November 27, 1979.

TO: ASHRAE Board of Governors

Bill Rutherford  Bill Mitchell
Earl Dawson      John Hoyle
Don Morton        Dick Palser
Bob Moore         Bev Gloin
Len Swallow       Jeff Haywood
Don Tait

Notice of Board of Governors Meeting at the Highland Golf
and Country Club on Monday, December 3, 1979 at 7:00 p.m.
Please advise me or my secretary, Beth Robertson at
673-0300 if you cannot attend.

Major Items to be Discussed

1. Goals and objectives of each committee for the balance
   the year and the relationship to A.O.E. points. We
   have a lengthy letter and outline from Al Oakes to
   review and we may have George Buckler, Region II attend
   this meeting to assist us in meeting these goals.

2. Review program for January, February and March meetings.
   Would those committee chairmen responsible for those
   meetings please come prepared with their plans.

3. We have tried out this new time for Board of Governors
   Meetings. Do you like it? How well does it work? Be
   prepared to discuss and resolve the time for Board of
   Governors meetings for balance of the year.

4. Don Tait will outline to us what he has done so far as
   Chapter Historian. We will determine what additional
   work is to be done and how we can help. Our objective
   is to inform the membership of this activity at the
   January Meeting.

This will be our last Board of Governors Meeting this year and
we don't have another one until February 4, 1980, so we need
everyone there to ensure we have our plans set for the balance
of the year.

Yours very truly,

C.L. Sharp,
President, London Chapter

CLS/br

Don - I'm looking for
an update on what has
been done and what we
can do to help you share
some photos we will bring
to meeting. OK. Dick