

# ASHRAE

## 2005 REGION 2 CRC – GRAND BEND, ONTARIO, CANADA

### AUGUST 25<sup>TH</sup>, TO 27<sup>TH</sup>, 2005

### HOST: ASHRAE LONDON CANADA CHAPTER

#### ORIENTATION SESSION

At 1:25 PM August 25<sup>th</sup>, 2005, Director and Regional Chair (DRC) Jean Bundock welcomed all the Chapter Delegates and Alternates, Regional Representatives and the visiting dignitaries and guests to the Region 2 CRC at the Oakwood Inn, North Huron Room, Highway 21 North, Grand Bend, Ontario N0M 1T0. Missing for the orientation session were the Delegates and Alternates from La Ville de Quebec and Halifax. Chairman Bundock noted that the ASHRAE Research Canada Annual General Meeting would be held a 7:00 a.m. on Friday and that Darryl Boyce would chair the meeting.

Chair Bundock introduced Terry Townsend Society President-Elect who reviewed the tasks at hand, in particular the election of a new DRC and opportunities for recommending members for Society standing committee and Councils.

Next, Hugh McMillan Society V-P thanked everyone for being here, for volunteering their time in participating. He talked about the benefits of a CRC and how the next three days will be informative and rewarding.

Chairman Bundock also introduced David Underwood who is the Director-at-Large for the Society, Wilfred Laman, ARC (Assistant Reg. Chair) and George Menzies, Region 2 Mentor and Gail Menzies, Recording Secretary for the CRC, Doug Cochrane, last year's CRC Chairman and David Rasmussen, outgoing Region 2 Nominating Member and the 2006 CRC Chairman.

Chair Bundock then asked for everyone to review the business agenda for the coming days which is in the binders prepared by the host chapter. With no questions, he then asked the Delegates and Alternates to remain in the room for a Caucus Meeting dismissing all others.

The Orientation Session was adjourned.

#### CAUCUS SESSION

The Caucus was chaired by Regional Nominating Member Barry Wilhelm. He was assisted Daryl Somers Region 2 Alternate. All nine chapters had their Members and Alternates present during the deliberations. G.Menzies Society Honours and Awards past member reviewed the criteria for several awards and answered questions. Barry and Daryl then requested names for all the categories listed on the worksheet supplied to the Delegates on the CD from Headquarters. At the conclusion of the meeting Barry acknowledged that names were brought forth for all positions.



#### MINUTES OF FIRST BUSINESS SESSION

**TIME:** Thursday, August 25<sup>th</sup>, 2005, at 3:50 PM

**LOCATION:** North Huron Room, Oakwood Inn, Grand Bend, Ontario, Canada.

**CALL TO ORDER**

Jean Bundock, DRC for Region 2 opened the meeting at 3:50 PM. and welcomed all the Chapter Delegates, Alternates and other guests.

### **MOTION - ELECTION OF SECRETARY**

Jean Bundock called for the election of a Recording Secretary. Bill McCartney from Hamilton, moved that Gail Menzies be Recording Secretary for *the Region 2 CRC 2005*, seconded by Trent Moore of Halifax. Vote was unanimous.

### **ROLL CALL**

DRC Jean Bundock asked for an attendance sheet to be circulated. The following signed in.

CHAPTER	DELEGATE	ALTERNATE
Halifax	Trent Moore	Steve Ramsay
NB/PEI	Ken Martin	Fred Desjardins
La Ville de Quebec	Milan Jovanovic	Robin Labbe
Montreal	Isabella Lavoie	Rejean Blais
Ottawa Valley	Jay Doshi	Robert Lefebvre
Toronto	Terry Whitehead	Michael Rosenblitt
Hamilton	Bill McCartney	David Hills
London Canada	Joe Claessens	Scott Turner
Windsor	Mason Hoppe	Bill Davies

Society Representatives, Headquarters Staff, Regional Vice-Chairs and guests in attendance are as follows

Name	CHAPTER or SOCIETY	POSITION
Terry Townsend	Tennessee Valley	Society President-Elect
Hugh McMillan	Houston Texas	Society Vice-President
Chuck Miro	Staff –Headquarters, Washington	Director Washington Office
Jean Bundock	La Ville de Quebec	DRC
David Underwood	Toronto	Society DAL
George Menzies	Hamilton	Region 2 - Mentor
Guy Perreault	La Ville de Quebec	Assistant Regional Chair
Wilf Laman	Hamilton	ARC (Assistant Reg Chair)
John Luc Morin	La Ville de Quebec	Regional Historian
David Rasmussen	Hamilton	Region 2 CRC General Chair 2006
Frank Bann	Ottawa Valley	RVC Membership
Barry Wilhelm	Toronto	Nominating Com Member
Nicolas Lemire	Montreal	RVC Student Activities
Daryl Somers	London Canada	Nominating Com Alternate/Co-Chair CRC 2005
Jeff Clarke	Montreal	RVC Resource Promotion
Peter Golem	London Canada	General co- Chair CRC 2005
Danny Castellan	Windsor	Chapter Chair MP
Walter Marcon	Windsor	Chapter RP Chair
Darryl Boyce	Ottawa Valley	ARC - President

Chairman Bundock introduced Chuck Miro, Staff Member, Government Affairs from Washington.

## **MOTION - APPROVAL OF THE 2004 CRC MINUTES**

A motion **to approve the Minutes of the 2004 Toronto CRC** was made by Hamilton Delegate Bill McCartney, seconded by Halifax Chapter Delegate Trent Moore. The Minutes were approved unanimously.

## **CHAPTER REPORTS:**

Chair Bundock asked that each Delegate report on their chapter's operation for the past year. (Note - detailed Chapter Reports, Information Questionnaires and each Chapters' Summary Reports are found in the CRC binder issued to each Delegate)

### **WINDSOR**

Mason Hoppe, reported that their year started off very well, but became very trying due to the loss of two Chapter Chairs from moves out of the area. They did rally with the help of their small BOG and help from committee chairs. Good speakers and programs make their Chapter successful. Their Chapter now has a web page thanks to one of their student members. Four new members were signed up during the year and their goal now is to bring out younger members and involve them in chapter operations. Financially, the Chapter is in good standing. Windsor was very proud to have one of their student members present a paper at the Orlando Meeting. On the Resource Promotion side, it was a challenge this year. Windsor has always had a very high goal and this year's contributions may be getting them back to a more reasonable per member amount.

### **LONDON CANADA**

Joe Claessens reported that London Canada Chapter had a strong and successful year being they are the hosts of this year's CRC. Four new people joined the Chapter this year, a 6% increase. Student Activities was a highlight this year with approximately 40 students signed up from the UWO and Fanshawe College. This was more than double the past interest. Chapter members assisted extensively at UWO in teaching fourth year students. Resource Promotion raised 91% of their goal by the deadline. Their best attended meeting of the year was again on Building Green and LEEDS. A tour of a refrigeration facility in a food processing plant was also very well attended and interesting. Finances are stable but a new and costly problem was members not showing up at meetings after confirming they would attend. Climbing revenues from the golf tournament did however, cover this shortfall. Terry Townsend, President Elect suggested trying to get owners of businesses to sponsor these young students in order to keep them involved. Hugh McMillan, Society VP asked if hosting the CRC had any influence and was advised that most people who got involved with the CRC were strong ASHRAE members.

### **HAMILTON**

Bill McCartney reported that his Chapter met in July for their annual Summer Summit to organize and plan the coming year and again this year this meeting proved very successful. Bill is now in his second term as President of the Chapter. This trend has proven successful in past years. An experimental luncheon meeting with the shared DL from Toronto was very successful with the chapter now scheduling their chapter meetings the day after Toronto to take advantage of common speakers. Key members of the Chapter worked closely with all programs to provide good results. The Chapter has a good financial picture through prudent budget management and a profitable golf tournament. Airways, monthly newsletter has evolved into an important communications tool for the chapter membership with bios, technical information, computer tips, and program scheduling listed. The Research Chair was not available due to family concerns and we fell short of our goal. Bill advised the meeting his Chapter is working diligently towards hosting the 2006 CRC in Niagara Falls.

### **TORONTO**

Terry Whitehead reported that Toronto had an excellent year 2004/05. It was dynamic and action packed starting with privilege of hosting the CRC in Toronto. Interesting speakers including two DL helped draw improved attendance. Overall, meeting attendance was up 10%. There was a renewed focus on Student Activities and the October Student Night brought in 30 students, a noticeable increase from the past year. The new number of Student Members was 29. Toronto introduced a Student Scholarship which helped contribute to their success with student participation. Resource

Promotion was a banner year as strong continued support helped us make our RP Challenge goal despite having lost a major sponsor.

Toronto continued their plan of holding meetings at rotating locations to help average out travel time and refresh meeting ambiance. Toronto's PAOE goal to exceed Par in all categories was achieved. Toronto submitted PAOE points on a regular basis as a way to gauge their activities toward a quality program and it worked. Terry Townsend asked about the scholarships and it was reported that \$1,000.00 was the top and a set of handbooks for the second were given. Questioned about the dinners, Toronto reported that \$170.00 buys 8 dinners and that the meal package works well. Toronto is a very sound Chapter with \$80,000.00 in the bank.

## **OTTAWA VALLEY**

Jay Doshi reported that his Chapter had a successful year. The meeting venue was changed this year and proved to be a refreshing change. The buffet is always a big success with the student members. CTTC continues to be represented by two individual committees.

This program is planned well in advance and the Chapter enjoyed a DL at the April meeting. The DL is a wonderful way to promote attendance at meetings. TEGA experienced a resurgence of activity with technology awards being awarded in four categories at the chapter level. The revival of a student branch at Algonquin College was exciting with 6-8 students attending every tour and technical session and chapter meeting. Happily, employment with chapter represented companies resulted for at least 3 of these students. The most remarkable success of the 04/05 season was the evolution of the newsletter and website with everything electronic now. Their finances are stable, but resource promotion fell a bit short. Jay noted that ASHRAE is very highly regarded in Ottawa.

## **MONTREAL**

Isabelle Lavoie reported that attendance was very good,(106 average). New members were always followed up. The Chapter participated in Mecanex/Climatex Trade Show with a booth and one chapter member was a speaker. In Student Activities, a \$500.00 and two \$250.00 scholarships were awarded to the most deserving students in HVAC&R in the Montreal area. The Chapter funded a student trip for 4 student branches to the ASHRAE Winter Meeting in Orlando. Sixteen students attended. The Career Fair was once again a success for students and employers. Upon questioning, it was noted that the first two years of the local career fair were difficult, but now very successful. Do not give up if you start this type of fair. The Montreal Chapter is proud to recognize Rejean Blais who won the Dan Mills Award for outstanding work for ASHRAE TEGA Committee 2003/04. Because of an accumulated surplus, deficit budgeting was agreed upon, but because of good golf tournament, seminars on refrigeration and strong participation at monthly meetings, good results were obtained in the financial area.

Isabelle advised she would share their secret recipe for such success if you so desire.

## **LA VILLE de QUEBEC**

Milan Jovanovic reported that once again Quebec City Chapter had an excellent year. Average attendance is 75. The December meeting honored the past chapter presidents and some 16 were there. January meeting was held in collaboration with the Quebec ASPE Chapter. He noted that their partnership agreement with Hydro Quebec was renewed. It should be noted that ASHRAE and Quebec Hydro work very closely together. The annual symposium attracted 150 with the theme "Green Buildings". The golf tournament had 350 golfers – the biggest tournament yet. The chapter has \$28,293 in reserves, down from \$38,082 in 03-04.

## **NEW BRUNSWICK/PRINCE EDWARD ISLAND**

Kenneth Martin reported his chapter worked very hard this year which led to a successful year with solid results. Presidents are now lined up for the next few years and they are trying to get as many new participants on the executive as possible in the hopes of securing a few members who will want to continue. Site tours were increased to three this year as this seems to bring in people from our larger geographical area. Tabletop displays are doing well. Two \$1,000.00 scholarships were awarded this year. Again, two meetings were held outside Moncton to help attract out-of-town membership. A new student branch opened at NBCC in Moncton. There was great participation from past presidents and their two student branches. Chapter meetings were sponsored again this year to offset the cost of the meals. All in all, this was a successful year.

## **HALIFAX**

Trent Moore reported a successful year for his Chapter. Emphasis was put on obtaining new members and this did happen but not as many as were hoped for. They were more successful in the Student category. RVC Visitors included Jeff Clarke, Resource Promotion and Nicolas Lemire from Student Activities. His Chapter fell short on the Resource Promotion, but \$6,750.00 was an excellent result for this small chapter. The Chapter did share speakers with NB/PEI and this has proven successful.

Chairman Bundock thanked the Delegates for their Chapter Reports. He then asked for the RVC reports.

### **CHAPTER TECHNOLOGY TRANSFER COMMITTEE (CTTC)**

RVC Guy Perreault described the activities of CTTC - a committee combined with TEGA and Chapter Program to form CTTC. At the Toronto CRC, 7 of 9 chapter chairs were present. During the year, Chapter visits were made to Toronto and Hamilton. The DL Program can be used at CRC and this should be used but planning must be early. Guy learned this past year that most chapter chairs need to be guided on a regular basis. He noted that some chapters still keep a Refrigeration chair. The CTTC full report is in the 2005 CRC Binder.

### **MEMBERSHIP**

Frank Bann reported the overall membership growth for Region 2 is down – 1.2%. Quebec Chapter has shown an outstanding increase in members up 20%. All Chapters have recorded points with 4 of 9 above par. Good programs are a key factor in affecting attendance. Mentoring has proven to be a most valuable tool in retaining new members. Good planning, good programs and telephoning members and delinquents have proven successful.

### **STUDENT ACTIVITIES**

Nicolas Lemire the RVC of Student Activities reviewed his report. He congratulated the Chapters for the good job this year. Ottawa Valley organized a student night and the official chartering of the new Carleton University Student Branch took place. A new student branch has been established on Cegep de St. Hyacinthe in the Montreal Chapter. Cegep de Trois Rivieres has started the paperwork to also establish a SB. Region 2 is recognized for their student branches. At the Winter Meeting in Orlando Florida, Region 2 student branches were well represented with 20 students from Montreal Chapter. Buses will be organized for the students to attend the Winter Meeting in Chicago. The Summer Meeting is in our Region in Quebec City and Nicolas is hoping to get Student Branches involved in the organization for that event.

### **REGIONAL HISTORIAN**

Jean-Luc Morin detailed his responsibilities as a regional historian. Jean commented that he is generally well informed on chapter historical activities. Most chapters publish their newsletters and program on their web site and he can download key documents. He asked that each delegate ask their historian for their final report and enter the PAOE points. Five chapters reached par this year. Two chapters wrote one year of chapter history. No Gold Ribbon will be presented this year. The Chapter WEB Site is the best place for publishing and for chapter members to easily retrieve the documents while rendering them accessible for Region 2 officers.

### **RESOURCE PROMOTION**

Jeff Clarke reported Region 2 had reached 94.2% of their goal, ahead of last year by 9.1%. The Regional Goal is \$ 115,833. and to date, we have collected \$109,162. He visited 4 of 9 chapters during his first year as chairman. Due to Society's need to increase Research funds, the RP goals were revised as a whole and new goals have been laid out for 2005/06. Terry Townsend, President Elect advised the goals are now even higher. David Underwood DAL advised that we will be asked to think outside the box and everyone who benefits from ASHRAE research will be asked to contribute, drug facilities, airline industry, just to name a few.

### **REGIONAL FUND & 2004 CRC FINAL FINANCIAL STATEMENT**

Chair Bundock noted that the final statement from the Toronto Chapter is in the binder. The CRC budgeted revenue was \$36,611.00 and actual was \$40,671.56. Budgeted expenses were \$36,125.00 and actual were \$35,502.34 resulting in a surplus of \$5,169.22. As per Regional Motion, 50% of the surplus, some \$2580 was sent to the Regional Treasurer for deposit into the Regional Fund. Refer to fund activity in your binder for details. Note! \$17,190.10 was in the fund in 2004.

Chair Bundock commented on the regional fund. With income from the Toronto CRC plus \$8490 from the 9 chapter assessments for the 04-05 fiscal period, the fund current balance is now \$28,260.10. Off setting this large balance, money has been sent to London for the current CRC plus other expenses now leaving a balance of \$14,934.71 with some \$2830 seed money expected back from London after the CRC books are finalized. Next years host Chapter's Treasurer – Hamilton Chapter's Wilf Laman, was asked by Jean Bundock to audit the regional books. He agreed.(Post meeting note- Hamilton Chapter Executive voted to have David Rasmussen do the Regional Fund audit).

**ASHRAE RESEARCH CANADA**

Darryl Boyce reminded all the Chapter Delegates that there would be a Meeting of ASHRAE Research Canada to be held in the North Huron Room at 7:00 am sharp Friday. Every Delegate needs to be present as they represent the Class "B" shareholders in the Corporation. The meeting would be open to others as well.

**MOTION TO RECESS:** That the *first business be recessed till 8:00 AM Friday August 26<sup>th</sup>, 2005 in this same room.* Approved unanimously. Meeting recessed at 6.25 PM.



**ASHRAE RESEARCH CANADA**

At 7:00 am, Friday August 26<sup>th</sup>, 2005, the Annual General Meeting of ASHRAE Research Canada Corporation was held with President Darryl Boyce conducting the meeting. Darryl reviewed the actions of the corporation during the past year and acknowledged that the financial statements that needed to be approved were not available until some time in September. He will email those reports and ask for a vote for approval by email. The election of the ARC President was held with Darryl leaving the room and Jean Bundock took over conducting the election of the ARC President. Darryl was re-elected for the year 2005-06. Darryl will appoint the other four officers –Class "A" members once the results of the Society's Nominating Committee Meeting are announced in January at the Semi-annual meeting. G. Menzies reminded all present about the new PAOE opportunity when a chapter recommends a local institution who bids on a new ASHRAE project. Meeting adjourned a 7:45 AM.



**MINUTES OF SECOND BUSINESS SESSION**

- TIME:** Friday, August 26<sup>th</sup>, 2005 at 8:00 AM.
- LOCATION:** North Huron Room, Oakwood Inn, Grand Bend, Ontario, Canada.
- CALL TO ORDER:** DRC Bundock called the meeting to order at 8:15 AM.
- ROLL CALL:** DRC Bundock asked that those present sign the attendance sheet being passed around.

CHAPTER	DELEGATE	ALTERNATE
Halifax	Trent Moore	Steve Ramsay
NB/PEI	Ken Martin	Fred Desjardins
La Ville de Quebec	Milan Jovanovic	Robin Labbe
Montreal	Isabella Lavoie	Rejean Blais
Ottawa Valley	Jay Doshi	Robert Lefebvre
Toronto	Terry Whitehead	Michael Rosenblitt
Hamilton	Bill McCartney	David Hills
London Canada	Joe Claessens	Scott Turner

Windsor	Mason Hoppe	Bill Davies
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Society Representatives, Headquarters Staff, Regional Vice-Chairs and guests in attendance are as follows:

Name	CHAPTER or SOCIETY	POSITION
Terry Townsend	Tennessee Valley	Society President-Elect
Hugh McMillan	Houston Texas	Society Vice-President
Chuck Miro	Staff – Headquarters, Washington	Director Washington Office
Jean Bundock	La Ville de Quebec	DRC
David Underwood	Toronto	Society DAL
George Menzies	Hamilton	Region 2 - Mentor
Guy Perreault	La Ville de Quebec	Assistant Regional Chair
Wilf Laman	Hamilton	DRC – Alternate
John Luc Morin	La Ville de Quebec	Regional Historian
David Rasmussen	Hamilton	Region 2 CRC general Chair 2006
Frank Bann	Ottawa Valley	RVC Membership
Barry Willhelm	Toronto	Nominating Com Member
Nicolas Lemire	Montreal	RVC Student Activities
Daryl Somers	London Canada	Nominating Com Alternate/CRC Co-Chair
Jeff Clarke	Montreal	RVC Resource Promotion
Doug Cochrane	Toronto	Nominating Com Reserve Alternate
Peter Golem	London Canada	General Co- Chair CRC 2005
Danny Castellan	Windsor	Chapter Chair MP
Darryl Boyce	Ottawa Valley	ARC - President

## STATUS OF CRC MOTIONS

Chair Bundock opened the Second Business Session by asking all present to refer to their binders for the latest status of the motions from last year's CRC and other "open" motions from previous CRCs. He commented on several particular motions that have impacted the Society's operations. Chair Bundock explained the route motions take once they are passed at the CRC. He then presents them at the next Member Council Meeting which is scheduled for October. Once passed there they can take many different routes – as a referral to another Council, or to the BOD and so on. The status is published on the ASHRAE Website with updates posted several times a year.

## FUTURE CRC DATES

Chair Bundock asked for a review of the dates and location and Chairs.

- 2006: Hamilton – Aug. 25<sup>th</sup> to 27<sup>th</sup>, 2006 CRC Chairman David Rasmussen (prior General Chair – note revised schedule - Fri-Sun)
- 2007: NB/PEI – Aug. 24<sup>th</sup> to 26<sup>th</sup>, 2007 with CRC Chairman Gerry Waselynychuk (prior General Chair – proposed 2006 schedule to be repeated in 2007)
- 2008 Montreal- Aug 21<sup>st</sup> to 23<sup>rd</sup>, 2008 CRC Chair to be determined

Chair Bundock noted that Society has recently passed a motion that all future Region 2 CRCs are to be held the 4<sup>th</sup> week of August. After discussion, it was noted that the change in dates does not conflict with this motion. VP Hugh McMillan noted that all hotel contracts need to be reviewed by ASHRAE Headquarters staff person Judy Marshall before signing. The undefined cost of AV equipment can skew a budget badly.

**REGION 2 CRC 2006 – HAMILTON CHAPTER HOST**

David Rasmussen Chair of the 2006 presented his budget of \$18,850. He noted the CRC would run from Friday at noon till Sunday at noon, Aug 25<sup>th</sup>, to 27<sup>th</sup>, 2006 and would be at the Doubletree Hotel overlooking Niagara Falls – all rooms with a Falls view. Hotel rooms are not included in the package and will cost \$150 plus taxes or about \$180/night. \$3.00 parking not included in the following fees:

<b>Full Registration:</b>	<b>\$200.00</b>
<b>Partial Registration:</b>	<b>\$150.00</b>
<b>Companion Registration:</b>	<b>\$100.00</b>

The NB/PEI will pay \$1,000.00 toward the Welcome Party. This is normal practice for the next host of the CRC to contribute to the party.

David noted that the companion fee is priced at a loss to encourage attendance. More details on the budget are in the binder along with the new schedule. Note – the workshop attendees will have less time away from the office as the workshop start around noon on the Saturday.

**MOTION: 2006 CRC BUDGET**

It was duly moved by Ken Martin NB/PEI, seconded by Joe Claessens London Canada and passed unanimously **“that the Hamilton proposed budget be accepted with the registration costs as listed above”**.

**MOTION TO RECESS**

It was moved by the Ken Martin NB/PEI Delegate, and seconded by the Terry Whitehead Toronto Delegate **“that the second business be recessed till 2:30PM Saturday in this same room”**. Approved unanimously. The meeting then recessed at 10:30 AM and moved into Executive Session.

**EXECUTIVE SESSION**

Just prior to the Executive session, George Menzies took the official CRC Delegate/Alternate picture except the Quebec Chapter reps were briefly absent assembling bios. George again as a rep from the Society Honours and Awards Committee addressed the Delegates and Alternates about the format for proposing candidates for the chapter service awards. This Chapter Service Award is an award voted upon by the Delegates during this Executive Session. Chairing the Executive Session was Barry Wilhelm, Regional Nominating Member, with Daryl Somers assisting. They adjourned by lunch with all their work complete.

The Regional and Society Officers' meeting was held concurrently in Oakwood Inn Private Dining Room. DRC Bundock assigned chapter visits to all those present as well as addressing other regional issues.

**CHAPTERS' OPERATION WORKSHOP**

The Chapters' Operation Workshop with a buffet lunch was held in the South Huron Room from noon to 2:00 p.m. with the Delegates, Alternates, and all others welcomed.

After lunch in the South Huron Room, the attendees returned to the North Huron Room where Chairman Bundock opened the workshop by thanking the volunteers for being involved in ASHRAE and working so hard.

He presented a power point presentation on how ASHRAE works, benefits of being a member, ASHRAE's future; how to survive your years as a chapter officer; how to position your chapter for the future and what makes a chapter successful were also discussed. This presentation is available from John and headquarters. John then invited the Society President to address the group.

Terry Townsend, President Elect spoke about the future of ASHRAE. He invited members to advise him about their needs and concerns. He spoke about the Solar Decathlon and how ASHRAE is trying to conduct business at the speed of business and is currently doing a poor job. ASHRAE needs to lead the program on healthy, efficient, and comfortable buildings. ASHRAE is now involved in the area of health care and two research programs for ventilation

guidelines. We are involved in energy conservation and with oil at \$70 a barrel now, we need your research money to work at the speed of life.

Chair Bundock then asked our Society VP to address the group.

Hugh McMillan shared his experiences with ASHRAE over his life. ASHRAE has been a part of his family since he was 6 years old. His first plane trip in 1966 was to an ASHRAE in Toronto at the Royal York Hotel. He eventually became a student member and just before he graduated, he attended a CRC in Region 8 and came home with a job. Hugh's father was President of ASHRAE in 1979. ASHRAE technical programs are available to all Chapters and CRCs and in 2005/06, we will continue to build the bridge between ASHRAE technology and the grassroots. Quarterly briefings from Tech Council are issued. Market research shows that 93% of members and 67% of non members feel ASHRAE is the best source of technical information. Mr. McMillan thanked Region 2 for their support. He noted there are 84 TC members from this region. Many of them could contribute to chapter programs.

Next to speak was Chuck Miro, Director of Government Affairs in Washington DC, the headquarters staff representative. He spoke of his 25 years in Washington dealing with engineers and political people. He also noted there are over 100 staff in Atlanta willing and able to help you and Mr. Jeff Littleton is the new Executive Director in Atlanta GA.

The workshop was adjourned at 2:15 PM to enable those interesting to go on the technical tour to "ICE SCULPTURES". This proved to be a very interesting tour of a plant that manufacturers and ships ice sculptures around the world.

## **BANQUET**

Cocktails and Dinner were presented from 5:00 PM in the Terrace Room at the Oakwood Resort.

Peter Golem, CRC Chairman welcomed all and introduced his Co-Chair, Daryl Somers. There were over 100 people present. Special guests and their wives were introduced. Peter thanked their long list of sponsors and also Hamilton Chapter for supplying the wine for the evening. It is customary for the next hosting chapter to do this. Mr. Golem introduced Terry Townsend, Society Vice President and he addressed the group. Mr. Townsend advised "ASHRAE is 55,000 members strong and it is because of you, the volunteers who give the manpower to ASHRAE that make it what it is today". "We need to highlight companies you represent because without owners supporting volunteers, you would not be here. You, the volunteers are the key to our future". Terry commented that the Society President's Theme this year is Advancing ASHRAE Technology in Our Future.

At the conclusion of the banquet Peter Golem advised that DRC Bundock asked that the Workshops would begin at 7:30 Saturday morning instead of 7:00 A.M in the schedule.

Since Chuck Miro, staff person was leaving early Saturday; a gift (framed picture of London ON) was presented.

A String Quartet provided background music during the banquet.

## **WORKSHOPS (Saturday August 27<sup>th</sup>, 2005)**

Five workshops for the various committees were held from 7:30 a.m. until noon. Reports from these workshops will be given during the third business session.

## **CHAPTERS' HISTORY DISPLAYS**

Several chapters had displays set up in the North Huron Room where the business sessions were being held.

## **AWARDS & PRESIDENTIAL LUNCHEON**

At noon, CRC Co-Chair Peter Golem welcomed the Delegates, Alternates, Workshop attendees and guests to London Canada's CRC here at the Oakwood Inn and Resort. A plated luncheon was then served.

Following lunch, DRC Bundock called the meeting to order at 1:15 PM. As coffee was served, Chair Bundock asked Society Pres-Elect Terry Townsend to address the group in attendance. Terry spoke about promoting ASHRAE within – "When you Drink the Water, remember the Spring". He stated that "Volunteers are ASHRAE's most vital asset. We want the best industry standards and are working diligently to meet this challenge with 97 technical committee and 109 standards project committees". He spoke about sustainability and the need for us to reach our research goals and how

ASHRAE is working in the health care field and energy conservation. Everyone has a right to healthy indoor air quality. He spoke on Sustainability which is the umbrella for building industry, design, construction, operation and maintenance and the need to reuse the demolition of buildings (the cradle to cradle concept). ASHRAE is being proactive in Sustainability – you design a building and you design for deconstruction. Every three years a new Green Guide is coming out and in Canada, Green Globes is being used. He noted that in the past year seventy-six articles for ASHRAE Journals have been written by volunteers. There is more to be done. We need to initiate the process of developing the best practice documents, develop a road map, accelerate development of advanced energy design guides, expand adoption of the ASHRAE standards into code, maintain a culture of continuous improvement. We must go forward and we need research money. We must do this for ASHRAE and for our future.

Following Terry's talk, Peter Golem thanked him for his inspiring words.

Peter also thanked DRC Bundock for his hard work in the Region. John is entering his last year as DRC and he will have held this position for 4 years, not the usual 3. John took over when DRC Hugh Crowther was transferred from our Region.

At this point in the luncheon, DRC Bundock and the Regional Vice-Chairs presented the following Awards:

The first presenter was Guy Perreault, RVC Region 2 for the new CTTC (formerly Chapter Programs and TEGA). He announced the winner of the **Alan Hanley Award for TEGA:** Frédéric Genest, Montreal Chapter.

Guy then detailed all the regional award winners from the Society's latest competition:

### **Regional Technology Award Competition**

First Place for New Institutional Building Category - Mr. Richard Grenier from the Montreal Chapter, for the Lafontaine High School project -

Second Place for New Institutional Building Category – Mr. Corrie Mooney from the Toronto chapter for Univ. of Ontario Institute of Technology - Durham College

First Place for Existing Institutional Building Category - Mr. David D'Amboise from the Montreal Chapter for the Establishment Leclerc project.

First Place for New Public Assembly Category - M. Martin Roy from the Montreal Chapter for the TOHU, Chapiteau des Arts project

Honorable Mention in the New Industrial Category - Pierre Roussel and Jacques Lagaçé from the Montreal chapter for the Pierre Eliot Trudeau Airport Thermal plant project.

Guy then thanked the members of the jury for the TA competition, who were:

Ross McIntyre - Ottawa Chapter

Conrad Lelievre - Halifax Chapter

Chris Andronowski - Hamilton Chapter

Ed Fowler - Hamilton Chapter

Robert Marcotte - Quebec Chapter

Jean Bundock - Quebec Chapter

The next presenter was Frank Bann. He announced the following:

### **Membership Promotion Awards for 2004-05**

Blue Ribbon Award (FIRST PLACE)

**Toronto Chapter** - Mark Moore

Red Ribbon Award (RUNNER UP)

**Montreal Chapter** - Patrick St.Onge

The next presenter was Jeff Clarke who announced the winners in Resource Promotion fund raising. Before presenting the awards, Jeff noted that at the Plenary Session at the summer ASHRAE Annual Meeting in Denver, David Underwood of the Toronto Chapter received the W.J. Collins Award for the most outstanding Research Promotion Chapter Chair in all of ASHRAE. This is a first for Region 2 in 30 years of fund raising activity. We are all very proud of David. Now on to the chapter individual awards:

### **Resource Promotion Awards**

**Halifax** - Bronze Ribbon – David Forbrigger

**NB/PEI** – Full Circle Patch, High 5 Certificate and Challenge Goal Certificate; Goal Certificate; High 5 Award;

Top 5 Award – cup : Luc Dugas

**La Ville de Quebec** – Full Circle Patch, Silver Ribbon: Daniel Giroux

**Montreal** – Full Circle Patch, Goal Certificate, H5 Award, Challenge Award, Top 5 Award – cup: Mark Baulne

**Ottawa Valley** – Full Circle Patch: Jason MacMurdo

**Toronto** – Gold Ribbon; Full Circle Patch, Goal Certificate, High 5 Certificate, Challenge Certificate; Top 5 award for \$ per member - cup: David Underwood

**London Canada** – Full Circle Patch: Tom Pollard

**Windsor** – Full Circle Patch, Top 5 award for \$ per member – cup: John Staples

**Hayward Murray Award** – presented by Jeff Clarke to David Underwood for the best RP Chair within the Region

The next series of awards covers PAOE activities for 2004-05. Jean asked that the Society Pres-Elect do the honours.

**Presidential Awards of Excellence Points - presented by Terry Townsend, President Elect**

**Halifax** – Level 2: Art Irwin

**Hamilton** - Level 2, History and Membership Promotion: Bill McCartney

**London Canada** – Level I, Student Activities, Chapter Operation: Derek Vakaras

**Montreal** – Level 3: Honor Roll, Star Award, Special Citation - Chapter Membership, Chapter Operation, Technology Transfer, History, Research Promotion, Student Activities: Marc Vadboncoeur

**NB/PEI** – Level 1: Star Award, Special Citation – Technology Transfer, History, Membership Promotion, Research Promotion: Charles Edwards.

**Ottawa Valley** – Level 3: Honor Roll, Special Citation: Catherine Godin

**La Ville de Quebec** – Level 2 Ribbon: Chapter Operation, Technology Transfer, Student Activities, Research Promotion: Andre Boivin

**Toronto** – Level 4: Star Award, Special Citation: Chapter Operation, Technology Transfer, History, Membership Promotion, Research Promotion, Student Activities: John Mitterling

**Windsor** – Level 1: Honor Roll: Walter Marcon

**Historical Award** – again none to present this year – a concern noted by Jean Luc Morin

Next, Nicolas Lemire announced the Student Activities Awards-

**Student Activities Awards for 2004-05**

Best Student Activities Committee

**Montreal**

Best Student Branch of the year

**Carleton University in Ottawa**

**Refrigeration Iceman Award**

None presented

DRC Bundock then announced the following series of awards:

**Certificates of Appreciation for outgoing RVCs and others**

David Rasmussen      Outgoing Region 2 Nominating Member

Barry Wilhelm        Outgoing Region 2 Nominating Alternate

Peter Golem           CRC 2005 Co-chair

Guy Perreault        Outgoing ARC (alternate RC)

**Regional Award of Merit to:**

Guy Perrault            La Ville de Québec Chapter

Barry Wilhelm          Toronto Chapter

Dan Castellan          DRC Bundock mentioned that he was eligible, but that he has received one already.

**Chapter Service Award to:**

Michael Keen            Toronto Chapter

**Golden Gavel Award to:**

Montreal Chapter

**Communications Award selected and presented by Jean Bundock to:**

Halifax Chapter

**Meatball Travel Award to:****New Brunswick/ Prince Edward Island Chapter** (Quebec close 2<sup>nd</sup>.)

Following the Awards presentation, David Rasmussen of Hamilton Chapter and Chair of next year's CRC in Niagara Falls was asked to address the group. He invited all to next CRC to be held in Viagara ops! Niagara Falls in August 2006.

Next to the podium was Peter Golem, Chairman of the CRC who thanked his co-chairman, Daryl Somers and everyone on the CRC Committee. The next speaker was Daryl Somer, Co-Chairman who thanked Peter Golem and Tom Pollard and Joe Claessens, President of London Chapter, and Delegate at this CRC who worked tirelessly on this event.

Gifts (pictures of London ON) were presented to President Elect Terry Townsend and Society VP Hugh McMillan.

The Luncheon meeting was adjourned by Chair Bundock shortly after 2:00 PM. Jean noted that the 3<sup>rd</sup> Business Session would commence at 2:15 PM in the North Huron Room for the final business session.

**MINUTES OF THIRD BUSINESS SESSION****TIME:** Saturday, August 27<sup>th</sup>, 2005**LOCATION:** North Huron Room, Oakwood Inn, Grand Bend, Ontario, Canada.**CALL TO ORDER**

DRC Bundock called the meeting to order at 2:15PM. A couple of Delegates and Alternates left early due to flight back to Halifax, but a quorum was still in place.

Chair Bundock asked those in attendance to sign the attendance sheet being circulated.

CHAPTER	DELEGATE	ALTERNATE
Halifax	Absent	Absent
NB/PEI	Ken Martin	Fred Desjardins
La Ville de Quebec	Milan Jovanovic	Robin Labbe
Montreal	Isabella Lavoie	Rejean Blais
Ottawa Valley	Jay Doshi	Robert Lefebvre
Toronto	Terry Whitehead	Michael Rosenblitt
Hamilton	Bill McCartney	David Hills
London Canada	Joe Claessens	Scott Turner
Windsor	Absent	Absent

Society Representatives, Headquarters Staff, Regional Vice-Chairs and guests in attendance are as follows:

Name	CHAPTER or SOCIETY	POSITION
Terry Townsend	Tennessee Valley	Society President-Elect
Hugh McMillan	Houston Texas	Society Vice-President
Gerry Waselynychuk	NB/PEI	CRC General Chair 2007

Jean Bundock	La Ville de Quebec	DRC
David Underwood	Toronto	Society DAL
George Menzies	Hamilton	Region 2 - Mentor
Doug Cochrane	Toronto	Region 2 Nom. Reserve
Guy Perreault	La Ville de Quebec	Assistant Regional Chair
Wilf Laman	Hamilton	DRC – Alternate
John Luc Morin	La Ville de Quebec	Regional Historian
David Rasmussen	Hamilton	Region 2 CRC General Chair 2006
Frank Bann	Ottawa Valley	RVC Membership
Barry Wilhelm	Toronto	Nominating Com Member
Nicolas Lemire	Montreal	RVC Student Activities
Daryl Somers	London Canada	Nominating Com Alternate/Co-Chair
Jeff Clarke	Montreal	RVC Resource Promotion
Peter Golem	London Canada	General co- Chair CRC 2005
Andre Boivin	La Ville de Quebec	Chapter Chair RP
Charles-Andre Monger	La Ville de Quebec	Chapter Historian
Luc Gioguere	La Ville de Quebec	Chapter Chair SA
Benoit Lacasse	La Ville de Quebec	Chapter Chair MP
Walter Marcon	Windsor	Chapter RP Chair
Darryl Boyce	Ottawa Valley	ARC - President

## **WORKSHOP REPORTS:**

Chairman Bundock asked the RVCs, or their appointed chapter chair who were present in the workshop, to report on their workshop. The reports were all favorable. Everyone agreed that these workshops were most important, informative and inspiring. Attendance was good at all Workshops. Several motions were to be presented from the workshops.

## **RESOURCE PROMOTION**

Bill McCartney reported 7 of 9 Chapter RP Chairs were present and all chapters were represented. The training manual was reviewed. It was felt with some hard work, the Region would have little trouble in meeting their goal. These workshops are invaluable for the training needed for Chapter Chairs.

## **CTTC**

Guy Perrault reported that the workshop was well attended. All chapters had a representative come to the workshop, 7 of 9 were actual CTTC chapter chairs. He noted that the CTTC is a committee that encompasses many activities. The main focus of the workshop was on the follow points: PAOE; Distinguished Lecturer Program; Various Award submittal procedure. He noted that there was a good mix of returning chairs from the previous year and new comers to the committee which lead to good discussions between the participants. A suggestion was brought up for future CRC's - that CTTC chapter chairs meet in an informal meeting prior to the workshop to exchange ideas and success stories so that the new comers have a better idea of their duties before the workshop. This meeting would be coordinated by the RVC but he does not need to be there if the schedule of the CRC makes it difficult to attend. It was noted that next year's format allows for this interaction if the Chapter Chairs arrive prior to the scheduled workshop start of Sat noon. Finally, the new comers to the committee were invited to do the RCV planning session face to face at the end of the workshop. Returning chair will have the planning session over the phone. After review of the evaluation forms, most participant very happy with what they learned in the workshop and thought that it was time well spent.

## **NOMINATING**

Barry Wilhelm, Regional Nominating Committee Member reported that names came forward for all positions. Barry thanked the Delegates for the support and for bringing names for every position. He thanked everyone for the six years he has been elected to the Nominating committee. He challenged the Chapters to bring at least 2 names for every position forward next year. An election was held for the three positions for regional members on the Society Nominating Committee. The results are: Daryl Somers of London Chapter is the Nominating Member, Jay Jayaraman of Ottawa Valley the Alternate and Doug Cochrane from Toronto, the Reserve Alternate for 2005/06.

## HISTORICAL

Jean-Luc Morin reported that 5 Chapter Chairs and 3 representatives were at the Workshop. Halifax missed the workshop and was the only chapter not represented. A CD detailing our past regional history was supplied to all in attendance. A paperless meeting was used to conduct the meeting. It was a good workshop and an agenda for the coming year was discussed. George Menzies and Gerry Waselynychuk will review the past Regional Motions affecting assessment to correct accounting procedures. Two motions will be presented in the business sessions to expand the Society's Historical Committee role and makeup.

## STUDENT ACTIVITIES

Nicolas Lemire reported that some 6 out of 9 SA chair were present (Hamilton, Toronto, Ottawa, Montréal, Quebec City and London). Windsor Chapter sent the President of the Windsor University Student Branch. Again this year, only Halifax had no one present at the workshop. It was a really dynamic session. Workshop covered all the scholarship, awards and programs. The planned Region 2 buses to attend Chicago Winter Meeting in 2006 were discussed. The SA Chairs need to try to organize some activities to make sure we have students showing up at the upcoming Annual meeting in Quebec City. Overall conclusion was there great interest in SA and I'm looking forward for an even better 2005-2006 year for SA in Region 2 compared to an already really good 2004-05 year. Nicolas announced the following SA awards: Student Branch of the year – Carleton University (Ottawa Valley Chapter); Student Activities Committee of the year – Montreal Chapter:  
(Honourable Mention to the Toronto Chapter and London Chapter)

Name	Chapter	Chapter Position
Nicolas Lemire	Montreal	VP (RVC SA)
Chris Fudge	Ottawa	SA Chair
Darryl Yahoda	Toronto	SA Chair
George Robb	Hamilton	SA Chair
Luc Giguère	Québec City	SA Chair
Jamie Whitty	London	SA Chair
Pierre-Yves Chaumont	Montreal	SA Chair
Wendy Yang	Windsor	Student Branch President
Daniel Goulet	NB-PEI	Student Chair Alternate
Terry Whitehead	Toronto	President
Jean Bundock	Quebec	DRC
Robin Labbe	Quebec	President elect
Isabelle Lavoie	Montreal	President
Hugh McMillan	Houston	Society Vice President
Darryl Boyce	Ottawa	Society VP
Milan Jovanovic	Quebec	President
Jayendra Doshi	Ottawa	President
Steven Ramsey	Halifax	President elect
Mike Keen	Toronto	Student Activities Board Rep.
Terry Townsend	Tennessee	Society President elect
Robert Lefebvre	Ottawa	President elect

## MEMBERSHIP PROMOTION

The workshop initially discussed the strength and weaknesses in a campaign to attract new members. In addition, the need for mentoring the existing members was discussed. It was concluded that new approaches are needed to be successful. It was reported that 5 of 9 chapter chairs were present. We need some new blood, i.e. students and recent graduates and we must entice them with interesting programs and social events geared to them.

## MOTIONS

**Although several motions were discussed and approved in an earlier business session, they are all listed here for continuity.**

DRC Bundock called for the Motions starting with the numbered Society ones first then followed by the numbered Regional Motions.

The Chair detailed how the motions would be handled. Motions which were passed and affecting the Society or Headquarters would be presented at the next ASHRAE Regions Council Meeting this fall.

On the other hand, the Regional Motions would be added to the Regional Listing as was done last year and added to the end of the CRC Minutes.

He noted that Secretary Menzies would assemble a Table listing all the motions and would insert this Table at the end of the list of motions.

### **Society Motion No. 1**

**Moved By:** London Canada Joe Claessens - Delegate    **Seconded By:** NB/PEI – Kenneth Martin - Delegate

***That Society allow Research Contributions that are Post Marked by June 30<sup>th</sup> to be included in the chapter's totals effective this fiscal year, 2005/06.***

#### ***Background Information:***

The Society changed its policy which required Research Contributions to be received by Society so that they are included. This requires Canadian chapters to send contributions before June 17 to allow enough time for them to reach Society. The London Chapter has most of its contributions received in the last 2 weeks of June and it is difficult to collect and forward within the time limits.

**Fiscal Impact:** None

**Vote Count:** For: 8                  Against: 0                  Abstained: 1                  Chair Voting: No

**Passed:** Yes

### **Society Motion No. 2**

**Moved By:** London Chapter – Joe Claessens – Delegate, **Seconded By:** Hamilton – Bill McCartney- Delegate

***That Society make available by the ASHRAE website, the monthly Research Contributor's list effective this fiscal year 2005/06.***

#### ***Background Information:***

Current contributor's list is mailed by Society and does not arrive until the middle to the end of the month. Monthly chapter membership data is posted on the website by the 15<sup>th</sup> of each month. Similar files and access should be provided for Research Contributor's list. Society might be able to reduce mailing costs if they distributed this information by email or by website.

**Fiscal Impact:** None. (possible savings if information emailed to Research Chairs.)

**Motion Withdrawn (already there).**

### **Society Motion No.3**

**Moved By:** London Chapter – Joe Claessens- Delegate, **Seconded By:** Halifax Chapter – Trent Moore -Delegate

***That Society allow regional websites within ASHRAEchapters.org web area.***

**Background Information:**

Region 2 currently uses the web space provided by Society, but this requires all web pages to be prepared and sent to Society for them to be posted. By creating a Region 2.ASHRAECHAPTERS.ORG web area, the Region 2 webmasters could update information directly and possibly more often without requiring the Society webmasters.

**Fiscal Impact:** to be determined Initial \$2000 outlay, future courier cost and mailing savings

**Vote Count:** For: 8            Against: 1            Abstained: 0            Chair Voting: No

**Passed :** Yes

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**Society Motion No. 4**

**Moved By:** Hamilton Chapter – Bill McCartney – Delegate, **Seconded By:** La Ville de Quebec – Milan Jovanovic - Delegate

***That all Society members including Life Members assigned to a chapter be invoiced for chapter dues by ASHRAE Headquarters when the annual dues notice is sent out.***

**Background Information:**

The Hamilton Chapter advises Headquarters to invoice all assigned members "chapter dues" e.g. assigned members are invoiced (\$160.00) plus \$65.00 for chapter dues. There are currently 18 Hamilton Life Members who are not being invoiced for chapter dues that could add \$65.00 each to the Chapter's revenue.

**Fiscal Impact:** Cost to Society nil, however Chapter potential increase in revenue is \$1,000.00.

**Vote Count:** For: 7            Against: 2            Abstained: 0            Chair Voting: No

**Passed:** Yes

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**Society Motion No. 5**

**Moved By:** Hamilton Chapter – Bill McCartney, Delegate, **Seconded By:** Halifax Chapter - Trent Moore -Delegate

***ASHRAE should make permanent the first time registrant Annual/Semi Annual incentive that has been offered for the Chicago 2006 and/or Quebec City 2006 meetings.***

**Background Information:**

ASHRAE is striving to increase attendance at the Annual and Semi Annual meetings by offering an incentive equivalent to 50% of the current registration cost. The objective should be to increase regular attendance therefore increasing membership in TCs and all society technical sessions. The overall objective should be recognized as succession planning to replace retiring members and introducing new members to the benefits of attending Society Meetings.

**Fiscal Impact:** Cost to Society is \$190.00/registrant starting 06/07. Note: already fiscally planned for in 05/06.

**Vote Count:** For 9            Against: 0            Abstained: 0            Chair Voting: No Yes

**Passed:** Yes

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**Society Motion No. 6.**

**Moved By: Toronto Chapter, Terry Whitehead, Delegate, Seconded by: London Canada, Joe Claessens, Delegate**

***Society shall improve procedures when assigning new members to Chapters. Chapter boundaries in Region 2 are not being assigned properly.***

**Background Information:**

This is a repeat of Society Motion 6 made at the Region 2 Toronto CRC meeting in 2004. To date, we have seen no change in procedure and we continue to have a significant number of new members being registered to the wrong chapter. As suggested last year, postal codes could be used as a guide for assigning members but some overlap would exist.

**Fiscal Impact:** None

**Vote Count:** For 9      Against: 0      Abstained: 0      Chair Voting: No

**Passed:** Yes

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**Society Motion No. 7**

**Moved By: Toronto Chapter – Terry Whitehead – Delegate Seconded By: Ottawa Valley – Jay Doshi - Delegate**

***That Society shall improve its logging of dues payments by indicating receipt of payment from members,***

**Background Information:**

The process of cashing a check and confirming it has cleared appears to take months and therefore current Society members are listed as unpaid. By changing this procedure to list when a payment or check is received by Society it will give a more accurate account of who is delinquent. It is acknowledged that a few NSF checks may happen, however the majority will clear with a more accurate overall picture of who is really delinquent. New members checks are not part of this request, only renewals.

**Fiscal Impact:** None

**Vote Count:** For: 9      Against: 0      Abstained: 0      Chair Voting: No

**Passed:** Yes

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**Society Motion No.8**

**Moved By: Toronto Chapter – Terry Whitehead – Delegate, Seconded By: Ottawa Valley – Jay Doshi - Delegate**

***That Society shall forward the names of ASHRAE members attending Society Annual and/or Semi-Annual meetings to the Chapter presidents of the chapters that these members have been assigned to, effective January 2006.***

**Background Information:**

Many of the Society Members recognize the value in attending society annual and semi-annual meetings/conferences and may even play an active role as a Society committee member, however they may not be a member of a local chapter. Local chapters need members that are aware of the value of ASHRAE Society and can pass this information along through networking locally at the local chapter meetings. Therefore as part of the local chapter membership drives it would be of great value to have the names of Society members that have attended society meetings and are not presently a local chapter member.

**Fiscal Impact:** None**Vote Count:** For: 9      Against: 0      Abstained: 0      Chair Voting: No**Passed:** Yes**Society Motion No. 9****Moved By:**Toronto Chapter,Terry Whitehead, Delegate; **Seconded by:**Hamilton Chapter,Bill McCartney,Delegate***PAOE must be input within a 45 day period of eligibility. Control of these points should be provided by a separate input area which require the date points became eligible.*****Background:**

PAOE points are intended to indicate what the chapters are doing. More active chapters are recognized for their efforts by being awarded through the highest PAOE points at the end of the year. Chapter chairs can see the activity of other chapters and can inquire what these more active chapters are doing so they can improve there own chapters activities and inspire members within their own chapters, which in turn can inspire membership growth. However, this cannot happen if a significant portion of PAOE points are input in prior to the end of June. This motion could also be amended to include a penalty for late recording of PAOE points or bonuses for consistent recording of points.

**Fiscal Impact:** Nil**Vote Count:** For: 0      Against: 8      Abstained: 0      Chair: No**Passed:** Failed**Society Motion No. 10****Moved By:**Toronto Chapter,Terry Whitehead, Delegate; **Seconded By:** London Canada, Joe Claessens, Delegate***For the PAOE criteria for student activities M to equal dues paying chapter members.*****Background Information:**

The PAOE for student activities presently utilizes “area assigned members” as a evaluation number to assign PAOE points. Since non-members do not contribute to the operation of their assigned chapter nor do they provide funding for student activities we should not use their numbers as a factor toward the efforts of the chapter to provide student activities. Therefore, it would be easier to compare the differences between chapter efforts in student activities if the actual chapter membership was used.

**Fiscal Impact:** None**Vote Count:** For: 7      Against: 0      Abstained: 0      Chair Voting: No**Passed:** Yes *(Note: We had lost two voting delegates at this time.)***Society Motion No. 11****Moved By:**Ottawa Valley Chapter,Jay Doshi,Delegate;**Seconded by:** La Ville de Quebec Chapter,Milan Jovanovic***That Society allow the chapters to purchase ASHRAE Standards and ASHRAE Bookstore material at a special discounted chapter price. One copy per Chapter only per year.*****Background Information:**

The lower cost will allow chapters to purchase and display ASHRAE Standards and other ASHRAE material at chapter meetings. This allows the Chapter to inform members of ASHRAE material as well as allows members to see the material to determine relevance to their work and the value in purchasing it from the ASHRAE bookstore. It also serves to demonstrate the chapter's desire to educate inform and disseminate technical information to its members. Terry Townsend commented that chapter can draw material on consignment now.

**Fiscal Impact:** Decreased revenue for one copy but increased revenue due to more purchase by members seeing the value of the material.

**Vote Count:** For: 0 Against: 0 Abstained: 1 Chair Voting: No

**Motion Withdrawn**

### **Society Motion No. 12**

**Moved By:**La Ville de Quebec, Milan Jovanovic, Delegate; **Seconded by:** Toronto Chapter, Terry Whitehead-Delegate

***That ASHRAE develop an effective strategy for clothes dryers exhaust under Standard 62.2 "Ventilation and Acceptable indoor air quality in low-rise residential buildings".***

#### **Background Information:**

In section 6.3, the only comment is "Clothes dryers shall be exhausted directly to the outdoors". Since UL and ULC does not want a regulation on what is the minimum distance before using a dryer booster, how can we apply a dryer booster to be sure that a dryer will not consume more electricity that it is supposed to? Because the only real factor is the distance and static pressure of the exhaust, 15 feet is recommended by the dryer manufacturer. ASHRAE should propose something more specific.

**Fiscal Impact:** unknown

**Vote Count:** For: 6 Against: 0 Abstained: 1 Chair Voting: No

**Passed: Yes**

### **Society Motion No. 13**

**Moved by:** Toronto Chapter,Terry Whitehead, Delegate; **Seconded By:** La Ville de Quebec , Milan Jovanovic -Delegate

***That the Historical Committee report to Members Council.***

#### **Background:**

Chapter historical activities are declining year after year. Except for articles in the chapter newsletters, there are few documents produced. There are very few chapter histories being produced. Chapter historical activities induce better knowledge of involved members and volunteers that contributed to the development of the chapters. A better link is needed between the chapter historians, regional historians and the society. Members Council is where all the committees develop chapter activities and it would be the best place for the historical committee.

**Vote Count:** For: 0 Against: 0 Abstained: 0 Chair Voting: No

**Motion Withdrawn**

**Society Motion No. 14**

**Moved By:** Toronto Chapter – Terry Whitehead – Delegate, **Seconded by:** Ottawa Valley – Jay Doshi – Delegate

***That the Historical Committee members be increased to include at least 5 Regional Historians.***

**Background:**

A few years ago, Regional Historians were members of the Historical Committee. Currently, Regional Historians have not a significant representation on the committee to help develop tools for chapter historical activities. After discussion,

**Motion Withdrawn**

**Society Motion No. 15**

**Moved by:** Ottawa Valley – Jay Doshi – Delegate; **Seconded by** London Canada – Joe Claessens – Delegate

***That Society develop a student program to assist in the bringing of students to winter and summer meetings. This program to include some form of financial incentives/grant.***

**Background:**

Students have difficulties in attending ASHRAE meetings because of traveling and other logistics. This program would assist chapters to bring students to meetings. After extensive discussion,

**Motion Withdrawn.**

The following motions are regional motions and if passed will be added to the Regional Motion Summary at the end of these Minutes

**Regional Motion No. 1**

**Moved by:** Hamilton Chapter – Bill McCartney – Delegate; **Seconded by:** Ottawa Valley – Jay Doshi – Delegate

***That ASHRAE Region 2 Chapters should offer to pay the balance of the first ten (10) first time registrants from their chapter to the Annual/Semi Annual meetings.***

**Background:**

This incentive supplements the offer by Society for the Chicago 2006 and/or Quebec City 2006 meetings. The Chapters have the same needs as Society in Hamilton Motion S4. The need for the chapters to have succession planning applies equally to the Chapters and Region.

**Fiscal Impact:** Cost to Chapter is (2006) \$185.00/registrant

**Vote Count:** For: 5                      Against: 2                      Abstained: 0                      Chair Voting: No

**Regional Motion No. 2**

**Moved by:** Hamilton Chapter – Bill McCartney – Delegate; **Seconded by:** Ottawa Valley – Jay Doshi – Delegate

***That the 2006 CRC in Hamilton should be prepared and presented in a paperless format.***

**Background Information:**

This supports the ASHRAE goal towards the Green environment. It was recently tried in Denver at CTTC and worked.

**Fiscal Impact:** Saving of approximately \$1,000.00 and many voluntary man-hours for the CRC.

**Vote Count:** For: 7      Against: 0      Abstained: 0      Chair Voting: No

**Passed:** Yes

### Regional Motion No. 3

**Moved by:** Toronto Chapter, Terry Whitehead – Delegate; **Seconded by** La Ville de Quebec, Jay Doshi – Delegate

*That all items presented for CRC awards such as trophies or plaques should be made non-returnable or “keeper” items, not to be returned for following year’s use.*

#### **Background Information:**

In the past trophies have been awarded with the idea that they were only given to the custody of the chapter or person for a one year period after which they are returned for the next recipient. The difficulty with this is that the award can go missing causing a great deal of grief at the next CRC meeting.

**Fiscal Impact:** None

**Vote Count:** For: 2      Against: 4      Abstained: 1      Chair Voting: No

**Passed:** Failed

### Regional Motion No. 4

**Moved by:** Montreal Chapter, Isabelle Lavoie, Delegate; **Seconded by:** NB/PEI Chapter, Ken Martin – Delegate

*To establish a selection criterion for two regional scholarships of \$500.00 each - one for a university level student and one for a technical college level student.*

#### **Background Information:**

Students are often faced with financial difficulties. A scholarship recognizing their involvement in ASHRAE activities would be beneficial to both the Region and Society. The criteria to be developed by the RVC Student Affairs, Nicolas Lemire with help from George Menzies who is a member of the Honors and Awards Committee for Society. George is to forward a sample format as a guide.

**Fiscal Impact:** 2 x \$500.00 per year out of the Regional Fund.

**Vote Count:** For: 7      Against: 0      Abstained: 0      Chair Voting: No

**Passed:** Yes

### Regional Motion No. 5

**Moved by:**

La Ville de Quebec – Milan Jovanovic – Delegate **Seconded by:** None

*That the Region pay for transportation only for one new chapter member for each Chapter excluding Quebec City, to assist to the Summer meeting in Quebec City 2006. Member will be designated by the BOD of each chapter. Members whose transportation is paid by Atlanta are excluded. This resolution would only apply this one time.*

**Background Information:**

To encourage new members to participate in this summer meeting and help them to understand the operation of the Society.

**Fiscal Impact:** One person per chapter = 8 x \$700.00 (plane ticket) by member = \$5,600 from the regional fund.

**Vote Count:** No seconder, motion failed

**Regional Motion No., 6**

**Moved by:** NB/PEI Chapter, Ken Martin, Delegate; **Seconded by:** Hamilton Chapter, Bill McCartney – Delegate

**Motion:** *That we dispense with the following Regional motions A1-89; A3-01; A4-03; A5-04; C1-89; C2-91; C3-94; C5-01 and replace them with the following two motions:*

*“that the Regional Fund annual income per chapter member be set and collected from the chapters by the DRC within 90 days of the opening of first business meeting of the Region 2 CRC” and “that the annual chapter assessment to be paid by the Region 2 chapters to the host chapter be set at an amount determined by majority vote of the delegates in a business session at each CRC for the next scheduled CRC and the assessment is to be paid 90 days prior to the CRC”.*

**Background Information:**

It simplifies the accounting practices for the Chapter hosting a CRC and keeps the Regional Fund separate and under the full control of the DRC. Each DRC has the opportunity to review past expenditures and can audit the actions of those in charge more effectively.

**Fiscal Impact:** None

**Motion Withdrawn.**

**Regional Motion No. 7**

**Moved by:** Ottawa Valley Chapter – Jay Doshi – Delegate; **Seconded by:** La Ville de Quebec – Milan Jovanovic – Delegate

*That all programs and events of each chapter be emailed to all chapter presidents and CTTC members.*

**Background:**

Currently a chapter is unaware of other chapter programs and events unless one goes to their website (if they have one). This motion will assist all chapters to be informed of potential programs/events and then they can work together with other chapters. To fulfill motion, all chapter webmasters need to do is add 8 more addresses to their list

**Fiscal Impact:** None

**Vote Count:** For: 6                      Against: 0                      Abstained: 0                      Chair Voting: No

**Passed: Yes** (Note: We lost another voting delegate at this point do to Airline Flights out of London Airport).

**Regional Motion No. 8**

**Moved by:** Ottawa Valley Chapter- Jay Doshi – Delegate; **Seconded by:**

***That each chapter broadcast a summary listing of dates and programs of other chapters each month along with their event broadcast.***

**Background Information:**

The above information will allow other chapter members traveling in another chapter area to participate, contribute or attend the event.

**Fiscal Impact: None**

**Motion Failed with no Secunder.**

**2005 CRC MOTION SUMMARY**

The following motions are numbered as they were presented at the business sessions. Of the motions passed at the 2005 Region 2 CRC in Grand Bend, **Nine are Society motions to go the Member Council** and **4 are Regional motions** (to be added to Regional summary on last page). **Four Regional motions were defeated or withdrawn. Six Society motions were defeated or withdrawn.**

The Regional motions have been numbered to fit in with the existing list of **prior regional motions** that are attached at the end of the minutes.

<b>Motion #</b>	<b>Status</b>	<b>Society Motion</b>	<b>Regional Motion and Assigned #</b>	<b>Topic</b>
S-1	Passed	yes		Research contributions postmarked June 30 <sup>th</sup> be credited to current year
S-2	Withdrawn	---		Make available by ASHRAE website, the monthly Contributor's list – already in place
S-3	Passed	yes		Society to allow regional websites within ASHRAEChapters.org web area.
S-4	Passed	yes		That all Society members including Life Members assigned to a chapter be invoiced for chapter dues by ASHRAE Headquarters when the annual dues notice is sent out.
S-5	Passed	yes		That ASHRAE should make permanent the first time registrant Annual/Semi Annual incentive that has been offered for the Chicago 2006 and/or Quebec City 2006 meetings.
S-6	Passed	yes		That Society shall improve procedures when assigning new members to Chapters. Chapter boundaries in Region 2 are not being assigned properly.
S-7	Passed	yes		That Society shall improve its logging of dues payments by indicating receipt of payment from members.
S-8	Passed	yes		That Society shall forward the names of ASHRAE members attending Society Annual and/or Semi-Annual meetings to the Chapter presidents of the chapters that these members have been assigned to, effective January 2006.
S-9	Failed	---		PAOE must be input within a 45 day period of eligibility. Control of these points should be provided by a separate input area which require the date points became eligible.
S-10	Passed	yes		For the PAOE criteria for student activities M to equal dues paying chapter members
S-11	Withdrawn	---		That Society allows the chapters to purchase ASHRAE Standards and ASHRAE Bookstore material at a special discounted chapter price. One copy per Chapter only per year.
S-12	Passed	Yes		That ASHRAE develop an effective strategy for clothes dryers exhaust under Standard 62.2 "Ventilation and Acceptable indoor air quality in low-rise residential buildings"

S-13	Withdrawn	---		That the Historical Committee report to Members Council.
S-14	Withdrawn	---		That the Historical Committee members be increased to include at least 5 Regional Historians.
S-15	Withdrawn	---		That Society develops a student program to assist in the bringing of students to winter and summer meetings. This program to include some form of financial incentives/grant.
R-1	Passed	no		That ASHRAE Region 2 Chapters should offer to pay the balance of the first ten (10) first time registrants from their chapter to the Annual/Semi Annual meetings.
R-2	Passed	no	---	That the 2006 CRC in Hamilton should be prepared and presented in a paperless format.
R-3	Defeated	no	---	That all items presented for CRC awards such as trophies or plaques should be made non-returnable or "keeper" items, not to be returned for following year's use.
R-4	Passed	No		To establish a selection criterion for two regional scholarships of \$500.00 each - one for a university level student and one for a technical college level student
R-5	Failed	No	---	That the Region pay for transportation only for one new chapter member for each Chapter excluding Quebec City, to assist to the Summer meeting in Quebec City 2006.
R-6	Withdrawn	No	----	That we dispense with the following Regional motions A1-89; A3-01; A4-03; A5-04; C1-89; C2-91; C3-94; C5-01 and replace them with the following two motions: that the Regional Fund annual income per chapter member be set and collected from the chapters by the DRC within 90 days of the opening of first business meeting of the Region 2 CRC and that the annual chapter assessment to be paid by the Region 2 chapters to the host chapter be set at an amount determined by majority vote of the delegates in a business session at each CRC for the next scheduled CRC and the assessment is to be paid 90 days prior to the CRC.
R-7	Passed	No		That all programs and events of each chapter be emailed to all chapter presidents and CTTC members.
R-8	Failed	no	---	That each chapter broadcast a summary listing of dates and programs of other chapters each month along with their event broadcast.

## DIRECTOR AND REGIONAL CHAIRMAN'S THEME

DRC Bundock announced his theme would be "Increase Membership". He challenged London, NB/PEI and Windsor to gain 10 new members, Quebec, Hamilton and Halifax - 20, Ottawa and Montreal – 30 and Toronto – 40 new members.

## CLOSING REMARKS

DRC Bundock thanked all the Delegates, Alternates, RVCs, and guests as well as Peter Golem and Daryl Somers and the entire CRC committee for this worthwhile meeting. He also thanked the Chapters for working so diligently with him over the past number years and said he looked forward to working with them this year as he finishes his term as DRC representing Region 2 - A GREAT GROUP OF VOLUNTEERS.

## ADJOURNMENT

The 2005 CRC Meeting was adjourned at 3:45 p.m.

*Minutes prepared by George & Gail Menzies and emailed to DRC August 31<sup>st</sup>, 2005*

*Minutes reviewed and approved by CRC Chairman Jean Bundock September 6<sup>th</sup>, 2005*

Attached is an Appendix of Regional Motions

<b>Regional Motions – Appendix to CRC Minutes – updated August 31<sup>st</sup>, 2005</b>
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<b>Current Regional Motions – Updated after 3<sup>rd</sup> Business Session, August 31<sup>st</sup>, 2005</b>	
<b>Section</b>	<b>Subject</b>
<b>A</b>	<b>Chapter Assessments</b>
<b>B</b>	<b>CRC Financial</b>
<b>C</b>	<b>Regional Fund</b>
<b>D</b>	<b>CRC Format and Procedures</b>
<b>E</b>	<b>Chapter Reports</b>
<b>F</b>	<b>Special Motions</b>
<b>G</b>	<b>Regional Chairman's Chapter Visits</b>
<b>H</b>	<b>Regional Delegates Manual</b>

**A. CHAPTER ASSESSMENTS**

- A1-89 Moved by Montreal Chapter, seconded by Ottawa Valley, and passed:  
**“That the CRC assessment be \$5.00 per chapter member”**. *(This motion superceded by A2-01 and A4-03 – now \$7/chapter member and A1-04 now \$6 for 2005 and beyond)*
- A2-92 Moved by Halifax Chapter, seconded by Quebec Chapter and passed:  
**“That the Chapter assessment to the CRC be paid 90 days prior to the CRC.**
- A3-01 Moved by Ottawa Valley Chapter, seconded by Windsor Chapter and passed:  
**“That the CRC Regional fund contribution from each chapter be increased by \$2/paid chapter member. The money raised by this would be set aside for next year’s CRC seed money. This money would be a grant and would not need to be paid back. The Regional fund would issue the money to the host of the next CRC during the presiding CRC Meeting”** *Note! This raises the assessment to \$7.00/ chapter member effective August 2002.*
- A4-03 Moved by Toronto Chapter, seconded by Windsor Chapter and passed:  
**“That we consolidate invoices for the CRC (assessments) from the current number of 2 to 1 (\$7/chapter member – plus \$1 to regional fund(see C1-89) = \$8 in total)**
- A5-04 Moved by Hamilton Chapter, seconded by NB/PEI and passed;  
**“That the Chapter assessment of \$8/member(\$7/assessment+\$1 for Regional Fund) be amended to be \$6/chapter member” – no contribution to the Regional Fund till it reaches a level of \$5000 to \$7000. Regional fund to continue to pay out \$2/chapter member to upcoming CRC at current CRC.**

**B. CRC FINANCIAL**

- B1-84 Moved by Hamilton Chapter, seconded by Toronto Chapter and passed:  
**“That the Host Chapter submit a budget at the previous CRC for approval showing the assessment, registration and estimated expenses as outlined in ‘Manual for Conducting CRC Conferences’. The previous CRC’s final financial report for CRC Income and Expenses shall be made available to the delegates for guidance in approving the budget, with a required 2/3 majority.”**
- B2-86 Moved by Hamilton Chapter, seconded by Toronto Chapter and passed:  
**“That each year the Host Committee submit a complete financial statement within 90 days of completion of the CRC providing all the information as shown in Appendix 1A in the Manual for Conducting a CRC.”**
- B3-90 Moved by Windsor Chapter, seconded by Toronto Chapter and passed:  
**“That the Host Chapter include in their budget, the costs of the CRC package for the Regional Chair and his/her companion.**

- B4-02 Moved by Hamilton Chapter Ralph Kosir, seconded by: NB / PEI Grant Bourque  
**“That details on anticipated annual costs to fulfill a Region 2 RVC position be provided by the Region 2 DRC to the Region 2 Nominating Member and all the upcoming Chapter CRC Delegates by May 15<sup>th</sup> of each year. (Complete Aug 2003 –to be removed from list in 2004)**
- B5-02 Moved by Hamilton Chapter - Ralph Kosir , seconded by Toronto Chapter – David Underwood  
**“That details on the status and activity of the Regional Fund be posted and updated quarterly by the Regional Treasurer”.**
- B6-02 Moved by Windsor Chapter - Lorraine Grondin, seconded by: Hamilton Chapter - Ralph Kosir  
**“That a copy of the completed financial statement from the CRC be forwarded to the Regional Historian, including the number of full, partial, and companion registrations paid for the CRC”.**

### **C. REGIONAL FUND**

- C1-89 Moved by Hamilton Chapter, seconded by NB /PEI Chapter and passed:  
**“That a Regional Fund be established in Region 2. The fund will be financed by each chapter of Region 2 with an assessment of \$.50 per chapter member plus 50% of the excess revenue over expenditures of each CRC. Administration of the fund will be by the Regional Executive Committee.”** NOTE: Changed to \$1.00 on July 1, 1996 by Motion C3-94. Regional Treasurer replaced Regional Executive Committee by Motion C4-98
- C2-91 Moved by Hamilton Chapter, seconded by Montreal Chapter and passed:  
**“That guidelines be established for the disposition of the regional fund which shall be submitted for approval of the delegates at the CRC in 1992. The fund should be audited annually by the President, Secretary, and Treasurer of the preceding CRC Host Chapter”.** Motion C4-98 defined who does audit.
- C3-94 Moved by Ottawa Chapter, seconded by Windsor Chapter and passed:  
**“That the regional fund assessment be increased from \$.50 per chapter dues paying member to \$1.00 per chapter dues paying member effective July 1, 1996”.**
- C4-98 Moved by Halifax Chapter, seconded by Hamilton and passed:  
**“That the DRC appoint a Regional Treasurer to administer the Regional Fund. Auditing of the Fund to be done at each CRC by the Host Chapter”.** Note! Ed Fowler of the Hamilton Chapter was appointed Regional Treasurer - effective July 1<sup>st</sup>, 2000 by DRC Hugh Crowther. (Update! See C7-03)
- C5-01 Moved by Montreal chapter seconded by Ottawa Valley Chapter and passed:  
**“That part of the Region 2 Regional Fund be used to subsidize a Region 2 bus trip for students to attend the 2003 Winter Meeting in Chicago” – complete – to be removed from list in Aug 2004**
- C6-03 Moved by La Ville de Quebec Chapter, seconded by Windsor Chapter  
**“That the Regional Fund reimburse an amount not exceeding \$100 for incoming chapter presidents, the RVC, the DRC, the ARC, the treasurer, the regional historian, the CRC chairperson and other persons invited to participate at a CRC planning committee meeting and have to stay a night at the meeting place. This amount should not be applicable for those whom the Society reimburses these fees. This motion should be applicable also for the past year (2002-2003). Also, the regional fund should reimburse the traveling expenses for those who are invited by the DRC/ARC at this planning meeting and are not reimbursed by the Society.”**
- C7-03 Moved by La Ville De Quebec, seconded by London Canada Chapter  
**“That the auditing of regional finance books for the year 2002-2003 be audited by the Toronto Chapter at the present CRC (2003), instead of the La Ville de Quebec chapter. The Toronto chapter delegate will assign somebody from his chapter to do this job”.**

### **D. CRC FORMAT and PROCEDURES**

- D1-95 Moved by NB/PEI Chapter seconded by Halifax Chapter and passed.  
**“That the Region 2 CRC be held within the months of August or September, excluding Labour Day weekend at the discretion of the host chapter”**

- D2-85 Moved by Hamilton Chapter, seconded by Toronto Chapter and passed.  
**“That Chapter resolutions be submitted to the Regional Chair before the CRC for distribution to the Chapter delegates”**. Note! This is done in 1<sup>st</sup> Business Session at CRC prior to 3<sup>rd</sup> Business Session
- D3-90 Moved by Hamilton and duly seconded and passed  
**“That the DRC bring to the CRC, the Minute Book and the latest CRC financial statements.** (Aug 2003 Regional historian has info on a CD)
- D4-01 Moved by London Canada Chapter, seconded by Montreal, and passed  
**“That the DRC of Region 2 provide to each chapter by the end of each CRC a contact list of all people and parties who are supposed to receive correspondence from the various chapter chairs as well as a list of who gets what information”**
- D4-86 Moved by Hamilton Chapter, seconded by Toronto Chapter and passed.  
**“That the DRC insert the minutes of the prior CRC Minute Book and the latest CRC financial statement”**.
- D5-87 Moved by Hamilton Chapter, seconded by Toronto Chapter and passed.  
**“That the expenses incurred at the subsequent Region 2 CRC be approved as distributed and inserted in the CRC Minute Book and forwarded to Society HQs in Atlanta”**.
- D6-95 Moved by Ottawa Chapter, seconded by Ville de Quebec chapter, and passed:  
**“That delegates and alternates be photographed at each Region 2 CRC”** (with pictures distributed to Delegates before conclusion of CRC).
- D7-95 Moved by London Chapter, seconded by Windsor Chapter and passed:  
**“That the dress code for Region 2 CRC be relaxed business”**.
- D8-98 Moved by Hamilton Chapter, seconded by Toronto Chapter and passed:  
**“That time be scheduled in the business session of the CRC to review each existing Regional Motions in order to reaffirm, delete or replace.**
- D9-99 Moved by Hamilton Chapter, seconded by Toronto Chapter and passed.  
**“That the regional Nominating Committee member and alternate organize a personal consultation with each delegate no less than two weeks prior to each CRC.”** This motion was reconfirmed by CRC in 1999
- D10-97 Moved by Ottawa Valley Chapter, seconded by Halifax Chapter.  
**“That Regional Nominating Committee Member forwards a list of all the positions that must be filled, with the previous year’s name, and the position requirements, to the Chapter Presidents no later than April 1<sup>st</sup>. Chapter Presidents must forward potential names to the Regional Nominating Member no later than July 1<sup>st</sup>.**
- D11-90 Moved by Hamilton Chapter, seconded by Toronto chapter and passed.  
**“That the Minutes of the CRC be forwarded to Headquarters in Atlanta within sixty days of the CRC and that Headquarters will forward the final Minutes to the CRC delegates within ninety days of receipt of the Minutes from the DRC”**.
- D12-01 Moved by Ottawa Valley Chapter, seconded by La Ville de Quebec, and passed,  
**“That the CRC Meeting Minutes be recorded on a CD ROM in the PDF format”** (Hugh Crowther was given CD of last 5 CRCs in Oct 2001 by G. Menzies)
- D13-02 Moved by Ottawa Valley Chapter – Lan Chi Nguyen Thi, seconded by Montreal Chapter – Rene Daviault  
**“That we consider a workshop at the 2003 Region 2 CRC to assist chapters in promoting themselves in all forms of communication such as Website, Newsletter, local papers, and advertising events”**.
- D14-02 Moved by Ottawa Valley Chapter – Lan Chi Nguyen Thi, seconded by Montreal Chapter – Rene Daviault  
**“That the (Region 2) RVCs briefly present what their respective roles and responsibilities, time commitments are at their respective CRC committee workshops”**.

D15-03 Moved by La Ville de Quebec, seconded by Toronto Chapter

**“That a CRC workforce (committee) be implemented at the region level to insure a good use of the experience of the CRC chapter committee. It should be an ongoing process. The members of that committee should be the previous, the actual and the incoming CRC Chairperson. Example: for the next year’s CRC, the members of the committee should be La Ville de Quebec, Toronto and London chairperson. These people should participate in the CRC and the regional planning meeting”.**

## **E. CHAPTER REPORTS**

E1-85 Moved by Hamilton Chapter, seconded by NB/PEI Chapter and passed:

**“That ASHRAE Region 2 agree on a reasonable and effective format for “Chapter Reports to the CRC” for all Chapters to follow and this format be conveyed to all Chapters annually”.**

## **F. SPECIAL MOTIONS**

F1-94 Moved by Quebec City Chapter, seconded by Windsor Chapter and passed.

**“That before finalizing their Annual Report to Society, the RVCs should contact their Chapter Chairmen to confirm the exactitude of the PAOE points.”**

F2-94 Moved by Hamilton Chapter, seconded by Toronto Chapter and passed.

**“That an ASHRAE member that attends another Chapter’s meeting (other than his own), and is a current local Chapter member, will get the meal rate same as the local Chapter members and not the ‘guest’ rate”.**

F3-99 Moved by Montreal Chapter, seconded by Ottawa Valley Chapter

**“That a Regional Student Branch of the year award be established.**

F4-04 Moved by London Canada chapter, seconded by Windsor Chapter

**“That the Region 2 RVC for CTTC compile a Regional Speakers List, by collecting from each chapter, the names and contact information for the best 3 to 5 speakers each chapter has had at their monthly meetings in recent years. The list is to be made available to Chapter Program Committee Chairs”.**

F5-05 Moved by: Hamilton Chapter – Bill McCartney – Delegate; Seconded by: Ottawa Valley – Jay Doshi – Delegate

**“That ASHRAE Region 2 Chapters should offer to pay the balance of the first ten (10) first time registrants from their chapter to the Annual/Semi Annual meetings”.**

F6-05 Moved by: Montreal Chapter, Isabelle Lavoie, Delegate; Seconded by: NB/PEI Chapter, Ken Martin – Delegate

**“To establish a selection criterion for two regional scholarships of \$500.00 each - one for a university level student and one for a technical college level student”.**

F7-05 Moved by: Ottawa Valley Chapter, Jay Doshi, Delegate; Seconded by: La Ville de Quebec, Milan Jovanovic, Delegate

**“That all programs and events of each chapter be emailed to all chapter presidents and CTTC members”.**

## **G. REGIONAL CHAIRMAN’S CHAPTER VISITS**

G1-85 Moved by Hamilton Chapter, seconded by Toronto Chapter and passed

**“That the chapter being visited by the Region 2 DRC shall bear the expenses for a maximum of one visit a year to a Chapter meeting including accommodation (1 night in a hotel arranged by the Chapter) and 2 meals (1 dinner at the Chapter meeting and 1 breakfast)”.**

**H. REGIONAL DELEGATES MANUAL** (not to be confused with Chapter Historical Committee Manual)

H1-90 Moved by Hamilton Chapter, seconded by Toronto Chapter and passed.

**“That the Regional Historian assemble and distribute in manual form, annually updated historical information including:**

- 1. Active Regional Motions from past CRCs**
- 2. Regional Awardees**
- 3. CRC financial reports**
- 4. Canadian Research Projects and chapter annual contributions**
- 5. Other key Region 2 information**

**To be issued to each Region 2 Chapter Historical Chair at the CRC”.**

Note! In Aug 2004 and Aug 2005, John Luc Morin distributed the above on a CD

H-2-05 Moved by: Hamilton Chapter – Bill McCartney – Delegate; Seconded by: Ottawa Valley – Jay Doshi – Delegate  
**That the 2006 CRC in Hamilton should be prepared and presented in a paperless format.**

**Updated August 31<sup>st</sup>, 2005**