTC
7. Nathan Cook, RP
8. Paul Greff, GAC
9. Vince Laframboise, Newsletter/ Communications
10. Andy Hrutka, History
11. Steve Koutsanicolas, Dan Castellan, James Smith, Paul Greff – Board of Governors



# Other Technical or Special Events (beside chapter meetings)

1. Golf Tournament – Beat attendance record
2. Made dinner at Ronald McDonald House
3. Science Fair Sponsorship – Sustainability Award
4. Golf Event - Silvertee
5. Go-Carts – YEA – Cancelled
6. Detroit Districts 2030 joint event
7. Webex: COVID19 -VS Ultraviolet Germicidal System



# YEA/SA Activities

1. Golf Event – Silvertee golf
2. Go-Carts – YEA – (Scheduled, cancelled)
3. YEA Quarantini's



# Social Events

1. Christmas Social – The Keg
2. YEA Quarantini's
3. Go-Cart's (Scheduled, cancelled)
4. Made dinner for Ronald McDonald House



# Research Promotion/Fundraising

**Chapter Goal** **\$7,850**

**Total Dollars Raised** **\$9,972**

**Number of Chapter Dues Paying Members = 64**  
**Dollars Raised**

**per Chapter Dues Paying Member = \$156**

**Number of Chapter Assigned Members = 61**



# Chapter Finances

**Chapter Bank Balance = \$26,897 as of July 1/2020**

**Chapter Bank Balance = \$26,611 as of July 1/2019**

**Date of Last Financial Audit = 2020/07/25**

**NOTE: chapter financial audit is required to be completed each year  
(see ASHRAE Manual of Chapter Operations - MCO)**



# New things implemented during the year:

## 1. Sustainability Committee

1. Dan C (CTTC Chair, BOG)
2. Paul G (GAC Chair, BOG),
3. Dave D (Refrig Co-Chair, President),
4. Ben Braun (YEA),
5. Eric P (YEA, Secretary),
6. Vince L (Communications, Newsletter)
7. Florin (MP Chair)
8. Amanda Forest (Vice President)

## 2. Long Term Strategic Vision

## 3. Updated chapter bylaws





# Challenges:

1. Finishing the year strong (Covid)
2. Research Promotion – Total Dollars Raised
3. Student Activities (Covid)
4. Membership Retention
5. Virtual BOG meetings (Very well attended)



# Things the Chapter is most proud of:

1. Research Promotion Team

Nathan Cook, Steve Koutsonicolas, James Smith, Paul Greff

Exceeded RP Goal despite Covid-19. Goal \$7,850, Raised \$9,972

**\*\* Lost our largest donor this year as well \*\***

2. GAC – Local Outreach Day, Detroit Districts AA2030

3. Chapter Operations, GAC & RP exceeding PAOE Points

4. Chapter Service Awards (4)

Greg Dufour, James Smith, Steve Koutsonicolas, Paul Greff

5. Chapter Long Term Goals/ Vision development



# What about next year 2020-2021?

1. Starting off strong, keep the momentum
2. Sustainability Committee
3. Online Webex meetings/ BOG meetings
4. Retain Membership – Uphill battle without being in contact



## **APPENDIX – D**

### **RVC REPORTS**

Historical

Government Affairs (GA)

Membership Promotion (MP)

Chapter Technical Transfer (CTT)

Research Promotion (RP)

Student Activities (SA)

Young Engineers In ASHRAE (YEA)

Communications Committee (CC)

# ASHRAE Region 2

## REGIONAL HISTORIAN

RVC: Tom Pollard



## Activity Report Year 2019-2020



Appendix - D01 - History Regional Report

REGION II - 2020 CRC

Tom Pollard- RVC Historian

# PAOE Summary for HISTORICAL

Chapter	PAOE 2017/18		PAOE 2018/19		PAOE 2019/20	
		change		change		change
Quebec	875	0	350	<b>-525</b>	775	<b>+250</b>
Montreal	800	<b>+225</b>	500	<b>-300</b>	950	<b>+450</b>
Ottawa Valley	1000	<b>+525</b>	1000	0	650	<b>-350</b>
Toronto	875	<b>+375</b>	550	<b>+175</b>	1325	<b>+775</b>
Hamilton	450	0	1000	<b>+550</b>	700	<b>-300</b>
Halifax	650	<b>+400</b>	325	<b>-325</b>	525	<b>+200</b>
London (Canada)	500	<b>+50</b>	450	-50	500	<b>+50</b>
NB/PEI	350	0	200	<b>-150</b>	250	<b>+50</b>
Windsor	650	<b>+15</b>	425	<b>-225</b>	550	<b>+125</b>

**Minimum = 100 PAR = 300**

# Chapter Visits and Chapter Highlights

## NO HISTORY VISITS

A few Chapters had history night early in year  
before the shutdown  
others has some scheduled but had to cancel

## HIGHLIGHTS

Good 2019 CRC attendance at workshop 7/9  
Goals established with 9/9 Chapter Historian Chairs  
Some mid year reports from Chapter Chairs  
Reports at end of year: I was able to get 7/9 Chapter Chair reports

# HISTORY

## Chapter Special Recognition

### **Toronto – Niss Feiner**

Now on Society Historical Committee as a voting member  
Updates during the year  
David Underwood interview and recording

### **Hamilton** - Oct 22/2019 meeting

60th Anniversary of the ASHRAE Hamilton Chapter  
Past Presidents Night  
Research Promotion  
History Night



# New items implemented during the year:

1. Several emails sent to Chapter Historian Chairs  
for reminders about activities and for PAOE entry
2. End of year Email asking for reports
3. Had planned on spring visits to Windsor, Hamilton, Toronto  
but had to cancel due to COVID-19

# Things you are the most proud of:

1. Better PAOE points by chapters then in previous year.
2. Chapter Historians typically hold chair for more then 1 year  
so they already have an idea was to what is required
3. Toronto - Niss Feiner  
interview with David Underwood and recorded

# What about next year 2020-2021?

1. CRC History Workshop – will be held as GotoMeeting this year
2. Offer mid year Zoom or GoToMeetings to Chapter Historian Chairs  
for one on one meeting
3. Have chapters promote 125<sup>th</sup> Society year items (and this get PAOE)
4. Send out email reminders and ideas for items to the Chapter Historian Chairs (approx. every 2 months: Oct, Dec, Feb, March, May)
5. Send out reminder to ensure end of year PAOE are updated and reports are forwarded.

**Society Annual Conference**  
**Toronto June 25-29, 2022**

ASHRAE Region II  
Appendix - D01 - History Regional Re

# **ASHRAE Region II Government Affairs RVC (2018-21) : Rob Hoadley**

## **Activity Report Year 2019-2020**

# PAOE Summary for Government Affairs

<u>Chapter</u>	<u>PAOE 2017/18</u>	<u>PAOE 2018/19</u>	<u>PAOE 2019/20</u>
Quebec	1300	650	700
Montreal	2100	1310	900
Ottawa Valley	600	800	0
Toronto	1600	1550	1350
Hamilton	1400	2550	1600
Halifax	500	200	950
London (Canada)	350	500	650
NB/PEI	350	250	500
Windsor	800	750	2200

**Minimum = 500 (8 of 9)      PAR = 650 (7 of 9)**

# Chapter Visits and Chapter Visit Highlights



One visit, to NB/PEI Chapter, in November 2019, for Daryl Boyce's Presidential visit to Moncton, NB.

# Chapter Special Recognition

1. WINDSOR Meetings with City of Windsor and Essex County officials, also started working with Detroit 2030 District
2. HAMILTON Coordinated meetings with Ontario Ministry of Health and Long Term Care following pandemic spread in long term care facilities
3. TORONTO Organized meetings with School Districts in Summer 2020 to provide information from Epidemic Task Force on School Re-Opening Guidance Document



# New items implemented during the year:

1. Virtual Meetings with Government Officials
2. Epidemic Task Force and Government Affairs Committee

# Things you are the most proud of:

1. Chapter chairs who continued to volunteer and work during the pandemic
2. Getting information out to government officials who needed assistance

# What about next year 2020-2021?

1. ASHRAE Epidemic Task Force: [ashrae.org/covid19](https://www.ashrae.org/covid19)
2. More Virtual Meetings with Government Officials
3. Already held our first Government Outreach Event of 2020-21, Toronto Chapter met with Halton District School Board – We want ten more!
4. Encourage local and municipal outreach, especially to school boards, long term care facilities, and health care authorities.

# **ASHRAE Region 2**

## **CTTC Report**

**RVC: Daniel Redmond**

# **Activity Report**

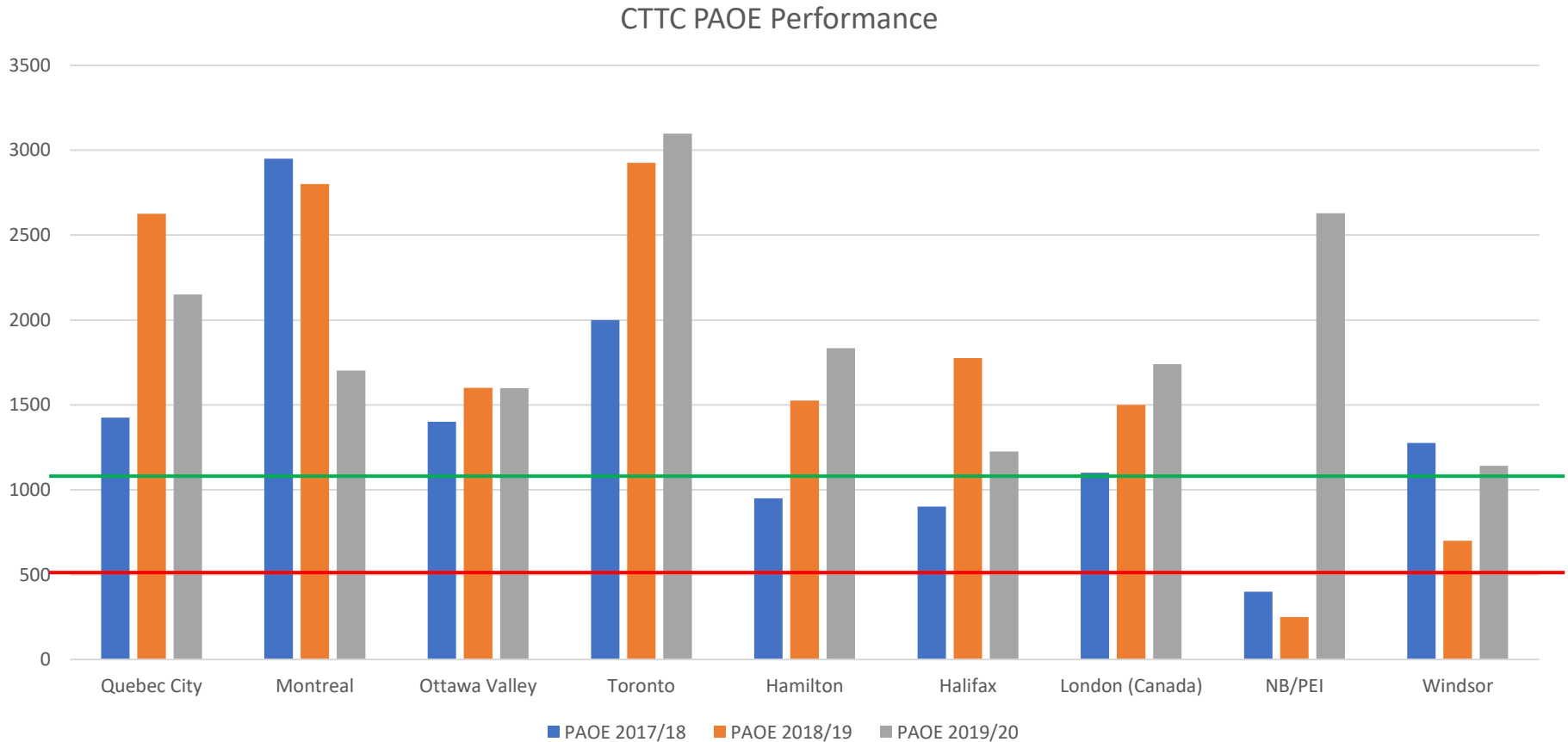
## **Year 2019-2020**

# PAOE Summary for CTTC

<u>Chapter</u>	<u>PAOE 2017/18</u>	<u>PAOE 2018/19</u>	<u>PAOE 2019/20</u>
Quebec City	1425	2625	2150
Montreal	2950	2800	1702
Ottawa Valley	1400	1600	1598
Toronto	2000	2925	3098
Hamilton	950	1525	1834
Halifax	900	1775	1225
London (Canada)	1100	1500	1740
NB/PEI	400	250	2628
Windsor	1275	700	1141

**Minimum = 550      PAR = 1050**

# PAOE Summary for CTTC



**Minimum = 550      PAR = 1050**

# DL Program

- 2019-2020:
  - 14 DL presentations
    - 10 allocated visits from Society
    - 4 common pool visits
    - 0 unallocated visits
    - 8 of 14 were multi-chapter visits
  - 8 of 9 chapters hosting DL presentations
  - March DL travel restrictions – presentations moved online
- 2020-2021:
  - 10 allocated visits (Fall 2020 plan for virtual presentations)

# Technology Awards 2019

2018-19:

- 9 Technology Awards entered into Regional competition
  - Montreal (6), Toronto, Ottawa Valley, Hamilton
- 6 Technology Awards entered into Society competition

- First Place

**Peel Memorial Centre**

Kurt Monteiro and Kevin Sharples (Toronto Chapter), Category III – Health Care Facilities – New

- Honorable Mention

**University du QuébecTrois-Rivière (UQTR)**

André-Benoit Allard (Montreal Chapter), Category II – Educational Facilities - Existing



# Technology Awards 2020

2019-20:

- 5 Technology Awards entered into Regional competition

Submission	Submitted By	Chapter	Category	Result
Mohawk College Joyce Centre for Partnership and Innovation	Kristen Yee Loong	Hamilton	Educational Facilities, New	First Place (2019)
Dalhousie IDEA and Design Buildings	Aaron Smith	Halifax	Educational Facilities, New	First Place
Cegep Andre-Laurendeau	Sebastien Pourcel	Montreal	Educational Facilities, Existing	First Place
Maison du Developpement Durable	Mikael Hachez	Montreal	Commercial Buildings, EBCx	First Place
The Globe and Mail Centre	John Ferguson	Toronto	Commercial Buildings, New	First Place

- Deadline for submitting documents to RVC for Society competition is  
**August 25<sup>th</sup>**

# Chapter Visits and Chapter Visit Highlights

- RVC visited 1 of 9 chapters this year
- Still attempting to visit all 9 chapters between now and June 2022

# CTTC Highlights of 2019-2020

- All chapters exceeded par for PAOE
- Outstanding use of the DL Program
  - Used 14 of 10 base allocations including 8 multi-chapter visits
- Solid Technology Awards Program
- Perseverance amidst COVID-19
- 2020 Dan Mills Chapter Programs Award – Beatriz Salazar (Toronto)

# Looking Ahead for 2020-2021

2020-21

- Most Fall programs are planned to be virtual
- DL travel restrictions in place until at least October 2020
- Many chapters planning to take advantage of virtual DL presentations
  - Allocated vs non-allocated visits
- Continue Technology Award success
- Planning for additional Region II CTTC meetings
  - Increase frequency of reporting
  - Collaborate and share success stories

# CTTC Workshop

- Workshop held on Wednesday August 12<sup>th</sup>
- 8 of 9 chapters attended (including chapter chairs and co-chairs)
- Goal setting sessions ongoing

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.***

# **ASHRAE Region 2 Research Promotion**

**RVC (incoming) : Ibrahim Semhat  
RVC (rolling off): Mark Lawrence**

## **Activity Report Year 2019-2020**



# PAOE Summary (MIN 800 / PAR 1050)

Chapter	PAOE 2016/17	PAOE 2017/18	PAOE 2018/19	PAOE 2019/20
Quebec	1536	1405	4408	1298
Montreal	1435	2375	1625	1110
Ottawa Valley	4987	6231	3132	1140
Toronto	1750	2375	1480	2840
Hamilton	1460	1280	1430	1015
Halifax	2187	2190	2549	1405
London (Canada)	4130	566	1156	1073
NB/PEI	3419	2475	2817	810
Windsor	3429	3293	3840	4920



# Chapter Visits and Chapter Visit Highlights

1. None. ☹️





# Chapter Special Recognition

1. There were many chapters which pushed through Covid-19: Toronto and Windsor exceeded their goal. Halifax was within 20% of goal.
2. Frank Mesicek, Hamilton Chapter, (as usual) had the best communication with Society Staff and RVC.
3. Windsor ranked among the top 5 chapters globally with their PAOE score.



# New items implemented during the year:

1. Nothing new, except lots of effort motivating chapters to not "give in" to Covid downturn.
2. RP RVC pushing Society to have a Canadian "landing page" on the RP website to have a page focused on RP in Canada, but making little/slow progress.



## Things you are the most proud of:

1. Chapters that were able to keep up good spirits during the Covid downturn, I specifically noticed: Toronto, Hamilton, Halifax, and Windsor.
2. High participation at our CRC in Halifax.



# What about next year 2020-2021?

1. Continue to motivate RP Chairs & Chapters to meet and/or exceed RP goals during the ongoing COVID-19 Pandemic.
2. Work with Society on RP Canada landing page on RP website
3. Collaborate with Society & Chapters to enhance the RP donations in Canadian funds to be recognized.
4. Work on improving communication with RP Chairs & Chapters.
5. Utilize Basecamp to drive Region II RP campaign and schedule.



# **ASHRAE Region 2**

## **Student Activities**

### **RVC : Mai Anh Dao**

# **Activity Report**

## **Year 2019-2020**



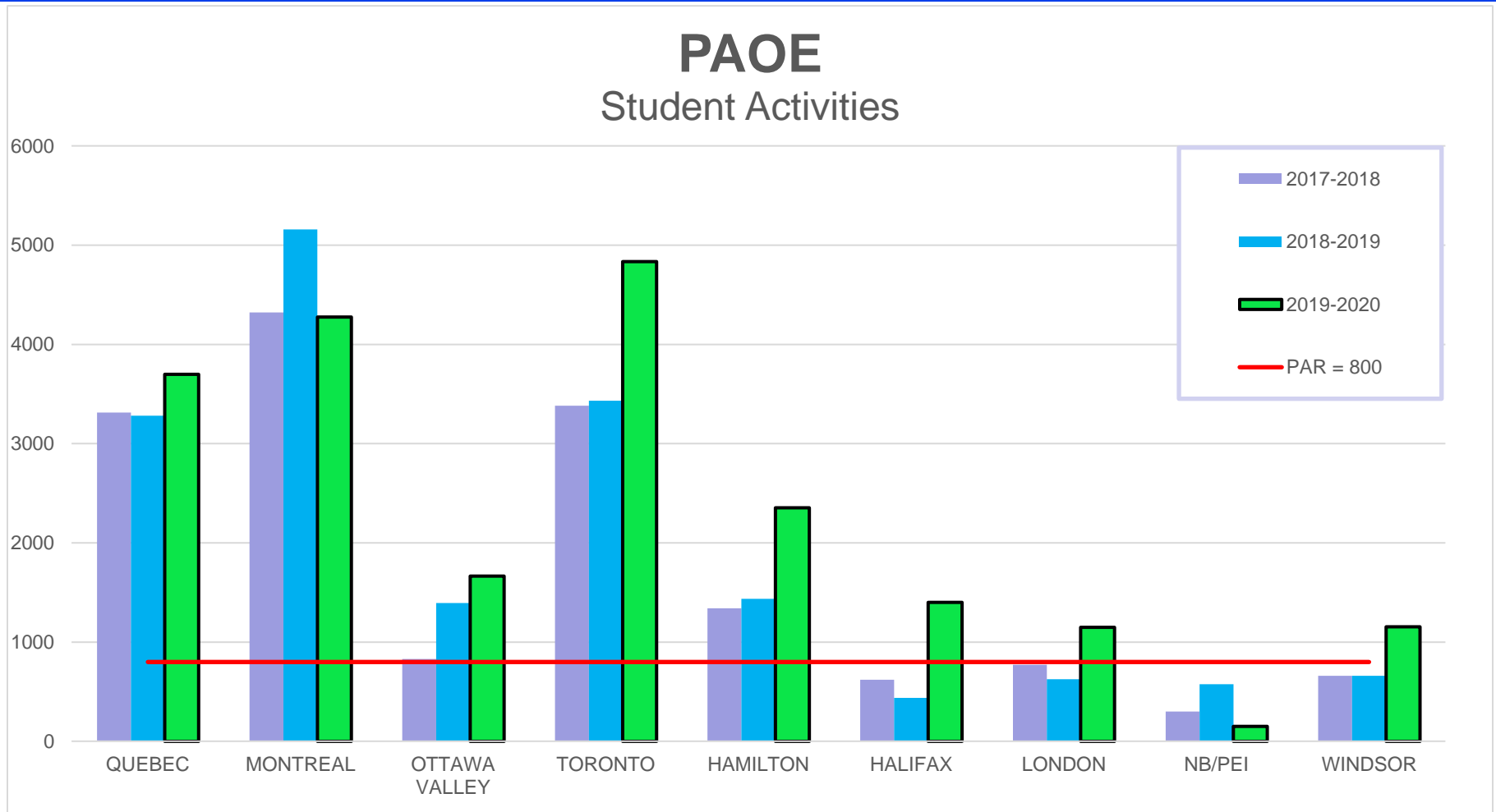
# PAOE Summary for Student Activities

	2017-2018	2018-2019	2019-2020	2019	2020
QUEBEC	3314	3282	3700	-32	418
MONTREAL	4322	5159	4276	837	-883
OTTAWA VALLEY	830	1395	1665	565	270
TORONTO	3382	3433	4834	51	1401
HAMILTON	1340	1436	2353	96	917
HALIFAX	620	439	1400	-181	961
LONDON	773	625	1150	-148	525
NB/PEI	300	575	150	275	-425
WINDSOR	660	660	1155	0	495

PAR = 800  
Min = 300



# PAOE Summary for Student Activities



# Chapter Visits and Chapter Visit Highlights

## Visits and Highlights

### 1. Visits:

Toronto Chapter – Virtual meeting

### 2. Highlights:

- All student branch leaders were invited to the zoom meeting.
- Mini centralized training / CRC workshop for student branches
- Amazing discussions with the students and Toronto SA Chair and co-Chair





# Chapter Special Recognition

1. **London Chapter:** 2 Students nights

2. **Ottawa Valley Chapter:**

Career fair, multiples class visits, YEA and SA event – 67s Hockey game, [Highschool visit sheet metal shop](#), Darryl Boyce + DL Q&A with students, [OCA Youth Engagement Trade show](#)

3. **Halifax Chapter:** [bEQ Accessment with the help of 10 students](#), re-establish a student branch

4. **Hamilton Chapter:** [Attendance of 3 student at the last CRC \(Halifax\)](#), DL at schools, Ugly sweater YEA-Student night, [WIE theme night](#)

5. **Montreal Chapter:** Carrer fair,

6. **Toronto Chapter:** Career fair, Student nights, controls workshop



# Things you are the most proud of:

1. Very close to be on PAR (8 out of 9 chapters)
2. Improvement on the communication with the chapters, more responsive
3. Very promising planification for the year from all chapters



# What about next year 2020-2021?

1. Touch base every month
2. PAOE Challenge with Region XI ( other Canada )
3. Most likely virtual visits / meeting



# **ASHRAE Region 2 YEA**

**RVC (incoming) : Alekhya Kaianathbhatta  
RVC (rolling off): Alexis T Gagnon**

## **Activity Report Year 2019-2020**



# PAOE Summary for 2019-2020

<u>Chapter</u>	<u>PAOE 2017/18</u>	<u>PAOE 2018/19</u>	<u>PAOE 2019/20</u>
Quebec	N/A	N/A	1225
Montreal	N/A	N/A	1500
Ottawa Valley	N/A	N/A	1425
Toronto	N/A	N/A	2625
Hamilton	N/A	N/A	1100
Halifax	N/A	N/A	1025
London (Canada)	N/A	N/A	1000
NB/PEI	N/A	N/A	1025
Windsor	N/A	N/A	1200

**Minimum = 300      PAR = 800**



# Chapter Visits and Chapter Visit Highlights

## Chapter visit :

- Quebec
- Travel restriction

## Highlights:

- Control 101 presentation at Ryerson University (Toronto chapter)
- Refrigeration and LEED Platinum building technical visits
- Sports events (Mountain bike / Curling / Bowling)

# Chapter Special Recognition

1. Toronto
2. Montreal
3. Windsor



# New items implemented during the year:

1. YEA Leadership Webinar-Leading and Working in a Virtual World
2. PAOE point for YEA (finally)
3. College of Fellows sponsor (presence and \$) for Mentorship events (mostly during the next winter conferences)





# Things you are the most proud of:

1. Recipient of the 2019 YEA Developing Leader Award is in our region  
Abhishek Khurana
2. Good relation built between SA and YEA chapter chairs
3. A lot of applicant in the region for the YEA Individual Award of Excellence (Professional development / Personal development / outreach)
4. Badri Patel was selected for “Leadership U” at the winter meeting
5. All the region II chapter beat the PAR with the PAOE points for YEA
6. Participation in the YEA regional program offered (LeaDRS and YLW)
7. Summer conference – Badri Patel (Professional Development) & Abhishek Khurana (Personal development)



# What about next year 2020-2021?

1. Continue to build on SA/YEA relationship
2. Support chapter YEA chairs, with the reality of organizing events virtually.
3. Attend virtual chapter meetings
4. Promote YEA involvement at TC's and help drive more YEA involvement at the chapter.
5. Help chapter YEA chairs nominate members for YEA awards



# ASHRAE Region 2 Communication Committee (CC)



**RVC: Tom Pollard**



## Activity Report Year 2019-2020

# PAOE Summary for Communications

Chapter	PAOE 2017/18	PAOE 2018/19	PAOE 2019/20
	no category in 2016/17	change	change
Quebec	670	611 <b>-59</b>	674 <b>+63</b>
Montreal	643	490 <b>-153</b>	850 <b>+360</b>
Ottawa Valley	650	725 <b>+75</b>	1001 <b>+276</b>
Toronto	1136	1174 <b>+38</b>	665 <b>-509</b>
Hamilton	127	310 <b>+183</b>	1155 <b>+845</b>
Halifax	352	324 <b>-28</b>	881 <b>+557</b>
London (Canada)	675	795 <b>+120</b>	975 <b>+180</b>
NB/PEI	100	330 <b>+230</b>	500 <b>+170</b>
Windsor	603	574 <b>-29</b>	745 <b>+171</b>

**Minimum = 250 PAR = 600**

# Chapter Visits and Highlights

Visits – none in 2019/2020

## Highlights

Chapters update with PAOE points

Chapters using more social media

Forwarded items for Chapter to use on web sites and newsletters  
from Society and Communication Committee

# Communications

## Chapter Special Recognition

### **ASHRAE Hamilton Chapter** - Oct 22/2019 meeting

60th Anniversary of the ASHRAE Hamilton Chapter

Past Presidents Night

Research Promotion

History Night

**Ottawa Chapter**

**Toronto Chapter**

**Quebec Chapter**

Very good updates to website, newsletter and meeting notices

# New items implemented during the year:

1. Engage with Communication Chairs (webmasters, newsletter editors)
2. Forward items from Society and Communication Committee
3. Promote use of Society has access to GoToMeeting (with guideline by Communication Committee)
4. Check Chapter web sites for compliance with Society guidelines (and get chapters to adjust)
5. End of year reports – asked for but only 4 out of 9 received

# Things you are the most proud of:

1. Better PAOE points by chapters then in previous year.
2. Chapters to continue using social media in addition to newsletters.
3. Separate Communication Workshop this year (was at end of History Workshop at last year CRC)

This Year: 7/9 chapters, 10 attendees + RVC



# What about next year 2019-2020?

1. Separate Communication Workshop for 2020 - **COMPLETED**
2. Offer mid year Zoom or GoToMeetings to Chapter Communication Chairs for one on one meetings
3. Have chapters promote 125th Society year items.
4. Send out email reminders and ideas for items for Chapters to use (approx. every 2 months: Oct, Dec, Feb, March, May)
5. Send out reminder to ensure end of year PAOE are updated and final reports are forwarded to RVC.

**WRAT**

**SVIPACRC**

**CRCCR&ST**

**WRAT**

**WINDSOR REMOTE ASSISTANCE TEAM**

**James, Amanda, Paul**

**SVIPACRC**

**SOCIETY VIP'S AT CRC**

**Chuck, Tim, Stephanie**

**CRCCR&ST**

## **CRCCR&ST AWARD**

### **CHAPTER CRC REPORTING AND STATS TABLE AWARD**

## **CRCCR&ST AWARD**

### **CHAPTER CRC REPORTING AND STATS TABLE AWARD**

**Audrey Dupuis - Montreal Delegate**

## **Ig CRCCR&ST AWARD**

### **Ig CHAPTER CRC REPORTING AND STATS AWARD**

**Ig CRCCR&ST AWARD**

**Ig CHAPTER CRC REPORTING AND STATS TABLE AWARD**

**HONORABLE MENTION AWARDS TO**

**LONDON**

**NB/PEI**

**OTTAWA**

**Ig CRCCR&ST AWARD**

**Ig CHAPTER CRC REPORTING AND STATS TABLE AWARD**

**2<sup>ND</sup> PLACE**

**HAMILTON**



**Ig CRCCR&ST AWARD**

**Ig CHAPTER CRC REPORTING AND STATS TABLE AWARD**

**2<sup>ND</sup> PLACE**

**HAMILTON**

**1<sup>ST</sup> PLACE**

**HALIFAX**

# Region II 2020 CRC List of Awards & Agenda

## 1. Welcome - Ron Gagnon

## 2. DISTINGUISHED GUESTS - Presenter Ron Gagnon

Chuck Gullledge, ASHRAE President

Tim McGinn, ASHRAE Vice President

Stephanie Reiniche, ASHRAE Staff, Director of Technology

## 3. Introduction of Quebec City CRC 2021 Chair - Ron Gagnon

Preview of Quebec City 2021 – Guy Perrault

## 4. Ron Gagnon to introduce Paul Greff – MC of Awards Ceremony

Start of Awards Presentation - Paul Greff

## 5. APPRECIATION FOR SERVICE TO REGION II – Presenter Paul Greff

Geneviève Lussier – MP RVC – 2017-2020

Mark Lawrence – RP RVC – 2017-2020

Alexis T. Gagnon – YEA RVC – 2017-2020

Mark Lawrence – CRC General Chair – 2019-2020

## 6. STUDENT ACTIVITIES – Presenter M. A. DAO

Best Student Activities Chapter Toronto Chapter – Kajen Singhma

Best Student Branch Carleton University - from OTTAWA VALLEY CHAPTER – Elizabeth Primeau

## 7. CTTC – Presenter DANIEL REDMOND

Allen Hanley Award for the best CTTC Chapter Chair Mitchell Rohrer from the Hamilton Chapter

### Regional Technology Award

Submission	Submitted By	Chapter	Category	Result
Mohawk College Joyce Centre for Partnership and Innovation	Kristen Yee Loong	Hamilton	Educational Facilities, New	Awarded First Place in 2019 but will be submitted to Society in 2020
Dalhousie IDEA and Design Buildings	Aaron Smith	Halifax	Educational Facilities, New	First Place
Cegep Andre-Laurendeau	Sebastien Pourcel	Montreal	Educational Facilities, Existing	First Place
Maison du Developpement Durable	Mikael Hachez	Montreal	Commercial Buildings, EBCx	First Place
The Globe and Mail Centre	John Ferguson	Toronto	Commercial Buildings, New	First Place

## Region II Awards List - Virtual CRC

### 8. Special Presentation - Presenter – Paul Greff

### 9. GAC – Presenter R. HOADLEY

Mustafa Morsy of the Hamilton Chapter

Outstanding Achievements in advancing the mandate of the Government Affairs in Region II

### 10. MP – Presenter GENEVIEVE LUSSIER

Blue ribbon: Montreal chapter, MP Chair Yves Paquette

Red ribbon, Hamilton chapter, MP Chair Reaz Usmanali

Green ribbon was cancelled and is not given out anymore.

#### **Excellence Award for Membership Promotion Activities**

Hamilton Chapter, MP Chair Reaz Usmanali

Halifax chapter, MP Chair Chris Ruddick

London chapter, MP chair Jeff Armstrong

### 11. YEA – Presenter Paul Greff

Outstanding participation in YEA Activities Award- Alekhya Kaianathbhatta - Toronto Chapter

### 12. RESEARCH PROMOTION – Presenter I. SEMHAT

Quebec <i>Guy Perreault</i>	Bronze Treasury Ribbon Chevron - Full Circle
Montreal <i>Simon Khaled</i>	Gold Treasury Ribbon Chevron - Full Circle
Ottawa Valley <i>Adam Moons</i>	Gold Treasury Ribbon Chevron - Full Circle
Toronto <i>Michael Genin</i>	Bronze Treasury Ribbon Top 5 Runner-up: Total \$, Challenge, PAOE, \$/Member Chevron - Endowment Chevron - Full Circle Certificate - Goal, High Five, and Challenge Goal
Hamilton <i>Francisco Mesicek</i>	Chevron - Full Circle
Halifax <i>Daniel Egilsson</i>	Bronze Treasury Ribbon Chevron - Full Circle
London <i>Andrew Crowley</i>	Chevron - Full Circle
NB/PEI <i>Yves Savoie</i>	Silver Treasury Ribbon Chevron - Full Circle
Windsor <i>Nathan Cook</i>	Top 5 Runner-up: Total \$, Goal, Challenge, PAOE, \$/Member Chevron - Full Circle Certificate - Goal, High Five, and Challenge Goal

**13. Communications Chair – Presenter Tom Pollard**

COMMUNICATION  
Special Recognition

**ASHRAE Hamilton Chapter**

Christopher Hofland, Jeremy Stockmans, David Rasmussen for events and newsletter including:  
special meeting Oct 22/2019 meeting  
60th Anniversary of the ASHRAE Hamilton Chapter  
Past Presidents Night  
Research Promotion  
History Night

**14. History – Presenter Tom Pollard**

HISTORY  
Special Recognition

**ASHRAE Toronto Chapter – Niss Feiner**

Now on Society Historical Committee as a voting member  
Updates during the year  
David Underwood interview and recording

**ASHRAE Hamilton Chapter**

Oct 22/2019 meeting  
60th Anniversary of the ASHRAE Hamilton Chapter  
Past Presidents Night  
Research Promotion  
History Night

**15. PAOE Awards – Presenter Paul Greff**

Quebec	Laurence Boulet	★ Special Citation-👏👏
Montreal	Francis Lacharite	★ Special Citation-👏
Ottawa Valley	Aaron R. M. Dobson, I	Special Citation-👏
Toronto	Antonio M. Figueiredo	★ Special Citation-👏👏
Hamilton	Iain Hill	Special Citation-👏
Halifax	Jason Leadbetter	★ Special Citation-👏
London (Canada)	James Scudamore	★ Special Citation-PAOE
NB/PEI	Ryan Stephen Gosson	Special Citation-PAOE
Windsor	David Dufour	★ Special Citation-👏

**16. CHAPTER OPERATIONS - Presenter Jeff Clarke**

Golden Gavel Award – Toronto - Antonio M. Figueiredo

**17. CHAPTER SERVICE AWARDS – Presenter Paul Greff**

Halifax	Mark M. Lawrence
Hamilton	Iain Hill
Montreal	Anthony Jonkov

**Region II Awards List - Virtual CRC**

	Francis Lacharite Jacques Lagace
NB/PEI	Kevin T. Clannon Yves J. Savoie
Quebec	Alexis T. Gagnon
Ottawa Valley	Robert Lefebvre Daniel J. Redmond Abbey Saunders Michael W. Swayne
Windsor	Gregory J. Dufour Paul N. Greff Steven K. Koutsonicolas James A. Smith

**18. REGIONAL AWARDS OF MERIT – Presenter Paul Greff**

Halifax	Mark Lawrence
NB/PEI	Daniel A. Boudreau
Montreal	Francis Lacharite Genevieve Lussier Daniel Robert

**19. REGIONAL MEAT BALL TRAVELING AWARD - Presenter Paul Greff**

Windsor

**20. Thank you - Presenter Paul Greff**

REVENUE		Past			
		Quantity	QTY	Costs	Total
1	Region 2 Seed Money - Chapter Assessment	1740	1586	6.00 \$	9,516.00 \$
2	Full Registration	45	40	450.00 \$	18,000.00 \$
3	Partial Registration	40	40	350.00 \$	14,000.00 \$
4	Companion Registration	20	10	275.00 \$	2,750.00 \$
6	Corporate Sponsorship	1		15,000.00 \$	15,000.00 \$
7	Wine (CRC 2021)	1		1,500.00 \$	1,500.00 \$
	<b>TOTAL REVENUE</b>				<b>60,766.00 \$</b>
<b>EXPENSES</b>					
	<b>Hotel</b>				
1	Hotel Meeting Rooms, Including Hospitality Suite Room	1			3,200.00 \$
	Hotel, Food, Drinks, Breaks.				12,000.00 \$
	<b>Hotel Expenses</b>				<b>15,200.00 \$</b>
	<b>Entertainment</b>				
13	Welcome Party - Friday Night	105	105	45	4,725.00 \$
14	Technical Tour	1			500.00 \$
15	Transportation	1			2,400.00 \$
16	Saturday Night Event - Dinner	105	105	190	19,950.00 \$
	<b>Entertainment Expenses</b>				<b>27,575.00 \$</b>
	<b>Hospitality</b>				
17	Hospitality Expenses (Licence, beverages, food)	3			5,000.00 \$
	<b>Hospitality Expenses</b>				<b>5,000.00 \$</b>
	<b>Companion</b>				
18	Companion Tour	20			2,050.00 \$
	<b>Companion Expenses</b>				<b>2,050.00 \$</b>
	<b>Administrative</b>				
22	CRC Promotional Materials	20			500.00 \$
	Shirts & Banners from Vistaprint	0			1,000.00 \$
23	Printing/Photocopying (Name Tags, Tickets, Itineraries, etc.)	1			500.00 \$
24	Signs and Placards	1			- \$
25	Audio Visual	1			800.00 \$
26	Office Supplies, Handouts, Postage, Registration Desk	1			- \$
27	Registration EventBrite	1			1,000.00 \$
28	Secretary Fee (Full Registration cost \$450 = tax)	1			500.00 \$
32	Dignitary and Regional Gifts	1			800.00 \$
35	Dignitary Dinner - Region II and ASHRAE	10			1,500.00 \$
	<b>Administrative Expenses</b>				<b>6,600.00 \$</b>
	<b>Total expenses</b>				<b>58,475.00 \$</b>
	<b>Net revenue</b>				<b>2,291.00 \$</b>

# ASHRAE REGION II

## ANNUAL FINANCIAL SUMMARY REPORT

Period: July 1<sup>st</sup>, 2019 - June 30<sup>th</sup>, 2020

DESCRIPTION	CREDIT	DEBIT	BALANCE
<b>Opening balance for this period</b>			<b>66557,12</b>
<b>INCOMES:</b>			
Chapter's Opportunity Fund			
2019 CRC Revenues	3061,03		
Regional Funds dues/Chapters Assessment Dues			
Regional insurance			
Expenses Reimbursement	150,00		
<b>Total Incomes:</b>	<b>3211,03</b>		<b>69768,15</b>
<b>EXPENSES:</b>			
Travel and expenses Society meeting		14470,69	
CRC Seed Money 2019-2020		10920,00	
Planning Meeting			
Bank Service Charges		109,90	
Yea + YLWWeek-End expenses reimbursement + LEADRS		4100,00	
CRC Expenses		297,41	
Other expenses		634,12	
<b>Total Expenses:</b>		<b>30532,12</b>	
<b>CLOSING BALANCE: June 30th 2020</b>			<b>39236,03</b>
<b>Accounts Payable+ Cheques in circulation</b>			<b>0,00</b>
<b>TD Account Balance as of June 30/2020</b>			<b>861,89</b>
<b>Accounts Receivable</b>			<b>20 930,00</b>
<b>REIMBURSEMENT Quebec CRC SEED MONEY</b>	<b>10920,00</b>		
<b>REGIONAL FUND invoices</b>	<b>10010,00</b>		

### 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: July15th, 2020

Audit By: \_\_\_\_\_

Date: \_\_\_\_\_

# **ANNUAL FINANCIAL REPORT**

## **ASHRAE REGIONAL II FUND**

**CRC 2020 Region II, Québec, Québec**

**August 2020**

This report is to summarize the activities during the above financial period 2019/20 for the Region II Fund.

The chapter's dues invoices were based on \$0.00/per member and the previous year's member count, and \$ 5.50/ per member for the Regional Fund.

A total amount of \$ 3211.03 was collected during this period and deposit for the end of June 2020.

When we deduct the total expenses of \$ 30352.12 the final closing balance is \$ 39236.03 at the end of June 2020.

At closing time, there was receivable of \$ 20 930.00 and a payable of \$ 0.00.

There is also an amount of \$ 861.89 in our TD account.

This report is forwarded to the next CRC host chapter in 2020 to be audited. After approval, the signed copy should be return to the Regional Treasury for records.

Prepared and submitted by: \_\_\_\_\_ Date: 20/07/15

Yves Trudel,

Audited and approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Please return a signed copy after the approval.



## ASHRAE REGION II - BUDGET 2020/2021

DESCRIPTION	CREDIT	DEBIT	BALANCE
<b>REVENUES:</b>			
Chapter's Opportunity Fund			
Chapters Assessment Dues (1771 X \$6)	\$10,920		1820X\$5.50
Regional Funds Dues (1771 X \$11)	\$20,020		
2019 CRC Surplus (Halifax)			
Regional Insurance			
Regional Dinner Profit			
<b>TOTAL REVENUES</b>	<b>\$30,940</b>		
<b>EXPENSES:</b>			
Travel and Expenses Society Winter Meeting		\$7,500	
Travel and Expenses Society Annual Meeting		\$9,750	
DRC/RMCR CRC Registration and lodging		\$0	
RMCR Hotel Re-Imbursement (Both Society Meetings)		\$2,500	
CRC Seed Money 2019-2020		\$10,920	
Regional Award Plaques		\$750	
Planning Meeting		\$600	
CRC Chapter support		\$3,000	
LEADRS Expenses		\$3,000	
Yea Weekend Expenses		\$2,200	
Opportunity Fund			
Other Travel Expenses (not covered by society or chapter)		\$750	
Misc. Expenses (bank charge, shipment, postage)		\$500	
<b>TOTAL EXPENSES</b>		<b>\$41,470</b>	
<b>NET BUDGET BALANCE</b>			<b>(\$10,530)</b>

YTD	BUDGET 2020/2021
-----	---------------------

10,010.00 \$	9,516.00 \$
	17,446.00 \$
3,211.00 \$	
<b>13,221.00 \$</b>	<b>26,962.00 \$</b>

	7,500.00 \$
14,470.00 \$	9,750.00 \$
	- \$
	2,500.00 \$
- \$	9,516.00 \$
297.00 \$	750.00 \$
	600.00 \$
	3,000.00 \$
1,500.00 \$	3,000.00 \$
1,100.00 \$	2,200.00 \$
635.00 \$	750.00 \$
120.00 \$	500.00 \$
<b>18,122.00 \$</b>	<b>40,066.00 \$</b>
<b>(4,901.00) \$</b>	<b>(13,104.00) \$</b>

# Welcome

## 2020 Fall Virtual Chapter Regional Conference

### Region II

**Presenter: Tim McGinn**



# Membership

- **55,000+** Society Members  
including **7400+** Student Members
- **15** Regions with **190+** Chapters and  
**400+** Active Student Branches

★ **Know your benefits!** ★  
Visit [ashrae.org/myashrae](https://ashrae.org/myashrae)



## Connect-A-Colleague

New members : 3,414

It takes less than one minute! Easily invite peers to join ASHRAE by sending a pre-written email invitation from [ashrae.org/connect](https://ashrae.org/connect).

# Sexual Harassment

**The Society takes Sexual Harassment seriously and does not condone it.**

Every employee is given our policy in the Employee Handbook and all members can read our policy here:

<https://www.ashrae.org/about/governance/ashrae-discrimination-and-harassment-policy>

**All instances of harassment must immediately be reported in writing to ASHRAE's Executive Vice President.**

Any member found to have violated this policy will be subject to disciplinary action, up to and including expulsion from membership in accordance with the Code of Ethics Enforcement Procedures and ASHRAE's Bylaws.

**ASHRAE is committed to educating members to eliminate all instances of sexual harassment. The Society will soon deploy an online training program to Society volunteers to help educate and protect all members, and to sustain the professional environment members deserve and expect.**

This training will be a requirement prior to serving on certain standing committee and/or leadership position.

Please contact [hr@ashrae.org](mailto:hr@ashrae.org) to arrange to take the training before assuming a leadership position.

# New HQ Building Campaign



## ASHRAE Members Rock!

**ASHRAE Volunteers** have played an integral role:

Development Committee, Building Ad-Hoc Committee,  
Technical Advisory Subcommittee

**Key Leadership** who have visited prospects with staff:

Darryl Boyce, Chuck Gulledge, Sheila Hayter, Tom Phoenix,  
Dennis Knight, Ginger Scoggins, Don Brandt, Tim McGinn,  
Dennis Wessel, and Jeff Littleton

## Campaign to Date: July 2020

**Total Raised: \$10.4M**

- All Cash and Pledges: \$6,501,133
- Gifts of Equipment & Services: \$3,909,279 (List Value)

### Breakdown:

- Largest Gift: \$5,000,000 – NIBE
- ASHRAE Foundation: \$300,000
  - Members: \$171,133
- Corporate Donors: 31 have participated!

**THANK YOU!**

Support of this Critical Project is Still Needed  
from Members and Industry Partners

For more information, visit: [ashrae.org/newhq](https://ashrae.org/newhq)  
To donate, visit: [ashrae.org/buildingcampaign](https://ashrae.org/buildingcampaign)



# Government Affairs

The mission of ASHRAE's Government Affairs office is to establish ASHRAE as a leading source for expertise in the built environment and a resource for policy-makers in the development of legislation and regulations affecting the public, the HVAC&R community and the engineering profession.

## Activities include:

- Coordination of **Semi-Annual Senior Leadership Meetings** in Washington, DC.
  - Government agencies, elected officials, aligned organizations
- **Government Outreach Days** planning and support
  - Connecting ASHRAE volunteer members with their elected officials and policy makers
- **Congressional Briefings & Testimony + Regulatory Meetings/Hearings/Comments**
  - FEMA-DRRA Guidance
  - U.S. Senate Committee on Environmental and Public Works – HFC Phasedown Legislation
  - Congressional Clean Energy Expo and Policy Forum
  - U.S. House Committee on Energy and Commerce – Climate Legislation
- **Letters** related to **GAC Public Policy Priorities**
  - Workforce development, resiliency and disaster recovery, infrastructure, DOE/EERE, Energy STAR and energy tax



# Government Affairs



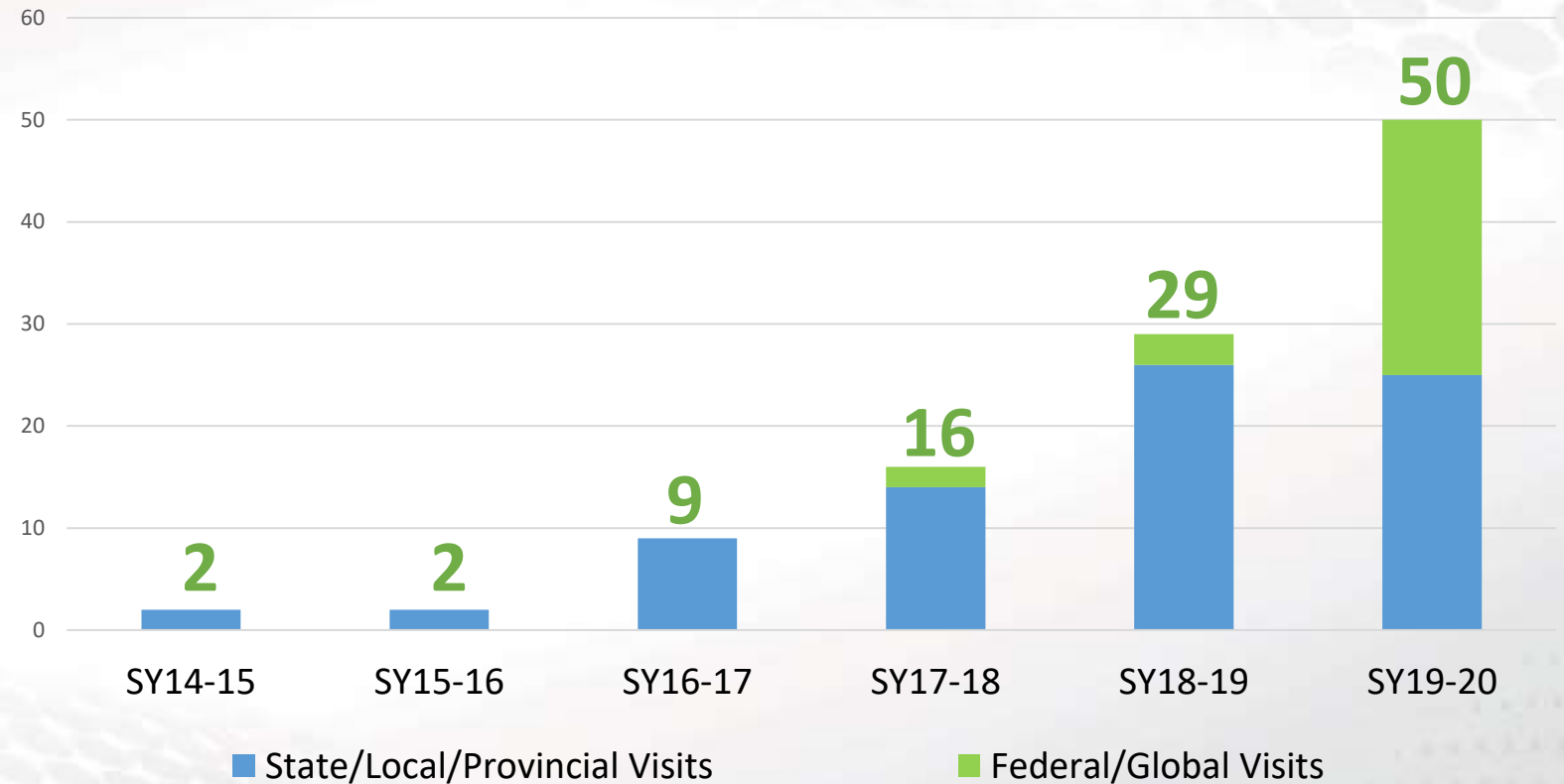
**271 Member  
Participants**



**165 Meetings**



**9 Virtual Meetings with Lawmakers**



[ashrae.org/advocacytoolkit](https://ashrae.org/advocacytoolkit)

**All ASHRAE Members are invited to participate – Get Involved!**



# Employer Support: Reach Program

Provides tools and templates to assist volunteer efforts in promoting ASHRAE membership to local employers



## What's in the Reach folders?

- ASHRAE Journal
- High Performance Buildings magazine
- New & Featured mini publications catalog
- 2019-2024 Strategic Plan At-A-Glance
- Membership Guide
- 3 membership applications

**For tools before, during and after an employer meeting, visit**

**[ashrae.org/reach](https://ashrae.org/reach)**

# ASHRAE Foundation Scholarships

Society Year 2020-2021

38

## 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 Rules
- ASHRAE Scholarship Trustees select the scholarship recipients
- To learn more and apply, visit [ashrae.org/scholarships](https://ashrae.org/scholarships)

30

## 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 distribution policy established in 1994

[foundation.ashrae.biz](https://foundation.ashrae.biz)



## ASHRAE Research Grants & Awards Program

- **Innovative Research Grant** - Provides seed funding for research deemed to have the potential to advance the state-of-the-art in HVACR engineering. ASHRAE Funding for **3-year grant up to \$125,000**
- **Graduate Student Grant-in-Aid** - **\$10,000 per grant**
- **New Investigator Award** - ASHRAE Funding for **3-year grant up to \$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

## ASHRAE Research Promotion (RP) Campaign

**Society Year 2019-2020**

**Thank You** to all the donors and congratulations to the RP Committee and volunteers for great results during this challenging year.

- **\$1,635,596** in contributions for Research
- **\$277,720** for ASHRAE Foundation
- **\$170,596** for Scholarships
- **\$33,765** for General Fund, YEA and Education
- **Final Total \$2,117,677**

**Current Major Focus of Technical Committee 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 Epidemic Task Force

The primary role of the **ASHRAE Epidemic Task Force** is to maintain communication with members, industry partners, building owners, facility operators, government agencies and the general public.

## COVID-19 Preparedness Resources

- Building Specific Guidance
- FAQ
- Free ASHRAE Resources
  - ✓ ASHRAE training
  - ✓ Handbooks
  - ✓ Standards
  - ✓ Research papers
  - ✓ Seminars
  - ✓ Press coverage

Technical inquiries email:  
**COVID-19@ashrae.org**

Questions answered by Task Force members



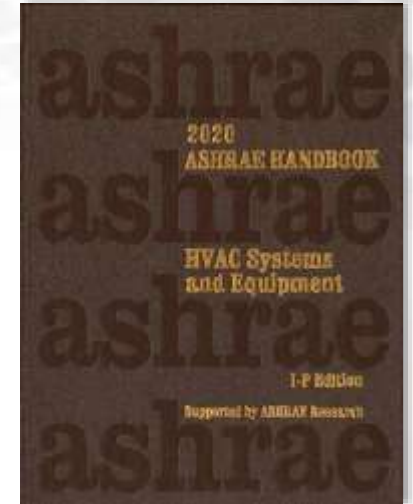
For the latest COVID-19 resources  
**ashrae.org/covid19**



# ASHRAE Handbook

- Continuously refined and updated, ASHRAE has published its Handbook series since 1920s
- Updated volume published each year with online updates as needed
- Volumes cover HVAC&R fundamentals, systems, equipment and a wide variety of applications

[ashrae.org/handbook](http://ashrae.org/handbook)



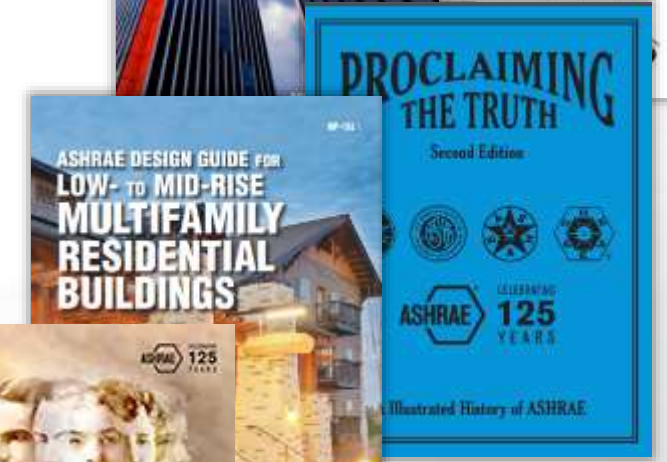
## ASHRAE Handbook Online

- Mobile device responsive
- Content from all four current Handbook volumes plus extra features such as videos, animations, spreadsheets and more
- Easier than ever to search across all volumes, print, ask questions about technical content, access bonus features and look up new terminology
- Eligible ASHRAE members can choose an ASHRAE Handbook Online subscription plus PDF download as a free member benefit during membership renewal

[ashrae.org/handbookonline](http://ashrae.org/handbookonline)

# Selected Recent Publications

- Standards 62.1-2019, 62.2-2019, Standard 90.4-2019, and Standard 147-2019
- Guideline 41-2020, *Design, Installation and Commissioning of Variable Refrigerant Flow (VRF) Systems*
- Guideline 12-2020, *Minimizing the Risk of Legionellosis Associated with Building Water Systems*
- *ASHRAE Design Guide for Tall, Supertall, and Megatall Buildings*, 2<sup>nd</sup> ed.
- *ASHRAE Design Guide for Low- to Mid-Rise Multifamily Residential Buildings*
- *ASHRAE Position Document on Infectious Aerosols*
- *ASHRAE Position Document on Energy Efficiency in Buildings*
- *High-Performance Buildings Simplified*
- *Air-Conditioning System Design Manual*, 3rd ed.
- *Proclaiming the Truth*, 2nd ed.
- *Adventures in Heat & Cold*



[ashrae.org/bookstore](https://ashrae.org/bookstore)

# Upcoming Publications

- *Advanced Energy Design Guide for Multifamily Buildings: Achieving Zero Energy*
- *20<sup>th</sup> Century Air Conditioning*
- *HVAC Fast Facts I-P*
- *Designing for Operational Excellence*
- *Duct Systems Design Guide*
- *ASHRAE Guide for Hazardous Spaces*
- *Design Guide for Combustion Turbine Inlet Air Cooling Systems, 2nd ed.*
- *ASHRAE/REHVA Guidebook Towards Zero Energy Hospital Buildings*
- *ASHRAE Design Guide for Natural Ventilation*
- Spanish translation: *ASHRAE Design Guide for DOAS*



# Advanced Energy Design Guides

- Over 680,000 copies of 13 published guides in circulation
- Achieving Zero Energy guides:
  - Advanced Energy Design Guide for **Multifamily Residential Buildings** – Achieving Zero Energy (available Fall 2020)
  - Advanced Energy Design Guide for **Small to Medium Office Buildings** – Achieving Zero Energy (published June 2019)
  - Advanced Energy Design Guide for **K-12 School Buildings** – Achieving Zero Energy (published January 2018)

[ashrae.org/freeaedg](https://ashrae.org/freeaedg)





# ASHRAE Certification

## NEW! Digital Badging

- Embedded metadata uniquely linked to certificants
- Shareable in electronic media, including LinkedIn
- Over 7,000 badge views

## NEW! Certified HVAC Designer (CHD) Study Guide

Launching August, 2020

## COMING SOON! Remotely Proctored Examination

- Conveniently sit for an exam from your home or office
- Live remote proctor with secure, lock-down browser

Visit [ashrae.org/remote-proctoring](https://ashrae.org/remote-proctoring) to learn more!



For more information visit:  
[ashrae.org/certification](https://ashrae.org/certification)



# ASHRAE Learning Institute (ALI)

## New & Updated Courses Offered in the 2020 Online Course Series

- Air-to-Air Energy Recovery Applications: Best Practices
- Fundamentals of Ultraviolet Germicidal Irradiation (UVGI) for Air and Surface Disinfection
- Guideline 36: Best in Class HVAC Control Sequences
- Hospital HVAC – Infection Mitigation, Comfort, Performance
- Humidity Control: Avoiding Five Common Design Problems (*1 hr*)
- Managing Your HVAC System to Help Mitigate the Spread of SARS-CoV-2 in Buildings
- Re-Opening Our Schools: Activities and Recommendations
- Successfully Managing the Risk of Legionellosis Using Standard 188-2018
- Variable Refrigerant Flow System: Design and Application

For more course information, visit:

[ashrae.org/education](https://www.ashrae.org/education)

# ASHRAE eLearning

- PDHs/CEUs: Most courses approved by AIA and GBCI
- 24/7 access to training from any computer with Internet access
- No special software required
- 12-month subscription access to courses
- Free tracking reports
- More than 90 courses available, including:
  - **Achieving Zero Energy Building Design – NEW!**
  - **Introduction to HVAC Design - UPDATED**
  - **Refrigeration System Parameters and Key Performance Indicators - UPDATED**
  - **DDC Specification, Installation and Commissioning – UPDATED**
  - **Central Plants – UPDATED**
  - **Psychrometrics – UPDATED**
  - **Load Calculations – UPDATED**
  - **Introduction to HVAC Systems– UPDATED**



For the complete course catalog, visit:  
**[elearning.ashrae.org](http://elearning.ashrae.org)**

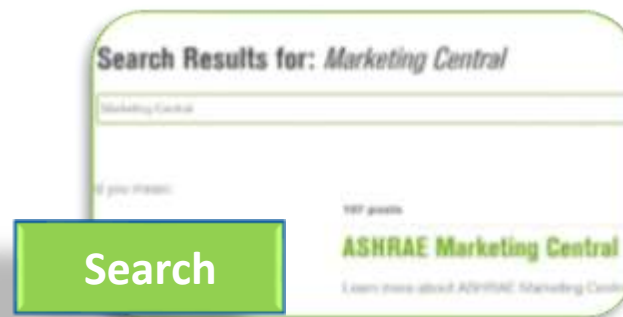


# Marketing Central

## Resources for Society-related marketing materials

- PowerPoint Presentations
- Videos
- PDFs
- Images
- Templates
- Toolkits
- Websites & Forms
- News & Events
- Grassroots
- Going to a show? Order a pull-up banner or table top sign with your Chapter logo!

### How to find Marketing Central:



[ashrae.org/marketing](http://ashrae.org/marketing)

# Upcoming Topical Conferences



**2020 Building Performance Analysis Conference & SimBuild Co-organized by ASHRAE and IBPSA-USA | September 29- October 1, 2020 | Virtual**

- Registration is open now! Visit [ashrae.org/BuildPerform2020](https://ashrae.org/BuildPerform2020)



**The Fourth International Conference on Efficient Building Design Postponed to 2021 | Beirut, Lebanon**

- Visit [ashrae.org/Beirut](https://ashrae.org/Beirut)



**IAQ 2020: Indoor Environmental Quality Performance Approaches Postponed to 2021 | Athens, Greece**

- Visit [ashrae.org/IAQ2020](https://ashrae.org/IAQ2020)

**Ventilation 2021: 13<sup>th</sup> International Industrial Ventilation Conference for Contaminant Control | August 15-18, 2021 | Toronto, Canada**

- Visit [ashrae.org/Ventilation2021](https://ashrae.org/Ventilation2021)

Please visit [ashrae.org/conferences](https://ashrae.org/conferences) for the latest updates on these and other conferences

*The recent pandemic may have an impact on these events*



# ASHRAE Staff Report 2020 Region II Virtual 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 Technology Committee for Comfort Process and Cold Chain
- Position Documents
- Technical Inquiries





We Want You 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!)
- Attend meetings as an observer  
(<https://www.ashrae.org/conferences>)
- Join the committee e-mail distribution list/list server([www.ashrae.org/listserve](http://www.ashrae.org/listserve))
- Submit a public review comment  
(<http://osr.ashrae.org>)
- Submit a change proposal (Online Process!)
- Recommend a new standard or guideline
- Sign up for the ASHRAE Standards Action List Server
- Visit the project committee website



# Shout Outs and Kudos!

- Successful grant application for a project titled, “Novel Metal Organic Frameworks (MOFs) Adsorption Heat Transformation (AHT)”
- \$4500 in scholarships awarded!
- To the Toronto Chapter for hosting the 2022 Annual Conference (June 25-29) in the same year as their 100<sup>th</sup> anniversary!
- For hosting the Ventilation 2021 Conference from August 15-18, 2021!



# Kudos for Government Outreach Efforts!

- Turning Covid Disappointments into Opportunities!
- COVID Opportunities: The Region is doing an amazing job reaching out to government officials with ASHRAE's coronavirus resources:
  - Hamilton Chapter GAC Chair reached out to the Ministry of Health and Long Term Care, and they requested ASHRAE conduct a code review of Long Term Care HVAC regulation
  - ASHRAE GAC members are now reviewing nursing home guidance and aim to provide recommendations on how to improve indoor air quality and minimize viral transmission for those facilities
  - David Underwood, Jon Cusato, and Doug Cochran met with the Facilities Superintendent of the Halton District School Board to present ASHRAE's ETF guidance on schools.



# Phishing & Other Scams: Warning

What to look for

- Request is unusual
- Bad grammar
- Missing information
- Unusual or unnecessary urgency
- Sender's email address is not exactly the same as the one he/she usually uses
- Use of your formal (or first name) if the real person calls you by a different name



# Phishing & Other Scams: What to Do

- Do nothing until you can verify the request
- Do not respond to the email or click on any links in it
- Contact the real Chapter President, DRC, or Officer directly to verify the request
- If you are scammed, immediately
  - Contact the Chapter President, DRC, or Officer
  - Contact the bank
  - Contact law enforcement
  - File a complaint





**Visit New 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](mailto:sreiniche@ashrae.org)  
+678.539.1143

[www.ashrae.org](http://www.ashrae.org)



# ASHRAE 2020 **Virtual Conference** ►

## **ASHRAE UPDATE**

Region II Virtual CRC Aug 20,2020

Doug Cochrane, ARC

# Transition to Virtual instead of in person meetings

- Thank you to all chapters for their patience and resilience in adapting their chapter activities to virtual meetings in light of covid -19
- It has been a transition for everyone including staff who have stepped up to the task in organizing the virtual annual meeting and the crc's.
- Everyone has done their best trying to achieve their goals during these unprecedented times. Hopefully, we can get back to the new normal in the not too distant future.

# Proposed Bylaw Change was approved on ballot

## PROPOSED BYLAW CHANGES

*The proposed changes are noted in red text below.*

**Section 3.3 Voting.** At any annual, winter, or special meeting, each voting member, as defined in Section 2.11, shall be entitled to one vote, which may be cast in person or by proxy. A proxy shall not be valid longer than three months from its date of execution.

Nominations shall be put forward by the Nominating Committee as hereinafter provided in Section 7.6.

Nominations may also be made in writing by petition signed by not fewer than ½ of 1% of the fifty members eligible to vote. No more than 50% of the petitioners belonging to any single region shall count towards the required minimum. The minimum number of members eligible to vote shall be based on the Society's membership roster as of the first day of the Society year. Upon presentation of such nominations by petition to the Secretary with each nominee's written consent, not less than one hundred twenty days prior to the first session of the annual meeting, the nominees' names shall be placed upon the ballot. A notation on the ballot shall indicate that such nominees are presented by members independent of the Nominating Committee.

# Society Update

*Attendance as of July 1, 2421 registrants including 51 corporate registrations. More signed up after that and more than typical annual meeting. Made money instead of normally being subsidized.*

*Fiscal responsibility at society level. Lean and mean assessment of everything while ensuring value for our members. Things changed with pandemic, resulting in following changes for the year.*

*All centralized training will be virtual.*

*Travel reduced across the board. E.g. a lot of Fall meetings will be virtual, DL travel budget cut*

*There will now be a \$ 250 charge for Leadership academy (it was free)*

*Leadership U suspended for 1 year*

*Staff salary freeze and no tuition reimbursement*



ashrae.org



# Society Update

- Eliminate society opportunity fund
- 
- Chapter special event insurance disappears
- Discontinue opmp certification
- Suspend sustainable project at winter meeting
- High performance building magazine now incorporated in journal
- Member now referred to as full member

# Society Update

*Brussels office to be staffed by a secretariat. Steve Comstock has retired.*

*TC reorganization is still in action. Some TC's have already done this. E.g tc 5.8 and 9.2 consolidated. TC's scheduled outside of standing committee and BOD meetings.*

*Electronic Communications (ECC) now rolled into Communications Committee reporting to Members council was Pub Ed council.*

*Professional Development Committee (PDC) now rolled into Training and Education committee reporting to Pub ED Council.*

*E-newsletter replacing society connections*

*ADHoc headed by Tim Wentz looking at ways to improve gm and  
How it is reported.*



ashrae.org



# Society Update

## *Ad HOCS*

### *1. BOD streamlining and lean assessment*

- a. reduce bureaucracy*
- b. streamline decision making*
- c. optimization of volunteer time*

### *2. Vision 2030 and beyond: Buildings of the future*

### *3. Proactive diversity task group*



[ashrae.org](https://www.ashrae.org)

# ASHRAE Building EQ Portal

## Building EQ:

- Doing an as designed rating for new ASHRAE HQ
- Working with Standard 211 to develop guidelines for remote energy audit
- Will be updating site source multipliers to incorporate STD 189.1 addendum
- Our host and maintenance provider given a DOE grant to enhance Building sync interoperability tool with Building EQ
- 4 podcasts are now on website – check them out
- New enhanced security and speed server



Videos, training, and more information available  
at: [ashrae.org/BuildingEQ](https://ashrae.org/BuildingEQ)



# COVID-19 Preparedness Resources

- Buildings and Schools Reopening Guidance
- FAQs
- Free ASHRAE Resources
  - ✓ ASHRAE training
  - ✓ Handbooks
  - ✓ Standards
  - ✓ Research papers
  - ✓ Seminars
  - ✓ Press coverage

**ASHRAE BOD approved Statements, Position Document on  
*Infectious Aerosols*  
Environmental Health Committee's Emerging Issue Brief  
*Pandemic COVID-19 & Airborne Transmission***



[ashrae.org/COVID19](https://ashrae.org/COVID19)

# Government Outreach Days

Fourth National One in Ottawa Apr 21-22, 2020 now postponed TBA

Second Provincial One in Ontario May 6, 2020 incl breakfast reception also postponed TBA

Windsor did a flyer and remote outreach to local mp/mpps

Hamilton did a remote reach out to ministry/mp & mpps re LTC

Toronto did a remote meeting with min of environment and school board on school reopenings

**MORE info to come.**

# ASHRAE's New Global HQ



**180 Technology Parkway  
Peachtree Corners, GA**

- On track for October 2020 move in
- Ad hoc proceeding with photo voltaics using unused contingency funds. Will take a few months to implement
- Showcases a net-zero-energy ready building. Idea to be net zero when pv installed (need to tweak energy model)
- Neat ashrae logo shape light fixtures- see photos on website
- Grand opening presently scheduled for Nov.

Design team members were chosen based on an RFP, competitive bids and committee interviews. The design team includes: McLennan Design, Houser Walker Architecture and Integral Group.

Project Management: Collins Project Management

Construction Manager at Risk: Skanska

Commissioning Agent: Epsten Group

For more information, visit: [ashrae.org/newhq](https://ashrae.org/newhq)



# ASHRAE Nominations

ASHRAE website links are available for Board Officer and Director recommendations, Nominations to Board-elected Standing Committees and Councils, and Appointments to Committees.

## ❖ Board Officer and Director Recommendations

Link closes for the following Society year each **September 25<sup>th</sup>**

## ❖ Board-elected Standing Committee and Council Nominations

Link closes for the following Society year each **September 15<sup>th</sup>**

## ❖ Standing Committee Nominations, Appointed by the President-Elect

Link closes for the following Society year each **February 15<sup>th</sup>**

For more information, visit: [ashrae.org/committee-nominations](https://ashrae.org/committee-nominations)

# A2L Low GWP Refrigerant Research- did not have quorum in virtual meeting will have an oct web meeting

- ***RP-1806, Flammable Refrigerants Post-Ignition Simulation and Risk Assessment Update***
- In process. Task 1 of 3 initially completed with interim report submitted to PMS January 2018. Not clear to PMS if okay to proceed to Task 2 and 3. A final proposal on how to proceed was negotiated between PMS and contractor and conditionally approved 2019 Aug 22, with proposal document finalized 2019-Sep-20. Additional work for Task 1 will be performed, as well as a subset of the original Task 2 and Task 3 work will be done as a pilot study. Scope of work for each equipment type (application) has increased based on work done to date, anticipate either (a) reducing total project scope (fewer equipment types and applications) to remain within budget, or (b) requesting additional funding to complete original scope, whether as project extension or as a separate follow up project.
- • Update reports from the contractor principal investigator, Scott Davis, Gexcon US.
- ◦ Tuesday, February 4, 2020, 2:30-3:00pm, Hilton Orlando, LL, Orange F
- Tuesday, May 26, 2020, 1:00 pm to 2:30 pm – Web Meeting with PMS & P.I. – Good progress made since Orlando
- • Estimated completion date: Jul-2020 for next decision point after pilot study
- ◦ 36 weeks for additional Task 1 work and pilot study of Task 2 and Task 3.
-



# A2L Low GWP Refrigerant Research

- b) ***RP-1807, Guidelines for Flammable Refrigerant Handling, Transporting, Storing and Equipment Servicing, Installation and Dismantling***
  - **Project complete.**
  - PMS action item: Disposition of results form completed
  - Final report (Dec 2018) available: <https://technologyportal.ashrae.org/Report/Detail/698>
  - Referral to SSPC 15. Request acknowledged, MTG.LowGWP is waiting for SSPC15 response.
- c) ***RP-1808, Servicing and Installing Equipment using Flammable Refrigerants: Assessment of Field-made Mechanical Joints***
  - **Project complete.**
  - PMS action item: Disposition of results form completed
  - Final report (Dec 2019) available: <https://technologyportal.ashrae.org/Report/Detail/710>
  - Referral to SSPC 15. Request acknowledged, MTG.LowGWP is waiting for SSPC15 response.





# A2L Low GWP Refrigerant Research

- d) ***RP-1855, Determination of the Impact of Combustion Byproducts on the Safe Use of Flammable Fluorinated Refrigerants.***
- In process. Draft final report submitted for PMS review – PMS Review Comments returned to P.I. in July
- ◦ Kick off meeting held 2020-Jan-10 with PMS and contractor principal investigator.
- ◦ Estimated completion date: 2020-May (4 months from start) – New end date expected from P.I.

# A2L Low GWP Refrigerant Research

- **AHRTI-9012/ORNL: Determination of Liquid/Vapor Composition of Refrigerant Escaping from Refrigerating Equipment During ON and OFF Cycles** (D. Uselton (Lead), A. Bouza, L. Burns, J. Kohler, R. Cooper, P. Johnson, M. Koban, M. Scancarello, J. Vershaw S. Yana Motta)
- 
- **AHRTI-9014: Assess Refrigerant Detector Characteristics** (S. Gopalnarayanan (Lead), M. Adams, R. Crawford, P. Johnson, O. Kataoka, R. Lord, H. Pham, R. Rite, S. Spletzer, D. Uselton)
- Phase 2&3 proposal is attached as Exhibit-1. The PMS unanimously voted to recommend CTS proposal for Phase 2 and 3 be accepted, and the work be started as soon as possible.
- ACTION: Vote to accept the PMS recommendation
- 
-

# A2L Low GWP Refrigerant Research

- **AHRTI-9015: Assessment of Refrigerant Leakage Mitigation Effectiveness for Air-Conditioning and Refrigeration Equipment** (S. Spletzer (Lead for AC), G. Relue (Lead for Refrigeration), S. Bennedsen, J. Vershaw, R. Crawford, M. Scancarello, O. Kataoka, T. Anderson)
- **ORNL CFD MODELING ON REFRIGERANT CHARGE LEVEL** {V. Baxter/P. Johnson; 5 min} (P. Johnson (Lead), V. Baxter, S. Bennedsen, J. Kohler, D. Uselton, T. Watson)
- ORNL team and AHRI members will provide an update on the additional CFD reduced order modeling effort.
-

# A2L Low GWP Refrigerant Research

- We are also doing or did the following additional LowGWP related projects through other technical committees:

- **1. TRP-1790-R, DISTRIBUTION OF WATER BETWEEN VAPOR AND LIQUID PHASES OF LOW GWP REFRIGERANTS**, Sponsor: TC 3.3 (Refrigerant Contaminant Control), Status: Potentially Rebid in Fall 2019

- **2. WS-1791, IMPACT OF HUMIDITY ON BURNING VELOCITY TEST CONDITIONS TO SAFELY APPLY FLAMMABLE REFRIGERANTS**, Sponsor TC 3.1 (Refrigerants and Secondary Coolants), Status: RTAR approved by RAC, 1<sup>st</sup> Draft of WS returned with comments by RAC. TC must revised and resubmit to RAC or drop topic.

- **3. RP-1794, WHITE PAPER INVESTIGATION RELATING TO THE USE OF ODORANTS IN FLAMMABLE REFRIGERANTS**, Sponsor TC 3.1 (Refrigerants and Secondary Coolants), Status: Project is complete final report is available for download from Technology Portal.



ashrae.org

# A2L Low GWP Refrigerant Research

**4.WS-1851, DIELECTRIC PROPERTIES OF LOWER GWP REFRIGERANTS, Sponsor:** TC 3.1 (Refrigerants and Secondary Coolants), Status: RTAR approved by RAC waiting on WS submission from TC.

- 

**5.RTAR-1884, THE INCORPORATION OF ODORANTS IN REFRIGERANTS TO IMPROVE LEAK DETECTION--PHASE II, EXPERIMENTAL STUDY, Sponsor TC 3.1** (Refrigerants and Secondary Coolants), Status: RTAR submitted for review by RAC at their 2019 Fall meeting.

# Member Recognition

*Distinguished Service Award, Exceptional Service award*

*Nicolas Lemire, Montreal Chapter*

Dan Mills Chapter Programs Award

Beatrice Salazar, Toronto Chapter

YEA Award of Individual Excellence

Abhi Khurana, and Badri Patel both of Toronto Chapter

Distinguished Lecturer eff Jul 1, 2020

Doug Cochrane, Toronto Chapter



[ashrae.org](http://ashrae.org)

# Member Recognition

## *Distinguished 50 Year Member Award*

*John Bissett, London Chapter*

*Frantisek Vaculik , Ottawa Valley Chapter*

## *Outgoing BOD, Standing Committee Chair*

*Darryl Boyce, Society President, Ottawa Valley Chapter*

*Ben Oliver Chair Student Activities, London Chapter*

*Doug Cochrane, Chair Building EQ, Toronto Chapter*

# Member recognition on standing committees 20-21

**Daniel Robert, VC CTTC - Montreal Chapter**

**Genevieve Lussier, VC MP - Montreal Chapter**

**Nicolas Lemire, VC H&A, Handbook, Nominating Member- Montreal Chapter**

**Kurt Monteiro, VC Certification – Toronto Chapter**

**Isabelle Lavoie, H&A, Nominating Alternate – Montreal Chapter**

**Ibrahim Semhat, RVC RP – London Chapter**

**John Molnar, RVC MP – Hamilton Chapter**

**Alekhya Kaianathbhatta, RVC YEA – Toronto Chapter**

**Mark Lawrence, RBC – Halifax Chapter**

**Niss Feiner, History – Toronto Chapter**

**David Underwood, Nominating BOD appointed alternate – Toronto Chapter**

**Doug Cochrane, Finance – Toronto Chapter**



[ashrae.org](https://www.ashrae.org)



# Upcoming Events!

- **Region II CRC**  
*August 20-21, 2020 – Quebec City – La Ville de Quebec Now Virtual*
- *85<sup>th</sup> anniversary Montreal chapter Apr 9, 2021*
- **Ashrae Winter Meeting** (decision made in September whether in person or not)  
*Jan 23-27, 2021 – Chicago, IL Regional Dinner Sun Jan 24 TBD*
- *Ventilation 2021 – Aug 15-18, 2021 – Toronto Sheraton Ctr hotel*
- *Region II CRC – Aug 19-21, 2021 – Quebec City – La Ville de Quebec*
- *65<sup>th</sup> anniversary La ville de Quebec chapter Dec 13, 2021*
- *ASHRAE Annual Meeting June 25-29, 2022 – Toronto in conjunction with chapter 100th*



ashrae.org

# Questions?





# ASHRAE HONORS & AWARDS

## Do you know an ASHRAE member who...

has performed **outstanding service in their community**, and in doing so, have helped to improve the public image of the engineer?

**YES**



Nominate them for  
**Distinguished Public Service Award**

has **served ASHRAE** and given freely of their time and talent on behalf of the Society?

Have they received the Distinguished Service Award?

**NO**



Nominate them for  
**Distinguished Service Award**

**YES**



Nominate them for  
**Exceptional Service Award**



They have the exceptional service award, too!  
**Andrew T. Boggs**

has made **notable contributions** to the industry, and has been an ASHRAE Member in good standing for at least 10 years?

Are they an ASHRAE Fellow?

**NO**



Nominate to  
**ASHRAE Fellow**

**YES**



Nominate them for  
**Louise & Bill Holladay Distinguished Fellow Award**

has been an **ASHRAE member for 50 years**, and meets one of the below criteria?

- Has performed outstanding service
- Is an ASHRAE Fellow
- Is a Distinguished Service Award winner
- Is a Past Society President

**YES**



Nominate them for  
**Distinguished 50 Year Member Award**

is deserving of ASHRAE's **highest award**?

**YES**



Nominate them for  
**F. Paul Anderson Award**

Do you know of a giant in the HVAC&R Industry who you want to memorialize?

Were they an ASHRAE Member?

**NO**



Nominate them for  
**Pioneers of the Industry**

**YES**



Nominate them for  
**ASHRAE Hall of Fame**