

FINANCE



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

LONDON CANADA CHAPTER / P.O. 853 / LONDON, ONTARIO N6A 4Y4

ASHRAE - REGION II CRC - 1988

UPDATED: SEPTEMBER 7, 1988

CANADA TRUST - ACCOUNT 110-514767

CHEQUE DATE	CHEQUE NO. ITEM	CHAPTER ASSESSMENT	PACKAGE REGISTRAT	INTEREST EARNED	EXPENSES	BANK CHARGES	[----- BANK DEBIT	BANK CREDIT	ACCOUNT BALANCE	-----]
12-01-87	OPENED NEW ACCOUNT							100.00	100.00	
12-18-87	CHARGE FOR CHEQUES					16.37	16.37		83.63	
12-31-87	INTEREST EARNED			0.33				0.33	83.96	
12-31-87	SERVICE CHARGE					0.40	0.40		83.56	
01-31-88	INTEREST EARNED			0.32				0.32	83.88	
02-10-88	FROM ATLANTA							1,942.50	2,026.38	
02-29-88	INTEREST EARNED			4.61				4.61	2,030.99	
03-24-88	WINDSOR CHAPTER	212.00						212.00	2,242.99	
03-24-88	MONTREAL CHAPTER	1,232.00						1,232.00	3,474.99	
03-24-88	HAMILTON CHAPTER	328.00						328.00	3,802.99	
03-31-88	INTEREST EARNED			9.07				9.07	3,812.06	
04-12-88	MONCTON CHAPTER	340.00						340.00	4,152.06	
04-30-88	INTEREST EARNED			15.21				15.21	4,167.27	
05-19-88	HALIFAX CHAPTER	188.00						188.00	4,355.27	
05-19-88	QUEBEC CHAPTER	404.00						404.00	4,759.27	
05-31-88	INTEREST EARNED			18.59				18.59	4,777.86	
06-31-88	INTEREST EARNED			21.14				21.14	4,799.00	
07-14-88	001 KIRK FLOWERS				299.29		299.29		4,499.71	
07-15-88	LONDON CHAPTER	120.00						120.00	4,619.71	
07-15-88	LANDRAY & SPOUSE		180.00					180.00	4,799.71	
07-31-88	INTEREST EARNED			23.09				23.09	4,822.80	
08-17-88	CHICOUTIMI CHAPTER	104.00						104.00	4,926.80	
08-17-88	TORONTO CHAPTER	1,000.00						1,000.00	5,926.80	
08-17-88	AZARIAS SERVANT		120.00					120.00	6,046.80	
08-18-88	002 ENGINEERED AIR - VOID				0.00		0.00		6,046.80	
08-18-88	003 THE SECOND CITY				600.00		600.00		5,446.80	
08-18-88	004 BEN MILLER INN				100.00		100.00		5,346.80	
08-30-88	005 JOHN KENNEY				25.73		25.73		5,321.07	
08-31-88	INTEREST EARNED			25.63				25.63	5,346.70	
09-02-88	CHRIS HALES		120.00					120.00	5,466.70	
09-02-88	JOHNSON CONTROLS - COFFEE							150.00	5,616.70	
	TO DATE	3,928.00	420.00	117.99	1,025.02	16.77				
	BUDGET	4,800.00				50.00				
	OUTSTANDING	872.00		(117.99)		33.23				



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

LONDON CANADA CHAPTER - P.O. 353 - LONDON, ONTARIO N6A 4Y4

07-14-88	001	KIRK FLOWERS	299.29
		BLACKAPPLE REPRODUCTIONS	37.93
		DESIGN PRINTING	261.36
08-18-88	002	ENGINEERED AIR - VOID	0.00
		POSTAGE	
08-18-88	003	THE SECOND CITY	600.00
		DEPOSIT	
08-18-88	004	BEN MILLER INN	100.00
		DEPOSIT	
08-18-88	005	JOHN KENNEY	25.73
		POSTAGE	

## ASHRAE REGION II 1988 CRC REGISTRATION AS OF SEPTEMBER 7, 1988

NO.	PEOPLE	REG NO.	BALANCE	CHAPTER	AFFILIATION	ARRIVAL	MODE
1	BURROUGHS, H.E.	003	\$180.00	SOCIETY	PAST PRESIDENT	OCT 5	UNKNOWN
2	BURROUGHS, SANDY	003-S		SOCIETY	SPOUSE	OCT 5	UNKNOWN
3	HALES, CHRIS	004		WINDSOR	DELEGATE	?	AUTO
4	LANDRAY, ELAINE	001-S		TORONTO	SPOUSE	OCT 5	UNKNOWN
5	LANDRAY, PHILLIP B.	001		TORONTO	COMMITTEE	OCT 5	UNKNOWN
6	SERVANT, AZARIAS	002		QUEBEC	COMMITTEE	OCT 4	AUTO



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

LONDON CANADA CHAPTER ~~P.O. 853 LONDON, ONTARIO N6A 1Y4~~

CHAPTER	CONTACT	STATUS
WINDSOR	CHRIS HALES 502 DORSET PARK ST. CLAIR BEACH, ONTARIO N8N 3J1	PAID 212.00
LONDON	JOHN KENNEY	PAID 220.00
MISSISSAUGA	LLOYD ALGIE 640 RATHBURN ROAD E. #27 MISSISSAUGA, ONTARIO L4Z 1C6	
TORONTO	J.D. OVENS MAUNDER & BRITNELL ENG. 500 COCHRANE DRIVE #5 MARKHAM, ONTARIO L3R 5N7	PAID 1000.00
HAMILTON	CLIFF SCHEMMER 90 TOWNSEND AVENUE BURLINGTON, ONTARIO L7T 1Y7	PAID 328.00
OTTAWA	SIMON JOL 51 CORKSTOWN ROAD NEPEAN, ONTARIO K2H 7V4	
MONTREAL	ELIE W. SHAMA 2880 De DROSQUET DUVERNAY, LAVAL, P.Q. H7E 5C2	PAID 1232.00
CHICOUTIMI	DANIEL BOIVIN 46 JACQUES CARTIER QUEST CHICOUTIMI, QUEBEC G7J 1E8	PAID 104.00
QUEBEC	ROBERT MARCOTTE 73, ST-DENYS GARNEAU STE-CATHERINE, QUEBEC G0A 3M3	PAID 404.00
MONCTON	IRWIN McDONALD 169 PACIFIC AVENUE BOX 1131 MONCTON, N.B. E1C 8P6	PAID 340.00
HALIFAX	GARY SCOTT BOX 2223 HALIFAX, NOVA SCOTIA B3J 3C4	PAID 188.00



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

LONDON CANADA CHAPTER / P.O. 653 / LONDON, ONTARIO N6A 4Y4

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ASHRAE - REGION II CRC - 1988

UPDATED: SEPTEMBER 21, 1988

CANADA TRUST - ACCOUNT 110-514767

DATE	CHEQUE NO.	ITEM	CHAPTER ASSESSMENT	PACKAGE REGISTRAT	INTEREST EARNED	EXPENSES	BANK CHARGES	[---- DEBIT	BANK CREDIT	ACCOUNT BALANCE ----]
12-01-87		OPENED NEW ACCOUNT							100.00	100.00
12-18-87		CHARGE FOR CHEQUES					16.37	16.37		83.63
12-31-87		INTEREST EARNED			0.33				0.33	83.96
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02-10-88		FROM ATLANTA							1,942.50	2,026.38
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04-30-88		INTEREST EARNED			15.21				15.21	4,167.27
05-19-88		HALIFAX CHAPTER	188.00						188.00	4,355.27
05-19-88		QUEBEC CHAPTER	404.00						404.00	4,759.27
05-31-88		INTEREST EARNED			18.59				18.59	4,777.86
06-31-88		INTEREST EARNED			21.14				21.14	4,799.00
07-14-88	001	KIRK FLOWERS				299.29		299.29		4,499.71
07-15-88		LONDON CHAPTER	120.00						120.00	4,619.71
07-15-88		LANDRAY & SPOUSE		180.00					180.00	4,799.71
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08-17-88		TORONTO CHAPTER	1,000.00						1,000.00	5,926.80
08-17-88		AZARIAS SERVANT		120.00					120.00	6,046.80
08-18-88	002	ENGINEERED AIR - VOID				0.00		0.00		6,046.80
08-18-88	003	THE SECOND CITY				600.00		600.00		5,446.80
08-18-88	004	BEN MILLER INN				100.00		100.00		5,346.80
08-30-88	005	JOHN KENNEY				25.73		25.73		5,321.07
08-31-88		INTEREST EARNED			25.63				25.63	5,346.70
09-02-88		CHRIS HALES		120.00					120.00	5,466.70
09-02-88		JOHNSON CONTROLS - COFFEE							150.00	5,616.70
09-09-88		WILLIAM H. CHADWICK		120.00					120.00	5,736.70
09-09-88		IRWIN MacDONALD		180.00					180.00	5,916.70
09-09-88		LOUIS F. FLAGG		184.20					184.20	6,100.90
09-09-88		DONALD E. NICHOLS		147.36					147.36	6,248.26
09-14-88		DALTON J. McINTYRE		180.00					180.00	6,428.26
09-14-88		GARY BLUE		180.00					180.00	6,608.26
09-14-88		GERALD P. WASELYNCHUK		180.00					180.00	6,788.26
09-14-88		OTTAWA VALLEY CHAPTER	620.00						620.00	7,408.26
09-15-88	006	JOHN KENNY				50.00		50.00		7,358.26
09-15-88	007	GREG JAMES				300.00		300.00		7,058.26
09-15-88	008	JOHN KENNY				7.40		7.40		7,050.86
09-19-88		GAYLORD VENTILATORS-COFFEE							150.00	7,200.86





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

LONDON CANADA CHAPTER / P.O. 653 / LONDON, ONTARIO N6A 4Y4

ASHRAE REGION II 1988 CRC REGISTRATION AS OF SEPTEMBER 21, 1988

NO.	PEOPLE	REG NO.	PRE-REGIST FORM	BALANCE	CHAPTER	AFFILIATION	ARRIVAL	MODE
1	BELLIVEAU, ANNE MARIE	016-S	COMPLETED		HALIFAX	SPOUSE	?	?
2	BELLIVEAU, VICTOR J.	016	COMPLETED		HALIFAX	DELEGATE	?	?
3	BLUE, GARY	012	COMPLETED		NEW BRUNSWICK	COMMITTEE	OCT 3, 3:10 pm	
4	BLUE, HEATHER	012-S	COMPLETED		NEW BRUNSWICK	SPOUSE	OCT 3, 3:10 pm	
5	BUCHANAN, DONNA	019-S	COMPLETED		HAMILTON	SPOUSE	OCT 5, 10:00 am	
6	BUCHANAN, JIM	019	COMPLETED		HAMILTON	ALTERNATE	OCT 5, 10:00 am	
7	BUCKLER, EMMA	010-S			HAMILTON	SPOUSE		
8	BUCKLER, GEORGE W.	010		\$180.00	HAMILTON	VICE-PRESIDENT		
9	BURROUGHS, H.E.	003	COMPLETED	\$180.00	ATLANTA	PAST PRESIDENT	OCT 5	UNKNOWN
10	BURROUGHS, SANDY	003-S	COMPLETED		ATLANTA	SPOUSE	OCT 5	UNKNOWN
11	CAPSTICK, DENNIS J.	025	COMPLETED		OTTAWA VALLEY	COMMITTEE	?	
12	CHADWICK, Wm. H.	006	COMPLETED		TORONTO	VICE-CHAIRMAN	OCT 5, NOON	
13	FLAGG, JOSEPHINE	008-S	COMPLETED		SOCIETY	SPOUSE		
14	FLAGG, LOUIS F.	008	COMPLETED		SOCIETY	PRESIDENT		
15	FOX, JOHN H.	014	COMPLETED		TORONTO	COMMITTEE	OCT 5, 4:00 pm	
16	FRAULEY, CHRIS R.	022	COMPLETED		OTTAWA VALLEY	ALTERNATE	?	
17	HALES, CHRIS	004	COMPLETED		WINDSOR	DELEGATE	?	AUTO
18	HOLMES, RONALD E.	023	COMPLETED		OTTAWA VALLEY	COMMITTEE	?	
19	JOHNSON, JOYCE	009-S	N/A		TORONTO	SPOUSE		
20	JOHNSON, NORM	009	N/A		TORONTO	REG II-CHAIRMAN		
21	JOL, SIMON	024	COMPLETED		OTTAWA VALLEY	COMMITTEE	?	
22	LANDRAY, ELAINE	001-S	COMPLETED		TORONTO	SPOUSE	OCT 5	UNKNOWN
23	LANDRAY, PHILLIP B.	001	COMPLETED		TORONTO	VICE-CHAIRMAN	OCT 5	UNKNOWN
24	LAURIN, BOB	026	COMPLETED		OTTAWA VALLEY	COMMITTEE	?	
25	LEVESQUE, GUILDA	015-S	COMPLETED		NEW BRUNSWICK	SPOUSE	OCT 5, 11:40 am	
26	LEVESQUE, RINO	015	COMPLETED		NEW BRUNSWICK	ALTERNATE	OCT 5, 11:40 am	
27	MacDONALD, IRWIN	007	COMPLETED		NEW BRUNSWICK	COMMITTEE	OCT 5, 1 PM	
28	MacDONALD, NANCY	007-S	COMPLETED		NEW BRUNSWICK	SPOUSE	OCT 5, 1 PM	
29	McINTYRE, DALTON J.	011	COMPLETED		OTTAWA VALLEY	COMMITTEE	OCT 5, NOON	
30	McINTYRE, EDITH	011-S	COMPLETED		OTTAWA VALLEY	SPOUSE	OCT 5, NOON	
31	McKINNON, WILLIAM	021	COMPLETED		OTTAWA VALLEY	DELEGATE	?	
32	MENZIES, GAIL	020-S	COMPLETED		HAMILTON	SPOUSE	OCT 5, 6:00 pm	
33	MENZIES, GEORGE	020	COMPLETED		HAMILTON	P.R.C.	OCT 5, 6:00 pm	
34	MORIN, JEAN-LUC	018	COMPLETED		QUEBEC	DELEGATE	OCT 5, 1:00 pm	
35	NICHOLS, DONALD E.	005	COMPLETED		NASHVILLE	OFFICER	OCT 5, ? AM	
36	SCOTT, BEVERLEY	029-S	COMPLETED		HALIFAX	?	OCT 5, ?	
37	SCOTT, GARY	029	COMPLETED		HALIFAX	COMMITTEE	OCT 5, ?	
38	SERVANT, AZARIAS	002	COMPLETED		QUEBEC	VICE-CHAIRMAN	OCT 4, 6 PM	AUTO
39	SINGH, HARINDER	027	COMPLETED		HALIFAX	ALTERNATE	OCT 5, 11:20 am	
40	THOMPSON, CLIFF	028	COMPLETED		TORONTO	?	OCT 5, NOON	
41	THOMPSON, JOAN	028-S	COMPLETED		TORONTO	SPOUSE	OCT 5, NOON	
42	WASELYNCHUK, GERALD	013	COMPLETED		NEW BRUNSWICK	DELEGATE	OCT 5, 11:40 am	
43	WASELYNCHUK, SHIRLEY	013-S	COMPLETED		NEW BRUNSWICK	SPOUSE	OCT 5, 11:40 am	
44	WHEATLEY, HOWARD	017	COMPLETED		TORONTO	DELEGATE	OCT 5, NOON	?

OTHER





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

ASHRAE / 1791 Tullie Circle, N.E. / Atlanta, GA 30329

Telephone / 404-636-8400

Dalton J. McIntyre

Reply to: 732 Southmore Drive W.  
Ottawa, Ontario, Canada  
K1V 7A1  
613/523-1651

1988-09-05

To: Delegates and Alternates *Chad Clemency*  
Copies to Regional Director and Vice Chairmen

Subject: CRC London, Ont. October 5,6,7,8

Our CRC is only a month away - are you ready?

On Aug 1st Debra Candy-Foster sent you documents for this CRC. Have you read them? Please read them again. Some of your names were missing from her list, and if you have not yet received these documents, please contact her at once at Atlanta.

The Caucus on Wednesday Oct.5, and the Executive Session on Thursday Oct.6 are very important, but cannot function without your attendance. Please bring with you updated biographies of each member you wish to nominate for the positions listed. Bring sufficient copies so that each chapter delegate, Bob Morris and myself will have a copy to review.

Please make certain that each candidate has been a member in good standing for the required number of years, has the minimum number of points where this is the criteria, and has indicated willingness to serve in the capacity being proposed. Although transportation is paid to meetings, all other costs must be borne by the member, and in some cases this can amount to a considerable sum. The candidate should have the support of his or her employer for the time required to attend meetings and correspond with the chapters, and headquarters.

Please refer to the WORKSHEET FOR EXECUTIVE SESSION.

Item 1 - Officers and Board of Directors

You can nominate candidates for each position listed. The only position that is automatic is the President.

Item 2 - Society Committees. Region II has members on the following committees: Long Range Planning, Nominating, Education Council, Education and Chapter Programs, Energy and Technical Affairs, Government Affairs-Canada, Society Program, Member Council, Admissions and Advancement, Charter and Bylaws, Honors and Awards, Meetings and Expositions, Membership Promotion, Handbook, Historical, Environmental Health, Refrigeration, Research Promotion, and Standards. Recommendations are made to the President-Elect, and must be accompanied with updated biographies.

CRC London cont'd

- Item 3 - Bob Morris and myself are your representatives on the Nominating Committee.
- Item 4 - Regional Vice Chairmen - Grass Roots Committees  
The five RVC's Education & Chapter Programs, Energy & Technical Affairs, Membership Promotion, Research Promotion, and Refrigeration, represent Region II on the Society Standing Committees, and oversee Regional activities, as well as assisting our Regional Director Norm Johnson by participating in chapter visits. Candidates must be full members for three years or more.
- Item 5 - General Chairmen - The host chapter for each CRC will appoint these chairmen.
- Item 6 - Society Honours and Awards - Biographies are an absolute necessity for these recommendations. Please do not let your candidate be modest about his or her accomplishments. In the past some have been returned with a request for more information. Make sure that all pertinent information on ASHRAE activities, Professional Experience, Publications, or Projects, is included.

These are recommendations only subject to the approval and appointment by the Board of Directors, the Regional Director, or the President-Elect.

Please read your documents again, and collect those biographies, We need them.

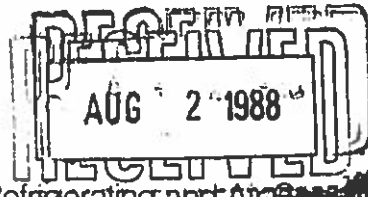
See you in London at 1400h on October 5.

  
Dalton J. McIntyre  
Nominating Committee Member



**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

**Debra A. Canady-Foster**  
Membership Manager

July 18, 1988

John Kenney  
Engineered Air  
847 Dundas Street E  
London Ont Canada  
N5W 2Z8

Dear Mr. Kenney:

Under separate cover I have sent you 200 registration cards, ID cards with plastic holders, and Society ribbons for Officers, Host, etc., for use at the CRC Conference to be held October 5-7 in London. Also enclosed was a list which identifies the ribbons by size and color.

A list of the 1988/89 Presidents, Secretaries, Delegates and Alternates for the Chapters in Region II and the Regional Vice Chairmen and Nominating Committee Member and Alternate are enclosed. The official visitor will be Mr. Flagg and Mr. Nichols. Mr. Johnson will be present in his official capacity as Regional Chairman. Mr. Wright will be the official staff visitor from Headquarters. Photographs and biographies are enclosed for your use.

In addition, there is a possibility that some of the other Society Officers or Directors may wish to attend the meeting. Will you please send invitations and details relative to the meeting to all of the Board members? Their names and addresses are enclosed.

I would suggest that you determine the hotel requirements of any of the Officers or Directors who indicate their intention of attending the meeting. For your information, it has been the practice for representatives of the Host Chapter to meet the officers and staff when they arrive at the airport.

Please send a notice of the meeting to your Regional Vice Chairmen for Education and Chapter Programs, Energy and Technical Affairs, Membership Promotion, Research Promotion, Refrigeration, and to the Regional Nominating Member and Alternate. *DONE*

If you would like mailing labels of the members in your Region, please let us know your requirements. They are available in Cheshire or self-adhesive, and we usually send them in zip code order. Also, we can include students, Life Members, or retirees, or can leave out these categories.

Minutes of the CRC meeting should not be reproduced by the Host Chapter. They should be edited by the official meeting secretary, sent to your Regional Chairman for his approval and final typing, and then forwarded to Headquarters for reproduction and distribution. These minutes should be sent to this office within 30 days of your CRC.

Also, please send us copies of all materials pertaining to the meeting, especially the brochure of the program. We keep these as a permanent record of your CRC, and to help us answer phone inquiries about the meeting.

If there is anything else we can do to be of assistance, please let us know.

Sincerely,

*Debra A. Canady-Foster*

Debra A. Canady-Foster

Enclosures

cc: Norman Johnson, Regional Chairman  
Charles Clemance, Chapter President



Contact: Ann Taylor Boutwell

Biographical Sketch

LOUIS F. FLAGG

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

Louis F. Flagg, retired from Honeywell, Inc. Commercial Division, Golden Valley, Minnesota, in 1984 as manager of product distribution and administration, is president of the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE).

Flagg's more than fifty years in the HVAC industry began in 1936 in Washington, D.C., where he supervised the installation of the control system of the United States Senate Office Building, one of the world's largest control jobs at the time. His 38 year career with Honeywell, Inc. began after serving as a Lieutenant Colonel in the United States Army from 1941 to 1946. After working a couple of years in sales engineering, Flagg moved into a management position that took him to the New York City regional office where he supervised the service and installation for thirteen branches. From 1951 to 1971, he supervised training and technical publications and personally investigated unusual environmental control applications.

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As president-elect of ASHRAE, Flagg served as chairman of the Society's Regions Council, the group that coordinates the activities of the Chapters Regional Committees and investigates applications for the creation of chapters and student branches.

As a Society vice president in 1985-86, Flagg served as chairman of ASHRAE's Technology Council, the group which reported to the Board of Directors on activities of the Research and Technical, Standards, Government Affairs, and "R" in ASHRAE Committees.

Previously, he served as the Society's treasurer and chairman of the Finance Committee and the Publishing Council, the group which represents ASHRAE's Board of Directors for all Society Publications, including ASHRAE Handbook, ASHRAE Journal, and ASHRAE Insights and special publications.

Flagg joined ASHRAE in 1947 and has served continuously on Society committees since 1958. He has been chairman of the Society's technical committee on controls, the Guide and Data Book (now ASHRAE Handbook) Committee, Journal Committee, Publishing Committee and a presidential ad hoc committee on metric policy. From 1981 through 1983, Flagg was an at-large member of the Board of Directors, and from 1984 to 1985 he was chairman of the Technology Council's Fiscal Planning Subcommittee.

In 1967, Flagg received ASHRAE's Distinguished Service Award, and in 1984, he was named an ASHRAE Fellow in recognition of his contributions to technology. He is also an ASHRAE Life Member.

He has contributed to books published by ASHRAE, the Institute of Electrical and Electronics Engineers (IEEE), and the United Association of Plumbers and Pipefitters, and has authored many technical articles for Honeywell publications.

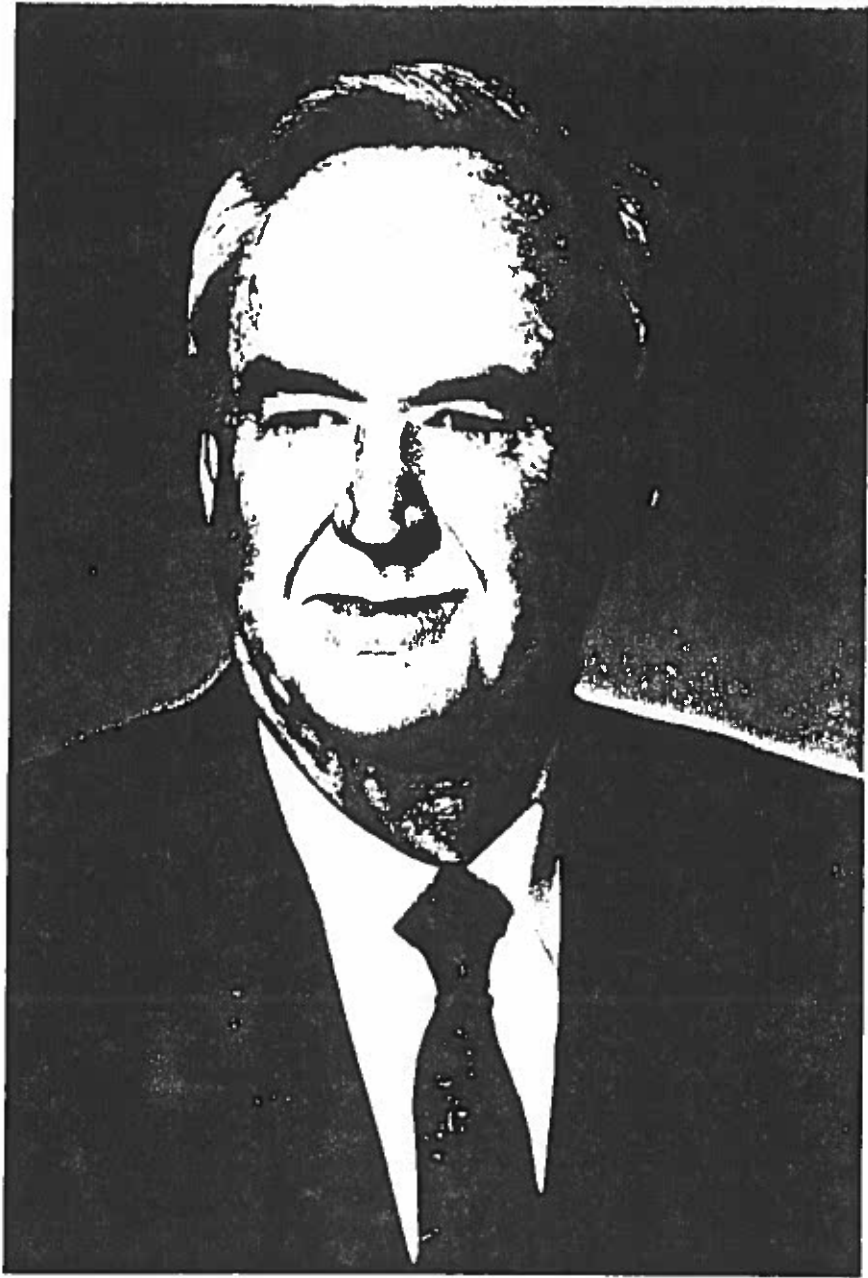
Flagg is a member of ASHRAE's Minnesota Chapter and serves on two committees of IEEE, of which he is a Life Member. He is a graduate of the University of Maryland with a bachelor of science degree in electrical engineering, and is a Life Member of Tau Beta Pi, the national honor society of engineering.

Flagg resides in Minneapolis with his wife, Josephine (Jo).

ASHRAE, founded in 1894, is an international organization of more than 50,000 persons with headquarters in Atlanta, Georgia. Its sole objective is to advance through research, standards writing, and continuing education the arts and sciences of heating, ventilation, air conditioning, and refrigeration for the public's benefit.

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From: Ann Taylor Boutwell

Biographical Sketch

DONALD E. NICHOLS

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

ATLANTA -- Donald E. Nichols, chairman of the board of I.C. Thomasson Associates, Inc., in Nashville, Tennessee, is a vice president of the American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. (ASHRAE).

As a 1988-89 vice president, Nichols is chairman of the Education Council, the group which coordinates the activities of the ABET Participation, Education and Chapter Programs, Energy and Technical Affairs, Government Affairs, and Society Program Committees.

Last year as Society treasurer, Nichols served as chairman of the Finance Committee and chairman of Member Council, the group that coordinates the activities of the Admission and Advancement, Charter and Bylaws, Honors and Awards, Meetings and Expositions, Membership Promotion, and International Activities Committees.

Nichols joined ASHRAE in 1959 and was named a Fellow and received the Society's Distinguished Service Award in 1975.

-more-

Nichols/page 2

From 1985 to 1987, he served as a member of the ASHRAE Standards Committee. From 1983 to 1985, he was a member of the Charter and Bylaws Committee and from 1979 to 1980, he served on the ASHRAE Board of Directors as a director-at-large.

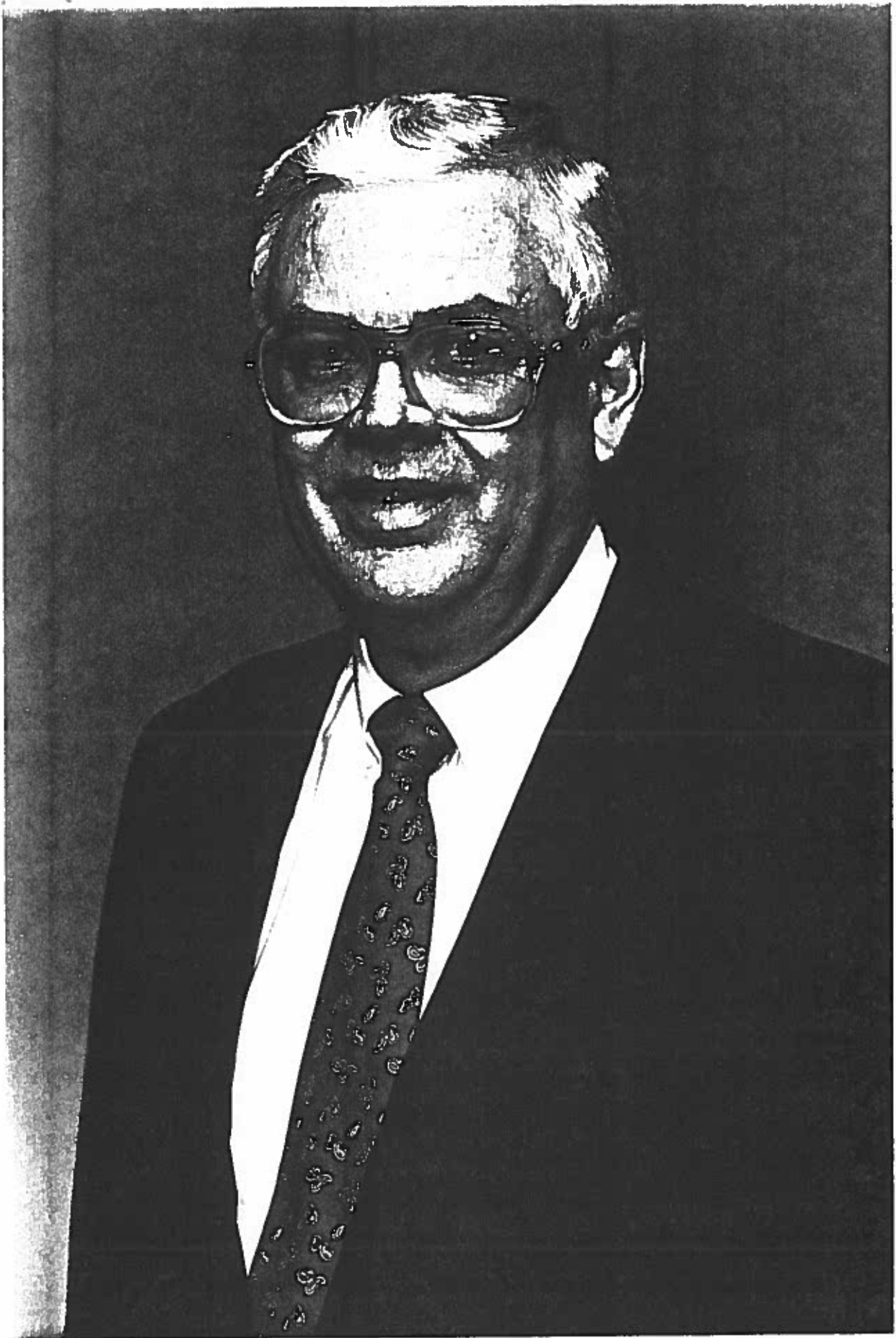
Previously, 1975 to 1978, Nichols was appointed to serve on a presidential committee for the Society's regional reorganization. He was on the Nominating Committee and the Exposition Policy Committee and was director and chairman of Region VII from 1969 to 1972.

Nichols belongs to the Society's Nashville Chapter and was president in 1961 to 1962. He is also a member of the American Consulting Engineers Council, National Society of Professional Engineers, the Tennessee Society of Professional Engineers, and the Consulting Engineers of Tennessee.

Graduating from Tennessee Technological University in Cookeville, he received his bachelors degree in mechanical engineering and, in 1986, he received the Distinguished Alumni Award.

ASHRAE, founded in 1894, is an international organization of more than 50,000 persons with headquarters in Atlanta, Georgia. Its sole objective is to advance through research, standards writing, and continuing education the arts and sciences of heating, ventilation, air conditioning, and refrigeration for the public's benefit.

###



From: Steve Comstock  
American Society of Heating, Refrigerating  
and Air-Conditioning Engineers, Inc.  
1791 Tullie Circle, N.E.  
Atlanta, GA 30329  
404/636-8400

Biographical Sketch

J. Richard Wright

Director of Technology

American Society of Heating,  
Refrigerating and Air-Conditioning Engineers

J. Richard Wright is director of technology of the American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. (ASHRAE). He is responsible for the administration of ASHRAE's technical activities, which includes its research and standards-writing programs.

Wright, a licensed engineer in the state of Tennessee, was named to his current position in 1980. He was formerly assistant dean of the College of Engineering, Tennessee Technological University, Cookeville, Tenn.

A native of Jamestown, Tenn., Wright graduated with a B.S. in mechanical engineering from the Tennessee Polytechnic Institute in 1955. The college was subsequently renamed Tennessee Technological University. He received a M.S. in mechanical engineering from the University of Illinois in 1958.

Wright began employment with Tennessee Technological University in 1959, first, as an instructor, assistant professor, and associate professor in the mechanical engineering

Wright  
page 2

department; then coordinator of the freshman engineering program; and after that as administrative assistant to the dean, College of Engineering. He was named assistant dean in 1976. During that time, Wright served as a consultant to various companies, churches, and colleges.

A member of ASHRAE since 1956, Wright served on a number of Society committees before assuming a staff position. In 1961, he received ASHRAE's Willis H. Carrier Award for the best paper presented at a Society meeting by a member 32 years or less.

He is also a member of the National Society of Professional Engineers, and the American Society for Engineering Education.

Founded in 1894, ASHRAE is a technical society consisting of 50,000 members and operated to advance the arts and sciences of heating, ventilation, air conditioning, and refrigeration for the benefit of the public.

ASHRAE's research program, which includes Society-funded projects, special projects which use outside funding, and grants-in-aid to graduate students, is budgeted at more than \$1 million for the current year. ASHRAE standards, which at present total about 70, establish uniform methods of testing, terminology, and recommended practice. ASHRAE also sponsors technical conferences and meetings and publishes research, design, and application information for use by industry.

The Society's International Headquarters is in Atlanta, Georgia.

# # #



**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

Norman W. Johnson  
Director & Regional Chairman II

Reply to: JOHNSON PATERSON INC.  
210 Denison Street  
Markham, Ontario, Canada  
L3R 1B6  
☎416-499-4822  
Fax 416-475-3049

TO: All Region II Chapters

DATED: July 27, 1988

Gentlemen:

My first duty as your Regional Chairman is to appeal to you for help.

To-date I have only five (5) "ASHRAE Chapter information questionnaire" for the 1988-89 year. I have only one (1) "minimal standard chapter CRC report form" completed for the year 1987-88.

I have attached a list of all Region II chapters and have checked the chapters who's data I have received.

It is mandatory that the questionnaire be received without further delay, so as the first mailer can be completed by John Kenney, CRC chairman, London.

If you have access to a fax I would suggest you provide me with a faxed copy and follow up with mailing the originals to my attention.

Thank you for your co-operation.

Yours truly,

Norm W. Johnson  
Director & Regional Chairman II

cc: George Buckler - V.P. ASHRAE  
John Kenney

My Fax No.: (416)-475-3049



## Chorley & Bisset Ltd.

CONSULTING MECHANICAL  
& ELECTRICAL ENGINEERS

521 Colborne Street  
London, Ontario N6B 2T6  
(519) 679-3660 (Tel)  
(519) 679-2145 (Fax)

DATE: 29 August '88

FILE NO.: ---

TO : Charles Clemance FAX # Sp Dial 12

3M  
FROM: Peter Golem FAX # (519) 679-2145

RE : ASHRAE

0 pages follow. If copy is illegible or incomplete,  
please call (519) 679-8660 for retransmission.

MESSAGE:

Charles, a couple of years ago, Cliff Morrison suggested getting Jay Campbell (weatherman on Channel 10) to speak at Ladies Night. I looked into it then, but it was too late to book him.

I have taken the liberty of checking if Jay is available and willing for the 28th of Nov. this year. CFPL called today to say that he is available and willing. I had suggested that he might talk about weather patterns, trends, etc, particularly as we in ASHRAE are in the comfort control business.

At this point, we have no commitment to him. I told CFPL that I would need to discuss the matter with our Program Committee. It's really a matter for you and Greg to decide. Please don't feel any obligation to accept this if you don't think it is the type of Ladies Night you would want.

- Peter.





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Norman W. Johnson  
Director & Regional Chairman II

Reply to: JOHNSON PATERSON INC.  
210 Denison Street  
Markham, Ontario, Canada  
L3R 1B6  
☎416-499-4822  
Fax 416-475-3049

August 17, 1988

TO: Denis Rivard - President - Lac-St-Jean  
Bernard Ratledge - President - Mississauga  
W. Gary Romagnoli - President - Hamilton  
Charles Clemance - President - London

Gentlemen:

On July 27, 1988 I circulated a letter to all Chapters requesting a completed "ASHRAE CHAPTER INFORMATION QUESTIONNAIRE" for 1988-1989.

I have attached a copy of that letter for your information if for any reason you did not receive the original.

If you have already mailed me a copy I thank you. If, however, you have not sent yours, please do so without further delay. John Kenney, in London, requires that information urgently.

Thank you for your attention to this request.

Yours truly,

N. Johnson

c.c: George Buckler  
John Kenney



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Norman W. Johnson  
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TO: All Region II Chapters

DATED: July 27, 1988

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My first duty as your Regional Chairman is to appeal to you for help.

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If you have access to a fax I would suggest you provide me with a faxed copy and follow up with mailing the originals to my attention.

Thank you for your co-operation.

Yours truly,

Norm W. Johnson  
Director & Regional Chairman II

cc: George Buckler - V.P. ASHRAE  
John Kenney

My Fax No.: (416)-475-3049

CHAPTER

CHAPTERS INFORMATION  
QUESTIONNAIRE

MINIMUM STANDARD  
CHAPTER CRC REPORT  
FORM

---

Halifax Received June 1/88

New Brunswick Received

Quebec Received June 2/88

Lac St.Jean Received June 1/88

Montreal

Ottawa

Toronto

Mississauga

Received June 1/88

Hamilton

London

Windsor Received June 27/88

CHAPTER	CHAPTERS INFORMATION QUESTIONNAIRE	MINIMUM STANDARD CHAPTER CRC REPORT FORM
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---

Halifax Received June 1/88

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Lac St.Jean Received June 1/88

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Ottawa

Toronto

Mississauga Received June 1/88

Hamilton

London

Windsor Received June 27/88



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**M. Gerard Doyle, P. Eng.**

Vice Chairman, Membership Promotion  
Region II

Reply to: DUMAC ENERGY LTD.  
6155 North St., Suite 605  
Halifax, N.S. B3K 5R3  
902-429-2505  
Fax 902-454-6820

September 13, 1988  
Region II Chapter Presidents

RE: Lincoln Bouillon Award

Nominations are due by October 1, 1988, for candidates for the Lincoln Bouillon Award. The award is an honors award authorized by the Board of Directors of ASHRAE to the member of the society who, by data presented by the member's local chapter, has, by the members efforts, done the most to increase and stimulate the membership of the member's local chapter for the past year. This award is made in memory of Lincoln Bouillon who died while he was President of the society, and whose interests centered on membership while he was President.

The enclosed Candidate Information Sheet, together with an ASHRAE Biographical Record (Appendix Z, Manual for Chapter Operations), are to be completed for your Chapter's candidate. These forms should be mailed back to me by the above date. Since the Award is for the ASHRAE year 1987-1988, you will probably wish to discuss this with your Chapter's immediate past president.

Those Chapters who experienced a significant growth in membership in the past year should consider submitting the name of the party responsible for their good showing. This award, a gold medal given to one individual in the Society each year, must be considered quite an honor to the recipient.

Again, may I ask that you accomplish the necessary paperwork in the time indicated. The name of the recipient will be announced at the semi-annual meeting of the society in January, and the award will be presented to the recipient at the annual meeting in June.

Should you have any questions in completing the form or the bio for the candidate you are presenting, please contact me. Please pay particular attention to listing and describing the methods and techniques used by the candidate which resulted in the significant increase in membership and advancement in ASHRAE.

Yours truly,

M. Gerard Doyle  
Region II Vice Chairman  
Membership Promotion

ASHRAE

LINCOLN BOUILLON AWARD  
CANDIDATE INFORMATION SHEET

Name of Candidate: \_\_\_\_\_

Address: \_\_\_\_\_  
Street

\_\_\_\_\_ ( )  
City State Zip Code Telephone Number

ASHRAE Chapter: \_\_\_\_\_ Region \_\_\_\_\_ Location \_\_\_\_\_

Sponsor of Candidate: \_\_\_\_\_

Address: \_\_\_\_\_  
Street

\_\_\_\_\_ ( )  
City State Zip Code Telephone Number

Data below to be completed by the candidate:

1. Membership Night

a. Did you hold one? \_\_\_\_\_ Which month? \_\_\_\_\_

b. What were the results? \_\_\_\_\_

c. Describe any incentives offered or special publicity: \_\_\_\_\_  
\_\_\_\_\_

2. Membership Committee

a. Did you have a committee? \_\_\_\_\_ How many members? \_\_\_\_\_

b. Describe their responsibilities: \_\_\_\_\_  
\_\_\_\_\_

c. Was the committee helpful? \_\_\_\_\_ Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Recruitment

a. What techniques did you use to identify prospective members? \_\_\_\_\_

---

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---

b. How were prospective members contacted? How frequently? What techniques were most effective? \_\_\_\_\_

---

---

---

c. What techniques were used to publicize membership? \_\_\_\_\_

---

d. What follow-up techniques were used? \_\_\_\_\_

---

4. Advancement

a. How did you identify which chapter members were eligible for advancement?

---

---

b. What techniques were used to encourage advancement? \_\_\_\_\_

---

---

c. What was the response? \_\_\_\_\_

---

d. In your opinion, what do those who apply for an upgrade do so? Why don't others?

---

---

---

---

5. Retention

a. What techniques were used to reduce delinquencies? What are most effective?

---

---

---

---

b. How frequently were delinquent members contacted? Starting when? \_\_\_\_\_

---

---

c. Did anyone assist you in contact delinquents? In what way? \_\_\_\_\_

---

---

d. What reasons were given by members that did drop out or resign? \_\_\_\_\_

---

---

e. What techniques were used by your chapter to make new members feel welcome?

---

---

6. Feedback (Optional)

You have been selected as a candidate for the Lincoln Bouillon Award because of your effectiveness in promoting ASHRAE membership. We are very interested in your comments and suggestions on how the Membership Department and the Membership Committee could be more effective: \_\_\_\_\_

---

---

---

---

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_



*Highland* COUNTRY CLUB LTD.

279 COMMISSIONERS ROAD E. • 681-8223 • LONDON, ONTARIO N6C 2T4



September 16, 1988

Mr. C. S. Clemance  
c/o 3 M Canada Inc.  
P.O. Box 5757  
London, Ontario  
N6A 4T1

Dear Mr. Clemance:

Please find below your meeting schedule for the 1988-89 year.

The dates reserved for your Ashrae Dinner Meetings are as follows:

No meeting in September	Monday, February 27, 1989
Monday, October 24, 1988	Monday, March 27, 1989
Monday, November 28, 1988	Monday, April 24, 1989
December 1988 - No Meeting	Monday, May 29, 1989
Monday, January 30, 1989	June 1989 - No Meeting

The inclusive price per person will be \$13.53.

We are looking forward to once again accommodating your group.

Yours very truly,

*Wendy Decarie*

Wendy Decarie  
Food & Beverage Manager

WD:eh



**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

Carolyn K. Stewart  
Director  
Education & Member Services

**MEMORANDUM**

**TO:** Chapter Presidents  
**FROM:** Carolyn Stewart *CS*  
**DATE:** October 21, 1988  
**RE:** PAOE/Strategic Plan

Enclosed is the final official 1988-89 Presidential Award of Excellence Program which included each chapter area assigned member count. Please discard any preliminary copies you may have.

Also enclosed is the Society Strategic Plan.

If you have any questions, please let me know.

CKS/jb

Enclosure

cc: Regional Director



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**Terri Sheppard**

Administrative Assistant

October 14, 1988

TO: Chapter Presidents

SUBJECT: CHAPTER PARTICIPANTS IN  
SOCIETY-LEVEL ACTIVITIES

For your information, attached is a listing of individuals in your chapter who are participating in Society-level activities during 1988-89. This would include those serving on the Board of Directors, Councils, General Committees, Technical Committees, Task Groups, Technical Resource Groups, and Standards Project Committees. The list was produced by the headquarters computer from the general membership records and committee rosters.

We hope you find this useful. If you have any questions, please let me know.

Sincerely,

Terri Sheppard  
Administrative Assistant  
to Executive Director/Secretary

/tes

Attachment

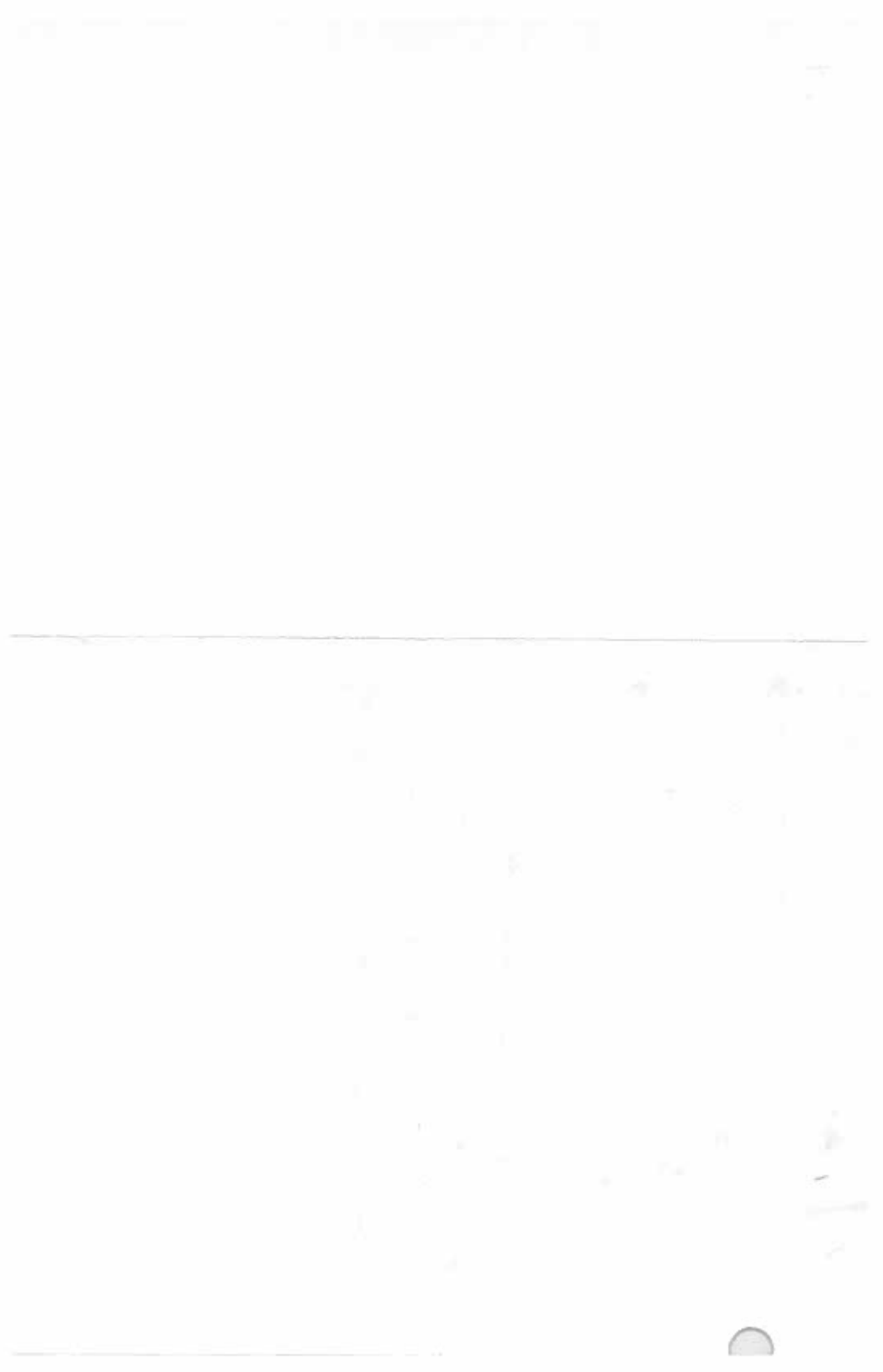
cc: Regional Director/Chairmen

ASHRAE  
Regional and Chapter ParticipantsREGION 02  
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CHP NO	MEMBER NAME AND ADDRESS	MEMBER NO	ACTIVITY
116	BOYCE DARRYL K UNIVERSITY OF WESTERN OF ONT RM 2 SERVICE BLDG LONDON ON CANADA N6A 5B9 FAX # : 5196612174	1008700	1989-E-E&CP 1989-E-E&CP
116	KENNEY JOHN L ENGINEERED AIR 847 DUNDAS ST E LONDON ON CANADA N5W 2Z8	0384931	1989-A-CELEB94
116	MC CARTNEY WILLIAM J TRISAR LIMITED 364 CAMPBELL STREET SARNIA ON CANADA N7T 2H5	0476577	1989-T-R&T-TC01.07

We would like to thank  
the committee and membership  
for the beautiful Royal  
Doulton. She is a lovely  
addition to my collection. I  
enjoyed our time in London  
and all the care and concern  
for the ladies program was  
greatly appreciated. Please  
convey our thanks to your  
members.

Tom & Joyce Jensen



# EngA

# ENGINEERED AIR

DIVISION OF AIRTEX MANUFACTURING PARTNERSHIP

## HEAD OFFICE & FACTORY

□ 1401 HASTINGS CRES. S.E., CALGARY, ALBERTA T2G 4C8

## EASTERN FACTORY

□ 1175 TWINNEY CRES., NEWMARKET, ONTARIO L3Y 5V7

## BRANCH OFFICES

- 4266-91A STREET, EDMONTON, ALTA. T6E 5V2
- 201, 3501-8 ST. E. SASKATOON, SASK. S7H 0W5
- #321-1675 WEST 8th AVE. VANCOUVER, B.C. V6J 1V2
- 867 WALL STREET, WINNIPEG, MAN. R3G 2T9
- 847 DUNDAS STREET E., LONDON, ONT. N5W 5P6
- 119, 557 DIXON ROAD REXDALE, ONT. M9W 1H7
- P.O. BOX 708, BEDFORD, N.S. B4A 3H5
- 219 COLONNADE ROAD, NEPEAN, ONT. K2E 7K3
- 845 BROAD STREET REGINA, SASK. S4P 3G7
- #100, 1600 BLVD, PROVENCHER BROSSARD, QUEBEC, J4W 3

October 27, 1988

Vanderwesten & Rutherford Ltd.  
36 Talbot Road, South  
Lambeth, Ontario  
N0L 1S0

Attention: Mr. Don Johnson

Re: Region II CRC

Dear Don:

Enclosed please find thank you card from Norm & Joyce Johnson.

Please present this at your next Chapter meeting.

Thank you.

ENGINEERED AIR



Carol Thomas  
Secretary to John Kenney

CT:encl



**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

Eileen Duignan-Woods, P.E.  
Chairman  
Honors & Awards Committee

Reply to: DUIGNAN-WOODS, CHARTERED  
2000 N. Racine Ave., Suite 3800  
Chicago, IL 60614  
☎312-525-6377

November 4, 1988

TO ASHRAE CHAPTER PRESIDENTS

Honoring one's peers is probably the most noble activity in which professionals indulge.

Our industry is blessed at this point in history by having a gifted assembly of people who have contributed enormously to the betterment of mankind's environment.

There is no question about the fact that refrigeration and air conditioning have, in the last forty years, permanently and positively changed civilization on this planet.

Those who must be credited are still with us. We must honor them now.

The Honors & Awards Committee of ASHRAE is not satisfied with either the quality or quantity of nominations we receive. Traditionally, these nominations have come from Chapters, through CRCs, and in many cases completely miss the purpose of these Awards.

Attached are guidelines for the various Awards. Please read carefully and note the differences between Fellow and other Awards. That should assist you in identifying proper candidates. Look into your Chapter, beyond the Officers and Board. Look beyond your Chapter. Many of the Best Fellow Candidates, for example, are ASHRAE Members who are active on Technical Committees, only.

The Chapter, or individual, need not wait for a CRC to submit a candidate. A proper ASHRAE biography (TC people usually have them on file at Headquarters) and letter of nomination to the Honors & Awards Committee is all that is usually required.

Last, but not least, your candidate must be outstanding for his or her contribution to our industry, or as the criteria dictates.

We look forward to your help as we reach out in our industry and honor those among us.

Sincerely

  
Eileen Duignan-Woods, P.E.  
Chairman





ASHRAE HONORS AND AWARDS

AWARD

F. PAUL ANDERSON AWARD

The Society's highest award; awarded in recognition of outstanding work or service in any field of the Society; must be an ASHRAE member.  
(Form of award is medal and certificate)

PRESENTED

Winter Meeting

FELLOW

Awarded to Members who have attained distinction in the fields of heating, refrigeration, air conditioning, ventilation or the allied arts and sciences through teaching, research, invention, design and/or supervision of projects of unusual or important scope; must have been a full grade Member of ASHRAE for a minimum of ten years.  
(Form of award is certificate)

Winter Meeting

LOUISE & BILL HOLLADAY DISTINGUISHED FELLOW AWARD

Presented to Fellow of ASHRAE in recognition of continuing preeminence in engineering or research work.  
(Form of award is medal and certificate)

Annual Meeting

DISTINGUISHED SERVICE AWARD

Awarded to Members who have served faithfully and with distinction on committees or otherwise giving freely of their time or talent on behalf of the Society.  
(Form of award is certificate)

Annual Meeting

A. T. BOGGS SERVICE AWARD

Awarded to a past Distinguished Service Award recipient for continuing, unselfish, dedicated and distinguished service to ASHRAE.  
(Form of award is medal and certificate)

Annual Meeting

AWARD

PRESENTED

INTERNATIONAL ACTIVITIES AWARD

Annual Meeting

Awarded to Members who have done the most to enhance the Society's international presence.  
(Form of award is a certificate)

WILLIAM J. COLLINS, JR.  
RESEARCH PROMOTION AWARD

Annual Meeting

Awarded to a Chapter Research Promotion Chairman who excels in raising funds for ASHRAE research.  
(Form of award is a medal and certificate)

E. K. CAMPBELL AWARD

Winter Meeting

Awarded for outstanding service and achievement in teaching.  
(Form of award is certificate)

CROSBY FIELD AWARD

Annual Meeting

Awarded to author of top paper or article chosen from among the best Technical, Symposium and Journal Papers.  
(Form of award is \$750 and a certificate)

TECHNICAL/SYMPOSIUM PAPER AWARD

Annual Meeting

Presented to authors of best papers presented at Society meetings.  
(Form of award is \$500 and a certificate)

WILLIS H. CARRIER AWARD

Annual Meeting

Awarded for best published paper of outstanding quality by a Member who is 32 years of age or less.  
(Form of award is \$500 and certificate)

JOURNAL PAPER AWARD

Annual Meeting

Awarded for best paper or article published in ASHRAE Journal during the preceding calendar year.  
(Form of award is \$250 and a certificate)



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Norman W. Johnson  
Director & Regional Chairman II

Reply to: JOHNSON PATERSON INC.  
210 Denison Street  
Markham, Ontario, Canada  
L3R 1B6  
☎416-499-4822  
Fax 416-475-3049

TO: Chapter Presidents - Region II  
FROM: Norm W. Johnson  
DATED: December 8, 1988

By now you have a pretty good idea of what the presidency is all about. The question is how will you feel about your job this time next year? Planning now should be well advanced in your chances of having a successful year.

PAOE points are a yard stick by which we will be measuring your Chapter's year, as related to the goals and objectives set aside by Society President Lou Flagg.

Certainly there are many other areas that we need to concentrate our efforts, but if you really study the criteria for PAOE, those other areas certainly are a part of the point system. Example: Programs effect attendance and membership retainage.

At this point your Chapter should have conducted a planning meeting. You should make copies of the MBO, Section 9, of the "Manual for Chapter Operations" and ask that each Committee Chairman write out his MBO. That too, should have been done by this time. Assemble these individual MOBs into a chapter MBO and add your goals and objectives.

I will be visiting each Chapter this year and during that meeting I would like to receive a copy of those MBOs and receive each Committee Chairman's objectives.

I will conduct a Regional Planning Meeting, sometime in the spring. The Vice Chairmen and Committee Chairmen would likely be attending. Each of the Chairmen will provide me with their MBO and from that information I will establish the Regional MBO for the following year.

....Page 2

Chapter Presidents - Region II  
December 9, 1988  
Page 2

I would ask each of you to consider the setting up of Region Fund to establish a reserve for Regional Chairmen's Activities such as Awards, accepting some of the expenses for extra duties that I have to perform and generally cover some of the expenses of the Region. I find in questioning other Regional Chairmen we are one of the only Regions that being Region II, that do not have such a fund. The input to that fund being any where from fifty cents to a dollar per Chapter Member. The fund is administered by the Regional Chairmen with a Budget being set up annually, presented to the Chapter Presidents as well as a financial statement established annually, that too presented to the Chapter Presidents.

If you have any other items which you would like to have covered in this meeting, be sure to contact me.

You obviously have the Regional Roster at this time which is current; no changes are anticipated.

"Do a job and no one recognizes. Do a bad job and no one ever forgets". I look forward to working with each of you this year. I hope the pleasure and the accomplishments repay you for the time and energy.

Yours very truly,



Norm W. Johnson

NWJ/gjw

P.S. Attached please find a check list of major things to do this year which some of them will have been completed by this time.



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Norman W. Johnson  
Director & Regional Chairman II

Reply to: JOHNSON PATERSON INC.  
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Markham, Ontario, Canada  
L3R 1B6  
☎416-499-4822  
Fax 416-475-3049

TO: Chapter Presidents - Region II

FROM: Norm W. Johnson

DATED: December 9, 1988

**SUBJECT: MORE THINGS TO DO (CHECK LIST)**

Here is a major suggested check list to follow to get you through your new term of office as Chapter President. You will each think of additional items, but this, at least, will cover some of the major ones.

1. Make sure that each of your Chapter Governors and Chapter Officers has a copy of the Manual for Chapter Operations.
2. Photostat those pages which cover the duties for each of the Committee Chairmen and see that each Chairmen get a copy of those pages, so he will know exactly what is expected of him.
3. Review with each Committee Chairmen just what his duties and responsibilities are. Invite of the Regional Officers or Past Regional Leaders to be there when you have the review so that he may questions that arise that cannot be answered by you.
4. Make sure that your monthly newsletter is printed in proper manner and that the items included are of newsworthy interest to all members of your Chapter.
5. Discuss the CRC workshops with your Committee Chairmen and make sure they understand that they are expected to attend the CRC workshop covering their field of responsibility. Transportation to the CRC for the Chapter Delegates and Alternates will be paid by the Society. Transportation for other Committee Chairmen and other Chapter Officers and Members will not be paid by the Society. We recommend the Chapter assist in these expenses.

...Page 2

Consider at your Board Meeting possible ways in which the Chapter might defray part of the expenses of the Committee Chairmen and encourage your Chairmen to plan this as early fall or late summer mini-vacation. The meeting will be held in Moncton New Brunswick this summer on August 23, 24, 25 and 26th.

Attempt to have your Committee Chairmen attend the workshops and remember you need them there to get your CRC meeting attendance points for the PAOE. When the CRC program is ready we will be mailing you a copy. It will be very similar to last year for those who attended.

Some of the highlights are:

- The Chapter Officers Workshop
- The Welcoming Party
- The Business Sessions
- Caucus Breakfast
- The President's Luncheon
- And The Award Banquet.

6. Your Program Chairman should have his speakers finalized by now and all within the Chapter should know who are speaking on what given nights. They should be really interesting and informative programs for the balance of the year.

I am convinced that those Chapters who had poor meeting attendance last year can largely blame it on programs that had no appeal to the Member in general. Do not use local people for your programs unless you are having a panel discussion of engineers, contractors and sales reps, etc.; or unless he is a local expert outside of our industry, such as a lawyer, accountant, or the like. Local people generally do not have a program appeal to Chapter Members. In any Chapter there are enough reps with factory contacts to be able to line up home office or regional men who can speak with more authority and have more appeal. Do not worry about having someone from a major manufacturer. They know that the talk must be non-proprietary and will give one accordingly, there is no reason why a member from a competing company should get upset. He can have his crack at the program later in the year or next year. The Chapter President and Program Chairman should ignore such protests. They are too petty to consider.

7. Make sure that each committee is a COMMITTEE, which means GROUP of people, whenever possible. One man as Chairman does not constitute a committee, so work with each Chairman to line up two, three or four more Committee Members to serve on the committee with the Chairman and contribute to the work of the committees. Also, you will then wind up at the end of the year with some trained members, one of whom can take over without a break as Committee Chairman for the next season. When you have a committee, do not forget that it is your responsibility to work with them over the year; prod them when they need it; have them report in writing at each Board of Governor's meeting on their activity; and keep track with the Chairman of points earned to date and what is needed to reach the par goals. You are the top dog as Chapter President, which means the buck stops with you; and if the Chapter falls on its face, it is because you fell on your face and did not do your job. That may sound blunt or unpleasant but it is reality. Make sure to write up your MBOs now and send it to my attention at the earliest possible date.

If each of you take this check list to heart and really concentrate on following it, starting now and throughout the year, you will have the Star Award when they pass them out at CRC next year.

As far as the CRC is concerned, you will be getting a lot more detailed information later, but this will give you the highlights.

Good luck and I will look forward to visiting you throughout the year.

Sincerely,

  
Norm W. Johnson

NWJ/gjw

cc: Regional Vice Chairmen  
Nominating Committee Members



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

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Carolyn K. Stewart  
Director  
Education & Member Services

**MEMORANDUM**

**TO:** Chapter Presidents  
**FROM:** Carolyn Stewart *CS*  
**DATE:** January 3, 1989  
**RE:** REVISIONS TO MCO MANUAL

Enclosed is revised information to replace Appendix BB (page 125) and Sections 5.14 and 5.15 (page 21) of the Manual For Chapter Operations.

CKS:sa  
Enclosure



## GUIDELINES FOR COSPONSORED CHAPTER PRODUCT SHOWS

ROB #355-002-001

To adopt the "Guidelines for Cosponsored Chapter Conferences," as amended.

### 1. Objectives

All actions of the conference must be non-partisan, and shall not reflect any private business interest or specific group interest, and all conferences must have objectives consistent with those set forth in the Bylaws.

### 2. Publication

ASHRAE shall have a right to publish any of the conference papers. Also it shall have the right to index and make available any conference papers and discussions published by others.

The following disclaimer shall be used where appropriate:

The Chapter of ASHRAE cosponsors (sponsors) this conference to provide a forum for the free exchange of ideas on the state of the art in this field. The ideas expressed are those of the author(s), and do not necessarily represent the opinions or policies of ASHRAE nor has ASHRAE subjected the papers published herein to its customary technical review.

### 3. Exhibits

Chapters are allowed to sponsor equipment expositions of products, equipment and systems, subject to the following restrictions:

- The net display area will not exceed 10,000 square feet.
- Individual table top display areas will not exceed 100 square feet.
- No organization will have more than two display areas.
- One display area will be dedicated to promoting Society publications and membership.
- A technical seminar of at least three hours length will be held in conjunction with this event.

### 4. Contribution

Solicitations by chapters of contributions to help defray the cost of the conferences is to be restricted to corporations not listed as "Special Category." Advice regarding the "Special Category" corporations can be obtained from the chairman of the Research Promotion Committee.

## 5. Financial Responsibility

Chapters are cautioned to limit their financial liability to that which can be backed by chapter funds in the event that the conference fails to produce sufficient revenue and/or the cosponsor(s) proves unable to meet his (their) share(s). The Society cannot come to the financial aid of a chapter.

## 6. Standards

Every effort shall be made to induce the cosponsor to agree to following the "Guidelines for Presenting Chapter Sponsored Educational Lecture Series or Seminars" (Appendix K of Manual for Chapter Operations) to assure proper standards of organization, facilities, etc.

## 7. Publicity

As soon as the conference topics and dates are established, the ASHRAE chapter co-chairman or his designated assistant, shall advise ASHRAE headquarters, the Regional Chairman, the Regional Vice Chairman of Education, of such details. All publicity shall give equal credit to each sponsor and shall be appropriate for a professional society.

## 8. Registration Fees

Whenever possible, preferential registration fees shall be established for ASHRAE members to encourage interested parties to join ASHRAE.

GUIDELINES FOR CHAPTER EQUIPMENT EXPOSITIONS

ROB #300-016-001

That the appropriate Rules of the Board be changed to allow chapters to sponsor equipment expositions of products, equipment and systems, subject to the following restrictions:

- The net display area will not exceed 10,000 square feet.
- Individual table top display areas will not exceed 100 square feet.
- No organization will have more than two display areas.
- One display area will be dedicated to promoting Society publications and membership.
- A technical seminar of at least three hours length will be held in conjunction with this event.

NOTICE OF INTENT TO HOLD CHAPTER EQUIPMENT EXPOSITIONS

Date \_\_\_\_\_

Chapter Name \_\_\_\_\_

Net display area \_\_\_\_\_

Number of displays \_\_\_\_\_

Number of companies sponsoring displays \_\_\_\_\_

Technical Sessions \_\_\_\_\_

Title \_\_\_\_\_

Length of Session \_\_\_\_\_

Chapter President's Name \_\_\_\_\_

Signature \_\_\_\_\_

Regional Chairman's Name \_\_\_\_\_

Signature \_\_\_\_\_

Please date, sign and return a copy to the Director of Education and Chapter Services at ASHRAE headquarters.



### DISCLAIMER

The sponsoring chapter does not and will not endorse any of the products or services displayed.

It is not the intent of this chapter to diminish in any way the annual exposition cosponsored by ASHRAE and ARI.



**ASHRAE**

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

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Carolyn K. Stewart  
Director  
Education & Member Services

**MEMORANDUM**

To: Chapter Presidents  
From: Carolyn Stewart ✖  
Date: February 22, 1989  
Subject: RSES Contact List

Attached is an updated list of Chapter Contact persons for the Refrigeration Service Engineers Society (RSES).

An extra copy has been included for you to give to your Chapter Refrigeration Chairman.

CKS/sfg

cc: Frank Coda  
Lou Flagg  
Jim Norman



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Carolyn K. Stewart  
Director  
Education & Member Services

**MEMORANDUM**

**TO: Chapter Presidents**  
**FROM: Carolyn Stewart** *CS*  
**DATE: January 5, 1989**  
**RE: Member Benefits Survey**

ASHRAE is continually striving to improve services to its members. The Membership Promotion Committee is reviewing additional benefits that would enhance our Membership Services.

Attached is a list of benefits that the committee is considering. Please review this list and check those benefits that you feel would enhance your ASHRAE Membership.

This survey is being sent only to Chapter Presidents. The results of this survey will be reported to the Membership Promotion Committee, during the Winter Meeting in Chicago in January. They will review and discuss the possibilities.

To assist the Society with meeting the needs of our members, we'd appreciate your input. Please complete the attached survey and return to our office in the enclosed envelope, or if you prefer, fax to ASHRAE Fax # 404/ 321-5478, no later than January 20th.

Thank you for your participation and continued support.

CKS/sw  
ENCL:  
ASHRAE Membership Survey

**ASHRAE MEMBERSHIP SURVEY**

**MAIL OR FAX TO:**

**ASHRAE  
Member Services  
1791 Tullie Circle, NE  
Atlanta, GA 30329  
FAX # 404/321-5478**

**WHICH BENEFITS WOULD ENHANCE YOUR MEMBERSHIP?  
(Please complete and return by January 20, 1989).**

**1. Insurance Programs**

- Life \_\_\_\_\_
- Health \_\_\_\_\_
- Auto \_\_\_\_\_
- Professional \_\_\_\_\_

**2. Banking/Financial Services**

- Credit Card Program \_\_\_\_\_
- Credit Union \_\_\_\_\_
- Personal Financial Planning \_\_\_\_\_

**3. Telephone Services**

- Long Distance Discounts  
(ex. Sprint System) \_\_\_\_\_
- ASHRAE toll-free 1-800 Number \_\_\_\_\_

**4. Travel/Transportation Discounts (Business/Personal)**

- Rental Cars \_\_\_\_\_
- Air Travel \_\_\_\_\_
- Group Travel Packages \_\_\_\_\_
- Hotels \_\_\_\_\_

**5. Employment Referral Service \_\_\_\_\_**

**5. Other (Please Specify)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your Name \_\_\_\_\_

Chapter \_\_\_\_\_





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Norman W. Johnson  
Director & Regional Chairman II

Reply to: JOHNSON PATERSON INC.  
210 Denison Street  
Markham, Ontario, Canada  
L3R 1B6  
☎416-499-4822  
Fax 416-475-3049

TO: All Chapter Presidents Region II  
Regional Vice Chairmen  
Nominating Committee  
(Dalton McIntyre and Bob Morris)

FROM: Norm W. Johnson

DATED: February 22, 1989

**SUBJECT: RE COMMITTEE APPOINTMENTS FOR SOCIETY YEAR 1989-90**

Gentlemen:

On January 20th, and once again on January 24th I wrote to each of you and copied the letter received from David Butler, President Elect.

You may recall the theme from the President Lou Flagg which was called "Communications" and my theme for this year is "Co-Operation". To date the only two people that I have heard from are Dalton McIntyre and a complete list from the Ottawa Chapter. No one else has replied to my two letters.

It is imperative that names be forwarded to David Butler for him to be able to fill all committees that are required at the Society level. I was counting on names being forwarded from you gentlemen and feel somewhat disappointed that I have not heard from the majority.

I have forwarded the names received from Dalton McIntyre plus a couple from myself to David Butler but the input from Region II has not been good. I would ask you to please acknowledge any correspondence received from me, if it is to be received. If there are no names that can be put forth from your Chapters then advise that also; not to answer or acknowledge correspondence is not what I had hoped for.

From: Norm W. Johnson  
February 22, 1989  
Page 2

I trust you understand my point and that future correspondence or requests will be answered or acknowledged.

Yours very truly,

  
NWJ/gjw

P.S. I am not directing this letter to the Windsor Chapter as I met with them last week. They are relevantly a new Chapter and they do not have names to forward.

cc: David Butler

ROBERT J. MORRIS, P.ENG.

1452 UPPER JAMES ST.

HAMILTON, ONTARIO

CANADA L9B 1K3

March 2, 1989

Mr. Charles Clemance,  
42 Sasha Cres.,  
London, Ontario.  
N6E 2M5

Dear Charles:

You may only have another 2 ASHRAE chapter meetings to obtain the information you will require at the next Region II CRC.

The chapter delegate or alternate will be required to submit recommendations according to the attached worksheet.

Please be prepared to promote your fellow chapter members for these important positions and honours.

I am looking forward to meeting with a well informed executive session at this year's CRC.

Yours truly,



Robert J. Morris,  
Nominating Committee

RJM/lm  
encl.

cc: Norm Johnson  
Dalton McIntyre

P.S. If you are not going to be the delegate for your chapter, please forward this material to the designated person.  
Thanks.

# WORKSHEET FOR 1989 CRC

## Recommendations for Society Year

**Instructions:** The Nominating Committee Member, as Chairman of the CRC Executive Session, submits the recommendations contained in Parts 1, 2, 3, and 4 to Executive Director/Secretary, ASHRAE, 1791 Tullie Circle, NE, Atlanta, GA 30329 within 30 days of the CRC. Copies of Parts 2, 3, 4, 5, and 6 must be sent to the Regional Chairman.

- Note:** 1) List all candidates in order of preference  
 2) If there is no current biographical form on file at Society headquarters for a candidate, submit one with this worksheet.

### 1. OFFICERS AND BOARD OF DIRECTORS

	*Current or Nominee (SY <u>89-90</u> )	CRC Recommendations for Next Slate (SY _____)
President-Elect	<u>Damon Gowing</u>	_____
Treasurer	<u>Donald Rich</u>	_____
Vice President	<u>George Buckler</u>	_____
Vice President	<u>Richard Charles</u>	_____
Vice President	<u>Neil Paterson</u>	_____
Vice President	<u>Richard Hayter</u>	_____
Director-at-Large	<u>Julius Olsen</u>	_____
Director-at-Large	_____	_____
Director-at-Large	_____	_____
Regional Chairman (if appropriate, supply 3 candidates & state order of preference)	<u>Norm Johnson</u>	1. _____ 2. _____ 3. _____

Submitted by: \_\_\_\_\_

\_\_\_\_\_  
Member, Nominating Committee

\_\_\_\_\_  
Date

\*Fall CRCs list current officers and directors, and Spring CRCs list those nominated for election at the upcoming Annual Meeting.

### 2. SOCIETY COMMITTEES\*

(Recommendations to Society President-Elect)

ABET Participation	_____
Charter & Bylaws	_____
Finance	_____
Government Affairs	_____
Handbook	_____
Historical	_____
Honors & Awards	_____
Int'l Activities	_____
Journal	_____
Long Range Planning	_____
Meetings & Expositions	_____

Research & Technical\*\*

\_\_\_\_\_

Society Program

\_\_\_\_\_

Special Publications

\_\_\_\_\_

Standards\*\*

\_\_\_\_\_

\*Candidates should have indicated willingness to serve on committees before recommendation by CRC.

\*\*Elected by Board of Directors at Winter Meeting in January.

**3. NOMINATING COMMITTEE**

Note: Nominating Committee Members and Alternates must be full Members of the Society for a minimum of five years at the time of selection, must be selected at least one year in advance of taking office, and may serve no more than six years total on the Nominating Committee.

	Current	**Upcoming	Elected
Member	<u>Bob Morris</u>	_____	_____
Alternate	<u>Dalton McIntyre</u>	_____	_____

\*Chairs CRC Executive Session.

\*\*Not Applicable to Full CRCs.

**4. REGIONAL VICE-CHAIRMEN—Grass Roots Committees**

Note: Select three in each category, if possible.

Candidates for Regional Vice Chairmen must be full Member grade of the Society for at least three years at the time of nomination.

	Current	First	Second	Third
Ed. & Chap. Prog.	<u>Darryl K. Boyce</u>	_____	_____	_____
Energy & Tech. Aff.	<u>Jean-Guy Lahaie</u>	_____	_____	_____
Mem. Promotion	<u>M. Gerard Doyle</u>	_____	_____	_____
Research Promo.	<u>Bill Chadwick</u>	_____	_____	_____
Refrigeration	<u>Philip Landray</u>	_____	_____	_____

Please forward these names to the Regional Chairman who will make recommendations to President-Elect who will make the appointments.

**5. RECOMMENDATIONS FOR SOCIETY HONORS AND AWARDS**

**Candidates**

Honorary Member  
(Eminent Professional Distinction) \_\_\_\_\_

Fellow  
(Unusual Distinction) \_\_\_\_\_

F. Paul Anderson Award  
(Outstanding work or Service—one per year) \_\_\_\_\_

ASHRAE-ALCO Award  
(Outstanding Public Service) \_\_\_\_\_

Distinguished Service Award  
(Society work) \_\_\_\_\_

Distinguished 50 year Member \_\_\_\_\_

Louise & Bill Holladay  
(Distinguished Fellow Award) \_\_\_\_\_

Andrew T. Boggs Service Award  
(Continued Distinguished Service) \_\_\_\_\_

**6. REGIONAL AWARD OF MERIT (3 per year maximum)**

Note: Include wording of citation.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**7. CRC GENERAL CHAIRMAN**

Report names of next 3 upcoming general chairmen:

Note: This is NOT an Executive Session item. It is included on this sheet for convenience of reporting.

	NAME	HOST CHAPTER	CRC Year
1.	<u>Robin Craig</u>	<u>New Brunswick</u>	<u>1989</u>
2.	<u>Jean-Guy Lahaie</u>	<u>Montreal</u>	<u>1990</u>
3.	_____	<u>Windsor</u>	<u>1991</u>
4.	_____	_____	_____



London and DISTRICT  
CONSTRUCTION ASSOCIATION  
*"Construction's Voice In The Six-County Area"*



March 30, 1989.

Mr. Charles Clemance, President,  
London Chapter - ASHRAE,  
c/o 3M,  
P. O. Box 5757,  
LONDON, Ontario

Dear Sir:

Please find enclosed a cheque in the amount of \$500. offered to you in recognition of the fine efforts made by Grant Miles on behalf of ASHRAE at our recent Trade Show.

I hope you will take the time to congratulate Grant, as his help and participation certainly added to the success of the 1989 Show.

On behalf of the Trade Show Committee and Chairmen Ben Veel and Peter Galan, we look forward to your participation next year.

Sincerely,

A handwritten signature in blue ink, appearing to read 'T. E. Dool' with a flourish at the end.

T. E. Dool,  
General Manager.

CC: B. Veel,  
P. Galan



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Norman W. Johnson  
Director & Regional Chairman II

Reply to: JOHNSON PATERSON INC.  
210 Denison Street  
Markham, Ontario, Canada  
L3R 1B6  
☎416-499-4822  
Fax 416-475-3049

TO: All Chapter Presidents

FROM: Norm W. Johnson

DATED: April 14, 1989

SUBJECT: YOUR CHAPTER AREA BOUNDARIES

Gentlemen:

Please find attached an outline of the boundaries of your Chapter.

Will you please review same and advise the writer if you find any discrepancies.

No reply will indicate to me that you agree with the boundaries as defined.

I trust all are in order and that no action will be required.

  
MWJ/gjw

P.S. As per Gerard Doyle's letter requesting postal codes for all Chapters, I am not convinced that is necessary. If you have them readily accessible, please forward them to Gerard. I will also talk to him. Please reply to his request to complete the questionnaire which was forwarded to your Membership Chairman.

Enclosures

cc: Gerard Doyle



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

CHAPTER NAME	<u>LONDON</u>
CHAPTER NUMBER	<u>116</u>
REGION	<u>II</u>
HEADQUARTERS CITY	<u>LONDON</u>
CHARTER DATE	<u>MAY 8, 1972</u>

AREA BOUNDARIES

Southern Ontario including counties of Lambton, Elgin, Middlesex, Oxford, Perth, Huron and Bruce. Territory includes cities of London, Stratford, Woodstock, St. Thomas, Sarnia, Wallaceburg.



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Norman W. Johnson  
Director & Regional Chairman II

Reply to: JOHNSON PATERSON INC.  
210 Denison Street  
Markham, Ontario, Canada  
L3R 1B6  
☎416-499-4822  
Fax 416-475-3049

TO: All Chapter Presidents

FROM: Norm W. Johnson

DATED: April 14, 1989

Attached is a photocopy of a letter received from a Gerard Doyle.

The contents of the letter are both self explanatory and disappointing.

Specifically three Chapters do not send any data to Gerard, only two had the time to sit down, complete the questionnaire and return it, and only three reports by letters or minutes.

Perhaps those Chapters that do not forward the data, do not know the procedure. If that is the case, please advise those in your Chapter who are responsible i.e. secretary or committee chairmen to please communicate and cooperate.

Thank you for your cooperation.

Regards,

  
NWJ/gjw

cc: All Region II - R.V.C.

P.S. From our planning meeting held on April 8, 1989, I hear the same complaint from the other R.V.C.'s, that they are not receiving reports from most Chapters.



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**M. Gerard Doyle, P. Eng.**  
Vice Chairman, Membership Promotion  
Region II

Reply to: WEBBER HARRINGTON-WELD GROUP, INC.  
5409 Rainnie Drive, Suite 210  
Halifax, NS, CANADA  
B3J 1P8  
☎ (502) 429-5490  
Fax (502) 429-2632

1989.03.31

To: Norman Johnson  
From: M. Gerard Doyle

Re: Membership Promotion Report to  
April 8, 1989 Region II Planning Meeting

Based on the February 28 PAOE Report the following is the  
Membership Promotion Status for Region II

Area Assigned	GOAL	MEMBER	STUDENT
		2719	408
New Members	10%	178 (6.5%)	169 (41.4%)
Delinquent	5%	333 (12.3%)	211 (51.7%)
New Growth	5%	(-5.8%)	(-10.3%)
Current Members		2564	351
Advancement	3%	21	-

Region II is in 8th place with 3657 Points. La Ville de Quebec,  
Montreal and Toronto have exceeded PAOE Par.

On society level Membership is as follows:

	86/87	87/88	88/89	
Total Membership	42,469	43,205	42,631	- 1574
Paid to Feb.28	36,115	36,535	35,077	
Total Student	5,228	3,719	2,827	
Paid to Feb.28	2,480	1,828	1,139	

During this year, I have received the following communications  
from the Chapters:

La Ville de Quebec	Newsletters, Reports	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
Montreal	Newsletters, Letters	
Ottawa Valley	Newsletters, Letters, Questionnaire	
Toronto	-----	
Hamilton	-----	
Halifax	Home Chapter	
London	Newsletters	
New Brunswick	Newsletters, Minutes, Questionnaire	
Saquenay-Lac St. Jean	-----	
Windsor	Newsletters	
Mississauga	Letters	

Both Chapter Membership Promotion Chairmen who responded to  
Questionnaire said they would not be continuing next year.

*Keith Murphy is not continuing as chm of membership*

*Society still having problems with Competitor.*



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Norman W. Johnson  
Director & Regional Chairman II

Reply to: JOHNSON PATERSON INC.  
210 Denison Street  
Markham, Ontario, Canada  
L3R 1B6  
☎416-499-4822  
Fax 416-475-3049

TO: All Chapter Presidents  
Region II

FROM: Norm W. Johnson

DATED: April 18, 1989

Gentlemen:

Please find attached a photocopy of a letter received from Tony Giometti ASHRAE Headquarters. The contents are self explanatory. I would ask that each of you provide me with a summary of happenings within your Chapter, including black and white photos.

When I receive your Chapter information, I will collate them, write a story on the Region and forward all of them to Atlanta.

To date, Region II has been conspicuous by its absence in "Insights", very little has been printed concerning us. Now is our chance.

Please note the dates Tony has requested the articles and pictures. I realize it does not give us much time. Let's show him Region II can meet the challenge. Please give this request top priority. I await your input.

Thank you for you usual prompt attention.

  
NWJ/gjw

Enclosure

cc: All Regional Vice Chairmen

P.S.: TO R.V.C.- I would appreciate any input you may have. Please provide me with any activities from your charges that can be included.



# ASHRAE Insights

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

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

1 April 14, 1989  
Mr. Norm Johnson  
Johnson Paterson Inc.  
210 Denison St.  
Markham On L3R 1B6  
Canada

Dear Norm,

Thank you for agreeing to provide us with information for a Region II focus for the June issue of ASHRAE Insights.

To briefly summarize the type of information to include:

- \* chapter information on special events, goals that are set, goals that are achieved, recognition of members for any outstanding work they may have contributed to the chapter. This is usually between 3-5 paragraphs long.
- \* A summary of the region--participation in Society activities, overall activities, such as the CRC, outstanding Society officer from the region, notable upcoming events, special geographic concerns relating to the industry.
- \* three or four black and white photos concerning chapter or region activities with captions describing the event and the people in the picture.

In the past, the Region Focus has run between one and one and one-half pages.

The way previous focuses were handled were the Chairman would ask the chapter presidents to submit the summaries to them. The Chairman would write a summary about the region and then send (or fax) all the materials to headquarters.

As we talked, I would like to have the article by April 27th. I would need the pictures during the week of May 1st. I really appreciate your agreeing to do this. If there is anything I can do to make it easier to accomplish this, just let me know. Please call if you have any concerns,

  
Tony Giometti



**ASHRAE**

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Carolyn K. Stewart  
Director  
Education & Member Services

**MEMORANDUM**

**TO:** Canadian Chapter Presidents  
**FROM:** Carolyn Stewart *CS*  
**DATE:** April 20, 1989  
**RE:** Trade Mark Applications

Enclosed for your information is correspondence confirming that certificates of Registration for ASHRAE's "word" and "logo" trade marks have been received from the Department of Consumer and Corporate Affairs Canada.

CKS/sfg

Enclosure

cc: Regions Council

APPL'N/DEM. NO 588 094 REGISTRATION/ENREGISTREMENT NO TMA353,926

FILING DATE/DATE DE PRODUCTION: 20 JUL/JUIL 1987  
REGISTRATION DATE/DATE D'ENREGISTREMENT: 23 MAR/MARS 1989

REGISTRANT/PROPRIETAIRE ORIGINAL:

AMERICAN SOCIETY OF HEATING,  
REFRIGERATING AND AIR-CONDITIONING  
ENGINEERS, INC.,  
1791 TULLIE CIRCLE NORTH EAST,  
ATLANTA, GEORGIA 80329,  
United States of America

REP FOR SERVICE/REP POUR SIGNIFICATION:  
STRATHY, ARCHIBALD & SEAGRAM,  
38TH FLOOR, COMMERCE COURT WEST,  
BOX 438, COMMERCE COURT POSTAL STATION,  
TORONTO, ONTARIO.  
M5L 1J3.

TRADE MARK/MARQUE DE COMMERCE: \*\*\* SEE DESIGN MARK \*\*\*

WARES/MARCHANDISES:

Stationery, namely, writing paper, envelopes, business cards and business forms; books, namely, manuals, operational guidelines, procedure manuals, reference texts, handbooks, position statements and papers, binders, technical data bulletins, magazines, professional development seminar texts, standards manuals, and publications catalogs; folders, pamphlets, brochures and prepared statements for distribution to members of the news media; newspapers; energy awards; certificates of award, recognition and membership; conference proceedings in book and in videotape format; medals, badges, banners, jewellery, key chains; data cards; display booths; brochures; videotapes; computer software.

SERVICES:

Provision of technical and informational meetings, seminars and slide shows to the public and specific interest groups, on topics relating to energy and environmental issues, refrigeration, air conditioning, heating; the provision of a technical data reporting service.

Used in CANADA since JAN/JANV 1959 on wares and on services.

ASSOCIATED MARKS/MARQUES LIEES:

TMA353,925

APPL'N/DEM. NO 588 086 REGISTRATION/ENREGISTREMENT NO TMA353,925

FILING DATE/DATE DE PRODUCTION:  
REGISTRATION DATE/DATE D'ENREGISTREMENT:

20 JUL/JUIL 1987  
23 MAR/MARS 1989

REGISTRANT/PROPRIETAIRE ORIGINAL:

AMERICAN SOCIETY OF HEATING,  
REFRIGERATING AND AIR-CONDITIONING  
ENGINEERS, INC.,  
1791 TULLIE CIRCLE NORTH EAST,  
ATLANTA, GEORGIA 80329,  
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38TH FLOOR, COMMERCE COURT WEST,  
BOX 438, COMMERCE COURT POSTAL STATION,  
TORONTO, ONTARIO.  
M5L 1J3.

TRADE MARK/MARQUE DE COMMERCE:  
ASHRAE

WARES/MARCHANDISES:

Stationery, namely, writing paper, envelopes, business cards and business forms; books, namely, manuals, operational guidelines, procedure manuals, reference texts, handbooks, position statements and papers, binders, technical data bulletins, magazines, professional development seminar texts, standards manuals, and publications catalogs; folders, pamphlets, brochures and prepared statements for distribution to members of the news media; newspapers; energy awards; certificates of award, recognition and membership; conference proceedings in book and in videotape format; medals, badges, banners, jewellery, key chains; data cards; display booths; brochures; videotapes; computer software.

SERVICES:

Provision of technical and informational meetings, seminars and slide shows to the public and specific interest groups, on topics relating to energy and environmental issues, refrigeration, air conditioning, heating; the provision of a technical data reporting services.

Used in CANADA since JAN/JANV 1959 on wares and on services.

ASSOCIATED MARKS/MARQUES LIEES:

TMA353,926

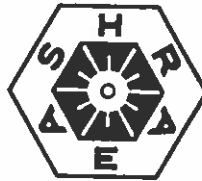


DESIGN PAGE

PAGE DU DESSIN

APPL 'N/DEM. NO 588 094 REGISTRATION/ENREGISTREMENT NO TMA353,926

TRADE MARK/MARQUE DE COMMERCE:



**STRATHY, ARCHIBALD & SEAGRAM**  
Barristers & Solicitors

Leslie J. Battrick

Direct Line: 862-5757

File No. 390189  
Fax No. 862-2622

April 5, 1989

Mr. Frank M. Coda  
American Society of Heating,  
Refrigerating and Air-  
Conditioning Engineers,  
1719 Tullie Circle, North East  
Atlanta, Georgia  
U.S.A. 30329

Dear Mr. Coda:

Re: Trade Mark Applications

We are pleased to report that we have now received the Certificates of Registration for both your "word" and "logo" trade marks from the Department of Consumer and Corporate Affairs Canada. The Certificates of Registration are enclosed for your records.

Please note that the trade marks must be renewed within 15 years of March 23, 1989, failing which they will expire. Please diarize accordingly.

We also enclose our final account for professional services in completing these applications, and thank you for referring this matter to us.

Yours very truly,

STRATHY, ARCHIBALD & SEAGRAM

Per:

  
Leslie J. Battrick (Ms.)

Encl.

LJB/hk

PLS	<input checked="" type="checkbox"/> FMC	<input checked="" type="checkbox"/> TES
APR 12 1989		
FILE	_____	



Consumer and  
Corporate Affairs Canada

Consommation  
et Corporations Canada

Trade Marks

Marques de commerce

**Certificate of  
Registration**

**Certificat  
d'enregistrement**

353926

I hereby certify that the trade mark identified in the attached extract from the register of trade marks has been registered as appears therefrom, and that the said extract is a true copy of the record of its registration.

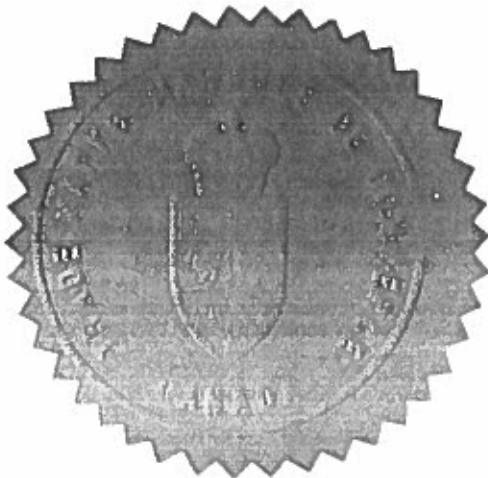
Je certifie par les présentes que la marque de commerce identifiée dans l'extrait ci-joint, tiré du registre des marques de commerce, a été enregistrée ainsi qu'il en appert, et que ledit extrait est une copie conforme de l'inscription de son enregistrement.

In accordance with the provisions of the Trade Marks Act, this trade mark is subject to renewal every 15 years from the registration date shown on the attached extract.

Conformément aux dispositions de la Loi sur les marques de commerce, cette marque de commerce est renouvelable tous les quinze ans à compter de la date d'enregistrement indiquée sur l'extrait ci-joint.

In testimony whereof I have hereunto set my hand and caused the seal of the Trade Marks Office to be affixed at the city of Hull, Canada.

En foi de quoi j'ai apposé aux présentes mon seing et fait apposer le sceau du Bureau des marques de commerce, en la cité de Hull, Canada.



MAR 23 1989

Date

Registrar of Trade Marks  
Le registraire des marques de commerce

Attesting Officer  
Certificateur

Canada



Consumer and  
Corporate Affairs Canada

Consommation  
et Corporations Canada

Trade Marks

Marques de commerce

**Certificate of  
Registration**

**Certificat  
d'enregistrement**

353925

I hereby certify that the trade mark identified in the attached extract from the register of trade marks has been registered as appears therefrom, and that the said extract is a true copy of the record of its registration.

Je certifie par les présentes que la marque de commerce identifiée dans l'extrait ci-joint, tiré du registre des marques de commerce, a été enregistrée ainsi qu'il en appert, et que ledit extrait est une copie conforme de l'inscription de son enregistrement.

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En foi de quoi j'ai apposé aux présentes mon seing et fait apposer le sceau du Bureau des marques de commerce, en la cité de Hull, Canada.



MAR 23 1989

Date

Registrar of Trade Marks  
Le registraire des marques de commerce

Attesting Officer  
Certificateur

Canada



**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

Norman W. Johnson  
Director & Regional Chairman II

Reply to: JOHNSON PATERSON INC.  
210 Denison Street  
Markham, Ontario, Canada  
L3R 1B6  
☎416-499-4822  
Fax 416-475-3049

TO: All Chapter Presidents & R.V.C.  
Region II

FROM: Norm W. Johnson *NWJ*

DATED: May 11, 1989

Gentlemen:

Please be advised that Motion 11 as presented by Regions Council to the Board of Director January 29, 1989 was passed.

THE MOTION:

The R.O.B. 300-016-001 be revised as follows:

That the appropriate rules of the Board be changed to allow Chapters and CRC's to sponsor equipment expositions of products, equipment and systems, subject to the following restrictions. \_\_\_\_\_.

And that Motion #12 likewise was passed.

THE MOTION:

That R.O.B. 300-007-004 be revised to read:

No contributions except funds for Research Promotion, Scholarships and Chapter Operations shall be received or solicited by Chapters without written approval of the Board of Directors.

Please ensure all necessary Chapter Members are made aware of such rules.

Sincerely,

NWJ/gjw



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Norman W. Johnson  
Director & Regional Chairman II

Reply to: JOHNSON PATERSON INC.  
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Markham, Ontario, Canada  
L3R 1B6  
☎416-499-4822  
Fax 416-475-3049

TO: All Chapter Presidents  
Region II

FROM: Norm W. Johnson

DATED: May 11, 1989

Gentlemen:

Attached please find a copy of a letter from Debra-Canady-Foster. The contents are self-explanatory. Her attachment is also provided.

If any one receiving this memo has comments or disputes, please advise the writer.

Please note that not many Chapters have forwarded all Minutes to Atlanta and some have not sent any. Will you please review your Chapters performance and bring your contribution to a current status.

It is important so that you can receive your P.A.O.E. points.

Sincerely,

NWJ/gjw

Enclosures

Johnson

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

TO: REGIONAL CHAIRMEN  
FROM: DEBRA CANADY-FOSTER *(DCA)*  
DATE: APRIL 17, 1989  
SUBJECT: CHAPTER MEETING MINUTES

\*\*\*\*\*

Attached is a listing indicating the chapters in your region that we have received meeting minutes from. The form indicates the meeting dates, number of attendees and guest, as well as, notations for bonus point categories.

I hope that this information will be useful. If there are questions, please let me know.

PAOE Meeting Attendance Report 14 APR 1989

Chapter Name	Meeting Dates	Attending Members	Attending Guests	Total Attendees	Meetings Held	Average Attendees	Promotional Meetings	Summer Meetings	Joint Meetings	Social Events
013 QUEBEC	10/11/88	24	14	38	1	38	N	N	N	N
014 MONTREAL	11/15/88	80		80			N	N	N	N
	11/17/88	214		214			N	N	N	N
	09/06/88	85		85			N	N	N	N
	01/09/89	75	5	80			N	N	N	N
	02/13/89	80	5	85			N	N	N	N
***Chapter Totals:		534	10	544	5	109				
015 OTTAWA VALLEY	09/20/88	63	4	67			N	Y	N	N
	11/15/88	70	16	86			N	N	N	N
	01/17/89	99	26	125			N	N	Y	N
	02/21/89	67	14	81			Y	N	N	N
***Chapter Totals:		299	60	359	4	90				
016 TORONTO	10/03/88	89	26	115			N	N	N	N
	11/07/88	103	9	112			N	N	N	N
	12/05/88	102		102			N	N	N	N
	01/09/89	81	8	89			N	N	N	N
	02/06/89	70	61	131			N	N	N	N
	03/06/89	85	26	111			N	N	N	N
***Chapter Totals:		530	130	660	6	110				
037 HAMILTON	10/11/88	19	3	22			N	N	N	N
	11/14/88	30	7	37			N	N	N	N
	11/29/88	25	29	54			N	N	N	N
	02/13/89	25	3	28			N	N	N	N
	03/13/89	24	6	30			N	N	N	N
***Chapter Totals:		123	48	171	5	34				
100 HALIFAX	09/12/88	32	2	34			N	Y	N	N
	10/12/88	15	0	15			N	N	N	N
	11/14/88	25	2	27			N	N	N	N
	01/09/89	29	3	32			N	N	N	N
	02/13/89	31	0	31			N	N	N	N
	03/13/89	24	1	25			N	N	N	N
***Chapter Totals:		156	8	164	6	27				
116 LONDON has not met.										
117 NEW BRUNSWICK	10/11/88	23	2	25			N	N	N	N
	11/08/88	16	1	17			N	N	N	N
	01/11/89	19	2	21			N	N	N	N
***Chapter Totals:		58	5	63	3	21				



PAOE Meeting Attendance Report 14 APR 1989

Chapter Chapter Meeting Dates Attending Members Attending Guests Total Attendees Meetings Held Average Attendees Promotional Meetings Summer Meetings Joint Meetings Social Events

140 SAGUENAY-LAC ST JEAN has not met.

141 WINDSOR

09/20/88	27	4	31	N	Y	N	N
10/18/88	20	5	25	N	N	N	N
01/17/89	28	4	32	N	N	N	N

\*\*\*Chapter Totals:

75 13 88 3 29

153 MISSISSAUGA

11/15/88	17	11	28	N	N	N	N
12/20/88	11	2	13	N	N	N	N

\*\*\*Chapter Totals:

28 13 41 2 21

\*\*\* Region: 02 Totals:

1,827 301 2,128 35 479



**Chorley & Bisset Ltd.**

**COPY**

**CONSULTING MECHANICAL  
& ELECTRICAL ENGINEERS**

521 Colborne Street  
London, Ontario N6B 2T6  
(519) 679-8660 (Tel)  
(519) 679-2145 (Fax)

12 May 1989  
(dictated 10 May 1989)

**Mr. James Gloin  
Manager of Public Affairs  
3M Canada Inc.  
P.O. Box 5757  
LONDON, Ontario  
N6A 4T1**

Dear Mr. Gloin:

I am a past president of the London Chapter of ASHRAE (American Society of Heating, Refrigeration and Air Conditioning Engineers). ASHRAE is an international professional organization concerned specifically with the technology of indoor environments.

Throughout the Western World, ASHRAE is the authoritative source of technical information related to heating, cooling, humidification and ventilation of buildings. ASHRAE is important to your organization both because 3M maintains a large amount of building space, but also because control of temperature and humidity is crucial in some of your production processes.

Being a world-class technical authority requires some special efforts. ASHRAE sponsors and funds a large number of relevant research projects, many of them in Canada. I have enclosed four blue sheets which contain the latest information on recent, new and future research projects. You will note on the top of the first page that the total value of current projects is about \$4,700,000.

All money to support ASHRAE Research is raised through contributions from industries and individuals. In the London area, we normally raise about \$3,500 to \$4,000 per year through tax-deductible donations ranging from \$25 to \$1,000. We would be delighted if we could add 3M Canada Inc. to the list of investors in ASHRAE Research.

It is worth pointing out that all money raised in Canada for ASHRAE Research are spent in Canada, to support research projects at Canadian institutions. For this reason, donations should be made payable to ASHRAE Research Canada.

- 2 -

I'm sure you have some questions about my request for a donation to ASHRAE Research. I will, therefore, plan to give you a call next week.

Yours sincerely,



Peter J. Golem, MAsc., P.Eng.  
ASHRAE Research Promotion Chairman  
London Canada Chapter

PJG:sp  
Encls.

c.c.: C.S. Clemance, P.Eng.

P.S.: Several of the engineers with 3M are involved in the ASHRAE organization. Charles Clemance in your Engineering Department is the local Chapter Chairman this year.



# ASHRAE RESEARCH CANADA

[A Non-profit Corporation for Scientific Research in Canada]

Ste. 3900 - 1155 Dorchester Blvd., W., Montreal, P.Q. H3B 3V2

Paul R. Conrad  
President

Reply to: Trane Company  
Suite 1  
105 Rocky Lake Drive  
Bedford, Nova Scotia, Canada  
B4A 2T3  
☎ 902-835-7491  
Fax 902-835-0484

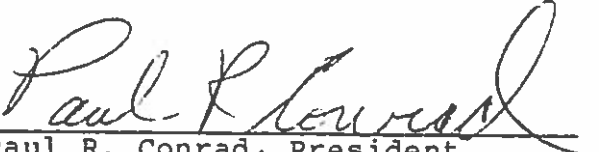
## ASHRAE RESEARCH CANADA

### NOTICE OF MEETING

#### TO: All Directors of the Corporation

This notice is hereby given that a Director's Meeting will be held at the Hyatt Regeny Hotel, Vancouver, B.C., Canada, Sunday, June 25, 1989 at 7:00 a.m., at which meeting will be presented for consideration and if deemed advisable, the ratification and confirmation of the following:

- (a) Minutes of the Annual General Meeting January 29, 1989, Chicago, Illinois.
- (b) Bill Seaton's letter re deficit in ARC account.
- (c) Article on "Imagine" for Canadian fund raising.
- (d) Go over up-dated bidders list.
- (e) Status of current projects.
- (f) Confirm data and time of next Annual General Meeting (Moncton, Aug. 23 - 25/89).
- (g) Such other business as may properly come before the Meeting.

  
Paul R. Conrad, President

May 10, 1989

In Association With

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS, INC.  
1791 Tullie Circle, N.E. / Atlanta, GA 30329 Telephone / 404-636-8400 Telex 705343 Fax 404-321-5478

The 1988 CRC is now a point of history. A number of the delegates told me that they thought the entire program had been well done, and that they had enjoyed the proceedings. In fact, I think they were right. Certainly, the problems that I was aware of were never noticed by the whole.

The success is not something for which one person can take credit. The result was achieved because a lot of people worked together. To all of you who contributed; thank you. I would like to offer a special thanks to John Kenney who spent a tremendous amount of time chairing the committee and making sure that everything went smoothly. Don Johnson spent hours as the treasurer and at the CRC working on the Registration desk. And a special thanks to all of the companions of members who provided their support and welcomed our guests.

For those of you who did not contribute, I can only say, you missed a good thing. Why not start thinking about attending the next CRC in Moncton NB. It will be held at the end of August 1989.



**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

Norman W. Johnson  
Director & Regional Chairman II

Reply to: JOHNSON PATERSON INC.  
210 Denison Street  
Markham, Ontario, Canada  
L3R 1B6  
☎416-499-4822  
Fax 416-475-3049

TO: Charles Clemance

FROM : Norm W. Johnson

DATED: May 16, 1989

Dear Charles:

Thank you very much for the hospitality extended to Bill Chadwick and myself at your Board Meeting.

Let me confirm the highlights of our discussions:

All meeting minutes should be forwarded to Atlanta and me, as soon as possible, after your meetings indicate attendance.

Immediately after the new officers and board are installed - MBO's should be prepared by the President and all Committee Members.

Read and understand the contents of the manual for Chapter Operations.

Ensure that your Committee Chairmen review and forward all data for your P.A.O.E. points.

Distribute newsletters to all that should receive copies.

Complete the chapters questionnaire as soon as all officers and committee chairmen are known and forward copies to me and Atlanta.

Your CRC Action Committee should be in place and active in preparing the necessary input.

The importance of table top displays.

A Chapter's P.O. Box for mail or a common address that all can be forwarded to

PAGE 2

Don Johnson's role as R.V.C. Research Promotion

I will forward a Toronto Chapter Membership application to Bill Reynolds.

I have included a letter to Darryl Boyce re CRC Excess Revenue.

Charles, I was impressed with your executive and board. I feel with the leadership that will be provided by yourself, Greg James and Darryl Boyce, this will ensure a strong and viable Chapter.

Keep up the good works.

Yours very truly,

*per Shona J. Wiseman*

NWJ/gjw



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Norman W. Johnson  
Director & Regional Chairman II

Reply to: JOHNSON PATERSON INC.  
210 Denison Street  
Markham, Ontario, Canada  
L3R 1R6  
☎416-499-4822  
Fax 416-475-3049

TO: Darryl Boyce  
London Chapter

FROM: Norm W. Johnson

DATED: May 16 1989

Dear Darryl:

As promised here is the letter re the split of the excess revenue generated from the 1988 CRC.

From the Treasurers Final Report, there was an excess or balance of \$2,684.61. I mentioned that I would request 50% of the overage to be used to pay off a portion of the Halifax Chapters deficit generated from their last CRC, and the balance would be assigned to the DRC's Regional fund.

I am requesting you to send me a cheque made payable to N. Johnson DRC Region II for \$800.00. I would suggest you appropriate the balance to offset some expenses of the Chapter Chairmen who travel to Moncton to the CRC.

I trust these arrangements are satisfactory, it sure sounds pretty fair to me.

Thank you.

*per Gloria J. Wiseman*  
Regards,

NWJ/gjw

cc: Charles Clemance





**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

Norman W. Johnson  
Director & Regional Chairman II

Reply to: JOHNSON PATERSON INC.  
210 Denison Street  
Markham, Ontario, Canada  
L3R 1B6  
☎416-499-4822  
Fax 416-475-3049

TO: Charles Clemance  
President  
London Chapter

FROM: Norm W. Johnson

DATED: May 19, 1989

Dear Charles:

Attached is a Hamilton Chapter proposal for a Past President's Advisory Committee.

The outline as well as the advantages are self explanatory.

I would recommend all Chapters take a very close look at the plan and if it fits your Chapter, you may wish to adopt such a Committee, it does have a lot of merits.

You may also wish to modify it to meet your particular Chapter's needs.

By copy of this letter to all Region II Chapter Presidents, I am informing them.

Some Chapters do have such a Committee formed, but there may be ideas that can be used.

Regards,

*per Klaus J. Wiseman*  
NWJ/gjw

Enclosure

cc: All Chapter Presidents Region II

### HAMILTON CHAPTER PROPOSAL

1. Chapter President appoint a "Past President's Advisory Committee".
2. Committee to be composed of no less than 10 Past Presidents.
3. Committee would meet once a year in the fall of the year.

#### PURPOSE OF MEETING:-

- A. Review past year's Chapter performance
  - B. Draw up a roster with one Past President delegated per month. No Past President more than once a year.
4. The delegated Past President for the month would attend the Executive meeting in a non-voting advisory position.
  5. If an area of Chapter operation became critical, the "P-PAC" could meet to advise on the particular area of difficulty.

#### ADVANTAGES

1. Experiences of P-P would not be lost but would be available to each year's executive.
2. Roster means a P-P would only have one meeting and one Executive meeting a year. A light load at the worst.
3. Roster would allow P-P to switch with another P-P to accommodate business commitments.
4. Additional P-P's would allow for possible last minute substitution.
5. Executive would have a variety of past experiences to assist them month-by-month.
6. The end result may avoid the Executive from going up avenues that have already been tried, and should produce a very vibrant chapter.



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

Norman W. Johnson  
Director & Regional Chairman II

Reply to: JOHNSON PATERSON INC.  
210 Denison Street  
Markham, Ontario, Canada  
L3R 1B6  
☎416-499-4822  
Fax 416-475-3049

TO: All Regional II Presidents

FROM: Norm W. Johnson 

DATED: June 7, 1989

RE: SECOND REQUEST

I have not received your ASHRAE Chapter Information Questionnaire for 1989.

For those of you who have returned your questionnaire, I thank you. For those of you who have not, could you please forward your questionnaire as soon as possible.

Thanking you in advance for your co-operation in this matter.

NWJ/gjw

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MONCTON, N.B.  
E1C 8P6

TELEPHONE (506) 857 1675  
FAX (506) 857 1679

JOB NO.

TELEFAX COVER PAGE

DATE: July 4, '89

Total Number of Pages (including cover page): 1

TO: Norm Johnson

ATT: ASHRAE, Director & Regional Chairman

TELEFAX NO: 416 - 475 - 3049

FROM: Irwin Mac Donald CRC treasurer

RE: CRC '89 Chapter Assessments!

HAMILTON  
MISSISSAUGA  
TORONTO  
MONTREAL  
OTTAWA  
HALIFAX

The following is a list of the Chapter's  
we have received Assessments from  
to date: ~~London, Ottawa~~  
~~Quebec~~. We have also received  
our \$1500. from Atlanta.

regards  
Irwin Mac Donald

Should you have any problems receiving this telefax, please call (506) 857-1675.

If you wish to reply by telefax, please use the following number (506) 857-1679.



MEMBER OF  
MECHANICAL  
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OF  
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PLUMBING - HEATING - VENTILATION & AIR CONDITIONING CONTRACTORS



**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

Norman W. Johnson  
Director & Regional Chairman II

Reply to: JOHNSON PATERSON INC.  
210 Denison Street  
Markham, Ontario, Canada  
L3R 1B6  
☎416-499-4822  
Fax 416-475-3049

TO: All Chapter Presidents  
Region II ASHRAE

FROM: Norm W. Johnson

DATED: July 18, 1989

Gentlemen:

Please find attached a copy of a hand written note from Derrick Palmer.

You can see the need for such information. Also there are still a few Chapters who have not forwarded their CRC assessment, this too should be sent without delay. For those who have complied with the requests, I thank you and Moncton CRC Committee thanks you; to the balance, please fulfill your obligation.

Thank you and regards,

  
NWJ/gjw

Enclosure

cc: Derrick Palmer



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TO: All Region II  
Chapter Presidents

FROM: Norm W. Johnson

DATED: July 21, 1989

Gentlemen:

I regret to inform you that Jean-Guy Lahaie, Regional Vice Chairman for Energy & Technical Affairs has resigned from his office as of the CRC in Moncton.

Will you please keep this in mind, when you are promoting Chapter Members for various positions in Region II. We do need to fill that most important position, and I do trust that you would give this request serious consideration.

Thank you.

Regards,

*per Gloria J. Wiseman*  
NWJ/gjw

cc: Bob Morris  
Dalt McIntyre

CHAPTER	PRESIDENT	VP/PRESIDENT ELECT	SECRETARY	CRC DELEGATE	CRC ALTERNATE
WINDSOR	J. Lavender 120-875 Foster Ave. (Airwaso Ltd.) Windsor, Ontario N8X 4W3 Bus. (519)-969-4374	W. Colborne University of Windsor Mechanical Eng. Dept. Windsor, Ontario N9B 3P4 Bus. (519)-253-4232	N. Wilson University of Windsor Mechanical Eng. Dept. Windsor, Ontario N9B 3P4 Bus. (519)-253-4232	C. Hales Wilson, Dario & Associates 1400 Windsor Ave Windsor, Ontario N8X 3L9 Bus. (519)-258-8004	J. Lavender 120-875 Foster Avenue (Airwaso Ltd) Windsor, Ont. N8X 4W3 Bus. (519)-969-4374
LONDON	Charles Clemanace P.O. Box 5757 London, Ontario N6A 4T1 Bus. (519)-452-6104	Greg James 594 Newbold Street London, Ontario N6E 2W9 Bus. (519)-681-1221	Tom Drennan 1777 Oxford St. E. London, Ontario N5V 2T6 Bus. (519)-453-9100	Peter Golem 521 Colbourne St. London, Ontario N6B 2T6 Bus. (519)-679-8660	Charles Clemanace 42 Sasha Cres. London, Ontario N6E 2M5 Bus. (519)-451-2500
HAMILTON	Gary W. Romagnoli St. Catharines General Hospital 142 Queenston St. St. Catharines, Ont. L2R 7C6 Bus. (416)-684-7271 Ext. 617	Jim Buchanan Beaver Engineering Ltd 305 Kenora Ave. Hamilton, Ontario L8E 2W3 Bus. (416)-561-3060	Randy St. Jaques Fiberglas Canada Inc. 398 Kenora Ave. Hamilton, Ontario L8E 2W2 Bus. (416)-561-2011	Gary W. Romagnoli St. Catharines General Hospital 142 Queenston St. St. Catharines, Ont. L2R 7C6 Bus. (416)-684-7271 Ext. 617	Jim Buchanan Beaver Eng. Ltd. 305 Kenora Ave. Hamilton, Ontario L8E 2W3 Bus. (416)561-3060
MISSISSAUGA	Bernard Ratledge 1062 Johnathan Dr. Mississauga, Ont. L4Y 1K1 Bus. (416)-896-5770	Elie Bartolomei Airvector Ltd. P.O. Box 430 Oakville, Ontario L6J 5A8 Bus. (416)-845-2836	Bernard Ratledge 1062 Johnathan Dr. Mississauga, Ont. L4Y 1K1 Bus. (416)-896-5770	Bernard Ratledge 1062 Johnathan Dr. Mississauga, Ont. L4Y 1K1 Bus. (416)-896-5770	Elie Bartolomei Airvector Ltd. P.O. Box 430 Oakville, Ontario L6J 5A8 Bus. (416)-845-2836

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TORONTO	E. Howard Wheatley Nailor-Hart Industries 62 Arrow Road Weston, Ontario M9M 2L8 Bus. (416)-744-3300	Thomas W. Kilmer Kilmer Environmental Inc. 208 Britannia Rd. E. Mississauga, Ontario L4Z 1S6 Bus. (416)-890-8908	Roy F. Chaffey 29 Metcalfe Court Georgetown, Ontario L7G 4N7 Bus. (416)-675-3111 ext. 4134	E. Howard Wheatley Nailor-Hart Industries Inc. 62 Arrow Rd Weston, Ontario M9M 2L8 Bus. (416)-744-3300	Thomas W. Kilmer Kilmer Environmental Inc 208 Britannia Rd East Mississauga, Ont. L4Z 1S6 Bus (416)-890-8908
OTTAWA VALLEY	Paul B. Baker Johnson Controls Ltd. 1770 Courtwood Cres. Ottawa, Ontario K2C 2B5 Bus. (613)-225-8040 Fax (613)-225-9627	William J. McKinnon 42 Valewood Crescent Gloucester, Ontario K1B 4E8 Bus. (613)-830-1411 Fax (613)-830-3523	Byron J. Landry 6393 Glenknolls Drive Orleans, Ontario K1C 2W9 Bus. (613)-728-3571 Fax (613)-728-6012	William J. McKinnon 42 Valewood Cres. Gloucester, Ont. K1B 4E8 Bus (613)-830-1411 Fax (613)-830-3523	Byron J. Landry 6393 Glenknolls Drive Orleans, Ontario K1C 2W9 Bus (613)-728-3571 Fax (613)-728-6012
MONTREAL	Laurier Nichols 444 Greenwood Dr. Beaconsfield, Que. H9W 4Z9 Bus. (514)-384-5660	Norman Nathan 2850 De Miniac St. Laurent, Quebec H4S 1K9 Bus. (514)-337-1636	Antonio DiFruscio 139 Pierre Chasseur Laval (Ste. Rose), Que. H7L 4A3 Bus. (514)-695-0660	Laurier Nichols 444 Greenwood Dr. Beaconsfield, Que. H9W 4Z9 Bus (514)-384-5660	Norman Nathan 2850 de Miniac St. Laurent, PQ H4S 1K9 Bus (514)-334-0767 or 337-1636
SAGUENAY- LAC-ST. JEAN	Denis Rivard 345 Des Sagueneens Chicoutimi, Que. G7H 6K9 Bus. (428)-549- 8092	Roger Perron 1400 Manic C.P.5020 Chicoutimi, P.Q. G7H 5H9 Bus. (418)-696-3931	Angelo Pilote 930 Jacques Cartier est Chicoutimi, P.Q. G7H 2A9 Bus. (418)-549-6680	Roger Perron 1400 Manic C.P.5020 Chicoutimi, Que. G7H 5H9 Bus. (418)-636- 3931	Angelo Pilote 930 Jacques Cartier est Chicoutimi Quebec G7H 2A9 Bus. (418)- 549-6680



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VILLE DE QUEBEC	Jean-Luc Morin Gouvernement du Quebec 710 Place d'Youville 9e etage Quebec, Canada G1R 4Y4 Bus. (418)-691-5161	Raynald Courtemanche 1025 de la Butte C.P. 5107 St. Jean-Chrysostome Quebec, Canada G6Z 2P3 Bus. (418)-659-1550	Yves Trudel 358 de la Riviere Ste. Foy, Quebec G1X 4L7 Bus. (418)-871-9105	Raynald Courtemanche 1025 de la Butte, C.P. 5107 St. Jean-Chrysostome Quebec, Canada G6Z 2P3 Bus. (418)-659-1550	Yves Trudel 358 de la Riviere Ste. Foy, Que. G1X 4L7 Bus (418)-871-9105
NEW BRUNSWICK	Gerry Waselynychuk 120 Rideout Street Moncton, N.B. E1E 1E2 Bus. (506)-857-8788	Rino Levesque 86 Driscoll Cres. Moncton, N.B. E1E 3R8 Bus. (506)-857-0818	Peter Biggar 56 Satinwood Drive Moncton, N.B. E1G 1C2 Bus. (506)-857-8880	Gerry Waselynychuk 120 Rideout Street Moncton, N.B. E1E 1E2 Bus. (506)-857-8788	Rino Levesque 86 Driscoll Cres Moncton, N.B. E1E 3R8 Bus. (506)- 857-0818
HALIFAX	Victor J. Belliveau A.H. Roy's Assoc. Ltd. P.O. Box 1775 Antigonish, N.S. B2G 2R4 Bus. (902)-863-2955	Harinder Singh Morris & Richard Cons. Ltd. 5531 Cornwallis Street Halifax, N.S. B3K 1B3 Bus. (902)-422-7393	David A. Webb A.B. MacLean & Co. Ltd. P.O. Box 2189 Dart. E., Dartmouth, N.S. B2W 3Y2 Bus.: (902)-434-6242	Victor J. Belliveau A.H. Roy & Assoc. Ltd. P.O. Box 1775 Antigonish, N.S. B2G 2R4 Bus. (902)-863-2955	Harinder Singh Morris & Richard Cons. Ltd. 5531 Cornwallis Street Halifax, N.S. B3K 1B3 Bus (902)-422-7393



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**Doris Flandorffer**

Asst to BOD & to Exec Dir

Date: December 14, 1988  
To: Chapter Presidents  
From: Doris Flandorffer, Staff Liaison  
Charter & Bylaws Committee  
Subject: SOCIETY BYLAWS  
EMPLOYER ID NUMBERS

*Doris Flandorffer*

Society Bylaws - Enclosed is a set of bylaws, including revisions through June 1988. If you would like additional copies of these bylaws, let me know and I will be glad to send you extras.

Employer ID # (US Chapters) - This is a reminder that all chapters should have Employer ID Numbers. This ID number is the one that should appear on all chapter bank accounts. It is never appropriate to use an individual's Social Security Number on such accounts.

The numbers we have on record for the individual chapters are listed on the attached sheets. If the number you are currently using is different from the one shown, please let me know. I will check with IRS to see which one they have on record for the chapter, and let you know. If no number is listed for your chapter, and you have such a number, please fill it in and return the sheet to me.

If you do not have such a number, return a copy of this letter with a note, and I will send you the information about applying.

df

Attach. (US Chapters only)

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# **Bylaws**

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

June 1988

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**Atlanta, GA 30329**

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