



AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS, INC.

LONDON CANADA CHAPTER

1 September 1992

TO: Board of Governors

- Peter Ziebart : Vice President - Program
- Kirk Flowers : Secretary
- Grant Hilliard : Treasurer
- Brenda Stonehouse : Education Chair
- Bill Ovington : Refrigeration Chair
- Michael Gubesch : Membership Chair
- Bert Fenner : Historian
- Dan Shah : Technical, Energy, and Government Activities Chair
- Brad Deneau : Publicity and Newsletter Chair
- Darry Boyce : Research Chair (Past President)

My personal thanks to all of you that made up the Halifax "Chapters Regional Conference" last week. For proof of London Chapter's participation in the event.

To fully realize your effort as a member of our Board, we must communicate effectively.

To that end, I suggest that short written reports be submitted at each Board of Governors Meeting, make the report suitable for inclusion in the Newsletter.

Please fill out the enclosed sheet prior to our September 28th Meeting.

- Include a summary of any CRC workshop (if applicable) including all Committee goals
- Current bank balances (Treasurer)
- Report on activity from your Committee in the past month, or planned actions.

THIS IS THE END

FAX	
TO: <u>PETER ZIEBART</u>	
FROM: <u>OTARIO HYDRO</u>	
TO: <u>550-9672</u>	
EXT: <u>4555</u>	
FROM: <u>ALBERT GLENDON</u>	
DATE:	
CITY:	
COMPANY: <u>FA</u>	
FAX NO.:	
COMMENTS: <u>ASHRAE</u>	
<u>B.O.F.G.</u>	
<small>Post-Net</small>	<small>fax paid '903E</small>

I am sure that this preparation will

1. Help us achieve our goals
2. Allow us to work more quickly through the meetings.
3. Ensure early preparation and distribution of the Newsletters

The first Board of Governors Meeting will be:

Tuesday, September 8, 1992
Room 100, Services Building
University of Western Ontario
4:45 p.m. sharp.

I'm looking forward to working with you this year. This is going to be a good year.

Yours sincerely,



Owen R. Glendon

ORG:mer
Encl.



AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS, INC.

LONDON CANADA CHAPTER 111 COLLEGE ST. LONDON, ONTARIO N6B 2T6

LONDON CHAPTER REPORT

September 8, 1992

Committee/Board Member: _____

PAOE Points to Date: _____

REPORT

Please bring one (1) extra copy to Meeting

If unable to be present at meeting, FAX to Owen Glendon at 679-2145 by September 7, 1992.



AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS, INC.

LONDON CANADA CHAPTER • 521 COLBORNE ST. • LONDON ONTARIO N6B 2T6

WIDEOR LONDON CHAPTER BOARD OF GOVERNORS AGENDA

*Research February
or March*

Nowak

1. Call to Order.
2. Minutes of Last Meeting.
3. Address
4. Reports

- ✓ Treasurer
- ✓ Program ✓
- ✓ Research Promotion
- ✓ Educational Activities
- ✓ IFGA
- ✓ Membership
- ✓ Newsletter
- Historical

- LEARN GROUP TO Brenda.

✓ Refrigeration

5. CRC Overview
6. FACB/MBU
7. Old Business
8. New Business

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS, INC.
1791 Tullie Circle, N.E.
Atlanta, Georgia 30329

MINUTES

CHAPTER London Canada Chapter MEETING DATE May 11, 1993
Indicate Type of Meeting: Chapter _____ Board of Governors X
ATTENDANCE: MEMBERS 7 GUESTS _____ COMPILED BY: ~~Kirk Flowers~~
Owen Glendon.

DISTRIBUTION: Retain the original for chapter files, mail one copy to your Regional Chairman and one copy to Manager, Membership Dept, ASHRAE, Atlanta

May 11, 1993.

1. A meeting of the Board of Governors was called to order at 5:00 p.m. at the University of Western Ontario.

Present: O. Glendon, President
D. Boyce
M. Gubesh
G. Hilliard
C. McEwen
G. Miles
B. Stonehouse

2. The minutes from the April meeting were read and accepted.
3. Membership report - no action this month.
4. The Treasurer's report was presented.

Current Account	\$3,556.92
Savings	\$5,281.18

Yet to be paid	\$ 400.00	Sunstang
	\$ 250.00	Chapter Assessment

Paid Members - forty-nine - to date
It was agreed to reimburse D. Boyce for stamps.

5. LDCA Trade Show

Received \$2,110.56 from trade show. The tentative date set for next year is February 15, 1994.

ASHRAE BOARD OF GOVERNORS MINUTES

..... page two

6. Research

Forwarded to Atlanta	\$4,025.00
Pledged, yet to receive	<u>\$2,000.00</u>
	\$6,025.00

Phone-A-Thone - forty-nine area members were contacted
twenty-two contributions were received for a
total of \$710.00 which is included in the
above figures.

Comments from Members -

- (1) Is spouses night required?
- (2) New technology to be highlited.
- (3) Bring in PDS seminars to area.
- (4) More tours ie. Convention Centre etc.
- (5) More technical sessions before meetings.

7. Education

Note Ashrae Seminar (PDS) in Newsletter.

8. TEGA

Owen Glendon to send in Speaker Evaluation forms.

9. Program

The main speaker is Dr. Rosemarie Jaco. A video will be
presented on Humidification as a Technical Session.

Golf on June 21st at the Oxbow Golf and Country Club.

10. Refrigeration - no report11. Historian - no report12. Next month's Board of Governors meeting will emphasize
P.A.O.E. points. All committee members are to be present
and submit point calculations. The date of the meeting is
June 8th, 1993.13. Newslettex

It will be noted in the Newsletter people who contributed
personally to Ashrae Research. If all contributions are in
by the end of May, the Chapter realizes an additional seventy-
five points. Owen Glendon will write the address re:
Response to Phone-A-Thone.

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ASHRAE BOARD OF GOVERNORS MINUTES

..... page three

14. Nominations

Darryl Boyce to put forward the following nominations at the May meeting:

President	-	Peter Ziebart
Vice-President	-	Kirk Flowers
Secretary	-	Grant Hilliard
Treasurer	-	Brenda Stonehouse

Darryl Boyce will also conduct the vote and Ashrae installation.

15. The meeting was adjourned at 5:45 p.m.

LONDON CANADA CHAPTER

RESEARCH PROMOTION REPORT

by: Darryl K. Boyce

During the 1992/93 Society year, the London Canada Chapter has been able to exceed its Research Promotion goal and collect more research money than in any previous year.

The goal was exceeded as a result of strong member commitment to the ASHRAE research goals and as chair of the Research Promotion Committee, I appreciate their support through individual member and company contributions.

In an effort to demonstrate the chapter support for Research Promotion, we decided to personally contact as many potential contributors as possible to secure their support and then follow-up with a confirmation letter confirming the pledge. The chair of the Research Promotion Committee contacted the existing and potential company contributors and a Phonathon was utilized to contact 49 of the 110 area assigned members.

We found that our personalized campaign was quite effective and we were able to collect \$3,960.00 from 19 companies, \$535.00 from 16 individual members and \$1,000.00 from the chapter. The total amount of contributions for the year was \$5,495.00 which exceeded our goal of \$5,300.00 by \$195.00.

We began this year with a goal to improve member and supporting company awareness relative to the value of ASHRAE Research which resulted in increased support for ASHRAE Research.

In closing, the Phonathon worked well for our chapter and we used the opportunity to solicit some feedback on chapter operations. We received 22 pledges from the 49 members contacted which contributed to a successful Research Promotion campaign.



1791 Tullie Circle, NE • Atlanta, Georgia 30329-2305

404-636-8400, Ext. 512 • Fax 404-321-5478

Thomas Anderson, CFRE
Manager of Research Promotion

PHYSICAL PLANT	
FACILITIES ENGINEERING	
COPY — CIRC. —	
FILE —	
SEP 22 1993	
DKB —	UBS —
JMD —	DLM —
CKK —	WCC —
OTHER —	
BF —	

TO: Research Promotion Chapter Chairmen
FROM: Thomas Anderson, Research Promotion Manager
DATE: September 13, 1993
SUBJECT: Receipt/Invoice Forms

Enclosed are the preprinted Receipt/Invoice forms for all historical contributors to your chapter.

The contributor number, located on the lower right of the Receipt/Invoice, is our identification number. This number will be followed by the letter "M" for member contributors, and by the letter "C" for corporate or non-member contributors. Generally, you will check a box in the "contributed by" section based on this classification. If there is a change in the contact name for a corporate contributor, or any address change, please indicate this on the form when you submit this year's contribution. Every contributor should have a unique number. Some contributors may have more than one form. If so, please let us know, and we will consolidate their history with one record. Also, let us know about any companies no longer in business.

Please review the list of past research contributors that did not give last year (green pages, Section 7 of RP Kickoff Workshop Manual.) Many may have been overlooked, and others may be in a better position to commit to a research contribution now than they were last spring. Please ask each to invest in research before the calendar year is over. There will be many appeals during the holiday season; however, a contribution to ASHRAE Research is an investment in the future which develops technology that directly affects most of our contributors ability to earn a dollar.

Additional blank Receipt/Invoice forms, PC-001 Summary forms, and ASHRAE Research stationery can be ordered from my office. Should you have any questions, feel free to call.

CC: Research Promotion Committee
Chapter Presidents

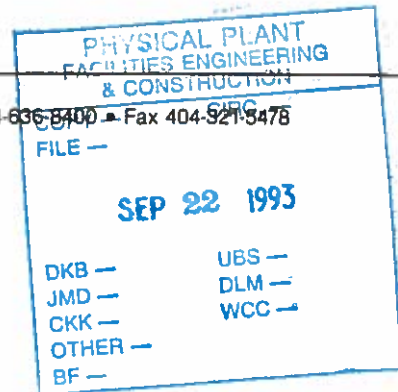




ASHRAE Research

1791 Tullie Circle NE • Atlanta, Georgia 30329-2305

404-636-8400 • Fax 404-321-5478



DISTRIBUTION: 1992-93 Research Promotion Chairman
1993-94 Research Promotion Chairman

FROM: Lilia Singh, Research Promotion Secretary

DATE: September 15, 1993

SUBJECT: Contributor Recognitions for 1992-93

(Please respond by September 27th)

We will prepare certificates for research contributors of \$250 and more and plaques or date bars for existing plaques for contributors of \$500 or more. Plan on presenting these to our leadership investors during one of your chapter's Research Nights.

Attached is our list of investor names. If the REC.TYPE column is INST then the PROPER COMPANY NAME will appear on the certificate or plaque. If REC.TYPE is IND then the PROPER FULL NAME will be used.

Please review and fax or phone any needed name corrections or additions by September 27th (Phone: 404-636 8400 ext. 513 Fax: 404- 321-5478). I will assume that this list is correct if we do not hear from you.

If you plan to recognize contributors in October or early November, please let me know the specific date. We will prepare certificates and plaques in time for your meeting.

Recognition items will be shipped to the 1993-94 Research Promotion Chairman. We need your help in verifying our list.

Thank you for your help.

CC: Chapter President
Research Promotion Regional Vice Chairman



PLEASE REVIEW & INDICATE ADDITIONS OR CORRECTIONS BY MONDAY SEPTEMBER 27
 MEMBER REGION . . . CHAPTER REC. STMT PROPER COMPANY NAME

MEMBER	REGION	CHAPTER	REC.	STMT	PROPER	COMPANY NAME
1917556	02	DB	116	INST	CON	Charley & Bisset Ltd.
5029330	02	C	116	INST	CON	Dreman Refrigeration Inc.
2023101	02	C	116	INST	CON	Glover Hill Inc.
2049381	02	P	116	INST	CON	Honeywell Ltd. Canada
1980988	02	P	116	INST	CON	Trane Sales Agency Canada
5048033	02	DB	116	INST	CON	Union Gas Ltd. Canada

PROPER FULL NAME..... 1993.....

John Bisset	500.00
Tom Dreman	250.00
Cy Glover	300.00
Norm Clarke	250.00
George B. Prociw	700.00
	1000.00

CODE BEFORE CHAPTER INDICATES RECOGNITION ITEM: C = CERTIFICATE, P = PLAQUE, DB = DATE BAR FOR EXISTING PLAQUE



1791 Tullie Circle, NE • Atlanta, Georgia 30329-2305

☎ 404-636-8400, Ext. 512 • Fax 404-321-5478

Thomas Anderson, CFRE
Manager of Research Promotion

TO: Research Promotion Chapter Chairmen
FROM: Thomas Anderson, Research Promotion Manager
DATE: September 13, 1993
SUBJECT: Receipt/Invoice Forms

TA

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CC: Research Promotion Committee
Chapter Presidents





ASHRAE American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.

1791 Tullie Circle, NE • Atlanta, Georgia 30329 ☎(404) 636-8400 • Tlx 705343 ASHRAE • Fax (404) 321-5478

M E M O

TO: Peter Ziebart

FROM: Debra A. Canady-Foster



DATE: November 12, 1993

SUBJECT: Emblems

Enclosed is a Red Emblem Award, Research Promotion High 5 and a Banner for the awards as you requested.

Enclosure



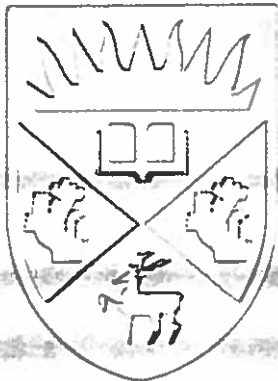
INVOICE

DATE: 29/01/93 INVOICE NO 18040-019

BOYCE, DARRYL
ROOM 102
SERVICES BUILDING
U.W.O.

Mailed to Grant Hilliard Feb. 8/93

DESCRIPTION	Qty	Price	AMOUNT (1)(2)
ASH RAE LONDON CHAPTER SOMERVILLE HOUSE - JAN. 18/93			
DINNER GUESTS	40	17.40	696.00 x
BAR LABOUR CHARGES			40.00
		(1) G.S.T.	48.72
		(2) P.S.T.	55.68
		TOTAL: \$	840.40



Issued by: JANET SMITH
FOOD SERVICES
Phone: 679-2111 Extn: 5614

R108162587

G.S.T. REGISTRATION NO.

TERMS: DUE ON RECEIPT - 15% PER MONTH ON OVERDUE ACCOUNTS



REMITTANCE ADVICE

BOYCE, DARRYL
ROOM 102
SERVICES BUILDING
U.W.O.

DATE: 29/01/93 INVOICE NO 18040-019
INVOICE AMOUNT: \$ 840.40
PAYMENT AMOUNT: \$ _____



ASHRAE

American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.

October 4, 1993

Reply to: Donald M.R. Johnson
Facilities Engineering & Construction
Physical Plant - Services Building
University of Western Ontario

Mr. Peter Ziebart, *President*
London Canada Chapter

Re: AUDIT OF 1992 - 1993 BOOKS OF CHAPTER

Dear Peter, I report that I have:

- Reviewed all of last year's expenditures,
- Reviewed all of last year's revenues,
- Duplicated all journal entries on a spreadsheet to verify arithmetical entries and as a trouble shooting aid,
- Tabulated all Revenue and Expenditures in each category,
- Reviewed all bank statements,
- Performed a bank reconciliation statement, and
- Reviewed the savings account.

In conclusion, Grant Hilliard has kept an excellent set of books, and I could not find any errors. The only change I made was to move the \$275.00 from a miscellaneous expenditure to a CRC expenditure. This letter and the spreadsheet also appear in the Journal.

Should you have any questions please do not hesitate to contact me.

Yours truly,


D.M.R. Johnson, *Past President*
ASHRAE London Canada Chapter

cc: all Board of Governors

CHAPTER MAY NOT ACT FOR SOCIETY

Audit of 1992 - 1993 Books by DMR Johnson, October 4, 1993

Date	Transaction	Chq No.	REVENUE				EXPENDITURES				CURRENT ACCOUNT			SAVINGS ACCOUNT			
			M'Ship	Guests	Special Events	Misc.	Meals	Printing	CRC	Misc.	Debit	Credit	Balance	Debit	Credit	Balance	
Aug 92	Balance Forward														2,535.80		8,720.47
Aug 31, 92	Interest Earned					11.43									2,535.80	11.43	8,731.90
Sep 30, 92	Interest Earned					9.07									2,535.80	9.07	8,740.97
Oct 6, 92	Darryl Boyce (CRC)	96						662.15			662.15				1,873.65		8,740.97
Oct 26, 92	Dan Shah (CRC)	97						630.00			630.00				1,243.65		8,740.97
Oct 26, 92	Transfer											3,500.00		3,500.00	4,743.65	3,500.00	5,240.97
Oct 26, 92	Brenda Stonehouse (CRC)	98						630.00			630.00				4,113.65		5,240.97
Oct 26, 92	M. Gubesch	99						302.11			302.11				3,811.54		5,240.97
Oct 26, 92	H. Fenner	100						305.43			305.43				3,506.11		5,240.97
Oct 29, 92	Chorley & Bisset	101						650.43			650.43				2,855.68		5,240.97
Oct 29, 92	Peter Ziebart	102						630.00			630.00				2,225.68		5,240.97
Oct 30, 92	Interest Earned					18.49									2,225.68	18.49	5,259.46
Nov 30, 92	Interest Earned					10.81									2,225.68	10.81	5,270.27
Dec 31, 92	Interest Earned					10.91									2,225.68	10.91	5,281.18
Jan 12, 93	Deposit (28 members)		3,500.00									3,510.00			5,735.68		5,281.18
Jan 12, 93	Abco Print (Sept/Oct/Nov)	103						578.44			578.44				5,157.24		5,281.18
Jan 12, 93	Highland Country Club	104					1,744.61				1,744.61				3,412.63		5,281.18
Jan 12, 93	P. Ziebart (Ladies Nite)	105					567.00				567.00				2,845.63		5,281.18
Jan 18, 93	Abco Print (Jan)	106								215.69	215.69				2,629.94		5,281.18
Jan 18, 93	Deposit (Companion Nite)		125.00	80.00	150.00							355.00			2,984.94		5,281.18
Feb 1, 93	Service Charge										1.54	1.54			2,983.40		5,281.18
Feb 22, 93	Deposit (11 Members)		1,205.00	75.00		315.00						1,595.00			4,578.40		5,281.18
Feb 22, 93	LWO (Jan Dinner)	107					840.40				840.40				3,738.00		5,281.18
Feb 22, 93	Abco Print (February)	108								176.83	176.83				3,561.17		5,281.18
Mar 3, 93	Ashrae Research Donation	109									1,000.00	1,000.00			2,561.17		5,281.18
Feb 26, 93	Beaver Eng (NSF cheque)										128.50	128.50			2,432.67		5,281.18
Mar 29, 93	Deposit		125.00	160.00								285.00			2,717.67		5,281.18
Mar 29, 93	Highland Country Club	110					881.28				881.28				1,836.39		5,281.18
Apr 22, 93	Abco Printing (March)	111								405.71	405.71				1,430.68		5,281.18
Apr 22, 93	Highland Country Club	112					495.72				495.72				934.96		5,281.18
Apr 22, 93	Abco Printing (April)	113								222.41	222.41				712.55		5,281.18
Apr 26, 93	Deposit		185.00	120.00								305.00			1,017.55		5,281.18
Apr 29, 93	Deposit		875.00	220.00								1,095.00			2,112.55		5,281.18
May 7, 93	Mario & Jaggz	114					607.95				607.95				1,504.60		5,281.18
May 7, 93	McIntyre Eng Services	115									58.24	58.24			1,446.36		5,281.18
May 12, 93	Deposit (Construct Trade Show)					2,110.56						2,110.56			3,556.92		5,281.18
May 12, 93	Sun Stang Donation	116									400.00	400.00			3,156.92		5,281.18
June 8, 93	Postage for Research	117									41.84	41.84			3,115.08		5,281.18
June 8, 93	Picture Framing	118									21.00	21.00			3,094.08		5,281.18
June 8, 93	Abco Printing (May)	119								149.02	149.02				2,945.06		5,281.18
June 8, 93	Womens Community Centre	120									50.00	50.00			2,895.06		5,281.18
June 1, 93	Service Charge (May & June)										5.39	5.39			2,889.67		5,281.18
June 21, 93	Palser Ent (Golf Expenses)	121									609.29	609.29			2,280.38		5,281.18
Aug 5, 93	Deposit (Membership)		250.00	20.00								270.00			2,550.38		5,281.18
Aug 5, 93	Deposit (Golf)					3,350.00						3,350.00			5,900.38		5,281.18
June 21, 93	Oxbow Glen Golf Course	122									2,352.25	2,352.25			3,548.13		5,281.18
July 2, 93	Service Charge										6.30	6.30			3,541.83		5,281.18
Aug 2, 93	Service Charge										6.30	6.30			3,535.53		5,281.18
Sept 7, 93	Highland Country Club	123								459.01	459.01				3,076.52		5,281.18
Sept 7, 93	Roland Guillemette	124									275.00	275.00			2,801.52		5,281.18
Sept 8, 93	Kirk Flowers	125										23.00			2,778.52		5,281.18
Totals			6,265.00	675.00	5,610.56	385.71	5,136.96	2,287.11	4,085.12	4,703.65							

cc: all Board of Governors


D.M.R. Johnson

Closing balance on last statement	114.55
Deposits not shown	3,620.00
Sub-Total	3,734.55
Less debits not on statement	956.03
2,778.52	