REGION 2
62nd ANNUAL
CRC 2020

MINUTES

held

VIRTUAL
(GoTo Meeting)

Thur Aug 20, 2020 to Friday August 21, 2020

DRAFT – Version 1
Sept /2020
**ORIENTATION SESSION – Thu Aug 20, 2020 2:00pm**

The following attended the Orientation Session:

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**VISTORS**


Jeff Clarke, DRC Region 2, welcomed everyone to Virtual CRC (the 62nd 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](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 Gulledge - 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
    - Nicholas 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
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 Delgates 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 1st Business Session

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**VISITORS**
Jeff Clarke, DRC, opened the 1st Business Session at 2:50 pm 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](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, 2nd 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 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 then 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 Gulledge 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!
  o Successful grant application for a project titled, “Novel Metal Organic Frameworks (MOFs) Adsorption Heat Transformation (AHT)”
  o $4500 in scholarships awarded!
  o To the Toronto Chapter for hosting the 2022 Annual Conference (June 25-29) in the same year as their 100th anniversary!
  o For hosting the Ventilation 2021 Conference from August 15-18, 2021
  o 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]

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#117 NB/PEI  Kevin Leger
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[BREAK after to Chapter Reports – a 15-minute break occurred then the Evening Event / Awards Presentation started]

EVENING EVENT

VIRTUAL 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
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**CHAPTER or SOCIETY**

- Charles Gulledge, Society: President
- Tim McGinn, Society: Vice President
- Stephanie Reinche, Society Staff: Director of Technology
- Jeff Clarke, DRC: 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

**VISITORS**


Jeff Clarke, DRC, opened the 2nd 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:

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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 ASHARE 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

[LUNCH EVENT]

BIRDIE WHEELER
PRESIDENTIAL ADDRESS
Charles Gulledge – 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

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

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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 2020-2011. 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 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, 2nd 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, 2nd 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

<table>
<thead>
<tr>
<th>2020 Motion #</th>
<th>STATUS For/Against/Abstain</th>
<th>MOTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-S-01</td>
<td>PASSED 9/0/0</td>
<td>Moved that Society continue the HVAC Essentials training in Canada with Canadian instructors while the border between the US &amp; Canada is closed.</td>
</tr>
<tr>
<td>2020-S-02</td>
<td>PASSED 9/0/0</td>
<td>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.</td>
</tr>
<tr>
<td>2020-S-03</td>
<td>PASSED 9/0/0</td>
<td>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.</td>
</tr>
<tr>
<td>2020-S-04</td>
<td>PASSED 9/0/0</td>
<td>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.</td>
</tr>
<tr>
<td>2020-S-05</td>
<td>PASSED 9/0/0</td>
<td>Moved that Society, allocate RP funds from branch offices to the correct Chapter, and not to the chapter where that companies HQ resides.</td>
</tr>
<tr>
<td>2020-S-06</td>
<td>PASSED 9/0/0</td>
<td>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.</td>
</tr>
<tr>
<td>2020-S-07</td>
<td>PASSED 9/0/0</td>
<td>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.</td>
</tr>
<tr>
<td>2020-S-08</td>
<td>WITHDRAWN</td>
<td>Moved that Society create a Corporate membership</td>
</tr>
</tbody>
</table>

**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 Seconded 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 Gulledge - Society President
   Tim McGinn - Society Vice President
   Stephanie Reinche - Society Director of Technology

Charles Gulledge 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 3rd Business Session of the 2019 CRC was concluded.

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

A CRC debriefing meeting was held after the adjournment.
## Day 1: Thursday, August 20th

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>14:00 to 14:45 EST</td>
<td>Orientation Session</td>
<td>Delegates, Alternates, Reg. Officers</td>
</tr>
<tr>
<td>1. Welcome Remarks</td>
<td>J. Clarke</td>
<td>All are welcome</td>
</tr>
<tr>
<td>2. ASHRAE Code of Ethics</td>
<td>J. Clarke</td>
<td></td>
</tr>
<tr>
<td>3. Introductions</td>
<td>J. Clarke</td>
<td></td>
</tr>
<tr>
<td>4. Appointment of the CRC recording secretary</td>
<td>J. Clarke</td>
<td></td>
</tr>
<tr>
<td>5. Review and approval of CRC Agenda</td>
<td>J. Clarke</td>
<td></td>
</tr>
<tr>
<td>6. 2019-2020 Society and Regional Highlights</td>
<td>D. Cochrane</td>
<td></td>
</tr>
<tr>
<td>7. Review of Honors and Awards</td>
<td>N. Lemire</td>
<td></td>
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<tr>
<td>8. Review of RVC roll off dates</td>
<td>J. Clarke</td>
<td></td>
</tr>
<tr>
<td>9. Regional Photo (screen capture)</td>
<td>DRC, Delegates and Alternates</td>
<td></td>
</tr>
<tr>
<td>14:45 to 17:00 EST</td>
<td>Business Meeting No. 1</td>
<td>Delegates, Alternates, Reg. Officers</td>
</tr>
<tr>
<td>1. Call to Order</td>
<td>J. Clarke</td>
<td>All are welcome</td>
</tr>
<tr>
<td>2. ASHRAE Code of Ethics</td>
<td>J. Clarke</td>
<td></td>
</tr>
<tr>
<td>3. Approval of 2019 CRC Minutes</td>
<td>J. Clarke</td>
<td></td>
</tr>
<tr>
<td>5. Reading of any prepared Motions for 2020 CRC</td>
<td>R. Gagnon</td>
<td></td>
</tr>
<tr>
<td>6. CRC 2021 Budget</td>
<td>G. Perreault</td>
<td></td>
</tr>
<tr>
<td>7. Society Officer Report VP</td>
<td>T. McGinn</td>
<td></td>
</tr>
<tr>
<td>8. ASHRAE Staff Report</td>
<td>S. Reiniche</td>
<td></td>
</tr>
<tr>
<td>9. Chapter Reports (5 minutes each)</td>
<td>Delegates</td>
<td></td>
</tr>
<tr>
<td>1. Halifax</td>
<td>J. Clarke</td>
<td></td>
</tr>
<tr>
<td>2. NB/PEI</td>
<td>J. Clarke</td>
<td></td>
</tr>
<tr>
<td>3. Québec City</td>
<td>J. Clarke</td>
<td></td>
</tr>
<tr>
<td>4. Montréal</td>
<td>J. Clarke</td>
<td></td>
</tr>
<tr>
<td>5. Ottawa</td>
<td>J. Clarke</td>
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<tr>
<td>6. Toronto</td>
<td>J. Clarke</td>
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<tr>
<td>7. Hamilton</td>
<td>J. Clarke</td>
<td></td>
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<tr>
<td>8. London</td>
<td>J. Clarke</td>
<td></td>
</tr>
<tr>
<td>9. Windsor</td>
<td>J. Clarke</td>
<td></td>
</tr>
<tr>
<td>10. Meeting Adjournment</td>
<td>J. Clarke</td>
<td></td>
</tr>
<tr>
<td>15 Minute Break</td>
<td>J. Clarke</td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td>Event</td>
<td>Description</td>
</tr>
<tr>
<td>-----------</td>
<td>------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>17:15 to 19:00 EST</td>
<td>Virtual Awards Cocktail</td>
<td>All</td>
</tr>
</tbody>
</table>
# Day 2: Friday, August 21th

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Participants</th>
</tr>
</thead>
</table>
| 9:00 to 11:00 EST | Business Meeting No. 2         | Delegates, Alternates, Reg. Officers  
*All are welcome*

1. Call to Order  
2. ASHRAE Code of Ethics  
3. Regional Statistics  
4. RVC Reports (5 minutes each)  
   a. CTTC  
   b. SA  
   c. GAC  
   d. RP  
   e. CC  
   f. Historian  
   g. RMCR  
   h. YEA  
   i. MP  
5. ARC  
6. Meeting Adjournment

<table>
<thead>
<tr>
<th>12:00 to 13:00 EST</th>
<th>Presidential Address</th>
<th>C. Gulledge III</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15 Minute Break</td>
<td></td>
</tr>
</tbody>
</table>
### Business Meeting No. 3

1. Call to Order
2. ASHRAE Code of Ethics
3. Workshop Reports including Motions  
   (5 minutes max)  
   a. CTTC  
   b. SA  
   c. GAC  
   d. RP  
   e. Historian  
   f. CC  
   g. YEA  
   h. MP  
4. Report from Executive Sessions
5. Finances
6. Approval of 2019 Halifax CRC Financial Statement
7. Approval for 2019-2020 Region II Budget
8. Region II Audit 2018-2019
9. CRC 2021 Ville de Quebec Budget Approval
10. Motions
11. New Business
12. Website
13. Basecamp
14. CRC dates for the next three years  
   (dates to be confirmed)  
   a. Ville de Quebec: Aug 27-29, 2021  
   *June 25-27, 2022*  
   Society Annual Summer Meeting in Toronto,  
   ON  
   and 100th ASHRAE Toronto Chapter  
   anniversary  
   c. London Aug 25-27, 2023  
   d. Toronto Aug 23-25, 2024
15. Final Remarks
16. Meeting Adjournment

| Delegates, Alternates,  
| Reg. Officers  
| *All are welcome*  
| J. Clarke  
| J. Clarke  
| D. Redmond  
| M. A. Dao  
| R. Hoadley  
| I. Semhat  
| T. Pollard  
| T. Pollard  
| A. Kaianathbhatta  
| J. Molnar  
| N. Lemire  
| J. Clarke  
| G. Perreault  
| J. Clarke  
| G. Perreault  
| G. Perreault  
| R. Gagnon  
| J. Clarke  
| T. Pollard  
| T. Pollard  
| J. Clarke  
| Chair: G. Perreault  
| Chairs: Steven Lynch  
| and Evans Mutua  
| Chair: K. Mayberry  
| Chair: D. Cochrane  
| J. Clarke  
| J. Clarke  

| 13:15  
| to  
| 16:00  
| EST  

Day 2: Friday, August 21th
## Day 2: Friday, August 21th

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>16:00 to 17:00 EST</td>
<td>CRC Debriefing</td>
<td>DRC, RMCR, ASHRAE Dignitaries, CRC 2020 Chair, CRC 2021 Chair</td>
</tr>
</tbody>
</table>

*All are welcome*
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 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 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 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 YEAsChapter 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 YEAs 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 YEAs Committee. (Complete)

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

Halifax Chapter – Motion 17 (01/27/2015):
That Society provides points related to YEAs experience equivalent to that of grassroots committees. The proposed change would be made available retroactively for members that had past YEAs experience.

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

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
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):

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 form 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; ¼ 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 30th 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.
**Region II Fall CRC Motions**

**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 functionally provided via the StarChapter hosting service.

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**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
### 2019-2020 Finances

<table>
<thead>
<tr>
<th>Region</th>
<th>ASHRAE Region 2 - Chapter Statistics</th>
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**NOTE:** AUDIT DATES TO BE UPDATED!
# REGION II

2019-2020 Presidential Award of Excellence

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

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Chapter name</th>
<th>AAM AREA Assigned Members</th>
<th>Membership Promotion</th>
<th>Student Activities</th>
<th>RP</th>
<th>Historical</th>
<th>Communications</th>
<th>Chapter Operations</th>
<th>Chapter Technology Transfer</th>
<th>Government Affairs</th>
<th>Young Engineers in ASHRAE</th>
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3017
ASHRAE

Halifax Chapter

Chapter# 100

Activity Report

Year 2019-2020

Chapter President : Marc Rossignol
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 Clarke
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

HOLIDAY SOCIAL
DECEMBER 11, 5:30 - 8:00 P.M. | MURPHY’S ON THE WATER | HALIFAX, NS
Research Promotion/Fundraising

Chapter Goal: $14,350
Total Raised: $13,271.68 ($12,338.74 reported)

Number of Chapter Dues Paying Members = 116
Dollars Raised per Chapter Dues Paying Member = $1,650

Number of Chapter Assigned Members = 185
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
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

<table>
<thead>
<tr>
<th>Chapter Board of Governors</th>
<th>Jean R Bundock, PE</th>
</tr>
</thead>
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<tr>
<td>Raynal Courtemanche</td>
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<td>Andréa Daigle</td>
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<td>Mr Guy Perreault</td>
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<th>Chapter President / Delegate</th>
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<tr>
<td>Chapter YEA Chair</td>
<td>Tomas Piché</td>
</tr>
<tr>
<td>Chapter Membership Promotion Chair</td>
<td>Louis-Nicolas Brassard</td>
</tr>
<tr>
<td>Chapter Secretary</td>
<td>Solange Levesque</td>
</tr>
<tr>
<td>Chapter Treasurer</td>
<td>Yves Trudel</td>
</tr>
<tr>
<td>Chapter Technology Transfer Chair</td>
<td>Olivier Bernier</td>
</tr>
<tr>
<td>Chapter Government Affairs Chair</td>
<td>Jean R Bundock, PE</td>
</tr>
<tr>
<td>Chapter Research Promotion Chair</td>
<td>Guy Perreault</td>
</tr>
<tr>
<td>Chapter Student Activities Chair</td>
<td>Olivier Potvin</td>
</tr>
<tr>
<td>Chapter Historian</td>
<td>Etienne Lemay</td>
</tr>
<tr>
<td>Chapter Newsletter Editor</td>
<td>Jonathan Boudreault</td>
</tr>
<tr>
<td>Chapter Refrigeration</td>
<td>David Gauvin, P. Eng.</td>
</tr>
<tr>
<td>Chapter Webmaster</td>
<td>Samuel Cloutier</td>
</tr>
</tbody>
</table>
Other Technical Events beside chapter meetings

1. Contech participation
2. Symposium (May 4th) - 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
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
Chapter Goal: $16100
Total Dollars Raised: $11000

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 plateform 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 activities
ASHRAE
Montréal Chapter
Chapter# 014

Activity Report
Year 2019-2020

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Lacharité</td>
<td>Président</td>
<td>Khaled</td>
<td>Simon</td>
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<tr>
<td>Dupuis</td>
<td>Présidente désignée</td>
<td>Labonté</td>
<td>André</td>
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<tr>
<td>Rondeau</td>
<td>Vice-président</td>
<td>Lavoie</td>
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<td>Dao</td>
<td>Trésorier</td>
<td>Lavoie</td>
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<tr>
<td>Pournazari</td>
<td>Secrétaire</td>
<td>Lefebvre</td>
<td>Bruno</td>
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<tr>
<td>Aboueich</td>
<td>Gouverneur</td>
<td>Lemire</td>
<td>Nicolas</td>
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<td>Beauchemin</td>
<td>Gouverneur</td>
<td>Lussier</td>
<td>Geneviève</td>
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<tr>
<td>Di Pietro</td>
<td>Gouverneur</td>
<td>Paquet</td>
<td>Caroline</td>
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<tr>
<td>Gagnon</td>
<td>Gouverneur &amp; RMCR</td>
<td>Robert</td>
<td>Daniel</td>
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<tr>
<td>Joannette</td>
<td>Gouverneur</td>
<td>Séguin-Dupuis</td>
<td>Étienne</td>
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<tr>
<td>Jonkov</td>
<td>Gouverneur</td>
<td>Trudel</td>
<td>Jean-Sébastien</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Walton</td>
<td>Shawn</td>
</tr>
</tbody>
</table>

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 85th chapter anniversary social event in late April-May
Ottawa Valley Chapter #015

Activity Report
Year 2019-2020

Chapter President: Aaron Dobson
List of Chapter BOG & Officers for 2019-2020

1. Past President – Dan Redmond
2. President – Aaron Dobson
3. President Elect – Adam Moons
4. Treasurer – Adrianne 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)
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

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Past President/ RP</td>
<td>Michael Genin</td>
</tr>
<tr>
<td>President</td>
<td>Antonio Figueiredo</td>
</tr>
<tr>
<td>President Elect</td>
<td>Brendan McDermott</td>
</tr>
<tr>
<td>Vice-President</td>
<td>Abhishek Khurana</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Kurt Monteiro</td>
</tr>
<tr>
<td>History</td>
<td>Niss Feiner</td>
</tr>
<tr>
<td>Secretary /CTTC Co-Chair</td>
<td>Beatriz Salazar</td>
</tr>
<tr>
<td>Board Members</td>
<td>David Sinclair</td>
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<tr>
<td>Board Members</td>
<td>Dragos Paraschiv</td>
</tr>
<tr>
<td>CTTC Co-Chair</td>
<td>Jamie Fine</td>
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<tr>
<td>YEA Chair</td>
<td>Alekhya Kaianathbhatta</td>
</tr>
<tr>
<td>YEA Co-Chair</td>
<td>Badri Patel</td>
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<tr>
<td>Membership Promotion Chair</td>
<td>Thinusha Param</td>
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<tr>
<td>Communications</td>
<td>Brendan McDermott</td>
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<tr>
<td>Student Activities</td>
<td>Pedro Hoffman</td>
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<tr>
<td>Student Activities</td>
<td>Kajen J</td>
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<tr>
<td>Student Activities Mentor</td>
<td>Peter Turk</td>
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<tr>
<td>GAC Chair</td>
<td>John Cusato</td>
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<tr>
<td>Refrigeration</td>
<td>Azadeh Ghadimi</td>
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<tr>
<td>Gazette</td>
<td>Anne-Marie Bundgard</td>
</tr>
<tr>
<td>Golf Chair</td>
<td>Leo Borges</td>
</tr>
<tr>
<td>Women In Engineering</td>
<td>Leila Meema-Colemand</td>
</tr>
</tbody>
</table>
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 Abhishekh 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
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
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 Koutsanicos, 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 – Silvertree 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
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
## PAOE Summary for HISTORICAL

<table>
<thead>
<tr>
<th>Chapter</th>
<th>PAOE 2017/18</th>
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<tr>
<td>Windsor</td>
<td>650</td>
<td>+15</td>
<td>425</td>
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</table>

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
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 125th 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.
## HISTORY

### Chapter Important Dates

<table>
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<th>Chapter#</th>
<th>Charter Date</th>
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**Society Annual Conference**

Toronto  June 25-29, 2022
ASHRAE Region II
Government Affairs
RVC (2018-21) : Rob Hoadley

Activity Report
Year 2019-2020
### PAOE Summary for Government Affairs

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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
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

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Minimum = 550   PAR = 1050
PAOE Summary for CTTC

CTTC PAOE Performance

Minimum = 550      PAR = 1050

Quebec City  Montreal  Ottawa Valley  Toronto  Hamilton  Halifax  London (Canada)  NB/PEI  Windsor

Region II - 2020 CRC

Daniel Redmond - RVC CTTC

Appendix - D04 - CTTC Regional Report
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)
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 Québec Trois-Rivière (UQTR)
      - André-Benoit Allard (Montreal Chapter), Category II – Educational Facilities - Existing
Technology Awards 2020

2019-20:

- 5 Technology Awards entered into Regional competition

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- Deadline for submitting documents to RVC for Society competition is **August 25th**
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 12th
- 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)

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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.
# PAOE Summary for Student Activities

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PAR = 800  
Min = 300
PAOE Summary for Student Activities

PAOE
Student Activities

Quebec  Montreal  Ottawa Valley  Toronto  Hamilton  Halifax  London  NB/PEI  Windsor

- 2017-2018
- 2018-2019
- 2019-2020
- PAR = 800

Appendix - D06 - SA Regional Report
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**: Career 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

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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

REGION II - 2020 CRC
Alekhya K.- RVC YEA
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
# PAOE Summary for Communications

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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
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

CRCCCR&ST
WRAT
WINDSOR REMOTE ASSISTANCE TEAM
James, Amanda, Paul

SVIPACRC
SOCIETY VIP’S AT CRC
Chuck, Tim, Stephanie

CRCCCR&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

2ND PLACE

HAMILTON
Ig CRCCR&ST AWARD

Ig CHAPTER CRC REPORTING AND STATS TABLE AWARD

2ND PLACE
HAMILTON

1ST PLACE
HALIFAX
1. Welcome - Ron Gagnon

2. DISTINGUISHED GUESTS - Presenter Ron Gagnon
   Chuck Gulledge, 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

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

<table>
<thead>
<tr>
<th>Location</th>
<th>Award Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quebec Guy Perreault</td>
<td>Bronze Treasury Ribbon</td>
</tr>
<tr>
<td>Montreal Simon Khaled</td>
<td>Gold Treasury Ribbon</td>
</tr>
<tr>
<td>Ottawa Valley Adam Moons</td>
<td>Gold Treasury Ribbon</td>
</tr>
<tr>
<td>Toronto Michael Genin</td>
<td>Bronze Treasury Ribbon</td>
</tr>
<tr>
<td>Hamilton Francisco Mesicek</td>
<td>Chevron - Full Circle</td>
</tr>
<tr>
<td>Halifax Daniel Egilsson</td>
<td>Bronze Treasury Ribbon</td>
</tr>
<tr>
<td>London Andrew Crowley</td>
<td>Chevron - Full Circle</td>
</tr>
<tr>
<td>NB/PEI Yves Savoie</td>
<td>Silver Treasury Ribbon</td>
</tr>
<tr>
<td>Windsor Nathan Cook</td>
<td>Top 5 Runner-up: Total $, Goal, Challenge, PAOE, $/Member</td>
</tr>
</tbody>
</table>

Appendix - E - Award Ceremony List 2020
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

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

16. CHAPTER OPERATIONS - Presenter Jeff Clarke

Golden Gavel Award – Toronto - Antonio M. Figueiredo

17. CHAPTER SERVICE AWARDS – Presenter Paul Greff

<table>
<thead>
<tr>
<th>Region</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Halifax</td>
<td>Mark M. Lawrence</td>
</tr>
<tr>
<td>Hamilton</td>
<td>Iain Hill</td>
</tr>
<tr>
<td>Montreal</td>
<td>Anthony Jonkov</td>
</tr>
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</table>
18. REGIONAL AWARDS OF MERIT – Presenter Paul Greff

<table>
<thead>
<tr>
<th>Region</th>
<th>Name(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Halifax</td>
<td>Mark Lawrence</td>
</tr>
<tr>
<td>NB/PEI</td>
<td>Daniel A. Boudreau</td>
</tr>
<tr>
<td>Montreal</td>
<td>Francis Lacharite</td>
</tr>
<tr>
<td></td>
<td>Genevieve Lussier</td>
</tr>
<tr>
<td></td>
<td>Daniel Robert</td>
</tr>
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</table>

19. REGIONAL MEAT BALL TRAVELING AWARD - Presenter Paul Greff

Windsor

20. Thank you - Presenter Paul Greff
## REVENUE

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>QTY</th>
<th>Costs</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Region 2 Seed Money - Chapter Assessment</td>
<td>1740</td>
<td>1586</td>
<td>6.00</td>
<td>$9,516.00</td>
</tr>
<tr>
<td>Full Registration</td>
<td>45</td>
<td>40</td>
<td>450.00</td>
<td>$18,000.00</td>
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<tr>
<td>Partial Registration</td>
<td>40</td>
<td>40</td>
<td>350.00</td>
<td>$14,000.00</td>
</tr>
<tr>
<td>Companion Registration</td>
<td>20</td>
<td>10</td>
<td>275.00</td>
<td>$2,750.00</td>
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<tr>
<td>Corporate Sponsorship</td>
<td>1</td>
<td></td>
<td>15,000.00</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Wine (CRC 2021)</td>
<td>1</td>
<td></td>
<td>1,500.00</td>
<td>$1,500.00</td>
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<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>60,766.00</strong></td>
</tr>
</tbody>
</table>

## EXPENSES

### Hotel

1. Hotel Meeting Rooms, Including Hospitality Suite Room
   - 1
2. Hotel, Food, Dinks, Breaks.
   - 12,000.00
   - **Hotel Expenses**
   - **15,200.00**

### Entertainment

1. Welcome Party - Friday Night
   - 105
   - 105
   - 45
   - 4,725.00

### Technical Tour

- 1
- 500.00

### Transportation

- 1
- 2,400.00

### Saturday Night Event - Dinner

- 105
- 105
- 190
- 19,950.00
- **Entertainment Expenses**
- **27,575.00**

### Hospitality

1. Hospitality Expenses (Licence, beverages, food)
   - 3
   - **Hospitality Expenses**
   - **5,000.00**

### Companion

1. Companion Tour
   - 20
   - **Companion Expenses**
   - **2,050.00**

### Administrative

- CRC Promotional Materials
  - 20
  - 500.00
- Shirts & Banners from Vistaprint
  - 0
  - 1,000.00
- Printing/Photocopying (Name Tags, Tickets, Itineraries, etc.)
  - 1
  - 500.00
- Signs and Placards
  - 1
  - -
- Audio Visual
  - 1
  - 800.00
- Office Supplies, Handouts, Postage, Registration Desk
  - 1
  - -
- Registration EventBrite
  - 1
  - 1,000.00
- Secretary Fee (Full Registration cost $450 = tax)
  - 1
  - 500.00
- Dignitary and Regional Gifts
  - 1
  - 800.00
- Dignitary Dinner - Region II and ASHRAE
  - 10
  - 1,500.00
- **Administrative Expenses**
- **6,600.00**

**Total expenses**

- **58,475.00**

**Net revenue**

- **2,291.00**
ASHRAE REGION II
ANNUAL FINANCIAL SUMMARY REPORT
Period: July 1st, 2019 - June 30th, 2020

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>CREDIT</th>
<th>DEBIT</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening balance for this period</td>
<td></td>
<td></td>
<td>66557,12</td>
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<tr>
<td>INCOMES:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Chapter’s Opportunity Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019 CRC Revenues</td>
<td></td>
<td>3061,03</td>
<td></td>
</tr>
<tr>
<td>Regional Funds dues/Chapters Assessment Dues</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Regional insurance</td>
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<td></td>
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<tr>
<td>Expenses Reimbursement</td>
<td>150,00</td>
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<tr>
<td><strong>Total Incomes:</strong></td>
<td>3211,03</td>
<td></td>
<td>69768,15</td>
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<tr>
<td>EXPENSES:</td>
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<tr>
<td>Travel and expenses Society meeting</td>
<td></td>
<td>14470,69</td>
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<tr>
<td>CRC Seed Money 2019-2020</td>
<td></td>
<td>10920,00</td>
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<tr>
<td>Planning Meeting</td>
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<td>109,90</td>
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<tr>
<td>Bank Service Charges</td>
<td></td>
<td>48,7548,75</td>
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<tr>
<td>Yea + YLWWeek-End expenses reimbursement + LEADRS</td>
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<td>4100,00</td>
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<tr>
<td>CRC Expenses</td>
<td></td>
<td>297,41</td>
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<tr>
<td>Other expenses</td>
<td></td>
<td>634,12</td>
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<tr>
<td><strong>Total Expenses:</strong></td>
<td>30532,12</td>
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<td></td>
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<tr>
<td>CLOSING BALANCE: June 30th 2020</td>
<td></td>
<td></td>
<td>39236,03</td>
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<tr>
<td>Accounts Payable+ Cheques in circulation</td>
<td></td>
<td></td>
<td>0,00</td>
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<tr>
<td>TD Account Balance as of June 30/2020</td>
<td></td>
<td></td>
<td>861,89</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>20 930,00</td>
<td></td>
<td></td>
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<tr>
<td>REIMBURSEMENT Quebec CRC SEED MONEY</td>
<td></td>
<td>10920,00</td>
<td></td>
</tr>
<tr>
<td>REGIONAL FUND invoices</td>
<td></td>
<td>10010,00</td>
<td></td>
</tr>
</tbody>
</table>

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: ____________
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

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>CREDIT</th>
<th>DEBIT</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES:</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Chapter’s Opportunity Fund</td>
<td></td>
<td></td>
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<tr>
<td>Chapters Assessment Dues (1771 X $6)</td>
<td>$10,920</td>
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<td>$10,920</td>
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<tr>
<td>Regional Funds Dues (1771 X $11)</td>
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<td>2019 CRC Surplus (Halifax)</td>
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<td>Regional Insurance</td>
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<tr>
<td>Regional Dinner Profit</td>
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<tr>
<td><strong>TOTAL REVENUES</strong></td>
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<td><strong>EXPENSES:</strong></td>
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<tr>
<td>Travel and Expenses Society Winter Meeting</td>
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<td>Travel and Expenses Society Annual Meeting</td>
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<tr>
<td>DRC/RMCR CRC Registration and lodging</td>
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<tr>
<td>RMCR Hotel Re-Imbursment (Both Society Meetings)</td>
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<tr>
<td>CRC Seed Money 2019-2020</td>
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<td>Regional Award Plagues</td>
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<td>Planning Meeting</td>
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<td>CRC Chapter support</td>
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<tr>
<td>LEADRS Expenses</td>
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<td>Yea Weekend Expenses</td>
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<tr>
<td>Opportunity Fund</td>
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<tr>
<td>Other Travel Expenses (not covered by society or chapter)</td>
<td>$750</td>
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<tr>
<td>Misc. Expenses (bank charge, shipment, postage)</td>
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<tr>
<td><strong>TOTAL EXPENSES</strong></td>
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<td>$41,470</td>
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<tr>
<td><strong>NET BUDGET BALANCE</strong></td>
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<td>($10,530)</td>
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<tr>
<td>YTD</td>
<td>BUDGET 2020/2021</td>
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<td>10,010.00 $</td>
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<td>17,446.00 $</td>
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<td>3,211.00 $</td>
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<td>13,221.00 $</td>
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<td>2,500.00 $</td>
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<td>9,516.00 $</td>
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<td>297.00 $</td>
<td>750.00 $</td>
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<td>600.00 $</td>
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<td>3,000.00 $</td>
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<td>1,500.00 $</td>
<td>3,000.00 $</td>
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<tr>
<td>1,100.00 $</td>
<td>2,200.00 $</td>
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<td>635.00 $</td>
<td>750.00 $</td>
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<td>120.00 $</td>
<td>500.00 $</td>
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<tr>
<td>18,122.00 $</td>
<td>40,066.00 $</td>
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<tr>
<td>(4,901.00)$</td>
<td>(13,104.00)$</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

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.
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 to arrange to take the training before assuming a leadership position.
New HQ Building Campaign

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
To donate, visit: ashrae.org/buildingcampaign

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

Appendix - I - Society Officer Report
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.
  o Government agencies, elected officials, aligned organizations
• Government Outreach Days planning and support
  o Connecting ASHRAE volunteer members with their elected officials and policy makers
• Congressional Briefings & Testimony + Regulatory Meetings/Hearings/Comments
  o FEMA-DRRA Guidance
  o U.S. Senate Committee on Environmental and Public Works – HFC Phasedown Legislation
  o Congressional Clean Energy Expo and Policy Forum
  o U.S. House Committee on Energy and Commerce – Climate Legislation
• Letters related to GAC Public Policy Priorities
  o Workforce development, resiliency and disaster recovery, infrastructure, DOE/EERE, Energy STAR and energy tax extenders
271 Member Participants

165 Meetings

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
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

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
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

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

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
Selected Recent Publications

- 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 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
- Proclaiming the Truth, 2nd ed.
- Adventures in Heat & Cold

ashrae.org/bookstore
Upcoming Publications

- 20th Century Air Conditioning
- HVAC Fast Facts I-P
- Designing for Operational Excellence
- Duct Systems Design Guide
- ASHRAE Guide for Hazardous Spaces
- ASHRAE/REHVA Guidebook Towards Zero Energy Hospital Buildings
- ASHRAE Design Guide for Natural Ventilation
- Spanish translation: ASHRAE Design Guide for DOAS
Over 680,000 copies of 13 published guides in circulation

Achieving Zero Energy guides:


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

For more information visit:
ashrae.org/certification

Visit ashrae.org/remote-proctoring to learn more!
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
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
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:

Search

Promotional freebies!

About

Footer

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

The Fourth International Conference on Efficient Building Design
Postponed to 2021 | Beirut, Lebanon
• Visit ashrae.org/Beirut

IAQ 2020: Indoor Environmental Quality Performance Approaches
Postponed to 2021 | Athens, Greece
• Visit ashrae.org/IAQ2020

Ventilation 2021: 13th International Industrial Ventilation Conference for Contaminant Control | August 15-18, 2021 | Toronto, Canada
• Visit ashrae.org/Ventilation2021

Please visit 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!
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/listserves)
• 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 100th 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 Team 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.
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?

Stephanie Reiniche
Director of Technology

sreiniche@ashrae.org
+678.539.1143

www.ashrae.org
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.
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 \( \frac{1}{2} \) 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
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.
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
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
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
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

• 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
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 25th

❖ Board-elected Standing Committee and Council Nominations
Link closes for the following Society year each September 15th

❖ Standing Committee Nominations, Appointed by the President-Elect
Link closes for the following Society year each February 15th

For more information, visit: 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
  - 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
  - Referral to SSPC 15. Request acknowledged, MTG.LowGWP is waiting for SSPC15 response.

Appendix - K - Virtual Conference Update 2020
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


- **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, 1st 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.
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*
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
Upcoming Events!

- Region II CRC
  
  *August 20-21, 2020 – Quebec City – La Ville de Quebec Now Virtual*

- 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 TBD*

- 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 Annual Meeting June 25-29, 2022 – Toronto in conjunction with chapter 100th
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

  NO

  Have they received the Distinguished Service Award?

  NO

  Nominate them for Exceptional Service Award

  YES

  Nominate to ASHRAE Fellow

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

  NO

  YES

- 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

  YES

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

  YES

  Nominate them for Distinguished 50 Year Member Award

  NO

  Is deserving of ASHRAE’s highest award?

  YES

  Nominate them for F. Paul Anderson Award

  NO

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

  YES

  Nominate them for Pioneers of the Industry

  NO

  ASHRAE Hall of Fame

Learn more and nominate someone today at ashrae.org/honorsandawards