

CHAPTERS REGIONAL CONFERENCE REPORT

Society Year	2022-23
Region(s)	Region II
Location (City)	Ottawa, Canada
Host Chapter	Ottawa Chapter
Dates	8-25 thru 8-28

SOCIETY OFFICER'S EVALUATION REPORT



Delegates & Alternates for Region II

I. In reviewing the CRC, the officer should consider and comment, but not individually rate the following:

A. General Attendance

1. Total CRC Attendance: 89 Registrants (plus companions)
2. Accommodations:
 - a. The CRC was held at: Lord Elgin Hotel, Ottawa, CA
 - b. CRC activities were: Caucus, (3) business sessions, Regional planning, workshops, lunches and dinners.
 - c. A Hospitality Suite was located: On the lower level away from the hotel rooms.
3. CRC Preparation:
 - a. The CRC was managed as follows:
 - 1). CRC General Chair(s): Jayson Bursill/Don Weeks
 - 2). Region DRC: Ron Gagnon

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- 3). Region RMCR: Danny Castellan
 - 4). Regional Nominating Member: Isabelle LaVoie
 - 5). Assistant Regional Chair: Doug Cochrane
4. Protocol:
- a. Registration: The registration desk was on the upper mezzanine of the hotel and was well-covered at all times.
 - b. Visiting officer/staff recognition: Recognized at CRC orientation meeting, the president's lunch and the banquet.
 - c. History Displays: There were 2 history displays in the lobby near the meeting room.
5. Publicity options utilized to advertise the CRC include: Not publicized outside of normal ASHRAE newsletters and website.

B. Business Sessions and Caucus



Business Session Layout

1. Meeting Room Setup: U-shaped table with screen at end of table. See picture above.
2. Caucus
 - a. 1st meeting was on Friday from 9:30 to 11:45
 - b. 2nd meeting was on Sat. from 10:00 to 11:45
 - c. 3rd meeting was on Sun. from 7-8 am
 - d. Managed by Regional nominating member, Isabelle Lavoie
 - e. All nominations were completed.
 - f. Folks were assigned to be on the ethics committee.
3. Business Session 1
 - a. was on Friday from 1-5 pm

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- b. DRC handled the electronics and projected on the screen.
 - c. PE presented Society Update and Streamlining presentation
 - d. ASHRAE gov. Director presented Staff update.
 - e. Chapters presented reports from last year.
 - f. Read motions for this year.
4. Business Session 2
- a. Was Saturday morning from 8:30-9:45 am
 - b. Regional RVCs gave reports from last year.
5. Business Session 3
- a. Was Sunday morning from 8:00-12 pm
 - b. Regional RVCs gave reports from CRC workshops
 - c. The Regional budget was discussed.
 - d. Motions were reviewed and voted on at this session.
6. Regional Planning Session: Attended by DRC & RVCs. Was held on Friday from 9:30 – 11:45.
7. Regional Officer Reports:
- a. **RMCR** : Dan Castellon (RMCR): Read status of last year's motions at 1st business session and on the Chapter Ops training at the 3rd business session. He discussed his duties as an RMCR and meetings he has attended so far this year. He also discussed the efforts of this year's CRC workshop.
 - b. **Treasurer**: Ron Gagnon gave the report since the Treasurer was not at CRC. Opening balance was \$52K. Expenses were \$2361 and income was \$3900. There is \$25K in accounts receivable for Regional fund and CRC seed money as those invoices were just issued. Total revenue for next year is anticipated at approx. \$30K. The expenses are estimated at \$41K resulting in a possible deficit, depending on how much is received from Ottawa from the CRC. ½ of the CRC profit goes to the region and ½ stays in the chapter. Deficit budget was approved.
 - c. **DRC**: Ron Gagnon – No DRC report was given
 - d. **Electronic Communications and Webmaster**: Tom Pollard (CC RVC): All Chapters above PAR for PAOE. No RVC travel due to Covid. Tom also discussed the efforts from this year's CRC workshop.
 - e. **CTTC**: Abbi Khurana (CTTC RVC) gave report at 2nd business session, handled workshop, and reported at 3rd business session. All Chapters except one met PAOE minimum for last year. The new RVC reported on the CRC workshop at the 3rd business session.
 - f. **GAC**: Michael Genim (GAC RVC): gave report at 2nd business session, handled workshop, and reported at 3rd business session on the efforts of the CRC workshop. (4) of (9) chapters met PAOE PAR for last year. No RVC visits due to Covid.
 - g. **Historical**: Tom Pollard (Historian): gave report at 2nd business session. There were also 2 history displays at the CRC. Tom also discussed efforts from this year's CRC workshop.
 - h. **Membership (MP)**: Frank Mesicek (MP RVC): gave report at 3rd business session on results of last year and efforts of workshop at this year's CRC. All but two chapters met PAR for PAOE. (7) chapters attended virtual centralized training last year. The region has a 2% growth goal for the coming year.
 - i. **Student Activities**: Liz Primeau (SA RVC): gave report at 2nd business session on last year results, handled workshop, and reported at 3rd business session on the efforts of the workshop at this CRC. (6) of (9) chapters met PAOE PAR for last year. No RVC visits due to Covid.
 - j. **YEA**: Alekhya Kaianathbhatta (YEA RVC): Reported at 3rd business session. All but one chapter made PAR for PAOE last year. (3) members attended ASHRAE leadership 2.0. and 2 recipients

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of YEA developing leader awards. Badri (Toronto) received the YEA Inspirational Leader award. No RVC visits due to Covid occurred last year. She wants to visit 3 chapters this coming year. The new RVC discussed the results of the efforts of the workshop at this year's CRC.

- k. **RP:** Ibrahim Semhat (RP RVC): (7) of (9) chapters met PAOE PAR for last year. No RVC visits due to Covid. Windsor Chapter scored 7555 RP PAOE points. Region did 95% of their goal. The new RVC reported on the efforts of the CRC workshop at the 3rd business session. The region goal is reduced from last year's goal. Will have quarterly team meetings.

8. Audits

- a. **Regional Audit:** There is no current audit committee and audits haven't been performed due to Covid. They will set a new audit committee next year which is from the host CRC committee. The Region doesn't have a tax number.
- b. **Chapter Audits:** 6 out of 9 have done audits so far this year. (3) chapters have tax numbers and one is applying for tax numbers. Toronto is working on their audit but lagging due to Annual Meeting.

9. **Chapter Reports:** Chapter reports were provided by all chapters in the region at 1st business session. Chapter leaders were given 5 minutes each. Good dialogue occurred between chapters.

C. Workshops

Committee	Date	Time	Total Attendance	Chapters Represented		Chairs	
				#	%	#	%
Chapter Operation	8/27	1:45-5	20	9	100%	9	100%
MP	8/27	(2) sessions 10-11:45 1:45-5	10	7	78%	6	67%
CTTC	8/27	(2) sessions 10-11:45, 1:45-5	16	8	89%	7	78%
GAC	8/27	1:45-5	10	7	78%	5	56%
ECC	8/27	1:45-5	5	4	44%	3	33%
SAC	8/27	(2) sessions 10-11:45,1:45-5	6	6	67%	4	44%
RP	8/27	1:45-5	7	6	67%	3	33%
Historian	8/27	1:45-5	5	4	44%	3	33%
YEA	8/27	(2) sessions 10-11:45,1:45-5	9	7	78%	5	56%

- D. **Technical Events:** No Technical Program was provided at this CRC.

- E. **Motions**(typed verbiage may not be exactly what the motion says):

- a. **Society #1:** Move that Society provide Director and Officer Liability insurance for Chaper Officers by June 2023 and renew coverage annually. Passed 9-0-0, CNV
- b. **Society #2:** Move that Society supply promotional items and apply any costs and any promotional shipping costs against any profits (revenue from selling the items) to the chapter RP campaign and that ASHRAE merchandise be available at a discount rate to the chapters for bulk purchases. Motion and Amended motion Failed 0-9-0,CNV.
- c. **Society #3:** Move that Society offer French translation services of specific ASHRAE standards and documents to regions who have local French language use as a legal requirement and

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French is the required local language. Passed 9-0-0, CNV

- d. **Society #4:** That ASHRAE Society create an API (automatic) interface with services and/or electronic means to allow chapters to automatically update their membership list. The API should also allow chapters to push updates to society database on which members pay chapter dues so there is consistent data between society and chapters. Passed 9-0-0, CNV.
- e. **Society #5:** Move that Society offers support to chapters for building and maintaining chapter websites thru “pre-negotiated” agreements and discounts with national suppliers. Passed 9-0-0, CNV.
- f. **Society #6:** Moved that society increase the PAOE points YEA16 for each YEA event at chapter meetings or separate organized YEA event to 100 points and YEAH17 for each YEA activity outside of chapter from 25 to 100.....Passed 9-0-0, CNV
- g. **Society #7:** Move that Society purchase carbon offsets in all transportation costs. Amendment and Motion passes 9-0-0, CNV.
- h. **Society #8:** Move that Society modify transportation policy to allow for group transportation options. Failed 9-0-0, CNV
- i. **Society #9:** Moved that Society make available a liquid/low risk investment vehicle that enables them to park/invest money in good years to hedge from bad years. Motion and Amendment Passed 9-0-0, CNV.
- j. **Society #10:** Move that Society provide a basecamp account/project for each student branches. Failed 9-0-0, CNV (will be handled by region)
- k. **Society #11:** Moved that Society pay for a consultant with Canadian expertise to advise all Canadian Chapters on incorporating as a registered not-for-profit with regards to structure, liability for executive and tax implications. Motion and Amended Motion Passed 9-0-0,CNV.
- l. **Society #12:** Withdrawn
- m. **Society #13:**Move that the physical award ribbons and banners distributed at CRC be eliminated and replaced with digitized versions so they can be included on Chapter websites and electronic displays. Motion and amended Motion Passed 9-0-0, CNV
- n. **Regional #1:** Move that Region 2 extend the same reimbursement to Society Committee Chairs and Vice Chairs as they do for RVCs attending the winter and annual meetings. \$250/night x 3 nights). Tabled 9-0-0, CNV.
- o. Other regional motions will be discussed on a virtual call in the coming weeks.

F. Social Activities:

1. **Welcome Party:** The Welcome Party was held in the hotel and consisted of Tacos and Poutine for dinner from 7-9 pm on Friday night.
 - a. Venue: Lord Elgin
 - b. Attendance: 90
 - c. Comments: Well Attended.

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Welcome Party

Presidential and Awards Lunch: Held on Saturday – combination awards and presidential speech.

- a. Venue: Lord Elgin Hotel
 - b. Attendance: 90
 - c. Comments: This was a buffet. Because it was a buffet, it took awhile for folks to get their food and sit down, which slowed down the start of the awards. The Regional H&A representative, Isabelle, managed the RVCs so they got thru the awards quickly. It ended up completing on time and was well managed.
2. **Banquet:** The Banquet was held on Saturday night with meals selected by attendees prior to the event.
- a. Venue: Lord Elgin Hotel
 - b. Attendance: 130
 - c. Comments: This event was dueling pianos, which was a lot of fun and very good!
3. **Evening Social Event(s):** Dinner on Thursday night prior to the start of CRC
- a. Venue: Johnny Farinas Restaurant
 - b. Attendance: about 17 – invited regional & society folks only
 - c. Comments: This was a good ice-breaker event for Society visitors to get to know some of the regional folks in a smaller group. The cost of this event was covered by the Region.
4. **Companion Activities:**
- a. Venue:
 - i. Friday: National Art Gallery/Byward Market
 - ii. Saturday: Canadian Museum of History/Canadian War Museum
 - b. Attendance: approx.. 15 for both events
 - c. Comments: All reports were that both events were great!

Review should give feedback to DRC and CRC Chair on:

- A. Did the CRC achieve its goals? Yes. The CRC was well-organized and executed. The food was great and region was welcoming and inclusive. Great attendance at the workshops compared to what I've seen at some other regions.
- B. What was considered noteworthy or outstanding and could be passed on to other regions as suggestions that they can consider using?

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1. Good breakfasts were provided for all attendees on all 3 days. Heavy breakfast was provided on 2nd day, and continental breakfasts were on other 2 days.
 2. Companion package was well organized.
 3. Meeting room worked well in terms of space and ability to read the screen.
 4. There is a regional task force that is used as a sounding board for questions by the CRC organizers. This was helpful to the CRC organizers during the process.
 5. Gave volunteers hoodies – need this item in the CRC budget as an incentive.
 6. They got a temp. liquor license that allowed them to supply liquor to the hospitality room so they didn't have to get a hotel room for the hospitality room.
- C. Area for improvement that next year's DRC and CRC Chair should pay additional attention?
1. Consider use of microphones in business session other than 1 microphone.
 2. Seating in Welcome party could have been better and more plentiful.
 3. DRC managed A/V in addition to running the meeting, which was complex. Recommend use of RMCR for managing A/V so DRC can focus and run the meeting.
 4. Coffee was upstairs and meeting room was downstairs, making it difficult to obtain a cup of coffee during the business session.
 5. Registration might include handing out the schedule for the meeting
 6. Technical Sessions might be considered.
 7. Comp'ed Society Rooms – could be used to offset deficit if needed.
 8. List the floor level for each room location.
 9. Need to recognize the volunteers at either a lunch or dinner event in CRC.
 10. Consider allowing individual tickets for individual events instead of the full registration.
 11. The awards dinner might be held prior to the caucus so the shining stars are recognized by all chapter prior to voting on positions.
- D. Other items discussed at debrief:
1. ASHRAE sent a box of "stuff" to Don but no one knew that this was coming and it arrived too late.
 2. The card stock for nametags was difficult to work with for newer printers. The Card stock should be different for laser printers these days.
 3. The 3rd party used for contract review simply reviews for possible hotels and gets a fee from the hotels – not found to be helpful.
 4. Expect the unexpected....rain occurred for the companion tour and had to be resolved.
 5. Quebec provides wine and that was not utilized for the dinners or lunches.
 6. Indigenous training should be considered for next year.
 7. The workshop rooms were a little tight for group break-out sessions in the workshops.
 8. The registration form should indicate what workshops folks are attending.
- E. **Other comments on CRC:** Next year's CRC is in London, Ontario at Grand Bend Oakwood resort on Lake Huron. The dates are Aug. 25th thru 27th of 2023. Rooms must be booked by June 23, 2023. Full registration will be \$550 per person. Ibrahim Semhat/Tom Pollard are the CRC Chair/Co-Chair.

Respectfully submitted,

Ginger Scoggins
ASHRAE Society President Elect

2022 Region II CRC – Ottawa, ON: Agenda

Day 1: Friday, August 26th			
Time (EDT)	Event	Participant	Location
07:00 – 08:30	Breakfast	Full, Full Companion, Full Child	Pearson
07:00 – 18:00	CRC Registration	All	Outside Pearson
08:30 – 09:30	Orientation Session <ol style="list-style-type: none"> 1. Welcome Remarks 2. ASHRAE Code of Ethics 3. Introduction 4. Appointment of the CRC recording secretary 5. Review and approval of CRC Agenda 6. Presentation of CRC and today's events 7. 2021-2022 Society and Regional Highlights 8. Review of Honors and Awards 9. Review of RVC roll off dates 10. Travel Vouchers – requirements 11. Regional Photo 	R. Gagnon R. Gagnon ALL R. Gagnon R. Gagnon J. Bursill D. Cochrane I. Lavoie R. Gagnon R. Gagnon DRC, Delegates and Alternates	Ontario
09:30 – 11:45	Caucus Session	Delegates, Alternates, I. Lavoie, N. Lemire	Ontario
09:30 – 11:45	Regional Meeting DRC/ARC/RVCs	Regional Officers	Confederation
10:30 – 10:45	BREAK	Full	Pearson
12:00 – 13:00	LUNCH	Full, Full Companion, Full Child	Pearson
13:00 – 17:00	Business Meeting #1 <ol style="list-style-type: none"> 1. Call to Order 2. ASHRAE Code of Ethics 3. Approval of 2021 CRC Minutes 4. Report of 2021 Region II Motions submitted to 5. Reading of any prepared Motions for 2022 CRC 6. CRC 2023 Budget 7. Society Officer Report 8. ASHRAE Staff Report 9. Chapter Reports (5 minutes each) <ol style="list-style-type: none"> a. Halifax b. NB/PEI c. Québec City d. Montreal e. Ottawa f. Toronto g. Hamilton h. London i. Windsor 10. Meeting Adjournment 	Delegates, Alternates, and Regional Officers <i>All are welcome</i> R. Gagnon R. Gagnon R. Gagnon D. Castellan D. Castellan T. Pollard G. Scoggins A. Yates D. Bourque K. Clannon O. Bernier M. Rondeau R. Dickinson K. Monteiro M. Rohrer R. Deenadayalan A. R. Forest R. Gagnon	Ontario

15:00 – 15:15	BREAK	Full	Pearson
18:00 – 22:00	Taco and Poutine Welcome Party	All	Pearson
22:00 – 24:00	Hospitality Suite	<u>Adults Only</u>	Quebec

Day 2: Saturday, August 27th

Time (EDT)	Event	Participant	Location
07:00 – 08:30	Breakfast	All	Pearson
07:00 – 18:00	CRC Registration	All	Outside Pearson
08:30 – 09:45	Business Meeting #2 <ol style="list-style-type: none"> 1. Call to Order 2. ASHRAE Code of Ethics 3. Presentation of today's events 4. Regional Statistics 5. RVC Reports (5 minutes each) <ol style="list-style-type: none"> a. CTTC b. SA c. GAC d. RP e. CC f. Historian g. RMCR h. YEA i. MP 6. ARC (ASHRAE Research Canada) 7. Meeting Adjournment 	Delegates, Alternates, and Regional Officers <i>All are welcome</i> R. Gagnon R. Gagnon J. Bursill T. Pollard A. Khurana E. Primeau M. Genin I. Semhat T. Pollard T. Pollard D. Castellan A. Kaianathbhatta F. Mesicek G. Perrault R. Gagnon	Ontario
09:45 – 10:00	BREAK	Full and Partial	Pearson
10:00 – 11:45	Executive Session #1	Delegates and Alternates	Ontario
10:00 – 11:45	CTTC Session #1	CTTC Chairs	Boardroom 400
10:00 – 11:45	YEA Session #1	YEA Chairs	Boardroom 500
10:00 – 11:45	SA Session #1	SA Chairs	Boardroom 600
10:00 – 11:45	MP Session #1	MP Chairs	Boardroom 700
12:00 – 13:30	Awards Luncheon with Presidential Address	Full and Partial	Pearson
13:45 – 17:00	Chapter Operations	Delegates and Alternates	Ontario
13:45 – 17:00	GAC Session	GAC Chairs	Laurier
13:45 – 17:00	History and Communications Session	History and Comms Chairs	Confederation
13:45 – 17:00	CTTC Session #2	CTTC Chairs	Boardroom 400
13:45 – 17:00	YEA Session #2	YEA Chairs	Boardroom 500
13:45 – 17:00	SA Session #2	SA Chairs	Boardroom 600
13:45 – 17:00	MP Session #2	MP Chairs	Boardroom 700
13:45 – 17:00	RP Session	RP Chairs	Boardroom 800
15:00 – 15:15	BREAK	Full	Pearson
18:00 – 22:00	Dueling Piano Banquet	All	Pearson
22:00 – 24:00	Hospitality Suite	<u>Adults Only</u>	Quebec

Day 3: Sunday, August 28th

Time (EDT)	Event	Participant	Location
07:00 – 08:30	Breakfast	All	Pearson
07:00 – 08:00	Executive Session #2 (if required)	Delegates and Alternates	Ontario
08:00 – 11:30	<p>Business Meeting #3</p> <ol style="list-style-type: none"> 1. Call to Order 2. ASHRAE Code of Ethics 3. Workshop Reports and Motions (5 minutes each) <ol style="list-style-type: none"> a. CTTC b. SA c. GAC d. RP e. CC f. Historian g. RMCR h. YEA i. MP 4. Report from Executive Sessions 5. Finances 6. Approval of 2021 Virtual CRC Financial Statement 7. Approval for 2022-2023 Region II Budget 8. Region II Audit 2021-2022 9. CRC 2023 London Budget Approval 10. Motions 11. DRC / RVC Chapter visit schedule for the year 12. New Business 13. Website 14. Basecamp 15. CRC dates for the next three years <ol style="list-style-type: none"> a. London: Aug 2023 b. Toronto: Aug 2024 c. ? 16. Final Remarks 17. Meeting Adjournment 	<p>Delegates, Alternates, and Regional Officers <i>All are welcome</i></p> <p>R. Gagnon R. Gagnon</p> <p>A. Khurana E. Primeau M. Genin I. Semhat T. Pollard T. Pollard D. Castellan A. Kaianathbhatta F. Mesicek N. Lemire R. Gagnon R. Gagnon</p> <p>R. Gagnon</p> <p>R. Gagnon R. Gagnon</p> <p>R. Gagnon</p> <p>R. Gagnon T. Pollard T. Pollard R. Gagnon</p> <p>R. Gagnon R. Gagnon</p>	Ontario
09:45 – 10:00	BREAK	Full and Partial	Pearson
11:45 – 13:00	CRC Debriefing	DRC, ARC, ASHRAE Dignitaries, Ottawa CRC Chair, and London CRC Chair <i>All are welcome</i>	Ontario

Room Legend:

Room	Location
Ontario	Lower Lobby
Quebec	Lower Lobby
Pearson	Mezzanine
Laurier	Mezzanine
Boardroom 400	4 th Floor (near elevator)
Boardroom 500	5 th Floor (near elevator)
Boardroom 600	6 th Floor (near elevator)
Boardroom 700	7 th Floor (near elevator)
Boardroom 800	8 th Floor (near elevator)

Note: All rooms related to the conference will have signage on the door

Friday, August 26th

11:00 am: Meet at front lobby of Lord Elgin hotel

11:30am: Arrive at National Art Gallery. Enjoy guided tour and free time at the various exhibits (<https://www.gallery.ca/>)

1:30pm: Re-group and walk to Byward Market

2:00-3:00pm: Free time to enjoy the various cafes, vendors, shops and attractions around the market (<https://www.byward-market.com/>)

3:30pm: Re-group and arrive back at Lord Elgin hotel

Saturday, August 27th

10:00am: Meet at front lobby of Lord Elgin hotel

10:30am: Arrive at the Canadian Museum of History. Options are available to take public transit to the museum or take an approximately 30min walk, crossing the famous Alexandra Bridge with panoramic views of Parliament Hill

10:30am-12:30pm: Guided tour and free time at the museum (<https://www.historymuseum.ca/>)

12:30pm-2pm: Lunch at a local microbrewery

2:30pm: Arrive at Canadian War Museum (<https://www.warmuseum.ca/>)

2:30pm-4:00pm: Enjoy the various exhibits of the museum

4:30pm: Arrive back at the Lord Elgin