



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

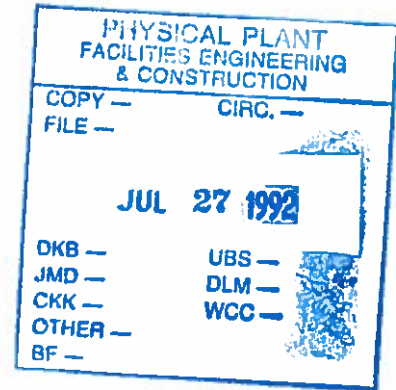
1791 Tullie Circle, NE • Atlanta, Georgia 30329 ☎(404) 636-8400 • Tlx 705343 ASHRAE • Fax 404-321-5478

**Debra A. Canady-Foster**

Membership Manager

July 10, 1992

TO: Delegates and Alternates - Region II  
FROM: Debra A. Canady-Foster *DCF*  
SUBJECT: Chapters Regional Conference



Dear Members:

The CRC meeting of Region II will be held August 27-29 in Halifax. The following items are enclosed for your use at the meeting:

1. Instructions to Delegates and Alternates.
2. Copy of minutes of the 1991 meeting.
3. List of Delegates and Alternates from your region to the CRC.
4. Instructions for CRC Summary Report.
5. ASHRAE CRC Summary Report.
6. Travel Voucher. Mileage will be reimbursed at 28 cents, if travel to CRC is by automobile. ASHRAE's travel expense reimbursement policy is outlined on the reverse side of the enclosed voucher. (The Society will reimburse Delegates and Alternates for their economy air fare only. Lodging, meals and other expenses are not reimbursed by the Society, nor are any expenses for companions.)
7. Three biographical forms. These will serve the following purposes:
  - A. Suggestions for Society Officers and Directors-at-Large for terms starting July, 1993.
  - B. Suggestions for members to serve on Society Committees.

C. Candidates for Society Honors and Awards (Fellow, Distinguished Service, etc.).

Biographies for Items A and B should be forwarded directly to the Society Secretary. Please indicate on the forms the purpose for which they are submitted.

Biographies for Item C should be forwarded directly to the Chairman of the Honors and Awards Committee, c/o ASHRAE Headquarters, 1791 Tullie Circle, N.E., Atlanta, GA, 30329. In addition to the biographical form, a statement of recommendation, which includes details of the candidate's accomplishments should be submitted by the chapter sponsoring the candidate.

8. Outline of Society Honors and Regional Awards requirements.
9. Regional Honors and Awards listing.
10. Worksheet.

The Chapters Regional Conference is the principal vehicle for the collection of chapters' suggestions concerning the operation and policies of the Society. You will be instructed by your chapter as to specific recommendations for CRC discussion.

A paramount duty of the CRC is to select one member and one alternate to the ASHRAE Nominating Committee. This is one of the most important of the Society's committees, with the responsibility of selecting and nominating people who will guide the affairs of the organization and conduct its operations. The welfare of the Society and the achievement of its objectives must be the committee's principal consideration. Please take note that the Bylaws specify that a member of the committee "shall have been a full member in good standing in the Society for a period of at least five years at the time of selection."

The effectiveness of a technical society is based on the active participation of its members and the functioning of its committees. Our research program, standards development, meetings papers and the technology included in the Handbooks and technical bulletins are all dependent on our 150 committees and subcommittees. Recommending members for these committee activities is a chapter's responsibility. As a delegate to the CRC, it becomes your duty to propose such names to the CRC for its consideration and further recommendation to Headquarters. To speed the regular business session, these names are frequently chosen after group discussion at a preliminary caucus, usually held the night before the meeting. Be sure to indicate the committee for which the individual is being recommended.

At the CRC meeting you are the "official representative" of your chapter and should be prepared to present your chapter's opinion on subjects discussed. Your Regional Chairman will distribute an agenda for the meeting and you should review it with your chapter officers or Board of Governors.

11. Guidelines for Motions and Resolutions.

ASHRAE can be meaningful if its local groups indicate needed action, whether it be in publications, standards, meetings or in the support of its chapters. You, as a chapter delegate, can insure that your chapter's requests concerning any of these areas are brought to the attention of the CRC.

Please note: It is your obligation upon returning to your home chapter to give a full report on the discussions and activities occurring at the meeting.

Additional information concerning the CRC will be sent to you by the Host Chapter prior to the meeting. If you have any questions, please feel free to contact our office at Headquarters or your Regional Chairman.

Very truly yours,

  
Debra Canady-Foster  
Membership Manager

DCF/cje

cc: Chapter Presidents  
Regional Chairman, Dalton McIntyre  
Regional Nominating Member and Alternate  
Regional Vice Chairmen

Billy Manning, Treasurer  
Richard Hayter, Vice President

Del&Alt.CRC



## INSTRUCTIONS TO DELEGATE & ALTERNATE FOR CRCs

### Chapters Regional Committee Meeting (Business Session)

There are three parts to the Chapters Regional Committee Meeting: The Caucus Session, the Business Session and the Executive Session. As a delegate, you will be involved in all three of these sessions.

### Caucus (Closed Session)

This is an informal session. It is usually held at the beginning of the Chapters Regional Committee Meeting and attended by only the delegates and alternates from the chapters, the regional nominating committee representative and the alternate regional nominating committee representative. The purpose is to provide a forum for the Director, Regional Chairman to instruct the caucus prior to going into the Executive Session. After the Director, Regional Chairman has presented his instructions, the Caucus Session will be turned over to the nominating committee representative for the Executive Session. During this first Executive Session, the delegates and alternates should present the biographies of the candidates who will be presented for offices and/or honors and awards. Enough copies of the biographies should be available so that each person attending may have a copy.

### Business Session

Each chapter shall, as a minimum, prepare the following in one complete binder:

1. A completely filled-out Summary Report Form (Attachment W).
2. Report of Chapter Activities for the preceding year, including committee reports.
3. Chapter Committee Chairmen's MBOs.
4. A sample newsletter.
5. The Chapter's roster.

After the report phase of the Business Session, the Chapters are encouraged to present action items for changes in any Chapter, Regional or Society activities or policies.

All reports and action items presented at the Chapters' Regional Conference will take place at the business session, except for those items specified for the Executive Session.

The chapter delegate is the voting member. The regional vice chairmen, the regional nominating committee representative and the alternate regional nominating committee representative attend in their official capacity. The regional chairman is chairman of the meeting. The chapter delegates report on the progress of their chapters and student branches and their recommendations concerning policy procedures and operations of Society. Motions that are passed are then brought forward to Regions Council for further consideration.

### Executive Session (Closed Session)

Only the delegates and alternates from the chapters, the regional nominating committee representative and the alternate regional nominating committee representative may attend the Executive Session. The regional nominating committee representative is the chairman. The host chapter delegate is the secretary. Chapter delegates vote to recommend members for the following:

1. Regional Chairman (if appropriate).
2. Officers and Directors-at-Large.
3. General committees.
4. Technical committees.
5. Honors and awards

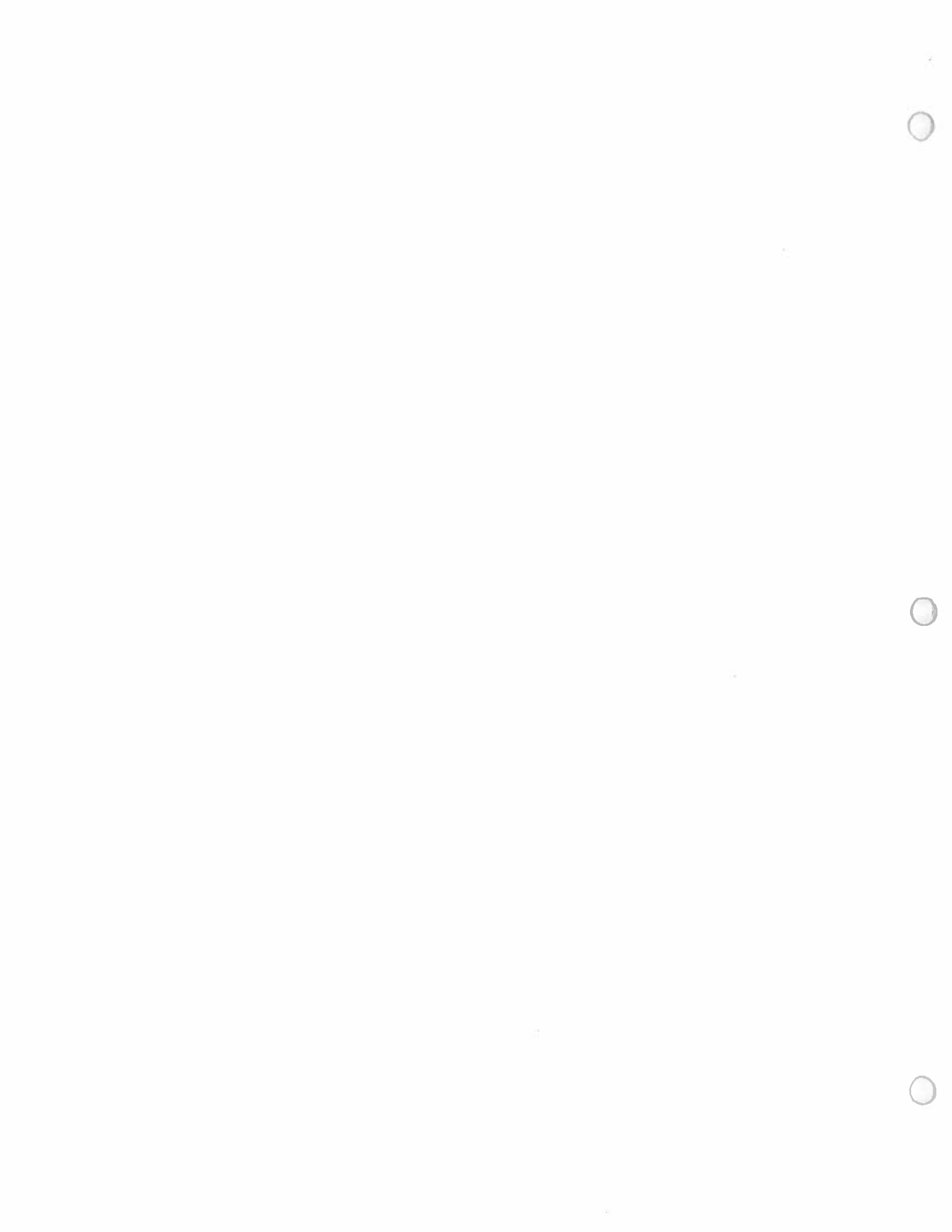
### Report

The regional nominating committee representative will forward the report of the Executive Session to Society secretary at Headquarters within 30 days of the meeting. Members who serve on grassroots committees (regional vice chairmen) should be contacted as to their willingness to serve before their names are put in this position.



A S H R A E  
FALL 1992 CRC  
DELEGATES AND ALTERNATES  
REGION # 02

POS	NAME	BUSINESS NAME	ADDRESS	CITY STATE ZIP
<b>CHAPTER 013 QUEBEC</b>				
PRES	JEAN R BUNDOCK		1050 GAUTHIER	SILLERY PQ G1S 3R7
SEC	ROBERT E. DOLLARD	GRUPE MASTER LTEE	1625 RUE AMPERE	QUEBEC CITY PQ G1P 4B8
DEL	JEAN R BUNDOCK		1050 GAUTHIER	SILLERY PQ G1S 3R7
ALT	DENIS FORTIN	G B G M	1140 DES CHASSEURS	CAP ROUGE PQ G1Y 2R9
<b>CHAPTER 014 MONTREAL</b>				
PRES	DANIEL ROBERT	CARRIER EASTERN	1930 GAGNON	LACHINE PQ H8T 9Z7
SEC	MICHEL ROBERT		12497 FLEMING	PIERREFONDS PQ H8Z 1E4
DEL	MICHEL ROBERT		12497 FLEMING	PIERREFONDS PQ H8Z 1E4
<b>CHAPTER 015 OTTAWA VALLEY</b>				
PRES	NEIL K ARMSTRONG	YORK AIR CONDITIONING LIMITED	155 COLONNADE RD UNIT 9	NEPEAN ON K2E 7K1
SEC	PIERRE J DE GAGNE	UNIVERSITY OF OTTAWA ENERGY AN	141 LOUIS PASTEUR	OTTAWA ON K1N 6N5
DEL	NEIL K ARMSTRONG	YORK AIR CONDITIONING LIMITED	155 COLONNADE RD UNIT 9	NEPEAN ON K2E 7K1
ALT	ROSS J MC INTYRE	GOODKEY WEEDMARK & ASSOCS	1749 WOODWARD DRIVE	OTTAWA ON K2C 0P9
<b>CHAPTER 016 TORONTO</b>				
PRES	WILLIAM G FINES		155 CLEARVIEW HTS. BOX 956	KING CITY ON LOG 1K0
SEC	JAMES BAXTER	CONSUMER'S GAS UTILITY	P O BOX 650	SCARBOROUGH ON M1K 5E3
DEL	WILLIAM G FINES		155 CLEARVIEW HTS. BOX 956	KING CITY ON LOG 1K0
ALT	JOHN K HODGE		48 LANGEVIN CRES	WEST HILL ON M1C 2B6
<b>CHAPTER 037 HAMILTON</b>				
PRES	DARYL E SOMERS		15 HUNTINGTON LN	ST CATHARINES ON L2S 3H9
SEC	DARRYL WILLIAM SINGLETON		15 HUNTINGTON LN	ST CATHARINES ON L2S 3H9
DEL	DARYL E SOMERS		289 QUEENSTON ROAD ROOM 17	HAMILTON ON L8K 1H2
ALT	WILLIAM FREDERICK LAMAN	CANADIAN BLOWER/CANADA PUMPS L		
<b>CHAPTER 100 HALIFAX</b>				
PRES	ROBERT J KELLY	MORRIS & RICHARD ENG	5531 CORNWALLIS ST	HALIFAX NS B3K 1B3
SEC	T SCOTT STARRATT		6948 PATRICIA STREET	HALIFAX NS B3L 1J4
DEL	ROBERT J KELLY	MORRIS & RICHARD ENG	5531 CORNWALLIS ST	HALIFAX NS B3K 1B3
ALT	PAUL C AUCOIN	TRANE CO-CANADA	105 ROCKY LAKE DR. SUITE ONE	BEDFORD NS B4A 2T3
<b>CHAPTER 116 LONDON</b>				
PRES	OWEN RICHARD GLENDON	CHORLEY & BISSET LTD.	521 COLBORNE ST.	LONDON ON N6B 2T6
SEC	KIRK W FLOWERS		99 CHALET CRES	LONDON ON N6K 3C5
DEL	DARRYL K BOYCE	UNIV OF WESTERN ONTARIO	1151 RICHMOND STREET SERVICES	LONDON ON N6A 5B9
ALT	OWEN RICHARD GLENDON	CHORLEY & BISSET LTD.	521 COLBORNE ST.	LONDON ON N6B 2T6
<b>CHAPTER 141 WINDSOR</b>				
PRES	THOMAS W MC DONALD	UNIVERSITY OF WINDSOR	DEPT MECHANICAL ENGG	WINDSOR ON N9B 3P4
SEC	FRANK A FRABOTTA		RR #1 OLDCASTLE	OLDCASTLE ON N0R 1L0
DEL	DONALD E WINKUP		1216 COVENTRY CRT	WINDSOR ON N8S 2W9
ALT	FRANK A FRABOTTA		RR #1 OLDCASTLE	OLDCASTLE ON N0R 1L0





1993-O-REGION-2-VC-NOM  
CRC VC-NOMINATING MEMBER & ALTERNATE

## MEMBERSHIP PROMOTION

0197019 AM 015  
JOHN T DUGAN (92)[93]  
LANDIS & GYR POWERS LTD  
2435 HOLLY LN  
OTTAWA, ON K1V 7P2  
CANADA  
613/733-9781  
TELEX: FAX:6137374985  
LANDIS & GYR POWERS LTD

## NOMINATING COMM MEMBER

0144774 AM 100  
PAUL R CONRAD (92)[93]  
CONRAD TRANE SALES & SERVICE  
BEDFORD TRADE MART  
105 ROCKY LAKE DR STE #1  
BEDFORD, NS B4A 2T3  
CANADA  
902/835-7491  
TELEX: FAX:9028350484  
CONRAD TRANE SALES & SERVICE

## REFRIGERATION

0587736 AM 037  
JOHN B POLLOCK (92)[93]  
MADOK MFG. LTD.  
50 MORRELL STREET  
BRANTFORD, ON N3T 4J5  
CANADA  
519/756-5760  
TELEX: FAX:519/756-5768  
MADOK MFG. LTD.

## EDUCATIONAL ACTIVITIES

0481167 AM 141  
THOMAS W MC DONALD (92)[93]  
UNIVERSITY OF WINDSOR  
DEPT MECHANICAL ENGG  
WINDSOR, ON N9B 3P4  
CANADA  
519/253-4232  
TELEX: FAX:519/973-7062  
UNIVERSITY OF WINDSOR

## RESEARCH PROMOTION

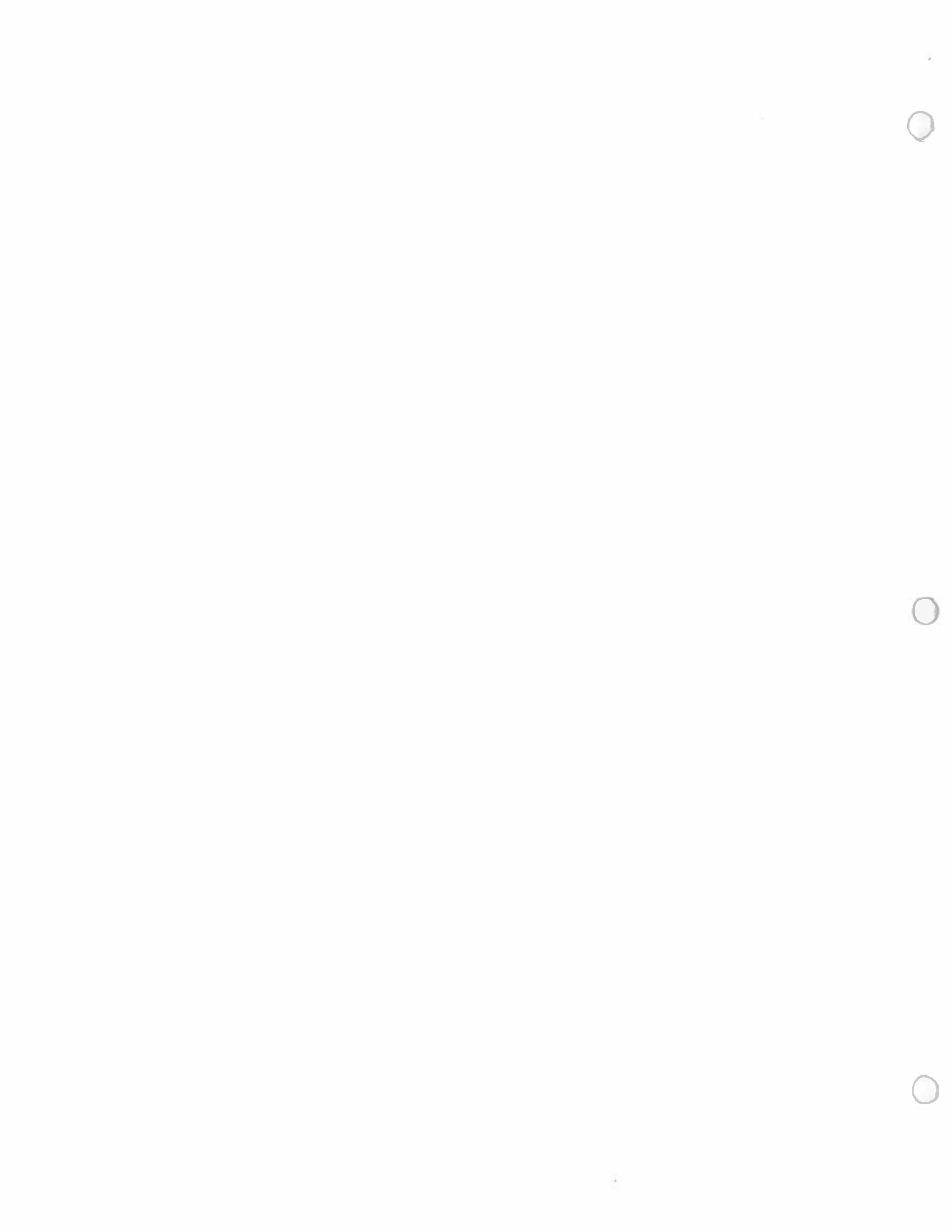
0119103 AM 141  
DANNY A CASTELLAN (92)[93]  
UNIVERSITY OF WINDSOR  
401 SUNSET AVENUE  
WINDSOR, ON N9B 3P4  
CANADA  
519/253-4232  
TELEX: FAX:519/973-7050  
UNIVERSITY OF WINDSOR

## NOMINATING COMM ALTERNATE

0064827 AM 116  
JOHN B BISSET (92)[93]  
CHORLEY & BISSET LTD  
521 COLBORNE ST  
LONDON, ON N6B 2T6  
CANADA  
519/679-8660  
TELEX: FAX:5196792145  
CHORLEY & BISSET LTD

## TECH ENERGY &amp; GOVT ACTIVITIES

0367848 AM 015  
SIMON JOL (92)[93]  
51 CORKSTOWN RD  
NEPEAN, ON K2H 7V4  
CANADA  
613/728-3571  
TELEX: FAX:613/728-6012



# INSTRUCTIONS FOR CRC SUMMARY REPORT

1. Fill in your region number and the current Society year in the blanks provided.
2. Place your chapter name and number in the blanks provided.
3. Include the CRC city location, state and/or province in the appropriate blanks.
4. Fill in the date of the CRC Business Session in the appropriate blank.

Note: The "current" Society year is the year being reported, which for Regions with Fall CRCs is the year just completed and for regions having Spring CRCs is the year about to be completed. Chapters with Fall CRCs should list the totals from the previous Society year and the current Society year. Chapters with Spring CRCs should list the totals for the previous Society year and the totals-to-date.

## 1. MEMBERSHIP PROMOTION:

List the number of assigned members, chapter members, new members to date, members delinquent to date, the number of upgrades, in the appropriate blanks as of July 1st and for the current Society year. This information is published with the PAOE information by Society. Also include the date of your Membership Night and the number of guests attending Membership Night as of July 1st and for the current Society year.

## 2. EDUCATIONAL ACTIVITIES:

List the names(s) of your Student Branch(es). List the number of student members, student faculty liaisons, student award entries and career guidance contacts, teach-ins, etc. in the appropriate blanks as of July 1st and for the current Society year. Fill in the number of scholarships, including the total dollar value, the number of grants-in-aid including the total dollar value, the number of members involved in math counts and the total dollars invested, and describe any Special Activities in the appropriate blanks. Also include the date of your Student Member Night.

## 3. TECHNICAL, ENERGY AND GOVERNMENT ACTIVITIES:

Fill in the appropriate blanks with the following information: Number of legislative liaisons, presentations to outside organizations, Technology Award and Government Affairs Award entries, technical sessions, chapter technical seminars and chapter monthly meetings including rated presentations, average meeting attendance and best program for the previous Society year and the current Society year. Also, list any comments you might have on the programs, speaker lists, etc. List your chapter social functions and comment on their success or failure but do not include them in the totals for meetings and attendance.

## 4. RESEARCH PROMOTION/FUND RAISING:

List each of the following items: quota, number of contributions (including the dollar value and the dollars-per-member as shown for previous Society year and current Society year.) Also include any special activities or comments in the blanks provided. Chapters with Fall CRCs should list the totals from the previous Society year and current Society year. Chapters with Spring CRCs should list the totals for the previous Society year and totals-to-date.

## 5. REFRIGERATION:

List each of the following items: number of technical sessions (pre-dinner), chapter refrigeration programs held as the chapter's monthly meeting, chapter seminars held on refrigeration, members whose primary interest is refrigeration, chapter members who made refrigeration presentations to outside organizations and chapter members recruited for refrigeration TC/TG.

## 6. FINANCES:

The information required on this form is minimal. Fill in the blanks for the following items: the dollar amount for reserve funds, current balance, chapter dues, member cost of meals, guest cost of meals for the previous Society year and the current Society year. Also, indicate by checking (yes) or (no) if you have a cash bar. If you have a cash bar include the dollar amount for the previous Society year and the current Society year. If you have a balance sheet or pre-printed budget analysis, attach it as part of the finance information. If you have a package plan, give the details for that plan on the blanks provided. Describe any other sources of income and describe any special project or programs funded on the appropriate blanks.

## 7. CRC MOTIONS

Your chapter CRC Action Committee should formally meet and make proposals through your Board of Governors. These action items should be listed on the form or attach a copy of the action items to be presented at the CRC.

## 8. CHAPTER PROBLEMS:

List your chapter's problems and comment on your solutions to these problems.

## 9. CHAPTER INNOVATIONS AND SUGGESTIONS:

Comment on any successes and new ideas that were introduced during the year.

## 10. PAOE POINTS:

Fall CRCs should list the PAOE points for the following items: membership promotion, meeting attendance, research promotion, educational activities, technical, energy and government activities, refrigeration and CRC attendance for the previous Society year and the Society year just completed.

Spring CRCs should list the PAOE points for the following items: membership promotion, meeting attendance, research promotion, educational activities, technical, energy and government activities, refrigeration, and CRC attendance for the previous Society year and then list the points-to-date.

Upon completion of the form the chapter president is required to sign the form on the line indicated as such and the following attachments should be included:

1. CRC action items
2. Best newsletter of the year
3. Special seminar program
4. Chapter Information Questionnaire
5. Copy of Chapter Roster
6. Product Directory (if published)
7. Chapter committee chairmen MBOs

(Revised 12/19/91)



## ASHRAE HONORS AND AWARDS

Nominations for personal Society awards (F. Paul Anderson, ASHRAE-ALCO, Fellow, Holladay Distinguished Fellow, Distinguished 50-Year Member, Honorary Member, Distinguished Service and Andrew T. Boggs) should be submitted to the Honors and Awards staff liaison at Headquarters, and may come through your CRC or directly from a chapter or individual sponsor. All nominations must be accompanied by a current, detailed (relating to achievements for consideration) and legible biographical record form and a letter of recommendation briefly describing the candidate's qualifications (except for DSA, which is awarded strictly on the basis of Society committee service). Material must be received at Headquarters not later than December 1 for consideration at the Winter Meeting, and by May 1 for the Annual Meeting, in order to allow time for reproduction and distribution to the Honors and Awards Committee. (Exceptions will be made for nominations submitted through a CRC which is held later in May.)

**PRESENTED**  
Winter or Annual Meeting

### HONORARY MEMBER

Presented to an outstanding person of professional distinction. Usually presented to someone who is not a member of the Society. Not more than 3 per year. Previous Awardees: Milton Eisenhower, Herbert Hoover, etc.  
(Certificate)

**FELLOW** Winter Meeting

Full-grade Member for 10 years; attained distinction in the arts of our Society. Teaching, research, invention, design and supervision of large projects.  
(Certificate)

**F. PAUL ANDERSON AWARD** Winter Meeting

To honor a member who has done outstanding work or service in any field of the Society. This is the Society's highest award.

Previous Awardees: Willis Carrier, Sam Lewis, Carl Ashley, Donald Krocker, etc.

One per year.  
(Medal and certificate)

**ASHRAE-ALCO AWARD** Winter Meeting

To honor a member who has performed outstanding public service in his/her community.

One per year.  
(Medal and certificate)

**LINCOLN BULLION AWARD** Annual Meeting

To honor a member each year who has done the most outstanding work in increasing the membership of the Society.

One per year.  
(Medal and certificate)

**ASHRAE-ASHAE HOMER ADAMS AWARD** Annual Meeting

To encourage graduate student work on ASHRAE research projects.

One per year.  
(\$600 and certificate)

**CROSBY FIELD AWARD**

Winner is chosen from among the best technical symposium and Journal Papers.

One per year.  
(\$750 and certificate)

**WILLIS H. CARRIER AWARD** Annual Meeting

For best paper by a member 32 years of age or less.

One per year.  
(\$500 and certificate)

**ASHRAE TECHNICAL PAPER AWARD** Annual Meeting

Best paper presented at a technical session at a Society meeting.

Maximum of 4 per year.  
(\$500 and certificate)

**ASHRAE SYMPOSIUM PAPER  
AWARD** Annual Meeting

Best paper presented at a symposium at a Society meeting.  
Maximum of 4 per year.  
(\$500 and certificate)

**ASHRAE JOURNAL PAPER AWARD**

Best paper or article published in the ASHRAE Journal.  
One per year.  
(\$250 and certificate)

**RALPH G. NEVINS AWARD**

For significant accomplishment in the general area of man's response to the environment.  
One per year.  
(\$300 and certificate)

**REGIONAL AWARD OF MERIT**

To recognize members who have done outstanding work for the Society at the regional level.  
Maximum of 3 per year.  
(Certificate)

**DISTINGUISHED  
50-YEAR MEMBER** Annual Meeting

To recognize 50-year members who have also been past Society President, Fellow, received the Distinguished Service Award, or have performed outstanding service to the Society.  
(Certificate)

**LOUISE & BILL HOLLADAY DISTINGUISHED  
FELLOW AWARD** Annual Meeting

To recognize a Fellow of the Society for continuing preeminence in engineering or research work.  
One per year.  
(Medal and a certificate)

**TECHNOLOGY AWARD** Winter Meeting

To recognize successful applications of innovative design which incorporate ASHRAE standards for effective energy management, IAQ and mechanical design management technology.

First, second and third place winners in each of five categories. (ASHRAE award of Engineering Excellence may be presented.)  
(Plaque)

**INTERNATIONAL ACTIVITIES  
AWARD** Annual Meeting

To recognize ASHRAE member who have done the most to enhance the Society's international presence or posture.  
One per year.  
(Certificate)

**DISTINGUISHED SERVICE  
AWARD** Annual Meeting

To honor members of the Society for committee service at the Society level.  
(Certificate)

**WILLIAM J. COLLINS, JR. RESEARCH  
PROMOTION AWARD** Annual Meeting

To honor the chapter research promotion chairman who excels in raising funds for ASHRAE research.  
One per year.  
(Medal and certificate)

**ANDREW T. BOGGS  
SERVICE AWARD** Annual Meeting

To recognize a past DSA awardee for continuing unselfish, dedicated and distinguished service to the Society.  
One per year.  
(Medal and certificate)

**GOVERNMENT AFFAIRS AWARD Winter Meeting**

To recognize members of the Society for activities in connection with technical issues related to the purpose of the Society.

First, second and third place recognition.  
(Certificate)

**E. K. CAMPBELL AWARD Winter Meeting**

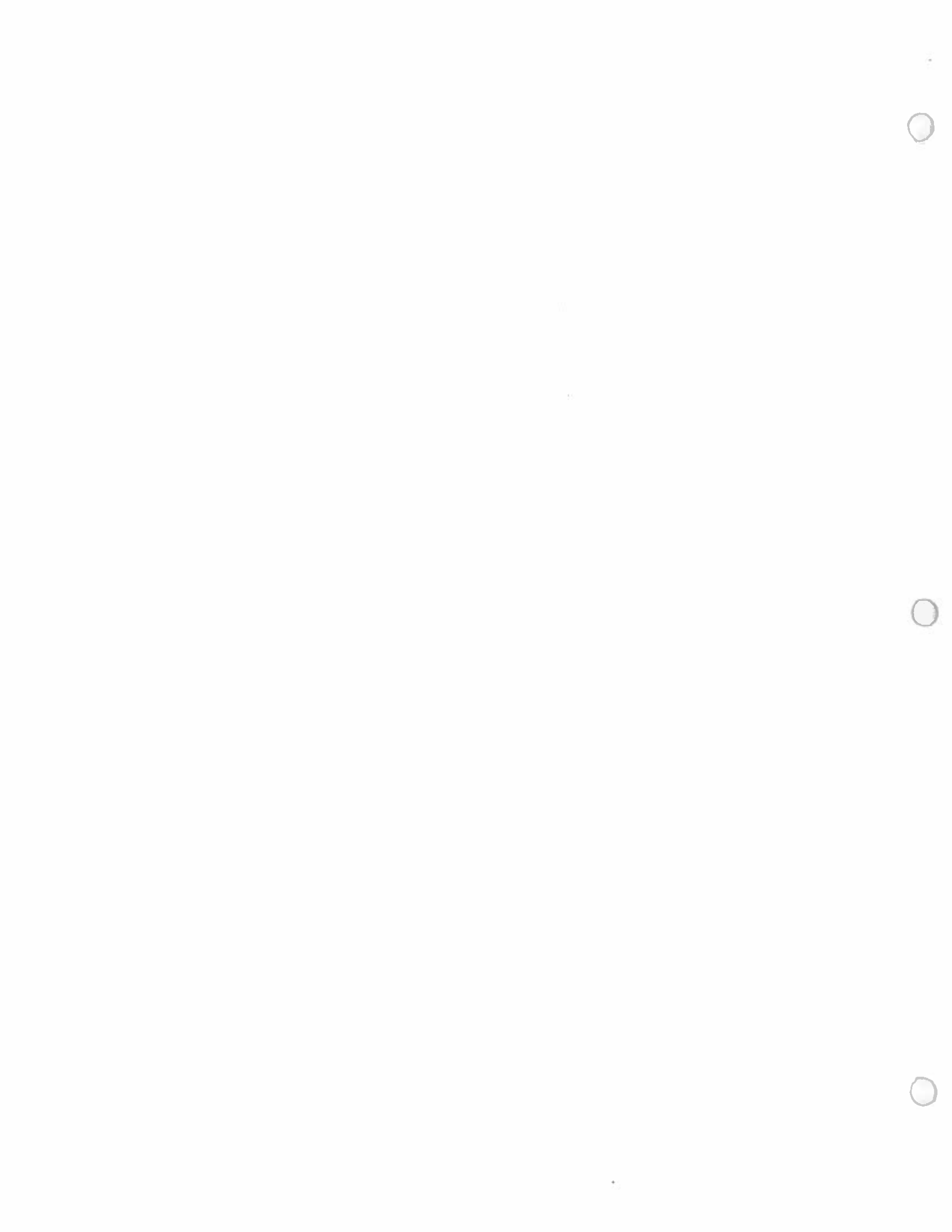
Life Members Club Award to honor outstanding service and achievement in teaching.

One per year.  
(Certificate)

**STUDENT AWARDS**

Recognizes undergraduate students who have completed research or design projects based on topics of current ASHRAE interest.

(First place award of \$1,500; four runners-up of \$750)





**DISTINGUISHED SERVICE AWARD  
POINT SCORE REVISION  
(Minimum 15 Points)**

<b>A. SOCIETY OFFICER/BOD/CHAPTER POINTS</b>	
1. President	5
2. President-Elect	4
3. Officers: Vice President, Treasurer	3
4. BOD	
a. Regional (includes service on DRC and Chairman of CRC)	3/yr
b. Director At Large (DAL)	2/yr
5. Chapter President	1/yr
6. Chapter Officers other than President	1/4/yr
7. CRC meeting general chairman	1/2/yr
<b>B. SOCIETY STANDING COMMITTEE (Including Councils, Standards and R&amp;T Committees) NOTE: FOR HANDBOOK REFER TO C(4) BELOW</b>	
1. Councils (voting members only; no double points)	1/yr
2. Chairman of standing committee	2/yr
3. Chairman of standing subcommittee of Standards	2/yr
4. Standing committee member	1/yr
5. Nominating Committee Alt. (if attended req'd meetings)	1/2/yr
6. Consultant (unpaid)	1/2/yr
<b>C. SOCIETY PROJECTS COMMITTEE</b>	
1. Standards Projects Committee	
a. Chairman	3/project
b. Member	1/2/project
2. Task Group	
a. Chairman	1/yr
b. Member	1/2/yr
3. Presidential Ad-Hoc Committee	
a. Chairman	2/project
b. Member	1/2/project
4. Handbook & Product Directory	
a. Handbook committee chairman	2/yr
b. Handbook chapter author*	2/chapter
c. Handbook chapter revisor	1/2/chapter
d. Handbook volume committee chairman	3/volume
e. Handbook volume committee member	1-1/2/volume
5. Symposium chairman	1/symposium
6. Seminar Chairman	1/2/seminar

7. Forum Moderator	1/4/forum
8. Annual/semi-annual meeting	
a. General Chairman	2/meeting
b. General Co-chairman	1/meeting
c. Subcommittee chairmen	1/meeting
9. Intersociety assignments	1/2/activity

**D. TECHNICAL COMMITTEES**

1. Chairman of committee	1/yr
2. Member, including subcommittee chairman	1/2/yr
3. Corresponding Member	1/4/yr

**E. SPEAKERS/AUTHORS - SOCIETY**

1. Annual/winter ASHRAE meeting	
a. Technical paper author	1/paper
b. Symposium author	1/paper
c. Seminar speaker	1/2/seminar

**F. PUBLISHED PAPERS**

ASHRAE Journal article (not presented at meeting)	1/2/article
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**Maximum Points Allowed**

**SOCIETY PROJECTS COMMITTEES:**

SPC Committees	7
Task Groups	7
Presidential Ad-Hoc Handbook	7
Technical (3 points on any one committee)	10
Intersociety assignments	3

**SOCIETY STANDING COMMITTEES:**

Society	No max
Councils	No max
Standards	No max
R & T	No max

**ALL CHAPTER ACTIVITIES** 3

**AUTHORS** No max

\* Co-authors divide points

THE FOREGOING DSA POINT SCORE REVISION  
 WAS APPROVED BY THE HONORS & AWARDS  
 COMMITTEE AT ITS MEETING ON 6/29/82.

**POINT SCORE FOR REGIONAL  
 AWARD OF MERIT  
 (10 Point Requirement)**

NOTE: Chapter Activities: Maximum 6 points  
 Society/Regional  
 Activities Maximum 6 points

**A. CHAPTER POINTS**

President	2/yr
Vice-President (or Pres-Elect)	1/yr
Secretary	1/2 yr
Treasurer	1/2 yr
Chapter Chairman:	
Membership Promotion,	
Technical, Energy and Government Activities,	
Educational Activities, Research Promotion,	
Refrigeration, Historical	1/2/yr
Chapter Board of Governors	1/2/yr
Seminar Chairman or Instructor	1/yr Max 2

**B. REGIONAL CONFERENCE (CRC)**

General Chairman (Conference)	2/meeting
CRC Program Chairman	1/meeting
CRC Speaker	1/2/meeting
CRC Speaker (other than Vice Chairman)	1/2/meeting (Max 1 per)

**C. REGIONAL/SOCIETY ACTIVITY**

Regional Chairman	2/yr
CRC Delegate	1/yr
CRC Alternate	1/2/yr
Regional Vice Chairman:	
a. Membership Promotion	1/yr
b. Educational Activities	1/yr
c. Research Promotion	1/yr
d. Technical, Energy and Government Activities	1/yr
e. Refrigeration	1/yr
Regional Historian	1/2 yr
Nominating Committee Member	1/yr
Nominating Committee Alternate	1/2/yr

**REGIONAL AWARD OF MERIT**

1. The purpose of this award is to recognize the activities and contributions of members of ASHRAE at the chapter and regional level.
2. The form of the award is a certificate setting forth the achievements for which the awards is to be made.
3. Not more than three awards each year shall be made by each region.
4. The nominations of a candidate shall be made by the delegate from the candidate's chapter to the chapters Regional Conference. The final selection shall be made by majority vote of the Chapters Regional Conference delegates in Executive Session at the CRC.
5. Qualifications of a candidate shall be a minimum of the credit points from the list of activities. The qualifications must be submitted in writing to the Chapters Regional Committee and include a biographical record of the services rendered and the year of accomplishment.
6. Final selection does not require the approval of either the Honors and Awards Committee or the Board of Directors.
7. Presentation of the award shall be made by the Regional Chairman at the Chapters Regional Conference, (or at a suitable location) following the candidate's nomination and election.
8. Candidates should be reviewed by the regional chairman and the regional nominating committee member for accuracy of the data submitted prior to submitting to Society.

HONORS AND AWARDS  
REQUEST FOR ALL CHAPTERS  
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Mem#	Name	Honors/Awards	Chapter
0048195	BEAUDOIN, GILLES	LIFE MEMBER	013 QUEBEC
0418743	L'ANGLAIS, FRANCOIS	LIFE MEMBER	013 QUEBEC
0667683	SERVANT, AZARIAS	REGIONAL AWARD OF MERIT LIFE MEMBER	013 QUEBEC
0730890	TASSE, YVON R	REGIONAL AWARD OF MERIT LIFE MEMBER	013 QUEBEC
0752058	TRUCHON, LOUIS P	LIFE ASSOCIATE MEMBER	013 QUEBEC
0020115	ANGLIN, THOMAS G	LIFE MEMBER	014 MONTREAL
0025434	ARSENAULT, REAL J A	LIFE MEMBER	014 MONTREAL
0049869	BEDARD, RAYMOND	LIFE MEMBER	014 MONTREAL
0062829	BILLICK, PAUL G	LIFE MEMBER	014 MONTREAL
0068094	BLATHERWICK, HOWARD E	LIFE MEMBER	014 MONTREAL
0077841	BOURGAULT, GERALD	LIFE ASSOCIATE MEMBER	014 MONTREAL
0078165	BOUTHILLETTE, ROLAND	LIFE MEMBER	014 MONTREAL
0083970	BRASLOFF, REUBEN I	LIFE MEMBER	014 MONTREAL
0088236	BRISSETTE, JACQUES L	LIFE MEMBER	014 MONTREAL
0147555	COOPER, HOWARD B	LIFE MEMBER	014 MONTREAL
0158787	CUCCIA, JOSEPH D	LIFE MEMBER	014 MONTREAL
0230904	FLANAGAN, JAMES B	LIFE ASSOCIATE MEMBER	014 MONTREAL
0235710	FORGET, GUY E	LIFE MEMBER	014 MONTREAL
0250182	GANS, NATHAN	LIFE MEMBER	014 MONTREAL
0260172	GILBERT, EDWARD J	LIFE MEMBER	014 MONTREAL
0274698	GRAVELSINS, JOHN	LIFE ASSOCIATE MEMBER	014 MONTREAL
0297378	HANLEY, ALLEN J	FELLOW/LIFE MEMBER	014 MONTREAL
0331344	HOLE, WILLIAM G	PRES/FELLOW/LIFE DISTINGUISHED SERVICE DISTINGUISHED 50 YEAR MEMBER	014 MONTREAL
0352755	ISAAC, WILLIAM C	LIFE MEMBER	014 MONTREAL
359613	JARVIS, WILLIAM E	LIFE MEMBER	014 MONTREAL
J386478	KERT, MONROE H	LIFE MEMBER	014 MONTREAL
0415206	LALONDE, BERNARD	LIFE MEMBER	014 MONTREAL
0415692	LAMARCHE, PHILIPPE J	LIFE MEMBER	014 MONTREAL
0418851	LANGSNER, LAWRENCE L	LIFE MEMBER	014 MONTREAL
0433323	LEVESQUE, LEO A	LIFE MEMBER	014 MONTREAL
0433674	LEVINE, SEYMOUR	LIFE MEMBER	014 MONTREAL
0434133	LEWIN, JACOB	LIFE ASSOCIATE MEMBER	014 MONTREAL
0453465	MACCANDLISH, DONALD	LIFE MEMBER	014 MONTREAL
0546210	OCONNELL, THOMAS D	LIFE ASSOCIATE MEMBER	014 MONTREAL
0591003	POULIN, ANDRE	LIFE MEMBER	014 MONTREAL
0612009	RENWICK, WALTER H	LIFE MEMBER	014 MONTREAL
0664875	SEGAL, SAMUEL S	LIFE ASSOCIATE MEMBER	014 MONTREAL
0666873	SEMENIC, IVO A	LIFE MEMBER	014 MONTREAL
0678132	SIDLER, JOSEPH	LIFE MEMBER	014 MONTREAL
0682614	SINGER, GERALD G	LIFE MEMBER	014 MONTREAL
0686259	SLOWE, MORTON R	REGIONAL AWARD OF MERIT DISTINGUISHED SERVICE REGIONAL AWARD OF MERIT	014 MONTREAL
0695682	SOICHER, JACK A	LIFE MEMBER	014 MONTREAL
0702999	SPRINGER, JAMES C	LIFE MEMBER	014 MONTREAL
0729027	TAMM, HAROLD L	LIFE MEMBER	014 MONTREAL
0746442	TONELLI, RALPH J	LIFE MEMBER	014 MONTREAL
0747414	TOSH, WILLIAM	LIFE AFFILIATE MEMBER	014 MONTREAL
0754434	TURAGA, MAL	FELLOW	014 MONTREAL
0756243	TWIZELL, EDWIN W	LIFE MEMBER 50 YEAR MEMBER	014 MONTREAL
0760428	VALLIERES, RAYMOND H	LIFE MEMBER	014 MONTREAL
0116748	CARSCALLEN, GEORGE F	REGIONAL AWARD OF MERIT	015 OTTAWA VALLEY
0311904	HEARNDEN, GEORGE A	LIFE MEMBER	015 OTTAWA VALLEY
0376596	KARN, THOMAS P	LIFE MEMBER	015 OTTAWA VALLEY
0393093	KIRBY, C NOEL	LIFE MEMBER	015 OTTAWA VALLEY
395091	KLASSEN, JACOB	FELLOW/LIFE MEMBER DISTINGUISHED SERVICE REGIONAL AWARD OF MERIT	015 OTTAWA VALLEY
0425925	LECLERC, PETER F	LIFE ASSOCIATE MEMBER	015 OTTAWA VALLEY
0437292	LIM, LEONARD A	LIFE ASSOCIATE MEMBER	015 OTTAWA VALLEY
0472203	MATYNIA, JOHN L	LIFE MEMBER	015 OTTAWA VALLEY

HONORS AND AWARDS  
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Mem#	Name	Honors/Awards	Chapter
0484434	MC INTYRE, DALTON J	LIFE MEMBER REGIONAL AWARD OF MERIT	015 OTTAWA VALLEY
0485109	MC KEEN, DONALD C	LIFE MEMBER	015 OTTAWA VALLEY
0490077	MCRAE, GEORGE K	LIFE MEMBER	015 OTTAWA VALLEY
0506655	MITALAS, GINTAS P	FELLOW	015 OTTAWA VALLEY
0564084	PARTINGTON, JOHN D	LIFE ASSOCIATE MEMBER	015 OTTAWA VALLEY
0627129	ROGERS, CLIFFORD	LIFE MEMBER	015 OTTAWA VALLEY
0680805	SIMMONDS, ALASTAIR G	LIFE MEMBER	015 OTTAWA VALLEY
0729081	TAMURA, GEORGE T	FELLOW CROSBY FIELD TECHNICAL PAPER DISTINGUISHED 50 YEAR MEMBER TECHNICAL PAPER ASHRAE SYMPOSIUM PAPER	015 OTTAWA VALLEY
0747225	TORRENS, JOSEPH S	LIFE ASSOCIATE MEMBER	015 OTTAWA VALLEY
0747981	TOWNSEND, FRED	LIFE MEMBER	015 OTTAWA VALLEY
0779949	WARRING, G RALPH	LIFE MEMBER	015 OTTAWA VALLEY
0785133	WEEDMARK, STIRLING B	LIFE MEMBER	015 OTTAWA VALLEY
0803520	WILSON, A GRANT	FELLOW/LIFE MEMBER DISTINGUISHED SERVICE	015 OTTAWA VALLEY
0819072	YANOFSKY, HYMAN	LIFE MEMBER	015 OTTAWA VALLEY
0822826	YOUNG, RAY G	REGIONAL AWARD OF MERIT REGIONAL AWARD OF MERIT	015 OTTAWA VALLEY
0004050	ADAMS, LAWRENCE	LIFE ASSOCIATE MEMBER	016 TORONTO
0012285	ALLINGHAM, JOHN F	LIFE MEMBER	016 TORONTO
0012636	ALLSOP, ROWLAND P	LIFE MEMBER	016 TORONTO
0020169	ANGUS, DONALD L	FELLOW/LIFE MEMBER	016 TORONTO
0021816	APPELTON, HARRY	LIFE MEMBER	016 TORONTO
0023949	ARMSTRONG, JAMES A C	LIFE MEMBER	016 TORONTO
0033480	BAIRD, ALEXANDER G	LIFE ASSOCIATE MEMBER	016 TORONTO
0036126	BALLAGH, A BRUCE	LIFE MEMBER	016 TORONTO
0041148	BARRAN, ARTHUR T W	LIFE MEMBER	016 TORONTO
0042660	BARTLETT, WILLIAM W	LIFE MEMBER	016 TORONTO
0051840	BELL, CHARLES E	LIFE MEMBER	016 TORONTO
0055080	BENNETT, L MAXWELL	LIFE MEMBER	016 TORONTO
0074196	BONISTEEL, WARREN D	LIFE MEMBER	016 TORONTO
0103707	BURRIDGE, LAURENCE E	LIFE MEMBER	016 TORONTO
0105003	BUSHNELL, HOWARD P	LIFE MEMBER	016 TORONTO
0106353	BUTTS, HARRY WILLIAM	LIFE MEMBER	016 TORONTO
0111078	CAMPBELL, ROBERT B	LIFE MEMBER	016 TORONTO
0116154	CARRIGAN, ROLAND B	LIFE MEMBER	016 TORONTO
0116964	CARTER, ALEXANDER W	LIFE MEMBER 50 YEAR MEMBER	016 TORONTO
0122067	CHADWICK, WILLIAM H	LIFE MEMBER REGIONAL AWARD OF MERIT	016 TORONTO
0124578	CHAPKIN, ARTHUR I	LIFE MEMBER	016 TORONTO
0127926	CHEUNG, CHING	LIFE MEMBER	016 TORONTO
0134190	CLARK, ALLAN M	LIFE MEMBER	016 TORONTO
0137916	COATES, WILLIAM J	LIFE MEMBER	016 TORONTO
0141021	COLES, EDGAR T	LIFE AFFILIATE MEMBER	016 TORONTO
0141831	COLLINS, JOSEPH J	LIFE MEMBER	016 TORONTO
0157302	CROSSEY, RICHARD E	LIFE MEMBER	016 TORONTO
0159921	CUMMINGS, ROBERT	LIFE MEMBER	016 TORONTO
0166671	DASCHUK, TONY	LIFE AFFILIATE MEMBER	016 TORONTO
0184545	DIORIO, GINO	LIFE ASSOCIATE MEMBER	016 TORONTO
0186057	DOBBIE, JOHN L	LIFE MEMBER	016 TORONTO
0196371	DUDLEY, LYNN M	LIFE MEMBER	016 TORONTO
0198720	DUNCAN, W T ERSKINE	LIFE MEMBER	016 TORONTO
0217917	FAIR, JOHN L	LIFE MEMBER	016 TORONTO
0238410	FOX, JOHN H	PRES/FELLOW/LIFE DISTINGUISHED SERVICE DISTINGUISHED 50 YEAR MEMBER	016 TORONTO
0241974	FRENCH, HOWARD S	LIFE MEMBER	016 TORONTO
0246483	FURSE, HENRY M	LIFE MEMBER	016 TORONTO
0254772	GEAKE, LLOYD W	LIFE MEMBER	016 TORONTO
0259902	GIFFIN, DONALD P	LIFE MEMBER	016 TORONTO
0265977	GOLD, HANS	LIFE MEMBER	016 TORONTO
0273483	GRANEK, GERHARD	LIFE MEMBER	016 TORONTO
0281340	GRITTANI, HOWARD R	LIFE MEMBER	016 TORONTO

HONORS AND AWARDS  
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Mem#	Name	Honors/Awards	Chapter
0287847	HAAS, OTTO F	LIFE MEMBER	016 TORONTO
0336501	HORNSTEIN, SERGE	LIFE MEMBER	016 TORONTO
0337068	HORVATH, EUGENE	LIFE MEMBER	016 TORONTO
0346356	HUNT, FREDERICK G	LIFE MEMBER	016 TORONTO
0354888	JACKSON, GRIFFITH H	LIFE ASSOCIATE MEMBER	016 TORONTO
0374382	KALLIS, WALTER	LIFE ASSOCIATE MEMBER	016 TORONTO
2010885	KAUFMAN, BERNARD	LIFE AFFILIATE MEMBER	016 TORONTO
0454923	MACKAY, ROBERT C	LINCOLN BOUILLON	016 TORONTO
0456462	MADIGAN, BASIL C	LIFE AFFILIATE MEMBER	016 TORONTO
0467397	MARTIN, R J WESLEY	LIFE MEMBER	016 TORONTO
0471852	MATTOCKS, HENRY J	LIFE MEMBER	016 TORONTO
0487323	MC LEESE, WILLIS S	LIFE MEMBER	016 TORONTO
0500499	MILLEN, CHARLES T	LIFE MEMBER	016 TORONTO
0505089	MILNE, FRED M	LIFE MEMBER	016 TORONTO
0532197	NEARINGBURG, ARTHUR	LIFE MEMBER	016 TORONTO
0541647	NOLAN, CHARLES J	LIFE MEMBER	016 TORONTO
0550395	OLSEN, JULIUS C	FELLOW/LIFE MEMBER DISTINGUISHED SERVICE	016 TORONTO
0552096	ONEILL, JOSEPH F	LIFE MEMBER	016 TORONTO
0457825	PERLMAN, MATER	FELLOW	016 TORONTO
0578502	PETRINEC, JULES R	LIFE MEMBER	016 TORONTO
0583308	PILKEY, DENNIS H	LIFE MEMBER	016 TORONTO
0594081	PRICE, DOUGLAS A	LIFE MEMBER	016 TORONTO
0630288	ROSE, JAMES W.S.	LIFE MEMBER	016 TORONTO
0630477	ROSE, RONALD S	LIFE ASSOCIATE MEMBER	016 TORONTO
0631881	ROSS, EARL J	LIFE AFFILIATE MEMBER	016 TORONTO
0633096	ROSSOFF, CLARENCE	LIFE MEMBER	016 TORONTO
0641628	SAGE, HERBERT C	REGIONAL AWARD OF MERIT	016 TORONTO
0676323	SHORE, M VICTOR	LIFE MEMBER	016 TORONTO
0676863	SHRODER, ROBERT	LIFE AFFILIATE MEMBER	016 TORONTO
0681669	SIMPKINS, ARTHUR C	LIFE MEMBER	016 TORONTO
1682425	SINCLAIR, ERNEST H	LIFE MEMBER	016 TORONTO
J718848	STUBLEY, REDVERS D	LIFE MEMBER	016 TORONTO
0725166	SWEENEY, DARCY J	LIFE MEMBER	016 TORONTO
0728001	TAIT, LESLIE J	LIFE MEMBER	016 TORONTO
0728946	TAMBLYN, ROBERT T	LIFE MEMBER	016 TORONTO
0737721	THOMAS, DONALD B	LIFE MEMBER	016 TORONTO
0744012	TINDALL, GORDON W	LIFE ASSOCIATE MEMBER	016 TORONTO
0744552	TIRMAN, GEORGE	LIFE MEMBER	016 TORONTO
0746361	TOMS, GORDON C	LIFE MEMBER	016 TORONTO
0747306	TORRY, CHARLES L	LIFE MEMBER	016 TORONTO
0749979	TRELEAVEN, HERBERT M	LIFE MEMBER	016 TORONTO
2049306	WILKINSON, WILLIAM B	LIFE MEMBER	016 TORONTO
0802251	WILLIAMS, W ERIC	LIFE MEMBER	016 TORONTO
0825768	ZARNETT, BERNARD H	LIFE MEMBER	016 TORONTO
0828954	ZSENATY, THOMAS E	LIFE MEMBER	016 TORONTO
0064233	BIRSS, T KENNETH	LIFE MEMBER	037 HAMILTON
0192105	DOWLER, EDWARD A	LIFE MEMBER 50 YEAR MEMBER	037 HAMILTON
0217674	FAHEY, RICHARD J	LIFE ASSOCIATE MEMBER	037 HAMILTON
0487296	MCLEAN, WILLIAM J	LIFE MEMBER	037 HAMILTON
0488349	MC MILLEN, JOHN G	LIFE MEMBER	037 HAMILTON
0494937	MENZIES, GEORGE	DISTINGUISHED SERVICE REGIONAL AWARD OF MERIT	037 HAMILTON
0507222	MITCHELL, JAMES A	LIFE MEMBER	037 HAMILTON
0582255	PIERCE, JAMES F	LIFE AFFILIATE MEMBER	037 HAMILTON
0602289	RAMMO, ERIK	LIFE MEMBER	037 HAMILTON
0652401	SCHIECK, ROBERT R	LIFE MEMBER	037 HAMILTON
0656046	SCHOCK, ROBERT E	LIFE MEMBER	037 HAMILTON
0667305	SENTESY, LOUIS	LIFE MEMBER	037 HAMILTON
0813672	WOODS, WALTER E	LIFE MEMBER	037 HAMILTON
0819315	YASKOWICH, LEON A	LIFE ASSOCIATE MEMBER	037 HAMILTON

HONORS AND AWARDS  
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Mem#	Name	Honors/Awards	Chapter
0092043	BROWN, EDWARD DANIEL	LIFE AFFILIATE MEMBER	100 HALIFAX
0098280	BUCKLER, GEORGE W	LIFE MEMBER	100 HALIFAX
		DISTINGUISHED SERVICE	
0144774	CONRAD, PAUL R	REGIONAL AWARD OF MERIT	100 HALIFAX
		DISTINGUISHED SERVICE	
0192726	DOYLE, M GERARD	REGIONAL AWARD OF MERIT	100 HALIFAX
0517050	MORRIS, DENIS J	FELLOW	100 HALIFAX
0662877	SCRIVEN, JAMES A	FELLOW	100 HALIFAX
0787995	WELD, GORDON B	FELLOW	100 HALIFAX
		DISTINGUISHED SERVICE	
0517860	MORRISON, CLIFTON R	LIFE MEMBER	116 LONDON
0384534	KENNEDY, JOHN A	LIFE MEMBER	117 NEW BRUNSWICK
0583011	PIKE, ALBERT J	LIFE MEMBER	117 NEW BRUNSWICK
0664605	SEELY, DELBERT F	LIFE MEMBER	117 NEW BRUNSWICK
0140076	COLBORNE, WILLIAM G	LIFE MEMBER	141 WINDSOR
0231876	FLEMING, LYLE J	LIFE ASSOCIATE MEMBER	141 WINDSOR
0363933	JOHNSON, CLARENCE W	LIFE MEMBER	141 WINDSOR
0010206	ALGIE, W LLOYD	LIFE MEMBER	153 MISSISSAUGA
		DISTINGUISHED SERVICE	
		REGIONAL AWARD OF MERIT	
0080271	BOYD, JAMES	LIFE MEMBER	153 MISSISSAUGA
0122877	CHAMBERS, FRED W	LIFE MEMBER	153 MISSISSAUGA
		50 YEAR MEMBER	
0369360	JONES, JAMES L	LIFE MEMBER	153 MISSISSAUGA
0473418	MAYBANK, HERB	LIFE MEMBER	153 MISSISSAUGA
0489564	MCNINCH, DOUGLAS F	LIFE MEMBER	153 MISSISSAUGA
0546831	ODE, TADASHI	LIFE MEMBER	153 MISSISSAUGA



Fall CRCs

WORK SHEET FOR EXECUTIVE SESSION - REGION II CRC

Recommendations for Society Year 1993-94

Instructions: The Nominating Committee Member, as Chairman of the CRC Executive Session, is responsible for submitting this work sheet to the 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 should be sent to the Regional Chairman.

- Note: 1. All candidates should be listed in order of preference.
2. If there is no current biographical record on file at Society Headquarters for a candidate, please submit one with this work sheet.

1. OFFICERS AND BOARD OF DIRECTORS

	<u>SY 92-93 Nominees</u>	<u>CRC Recommendations for SY 93-94</u>
President-Elect	Neil R. Patterson	_____
Treasurer	Billy R. Manning	_____
Vice President	Richard B. Hayter	_____
Vice President	John F. James	_____
Vice President	Faye C. McQuiston	_____
Vice President	Frederick J. Pearson	_____
Director-at-Large	James E. Hill (III)	_____
Director-at-Large	E. Ian Mackie (XI)	_____
Director-at-Large	Ronald P. Vallort (VI)	_____
Regional Chairman	n/a	1. _____
	(If applicable, list names of 3	2. _____
	candidates in order of	3. _____
	preference.)	

Submitted by:

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

\_\_\_\_\_  
Date

2. SOCIETY COMMITTEES\* (Recommendations to Society President-Elect)

Accreditation Activities	_____
Charter and Bylaws	_____
Continuing Education	_____
Environmental Health	_____
Finance	_____
Handbook	_____
Historical	_____
Honors and Awards	_____
International	_____
Journal/Insights	_____
Long Range Planning	_____
Meetings Arrangements	_____
Research and 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 Society Winter Meeting.



3. NOMINATING COMMITTEE

Note: Nominating Committee Members and Alternates must be 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.

	<u>92-93</u>	<u>93-94</u>	<u>94-95</u>
Member	<u>Paul R. Conrad*</u>	_____	_____
Alternate	<u>John B. Bisset</u>	_____	_____
"Reserve"	_____	_____	_____

\*Chairs CRC Executive Session.

4. REGIONAL VICE CHAIRMEN - Grass Roots Committees

Note: Select three in each category, if possible.

Candidates for Regional Vice Chairmen must be Members of the Society for three years at the time of nomination.

	<u>92-93</u>	<u>93-94</u>		
		<u>First</u>	<u>Second</u>	<u>Third</u>
Educ Activities	<u>Thomas McDonald</u>	_____	_____	_____
Membership Promo	<u>John T. Dugan</u>	_____	_____	_____
Refrigeration	<u>John B. Pollock</u>	_____	_____	_____
Research Promo	<u>Danny Castellan</u>	_____	_____	_____
Tech, Energy/Govt	<u>Simon Jol</u>	_____	_____	_____

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

5. RECOMMENDATIONS FOR SOCIETY HONORS AND AWARDS

	<u>Candidates</u>
Honorary Member (Eminent Professional Distinction)	_____
Fellow (Unusual Distinction)	_____
F. Paul Anderson Award (Outstanding work - one per year)	_____
ASHRAE-ALCO Award (Outstanding Public Service)	_____
Distinguished Service Award (Society Work)	_____
Distinguished 50-Year Member	_____
Louise and 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. (Add sheets if necessary.)

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.)

<u>Name</u>	<u>Host Chapter</u>	<u>CRC Year</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

## **GUIDELINES FOR CRC MOTIONS**

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Chapter members have the right and the responsibility to present to the chapter CRC Action Committee motions to enhance regional, chapter or Society activity. These motions will be presented by the delegate during the business session at the CRC where they can be discussed and voted on, following Robert's Rules of Order. Motions and resolutions coming out of the CRC can be most effective if presented in proper form. A fine conceptual resolution can be lost in the legislative process at Society level for want of proper wording, background explanation or research. The purpose of this document is to furnish suggestions for proper development of motions and procedures to funnel the motion into the correct committees.

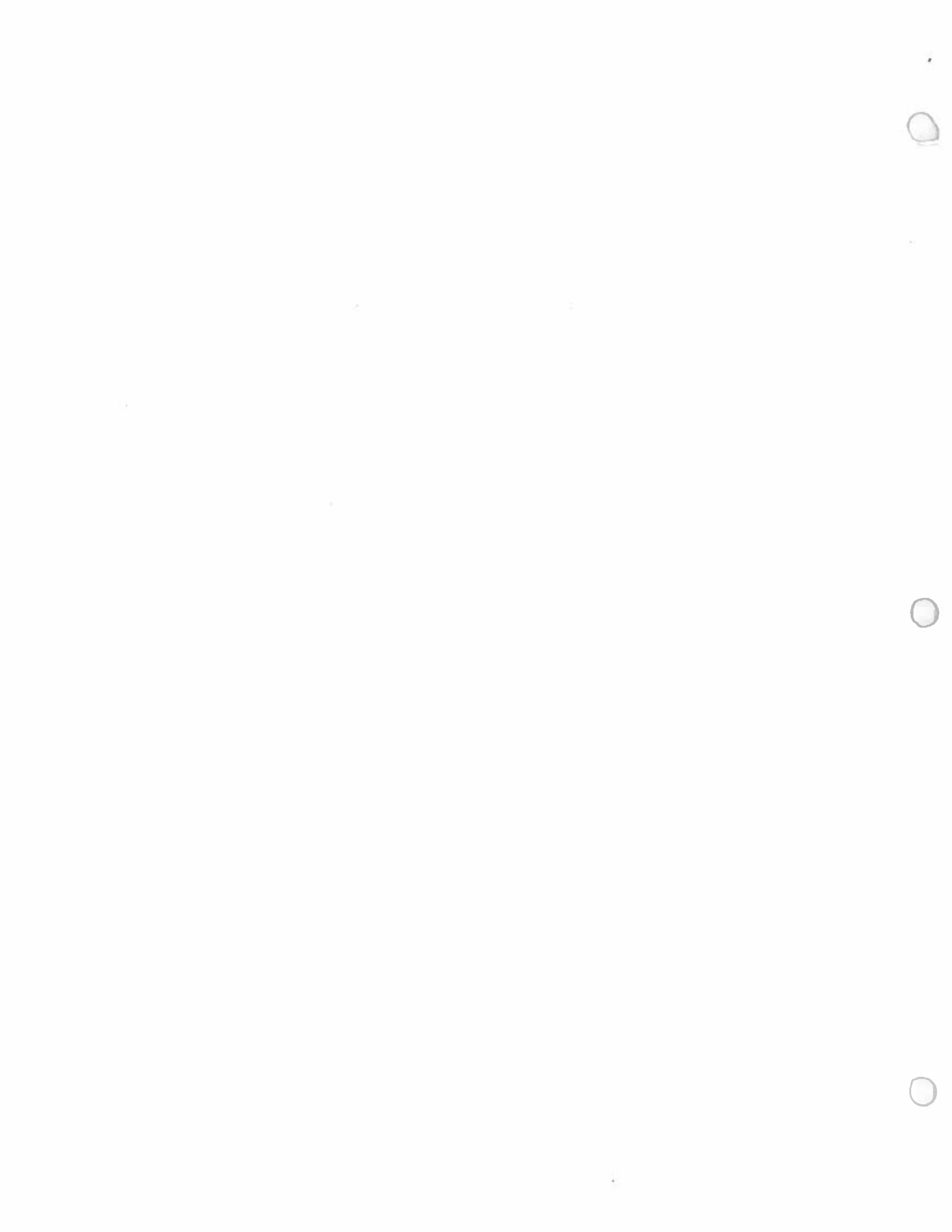
Once the motions are passed, the Regional Chairman, in consultation with the Senior Officer, shall decide to which Society committee the motion should be assigned. If the motion applies to a grassroots committee, the appropriate Regional Vice Chairman will be responsible for carrying that motion to the committee that he represents. For those motions that impact committees not having Regional Vice Chairman representation, the DRC will be responsible for forwarding the motion in writing to the appropriate committee chairman or staff.

Motions that appear to be outside the realm of the existing committees, or if the committee to which they should be assigned is unclear, the motion then should be taken directly to Regions Council for action. PAOE motions should be presented only as recommendations. The visiting Vice President will include all motions in his report to EXCOM.

All CRC approved motions will be read into the Regions Council minutes at its next meeting. This is to facilitate monitoring of the motions until a reply is received for presentation by the DRC or the appropriate vice chairman at the next CRC of the originating region. For those motions referred to a grassroots committee, that vice chairman will be responsible for monitoring the disposition of the motions. For any motions not referred to grassroots committees, this monitoring is the responsibility of the DRC.

Regions Council shall have the prerogative to send comments to those committees considering the CRC motions but under no circumstances will Regions Council take any action that would preclude consideration by the responsible committee or council. The committee or council to which a motion is assigned will have the right to approve, disapprove, postpone, refer or amend the motion. In all cases a report should be made to Regions Council as to the disposition of the motion.

**Revised 6/90**



# FORMAT FOR CRC MOTIONS

Motion Identification No. \_\_\_\_\_  
(Region No., Motion No., Date)

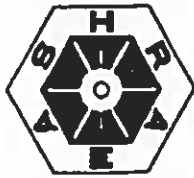
**Motion:**

**Background Information:**

## Suggested Motion Routing

Regions Council \_\_\_\_\_  
Educational Activities Committee \_\_\_\_\_  
Research Promotion Committee \_\_\_\_\_  
Membership Promotion Committee \_\_\_\_\_  
Technical, Energy and Government Affairs Committee \_\_\_\_\_  
Refrigeration Committee \_\_\_\_\_  
Other \_\_\_\_\_





**CRC by the sea!!**  
**August 27, 28 & 29, 1992**  
**Halifax, Nova Scotia**  
**Registration Form**

**DRESS CODE: Optional - No bathing suits, no tuxedos**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> <b>A/ Full Registration (DEL/ALT/MEM)</b> | <input type="checkbox"/> <b>B/ Full Registration (Companion)</b> |
| 1/ Registration Fee   | 1/ Registration Fee  |
| 2/ Thursday p.m. Welcome Party  | 2/ Thursday p.m. Welcome Party                                   |
| 3/ Friday a.m. Breakfast  | 3/ Friday a.m. Breakfast   |
| 4/ Friday President's Lunch   | 4/ Friday a.m. Peggy's Cove Tour                                 |
| 5/ Technical Session  | 5/ Friday p.m. Historic Feast Show                               |
| 6/ Friday p.m. Historic Feast Show  | 6/ Saturday a.m. Breakfast                                       |
| 7/ Saturday a.m. Breakfast  | 7/ Saturday a.m. Halifax Historic Tour                           |
| 8/ Saturday p.m. Lunch  | 8/ Hospitality   |
| 9/ Hospitality  | 9/ Coffee Breaks   |
| 10/ Coffee Breaks   |  |
| <b>TOTAL PACKAGE \$ 170.00</b>  | <b>TOTAL PACKAGE \$ 125.00</b>                                   |

**Partial Registration**

- |  |                |
|--|----------------|
| <input type="checkbox"/> <b>C/ Registration Fee</b>                      | ..... \$ 10.00 |
| <input type="checkbox"/> <b>D/ Thursday p.m. Welcome Party</b>           | ..... \$ 15.00 |
| <input type="checkbox"/> <b>E/ Friday a.m. Breakfast</b>                 | ..... \$ 10.00 |
| <input type="checkbox"/> <b>F/ Friday p.m. President's Lunch</b>         | ..... \$ 35.00 |
| <input type="checkbox"/> <b>G/ Friday p.m. Technical Sessions</b>        | ..... \$ 10.00 |
| <input type="checkbox"/> <b>H/ Friday p.m. Historic Feast Show</b>       | ..... \$ 60.00 |
| <input type="checkbox"/> <b>I/ Saturday a.m. Breakfast</b>               | ..... \$ 10.00 |
| <input type="checkbox"/> <b>J/ Saturday p.m. Lunch</b>                   | ..... \$ 25.00 |
| <input type="checkbox"/> <b>K/ Peggy's Cove Tour (Friday a.m.)</b>       | ..... \$ 20.00 |
| <input type="checkbox"/> <b>L/ Halifax Historic Tour (Saturday a.m.)</b> | ..... \$ 20.00 |

**Total amount of check**

\$ 170.00

NAME: DARRYL K. BOYCE  
 CHAPTER: LONDON CANADA  
 POSITION: PAST PRESIDENT (DELEGATE)  
 ADDRESS: Room 102 SERVICES BLDG LONDON ONT  
 COMPANY: THE UNIVERSITY OF WESTERN ONTARIO  
 PHONE/FAX: (519) 661-3302  
 COMPANION: \_\_\_\_\_

N6A 5B9

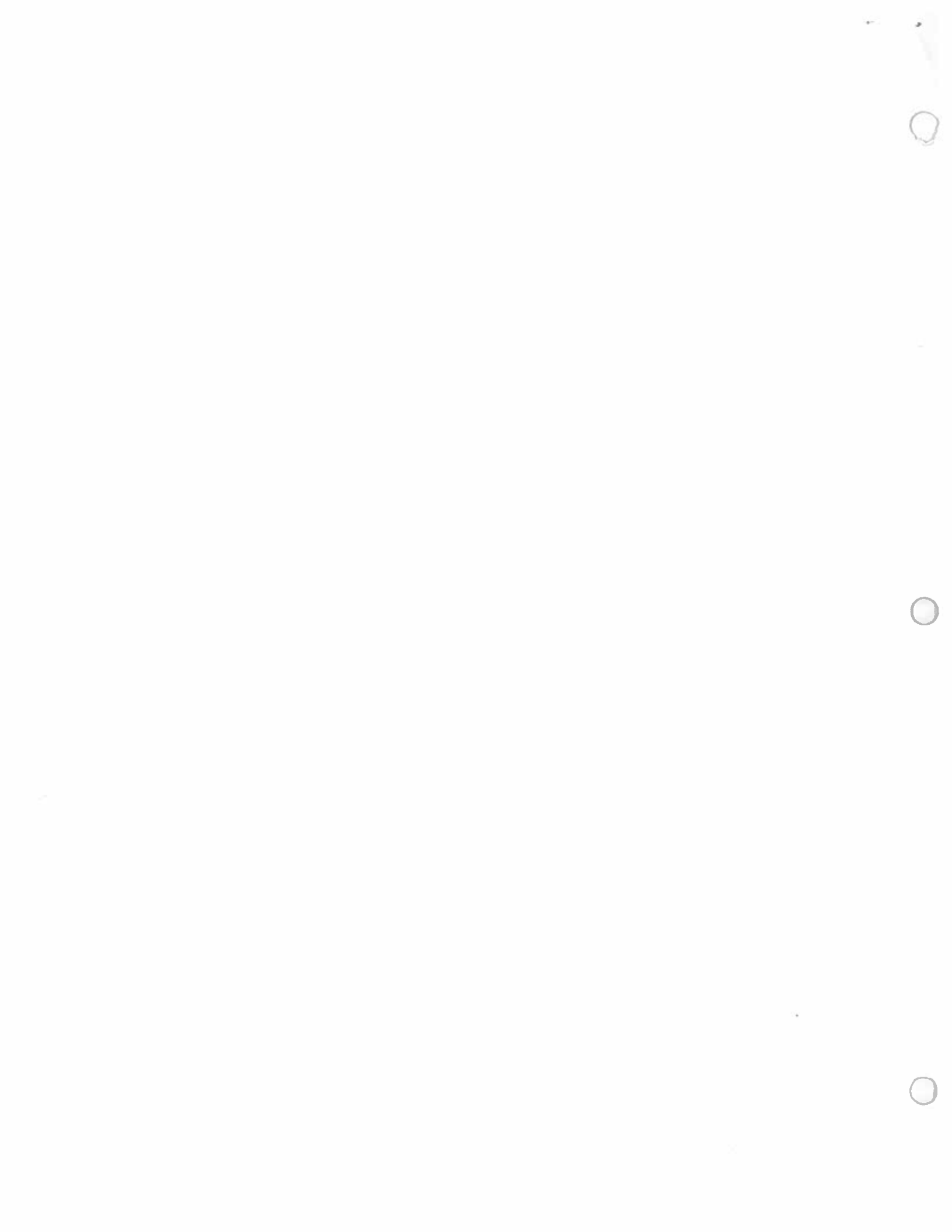
If ground transportation is required from the airport, please indicate the following:

Carrier AIR CANADA Flight No. 142 ETA 8:17 PM Aug 26/92

Hotel and travel reservations are your responsibility. For Hotel reservations see attached form or contact your travel agent.  
 Travel policy: In some cases air fares can be substantially reduced if the member stays over one Saturday night at one of their destination points. If this is the case and if the total cost of the reduced fare plus one night lodging, meals and ground transportation is less than the lowest cost air fare available without a one-night stay over, then ASHRAE will reimburse the member for the low-cost air fare plus lodging, meals and ground transportation for the extra night.

Please return completed registration form and your check before July 15, 1992.

TO: ASHRAE Halifax Chapter  
 P.O. Box 8986  
 Station A  
 Halifax, Nova Scotia  
 B3K 5M6  
 ATT: Doug Rafuse      PHONE:(902) 421-6416 FAX:(902) 421-2938





MYL OR FRANCINE BOYCE  
32 GUILDWOOD BLVD. (519) 471-6143  
LONDON, ONT. N6H 4G3

Aug 4 1972 134

PAY TO THE ORDER OF ASHRAE HALIFAX CHAPTER \$ 170.00

One hundred and seventy ~~XX~~ DOLLARS  
100



Canadian Imperial Bank of Commerce  
OXFORD AND RICHMOND  
LONDON, ONT.

KEY

MEMO Re: Registration CRC By the Sea [Signature]

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