



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,

Chuck

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. I have some photos I will bring to meeting. Ok. Chuck