



THE LONDON CANADA CHAPTER OPERATIONS BROCHURE
IS A LIVING DOCUMENT THAT IS SUBJECT TO CONTINUOUS
IMPROVEMENT. THE PROGRESS OF ANY ORGANIZATION IS
DETERMINED BY THE ABILITY OF ITS MEMBERS TO LOOK
AHEAD AND TO IMPROVE ON THE PAST.

ASHRAE LONDON CANADA CHAPTER
BOARD OF GOVERNORS 1981-82

PRESIDENT	John Payne	652-5047
VICE-PRESIDENT	Dick Palser	433-9227
SECRETARY	Doug Troupe	438-3893
TREASURER	Walter Lucas	685-0400
PAST-PRESIDENT	Bill Rutherford	652-5047
ATTENDANCE	Dick Palser	433-9227
AUDITING	Dick Palser	433-9227
CRC (DELEGATION)	John Payne	652-5047
CRC ACTION	Bill Rutherford	652-5047
EDUCATION	Peter Golem	679-8660
ENERGY MANAGEMENT	Karl Kvas	681-1390
FINANCE	Walter Lucas	685-0400
LEGISLATION	Peter van der Westen	652-5047
MEMBERSHIP	Ron Granger	679-8660
NOMINATING	Wayne Barker	453-0910
PROGRAM	Dick Palser	433-9227
PUBLICITY	Don Johnson	652-5047
RECEPTION	Bert Fenner	652-3631
RESEARCH PROMOTION	Bill Rutherford	652-5047
SPECIAL EVENTS	Harvey Chamberlain	433-5500
TECHNICAL	Len Swallow	452-4126
HISTORIAN	Bert Fenner	652-3631
NEWSLETTER	Jeff Haywood	652-5047

ASHRAE LONDON CANADA CHAPTER

1981-82 MEETINGS

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A. CHAPTER MEETINGS

Monday, September 28, 1981	6:30 - 9:30 p.m.
Monday, October 26, 1981	6:30 - 9:30 p.m.
Monday, November 23, 1981	6:30 - 9:30 p.m.
Thursday, January 21, 1982	6:30 - 9:30 p.m.
Monday, February 22, 1982	6:30 - 9:30 p.m.
Monday, March 29, 1981	6:30 - 9:30 p.m.
Monday, April 26, 1982	6:30 - 9:30 p.m.
Thursday, May 27, 1982	6:30 - 9:30 p.m.

B. BOARD MEETINGS

Monday, July 21, 1981	5:15 - 6:30 p.m.
Monday, August 17, 1981	5:15 - 6:30 p.m.
Monday, September 21, 1981	5:15 - 6:30 p.m.
Monday, October 19, 1981	5:15 - 6:30 p.m.
Monday, November 16, 1981	5:15 - 6:30 p.m.
Monday, January 18, 1982	5:15 - 6:30 p.m.
Monday, February 15, 1982	5:15 - 6:30 p.m.
Monday, March 22, 1982	5:15 - 6:30 p.m.
Monday, April 19, 1982	5:15 - 6:30 p.m.
Monday, May 17, 1982	5:15 - 6:30 p.m.

C. CRC

May 19 - 21, 1982, Halifax, Nova Scotia

D. SOCIETY MEETINGS

Semi-Annual, January 24 - 28, Houston, Texas.

Annual, June 27 - July 1, 1982, Toronto, Ontario.

ASHRAE LONDON CANADA CHAPTER

BOARD MEETINGS

AGENDA

REPORT FORMATS

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BOARD OF GOVERNORS MEETING

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DATE:

LOCATION: Ontario Hydro Bldg., 1075 Wellington Road South

TIME: 5:15 - 6:30 P.M.

AGENDA

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|--------------------------------------|---------------|
| 1. Minutes of previous meeting. | D. Troupe |
| 2. Business arising from the minutes | |
| 3. Treasurer's report | W. Lucas |
| 4. Committee reports: | |
| Education | P. Golem |
| Energy Mangement | K. Kvas |
| Membership | R. Granger |
| Program | D. Palser |
| Publicity | D. Johnson |
| Research Promotion | B. Rutherford |
| Technical | L. Swallow |
| Other Committees Wishing to report | |
| 5. PAOE review | J. Payne |
| 6. Performance Evaluation | J. Payne |
| 7. Other business | |
| 8. Adjourn | |

Please advise J. Payne (652-5047) if you are unable to attend.

ASHRAE LONDON CANADA CHAPTER

TREASURER'S REPORT

AS AT

	<u>FORECAST</u>	<u>YEAR TO DATE</u>	<u>OUTSTANDING</u>
<u>REVENUES</u>			
Memberships			
Guest Fees			
Interest			
Other	_____	_____	_____
<u>EXPENSES</u>			
Meals			
Printing			
CRC			
Supplies			
Other	_____	_____	_____
EXCESS REVENUES			
CUMMULATIVE EXCESS			

W. Lucas
Treasurer,
London Canada Chapter

EDUCATION COMMITTEE REPORT

DATED:

* * * * *

	Faculty Liason	Student Incentive Awards	Student Membership	Chapter Education Seminars	Secondary Guidance Contacts	Secondary Incentive Awards
PAOE OBJECTIVE (525 Max)						
Sept . 21 Goal Actual						
Oct. 19 Goal Actual						
Nov. 16 Goal Actual						
Jan. 18 Goal Actual						
Feb. 15 Goal Actual						
Mar. 22 Goal Actual						
Apr. 19 Goal Actual						
May 17 Goal Actual						
Total Achieved						

Other Items:

P. Golen
Chairman,
Education Committee

ASHRAE LONDON CANADA CHAPTER
ENERGY MANAGEMENT COMMITTEE REPORT

DATED:

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	Energy Seminars	Energy Articles in Local Media	Energy Talks to Non-ASHRAE	Energy Awards	Energy Legislation
PAOE OBJECTIVE (500 Max.)					
Sept. 21 Goal Actual					
Oct. 19 Goal Actual					
Nov. 16 Goal Actual					
Jan. 18 Goal Actual					
Feb. 15 Goal Actual					
Mar. 22 Goal Actual					
Apr. 19 Goal Actual					
May 17 Goal Actual					
Total Achieved					

Other Items:

K. Kvas
Chairman,
Energy Management Committee

ASHRAE LONDON CANADA CHAPTER
MEMBERSHIP COMMITTEE REPORT

DATED:

* * * * *

YEAR TO DATE

MEMBERS

STUDENTS

1. Applications to prospective members
2. Applications forwarded to headquarters
3. Acknowledgements received by chapter
4. Notices of election to membership received
5. Membership card received
6. Invitation to join chapter sent out
7. New chapter memberships received
8. Delinquents per headquarters list
9. Letters to delinquents
10. Calls to delinquents
11. Net growth, area members
12. New growth, chapter members

Members	Students	Sept. 21	Oct. 19	Nov. 16	Jan. 18
Goal Achieved	Goal Achieved				
Members	Students	Feb. 15	Mar. 22	Apr. 19	May 17
Goal Achieved	Goal Achieved				

PAOE OBJECTIVE:

NET GROWTH

PAOE POINTS YTD:

R. Granger,
Chairman,
Membership Committee

ASHRAE LONDON CANADA CHAPTER

PROGRAM COMMITTEE REPORT

DATE:

MEETING	SEPT. 28, 1981	OCT. 26, 1981	NOV. 23, 1981	JAN. 21, 1982
TOPIC:				
SPEAKER:				
INTRODUCTION:				
THANK YOU:				
DISPLAY:				
DISCUSSION: (Tech. Committee)				
MEETING	FEB. 22, 1982	MAR. 29, 1982	APR. 26, 1982	MAY 27, 1982
TOPIC:				
SPEAKER:				
INTRODUCTION:				
THANK YOU:				
DISPLAY				
DISCUSSION: (Tech. Committee)				

R. Palser,
Vice-President

ASHRAE LONDON CANADA CHAPTER
PUBLICITY COMMITTEE REPORT

DATED:

* * * * *

	Media Articles	Media Announcements	Journal News of Members Items	Journal Chapter	Newsletter Articles
Sept. 21 Goal Achieved					
Oct. 19, Goal Achieved					
Nov. 16, Goal Achieved					
Jan. 18, Goal Achieved					
Feb. 15, Goal Achieved					
Mar. 22, Goal Achieved					
Apr. 19, Goal Achieved					
May 17, Goal Achieved					
Totals					

D. Johnson
Chairman,
Publicity Committee

ASHRAE LONDON CANADA CHAPTER
RECEPTION COMMITTEE REPORT

DATED:

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MEETING ATTENDANCE	MEMBERS	GUESTS	STUDENTS
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Sept. 28, 1981
Oct. 26, 1981
Nov. 23, 1981
Jan. 21, 1982
Feb. 22, 1982
Mar. 29, 1982
Apr. 26, 1982
May 27, 1982

TOTAL

AVERAGE

PAOE Objective:

Average YTD:

Attendance factor:

PAOE Pts. YTD:

H. Fenner,
Chairman,
Reception Committee

ASHRAE LONDON CANADA CHAPTER
RESEARCH PROMOTION COMMITTEE REPORT

DATED:

* * * * *

- 1. PAOE objective \$ _____
- 2. Letters mailed to prospective donors _____
- 3. Follow-up calls to prospective donors _____
- 4. Amount received, year to date \$ _____
- 5. PAOE points, year to date _____

OTHER ITEMS: _____

W. Rutherford,
Chairman,
Research Promotion Committee

ASHRAE LONDON CANADA CHAPTER

PAOE STATUS REPORT AS OF

PERFORMANCE	AOE PTS	PERFORMANCE	AOE PTS
<p><u>Membership Growth</u></p> <p>New members:</p> <p>Delinquents:</p> <p>New growth (G):</p> $P = 250 \sqrt{\frac{G}{1 + 0.05M}} =$ <p><u>Meeting Attendance</u></p> <p>Average Attendance (A):</p> $P = \frac{64A}{\sqrt{M}} =$ <p><u>Research Contributions</u></p> <p>Received YTD:</p> <p>Amt per member (C):</p> $P = 250 \sqrt{\frac{C}{24}} =$ <p><u>Education Activities</u></p> <p>Faculty Liason (max 150)</p> <p>Student Incentive (max 180)</p> <p>Student Membership (max 90)</p> <p>Chapter Seminars (max 75)</p> <p>Secondary Sch Contacts (max 60)</p> <p>Secondary Sch Awards (max 20)</p> <p style="text-align: right;">Max 525</p>		<p><u>Energy Management</u></p> <p>Energy Seminars</p> <p>Energy Articles</p> <p>Member Talks</p> <p>Energy Awards</p> <p>Energy Legislative input</p> <p style="text-align: right;">Max. 500</p> <p><u>CRC Attendance</u></p> <p>Delegate & Alternate 25 ea.</p> <p>Officers or Brd. Members 50 ea.</p> <p>Education Chairman 50 ea.</p> <p>Membership Chairman 50 ea.</p> <p>Energy Chairman 50 ea.</p> <p>Other Members 25 ea.</p> <p style="text-align: right;">Max. 250</p> <p>AREA MEMBERS</p> <p>GROWTH OBJECTIVE</p> <p>ATTENDANCE OBJECTIVE</p> <p>RESEARCH OBJECTIVE</p> <p>EDUCATION OBJECTIVE 300pt</p> <p>ENERGY MGMT OBJECTIVE 350pt</p> <p>CRC ATT OBJECTIVE 250pt</p>	
Sub-total		Sub-total	

ASHRAE LONDON CANADA CHAPTER
RESPONSIBILITIES
OF
CHAPTER OFFICERS
AND
COMMITTEE CHAIRMEN

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ASHRAE LONDON CANADA CHAPTER

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A. OFFICERS RESPONSIBILITIES

1. PRESIDENT

- (a) Call Board of Governors meeting prior to July 15.
 - establish chapter objectives for each committee
 - outline responsibilities of each member of the Board, and each committee chairman
 - establish dates for future Board meetings
 - establish format of future Board meetings including agenda, and format for reports
 - establish evaluation procedure for chapter performance
- (b) Call Board of Governors meeting prior to August 31.
 - obtain report from each Board member and committee chairman indicating goals for achieving chapter objectives
 - ensure that all goals are time oriented, appropriate and attainable
- (c) Call Board of Governors meeting one week prior to each chapter meeting.
 - obtain committee reports
 - evaluate chapter performance to date
 - ensure meeting arrangements are complete
- (d) Invite dignitaries to chapter meetings (eg: Region II, Chairman, Regional Vice-Chairman, Society Officers ...)
- (e) Prepare chapter report to Region II CRC.
- (f) Attend Region II, CRC as chapter delegate.
- (g) Report on Region II, CRC to chapter.
- (h) Attend CRC action committee meetings.
- (i) Attend nominating committee meetings.
- (j) Attend auditing committee meetings.

1. PRESIDENT (Cont'd.)

- (k) Act as ex-officer member of all standing committees.
- (l) Preside over each chapter meeting.
- (m) Preside over each Board of Governors meeting.

2. VICE-PRESIDENT

- (a) Assume duties of President in the event that the office becomes temporarily or permanently vacant.
- (b) Chair the Program Committee
 - prior to Aug. 15, ensure that each committee member is aware of his responsibility
 - prior to Sept. 21, ensure that topics and speakers are arranged for each chapter meeting
 - prior to each Board of Governors meeting, coordinate with technical committee to ensure that table top display and technical discussion are properly arranged for upcoming meeting
- (c) Chair the Attendance Committee
 - prior to Sept. 21, ensure that telephone committee is established, has list of members and numbers to be contacted, is aware of how to report
 - prior to each meeting, determine the number of members and guests expected, make allowance for no-shows, advise caterer of number expected
- (d) Attend each Board of Governors meeting.
- (e) Attend the Auditing Committee meetings.
- (f) Attend CRC Action Committee meetings.
- (g) Attend Region II CRC as chapter alternate.
- (h) Select committee chairmen for following year.

3. SECRETARY

- (a) Act as secretary at each chapter meeting, and each meeting of the Board of Governors.
- (b) Record minutes of each chapter meeting, have the minutes typed and distribute them within 3 days of the meeting to:
 - Chapter president (blue copy)
 - Region II Chairman (green copy)
 - Society memberships manager (white copy)
 - Journal (yellow copy)
 - Chapter historian (photo-copy)
- (c) Record minutes for each meeting of the Board of Governors, have the minutes typed, and distribute them within 3 days of the meeting to:
 - all members of the Board of Governors
 - Chapter Committee Chairman
 - Region II Chairman
 - Region II Vice-Chairmen (4 committees)
 - Society membership manager
 - Chapter historian
- (d) Obtain and distribute chapter supplies including letterhead, envelopes, forms, etc.
- (e) Act for the Board of Governors in taking charge of all chapter property such as Charter, By-Laws, Banner, gavel, awards, etc.
- (f) Obtain chapter awards including the Past Presidents' Pin and members pins for presentation at the annual general meeting.
- (g) Undertake all other chapter correspondence as the need arises including:
 - notify London Chamber of Commerce of Chapter Officers
 - send congratulatory letters to new chapters prior to their charter night
 - request additional manuals of chapter operations from society headquarters through Region II Chairman (3 copies)

4. TREASURER

- (a) Attend meeting of Auditing Committee as incoming treasurer.
- (b) Prepare chapter budget and establish membership dues in conference at the August Board of Governors meeting.
- (c) Obtain minutes signed by the secretary designating the signing authority for the chapter including specimen signatures. Forward these to the bank prior to Aug. 15.

4. TREASURER (Cont'd.)

- (d) Send out invoices for chapter dues to current and prospective members.
- (e) Receive all monies paid to the chapter and deposit in the savings account.
- (f) Pay all bills approved for payment by the Board of Governors.
- (g) Maintain appropriate records of transactions and submit treasurer's report at each meeting of the Board of Governors.
- (h) Invest chapter funds in suitable (legal) securities to maximize the amount of interest payable to the chapter.
- (i) Maintain an alphabetical list of members paid up to date and advise delinquent members of their status from time to time.
- (j) Prepare and submit annual financial reports including Balance Sheet and Income Statement.
- (k) Attend Auditing Committee meeting as outgoing treasurer.

ASHRAE LONDON CANADA CHAPTER

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B. COMMITTEE CHAIRMENT RESPONSIBILITIES

1. GENERAL - ALL COMMITTEES

- (a) Attend each Board of Governors meeting.
- (b) Prior to Aug 10, 1981
 - establish committee goals for each target date (corresponding to each Board of Governors meeting)
 - enlist the membership required for the committee from chapter members
 - prepare a list of potential topics and speakers for the committees' chapter night program, to be reviewed by the Board of Governors
- (c) Prior to each meeting of the Board of Governors
 - prepare committee report
 - evaluate committee goals in light of present achievements
 - re-establish committee goals
- (d) Prior to April 23, 1982
 - prepare and submit written report on committees activities for inclusion in the chapters CRC report
- (e) Hold committee meetings as required throughout the year .

2. EDUCATION COMMITTEE

- (a) Assume responsibility for program of Chapter meeting March 29, 1982. Obtain speaker of national or international status.
- (b) Arrange papers competition with faculty members of the various institutions prior to November 16, 1981. Competitions may be divided according to individual institutions or according to the course of study at each institution. Eg. separate competitions at Fanshawe, UWO and U of W OR competition between students of UWO and U of W and separate competition at Fanshawe.
- (c) Arrange judging panel if required by faculty liason for each competition.
- (d) Undertake responsibilities dictated by society.

2. EDUCATION COMMITTEE (Cont'd.)

- (e) Meet with Region II Vice-Chairman, Education at least once during the year to discuss committee activities.
- (f) Attend Region II CRC, Education Committee Workshop.

3. ENERGY MANAGEMENT COMMITTEE

- (a) Assume responsibility for program of chapter meeting February 22, 1982. Obtain speaker of national or international status.
- (b) Contribute to the annual Joint CIC-IEEE-APEO-ASHRAE Symposium in a substantial manner.
- (c) Undertake responsibilities dictated by society.
- (d) Obtain slide programs and maintain them for the chapter, making them available to all members for presentation to non-ASHRAE groups.
- (e) Promote the ASHRAE Energy Awards program at the chapter level. Establish whether any projects in the area might qualify for submission.
- (f) Meet with the Region II Vice-Chairman, Energy Management at least once during the year.
- (g) Attend Region II CRC Energy Management Workshop.

4. MEMBERSHIP COMMITTEE

- (a) Keep alphabetical membership card file of chapter members up to date.
- (b) In cooperation with the chairman of the Newsletter committee prepare the chapter roster based on area membership August 31, 1981.
- (c) Send membership applications to all prospective members and expedite the processing of these applications through correspondence with the Manager of Membership Department.
- (d) Record the status of each application.
- (e) Promote the upgrading of memberships through a periodic review of member status.
- (f) Assume responsibility for program of chapter meeting October 26, 1981. Obtain a speaker of national or international status.
- (g) Undertake the responsibilities dictated by society.

4. MEMBERSHIP COMMITTEE (Cont'd.)

- (h) Meet with the Region II Vice-Chairman, Membership at least once during the year.
- (i) Attend Region II CRC Membership workshop.

5. RESEARCH PROMOTION COMMITTEE

- (a) Assume responsibility for program of chapter meeting January 18, 1982. Obtain a speaker of national or inter-national status.
- (b) Attend Research Promotion workshop at the invitation of the Region II Vice-Chairman.
- (c) Prepare and issue letters to each potential donor. Follow up as required until donation received.
- (d) Prepare and issue letters of thanks to each donor.
- (e) Undertake the responsibilities dictated by society.
- (f) Attend Region II CRC Research Promotion workshop.

6. AUDITING COMMITTEE

- (a) Review statements prepared by the outgoing treasurer, and all other records.
- (b) Report to Board of Governors on the acceptability of the statements.
- (c) Review status of all other chapter properties, including: Charter, By-laws, banner, and gavel.

7. CRC ACTION COMMITTEE

- (a) Prepare Chapters report to Region II CRC.
- (b) Meet with all persons intending to attend Region II CRC.
- (c) Prepare any motions proposed by the chapter to the Region II CRC.
- (d) Review membership and distinguished people of the area in consideration for society and regional awards.

8. LEGISLATION COMMITTEE

- (a) Provide chapter input to Energy Legislation on an as required basis.

9. PUBLICITY COMMITTEE

- (a) Provide a chapter liason with John Ross, P.Eng. and with society PR consultants.
- (b) Provide a chapter liason with the Journal staff.
- (c) Provide a chapter liason with the local media.

10. RECEPTION COMMITTEE

- (a) Maintain a record of meeting attendance through the vehicle of the Guest Book.
- (b) Encourage members to introduce themselves to each other and to guests and to associate freely during the social hour.

11. SPECIAL EVENTS COMMITTEE

- (a) Organize the annual Sports Day, held in September of each year.
- (b) Participate in the organization of a program for Ladies Night, November 26, 1981.
- (c) Promote the social aspects of chapter membership.

12. TECHNICAL COMMITTEE

- (a) Solicit and provide space for table top displays at each meeting, as approved by the Board of Governors.
- (b) Provide technical data for discussion at each chapter meeting.
- (c) Prepare technical articles for publication.
- (d) Conduct workshops prior to chapter meetings.

13. HISTORIAN

- (a) Receive minutes of all meetings, copies of all announcements and articles printed or broadcast, and all photographic records of chapter events.

13. HISTORIAN (Cont'd.)

- (b) Arrange and maintain chapter records in a suitable manner.
- (c) Provide chapter liason with John Fox, P.Eng.

14. NEWSLETTER COMMITTEE

- (a) Ensure that each newsletter is printed and mailed to area members before the Board of Governors meeting preceeding each chapter meeting.
- (b) Cooperate with the Membership Committee in the preparation of the roster.
- (c) Cooperate with the Treasurer in the issuing of invoices for annual membership dues.