

1992-07-18

CHECK LIST PRIOR TO CRC

To: Delegates Region II

Subject: CRC '92, Halifax, N.S. Aug. 27 - 29 1992

PLEASE COPY THIS TO YOUR ALTERNATE AND OTHER MEMBERS OF YOUR CRC ACTION COMMITTEE. WHEN YOU AGREED TO SERVE AS DELEGATE, YOU ACCEPTED THE RESPONSIBILITY TO DO THE FOLLOWING.

- 1.0 You will receive the following documents from Atlanta, if you have not already received them. Please read them carefully.
 - 1.1 Your instructions for the CRC.
 - 1.2 Minutes of 1991 CRC.
 - 1.3 CRC summary report with instructions.
 - 1.4 Executive session worksheet with instructions.
 - 1.5 Forms for motions, travel, and biographies.

- 2.0 You must make sure that the following documents are prepared so that you can bring them to the CRC, and present them upon registration prior to 14:00 hr Thursday Aug 27.
 - 2.1 25 copies of your chapter report prepared by your 91-92 president. Max. 16 sheets, which may be double sided.
Report to include:
 - .1 ASHRAE CRC SUMMARY REPORT FOR 1991-92 - APPENDIX W
 - .2 CRC ACTION ITEMS ON CRC MOTION FORMS - APPENDIX U
 - .3 ASHRAE CHAPTER INFORMATION QUESTIONNAIRE - APPENDIX J
 - .4 CHAPTER COMMITTEE CHAIRPERSONS MBO'S FOR 1991-92 INDICATING THE FINAL STATUS - APPENDIX Y.

 - 2.2 Names of candidates for nomination for the following positions:
 - .1 REGIONAL VICE CHAIRPERSON FOR MEMBERSHIP PROMOTION
 - .2 REGIONAL VICE-CHAIRPERSON FOR TEGA.
 - .3 TWO BACK-UP PERSONS FOR EACH OF THE RVC'S
 - .4 VICE-PRESIDENT OF THE SOCIETY
 - .5 DIRECTOR AT LARGE OF THE SOCIETY
 - .6 SOCIETY COMMITTEES, (see attached current list)
 - .7 SOCIETY HONORS AND AWARDS
 - .8 REGIONAL AWARD OF MERIT

 - 2.3 Names of persons to be elected to the NOMINATING COMMITTEE.

 - 2.4 25 copies of biographical forms for all your candidates.



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CHECK LIST AT THE CRC

To: Delegates Region II

Subject: CRC '92, Halifax, N.S. Aug. 27 - 29 1992

PLEASE COPY THIS TO YOUR ALTERNATE AND OTHER MEMBERS OF YOUR CRC ACTION COMMITTEE

1.0 You are required to attend the following sessions.

1.1	Pre-Caucus Meeting at 14:00 hr	Thursday
1.2	The Caucus at 14:30 hr	Thursday
1.3	The plenary Session at 16:10 hr	Thursday
1.4	The First Business Session at 16:30 hr	Thursday
1.5	ASHRAE Research Canada Meeting at 07:00 hr...	Friday
1.6	The Second Business Session at 08:00 hr	Friday
1.7	The Executive session, at 09:45 hr	Friday
1.8	The Third Business Session at 13:00 hr	Saturday

2.0 You are encouraged to attend the following.

2.1	The Technical Session at 14:00 hr	Friday
2.2	Awards and President's Luncheon at 12:00 hr...	Friday
2.3	The Chapter Operations Workshop at 17:00 hr...	Friday
2.4	The Workshop Sessions at 07:30 hr	Saturday
2.5	The Business Luncheon at 12:00 hr	Saturday
2.6	The social functions. Welcome Party	Thursday
	Historic Feast	Friday

3.0 At the Caucus you submit names of eligible members for the various positions for discussion.

At the Executive Session you vote on your recommendations. Make sure that your nominees are willing and able to serve so that they do not decline when approached afterwards for confirmation.

4.0 Keep in mind that you have to provide replacements for:

John Dugan, Membership Promotion Vice-Chairperson, and Simon Jol, Technical Energy and Government Affairs.

IF YOU HAVE PREPARED IN ADVANCE, YOU ARE WILL BE PLEASED WITH YOUR PERFORMANCE AT THIS CRC, AND CAN REPORT BACK TO YOUR CHAPTER THE SUCCESS OF YOUR ACTIVITIES.



<u>REGION</u>	<u>V/C REFRIGERATION</u>	<u>NON. COMM. MEMBER</u>	<u>NON. COMM. ALTERNATE</u>	<u>REGIONAL HISTORIAN</u>	<u>CRC GEN. CHAIRMAN</u>
	JOHN B. POLLOCK 182 BRAND RIVER ST. N. PARIS, ONT. N3L 2M8 519-442-6098 FAX 319-756-5768	PAUL R. CONRAD TRANE COMPANY BEDFORD TRADE MART 105 ROCKY LAKE DR. BTE 1 BEDFORD, NB, B4A 2T3 902-835-7491 FAX 902-835-0484	JOHN B. BISSET CHORLEY & BISSET LTD. 521 COLBORNE ST. LONDON, ONT. N6B 2T6 519-679-8660 FAX 519-679-2145	CLIFFORD THOMPSON RR 85 CAMPELLFORD, ONT. K0L 1L0 705-653-5091 FAX -	PAUL R. CONRAD TRANE COMPANY BEDFORD TRADE MART 105 ROCKY LAKE DR. BTE 1 BEDFORD, NB, B4A 2T3 902-835-7491 FAX 902-835-0484

CHAPTER COMMITTEE CHAIRPERSONS

<u>CHAPTER</u>	<u>MEMBERSHIP PROM.</u>	<u>RESEARCH PROM.</u>	<u>EDUCATIONAL ACT.</u>	<u>ENERGY/TECH AFFAIRS</u>	<u>REFRIGERATION</u>
HALIFAX	? PETER MELNYK LANDIS BYR & POWERS LTD 2 BLUEWATER ROAD BEDFORD, NB, B4A 1E5 902-835-8316 FAX 902-835-	ELMER SPENCER E.H.PRICE LTD. 10 ACKERLEY BLVD. STE 10 DARTMOUTH, N.S. B3D 1J3 902-422-1310 FAX 902-468-5270	? WILLIAM AHEARN 3132 MAYFIELD AVE. HALIFAX, NB, B3L 4B2 902-455-6459 FAX-	? PETER HEALY ALL-ENERGY ENG.LTD. 5531 CORNWALLIS ST. HALIFAX, NB, B3K 1B3 902-425-6052 FAX 902-423-4943	? TERRY PHELAN R.L.FULTON EQUIP LTD. P.O. BOX 1402N 5654 RUGGEL STREET HALIFAX, NB, B3K 2H7 902-453-2650 FAX 902-453-5116
NB/PEI	GERALD WASELYNCHUK 120 RIDEOUT STREET MONCTON, NB, E1E 1E2 506-857-8788 FAX 506-857-9890	DERRICK L.PALMER 6 McDUGAL AVENUE MONCTON, NB, E1C 6A9 506-382-7900	GRAHAM R. FANCETT 125 HARVEY ROAD RIVERVIEW, NB, E1B 2K2 506-384-4507 FAX -	STEVE MAILMAN 5 PARK AVE. B.1 APT.10 FAIRVALE, N.B. E2E 2N3 506-847-7597 FAX 506 849-1800	DENIS BEARS 400 ENGLISH DR. STE.4 MONCTON, NB, E1E 3Y9 506-858-5688 FAX 506-858-6023
QUEBEC	MARC FONTAINE S.C. POLIBEC INC 1090 LOUIS RIEL STE.FOY, QUE. G1M 4A8 418-651-8661 FAX 418-653-8318	YVES VEZINA HYDRO-QUEBEC 2625 BLVD. LEBDOURNEUF QUEBEC, (QUEBEC)G2C 1P1 418-845-7390 FAX 418-845-7790	CHRISTIAN LESSARD A.D.B. 1220 BLVD. LEBDOURNEUF QUEBEC, QUE.G2K 2B4 418-626-1688 FAX 418-626-5464	MICHEL BOUCHARD 1451 rue de BERRI BEAUPORT, QUE. G1K 6K2 418- 525-4359 FAX 418-525-4447	CHRISTIAN LESSARD A.D.B. 1220 BLVD.LEBDOURNEUF QUEBEC, QUE. G2K 2B4 418-626-1688 FAX 418-626-5464
SAGUENAY	? GUY GUEVIN CEBEP JONQUIERE 2305 ST.HUBERT JONQUIERE, QUE. G7X 7W2 418-547-2191 FAX 418-547-0195	REAL BAUDREAU T.B. VENTILATION INC. 415 RUE RACINE EST. CHICOUTIMI, QUE.G7H 1B8 418-549-0481 FAX 418-549-7454	? FRANCE RENAUD CEBEP JONQUIERE 2305 rue ST. HUBERT JONQUIERE, QUE. G7X 7W2 418-547-2191 FAX 418-547-0195	? RAYALD BOUCHARD LES CONSULTANTS SENIVEL 345/105 des SAGUENEENS CHICOUTIMI, QUE.G7H 6K9 418-549-8092 FAX 418-543-0308	? RICHARD BOUCHER B.B.B.REFRIGERATION INC 1777 bou1. TALBOT CHICOUTIMI, QUE.G7H 6L6 418-543-9736 FAX 418-543-3019
MONTREAL	MARCEL CYR 8743 PIE IX BLVD. MONTREAL, QUE. H1Z 3V1 514-593-5935 FAX 514-593-9901	MADDI ABBAAD 1138 TECUMSEH BLVD. D.D.D., QUE N9B 2Z6 514-744-7829 FAX 514-744-7545	AIME COUILLARD 59 BLVD. DE GAULLE LORRAINE, QUE.G6Z 2W5 514-621-0607 FAX 514-389-5921	LAURIER NICHOLS 1200 BLVD.ST.MARTIN W. LAVAL, QUE.H7B 2E4 514-384-5660 FAX 514-668-8232	BERNARD VIAU 2420 PARE MONTREAL, QUE. H4P 1R3 514-342-3400 FAX 514-342-2486
OTTAWA	MARC CARRIERE GODDKEY WEEDMARK ASSOC 1749 WOODWARD DRIVE OTTAWA, ONT. K2C 0P9 613-727-3111 FAX 613-727-5115	CHRIS FRAULEY BNC LAVALIN INC. 170 LAURIER AVE. W. OTTAWA, ONT. K1P 5V5 613-567-7004 FAX 613-567-3509	FRANK VACULIK PUBLIC WORKS CANADA 818 CHAS. TUPPER BLDG. RIVERSIDE DRIVE OTTAWA, ONT. K1A 0M2 613-736-2687 FAX 613-998-8360	ROBIN CRAIG NAT.RESEARCH COUNCIL BLDG. H19 MONTREAL RD. OTTAWA, ONT. K1A 0R6 613-991-6869 FAX 613-957-9828	TONY WEST 1315 DELIA CRESCENT ORLEANS, ONT. K4A 2Y3 (613) 235-3345 FAX (613)824-3095
TORONTO	MICHAEL BUTTERR CUSTOMER ENERGY SERV. 5760 YOUNG ST. TORONTO, ONT. M2H 3T7 416-590-4358 FAX 416-222-4136	ROY CHAFFEY 29 METCALFE COURT GEORGETOWN, ONT. L7B 4N7 416-675-3111 FAX 416-675-1483	JASON HENDERSON 38 LETTY AVE. BRAMPTON, ONT.L6Y 4T3 416-731-2119 FAX 416-731-7162	MARK BUTLER 500 ELGIN MILLS RD. E. RICHMOND HILLS, ONT. M5N 1B6 416-884-9105 FAX416-883-3355	BILL CHALMERS & BLYTHWOOD CREBO. TORONTO, ONT. M4P 2K3 (416) 661-3400 FAX (416) 661-0100
MISSISSAUGA	? JOHN BAMBON 126 EAST DRIVE BRAMPTON, ONT. L6T 1C2 416-791-3330 FAX 416-793-8554	? BERNIE RATLEDGE 1062 JOHNATHAN DRIVE MISSISSAUGA, ON L4Y 1K1 416-896-5779 FAX 416-896-5220	? MIKE ACKROYD 6221 PRAIRIE CIRCLE MISSISSAUGA, ON L5N 5Y6 416-822-2540 FAX 416-822-5182	? MONIKA DRZEWIECKA 400 MORRIS GLEN ROAD ETOBICOKE, ONT. M9C 1M5 416-621-9302 FAX 416-621-6303	COLIN McBUSAN 2360 BONNER RD. AP.1906 MISSISSAUGA, ON L5J 2C7 416-231-6886 FAX 416-231-2585
HAMILTON	TOM ROCCO DYNAMIC FLOW BALANCING	DAVID RASMUSSEN DELHI INDUSTRIES INC. 523 JAMES STREET DELHI, ONT. N4B 2Z3 416-575-5542 FAX 416-575-5542	?	BILL LAUBHLIN	PRICE STANTON ZER-D-LOC 373 ELGIN ST. P.O. 4649 BRANTFORD, ON N3T 6H2 519-754-4500 FAX 519-754-4214
LONDON	MICHAEL BUBESCH CHORLEY & BISSET LTD. 521 COLBORNE ST. LONDON, ONT. N6B 2T6 519-679-8660 FAX 519-679-2145	DARRLY BOYCE U OF WESTERN ONTARIO RM.102, SERVICES BLDG. LONDON, ONT N6A 5B9 519-661-3302 FAX 519-661-3801	BRENDA STONEHOUSE SHYLIE & CROWE ASSOC. 93 DUFFERIN AVE. LONDON, ONT. N6A 1K3 519-672-8511 FAX 519-672-5906	U.B.(DAN) BHAN U OF WESTERN ONTARIO SERVICES BUILDING LONDON, ONT. N6A 5B9 519-661-3302 FAX 519-679-2145	BILL DVINGSTON KEEPRITE INC. 148 YORK STREET STE.202 LONDON, ONT. N6A 1A9 519-679-2560 FAX 519-672-3528
WINDSOR	ANDRES HRUTKA SUBURBAN DISTRIBUTORS 3160 RANDOLPH AVE. WINDSOR, ONT. N9E 3E6 519-969-1152 FAX 519-969-9871	GREGORY T. BLACK UNION GAS LTD. 50 KEIL DRIVE N. CHATHAM, ONT. N7M 5M1 519-352-3100 FAX 519-436-4566	DAVID MCCORNICK R.R. #1 HARRON, ONT. NOR 1B0 519-738-2105	LAURENCE MILLS CDN BLOWER/CANADA PUMPS 242-A INDIAN RD. STE 205 SARNIA, ONT. N7T 3W4 519-344-1940 FAX 519-344-0980	Leonard Kupiaz Wilson Dario & Assoc PHYSICAL PLT. MAINY. WINDSOR, ONT. N8X 3L9 519-258-8004

REGION II ROSTER 1992-93

REGION	REGIONAL CHAIRMAN	V/C MEMBERSHIP	V/C RESEARCH PROM.	V/C EDUCATIONAL ACT.	V/C ENERGY/TECH AFF.
	DALTON J. McINTYRE 732 SOUTHMORE DR. W. OTTAWA, ONT. K1V 7A1 613-523-1451 FAX 613-523-1451	JOHN T. DUGAN LANDIS & BYR POWERS LTD 2435 MOLLY LANE OTTAWA, ONT. K1V 7P2 613-733-9781 FAX 613-737-4985	DAN CASTELLAN UNIVERSITY OF WINDSOR PHYSICAL PLANT MAINT. WINDSOR, ONT. N9B 3P4 519-253-4232 FAX 519-973-7050	THOMAS W. McDONALD UNIVERSITY OF WINDSOR DEPT OF MECH. ENGG. WINDSOR, ONT. N9B 3P4 519-253-4232/2423 FAX 519-973-7062	SIMON JDL 51 CORKETON ROAD NEPEAN, ONT. K2H 7V4 613-728-3571 FAX 613-728-6012
	NOTE: * = DELEGATE, + = ALTERNATE				
CHAPTER	PRESIDENT	PRESIDENT ELECT	VIC PRESIDENT	SECRETARY	TREASURER
HALIFAX	* ROBERT KELLY MORRIS & RICHARD ENG. 5531 CORNWALLIS ST. HALIFAX, N.S. B3K 1B3 902-422-7393 FAX 902-423-4945	+ PAUL AUCOIN CONRAD TRANE LTD. 105 ROCKY LAKE DR. STE. 1 BEDFORD, N.S. B4A 2T3 902-835-7491 FAX 902-835-0484	DENIS MORRIS MORRIS & RICHARD ENG. 5531 CORNWALLIS ST. HALIFAX, N.S. B3K 1B3 902-422-7393 FAX 902-423-4945	SCOTT STARRATT MASTER GROUP LTD. 60 THORNHILL DR. #6 DARTMOUTH, N.S. B3B 1S1 902-468-3238 FAX 902-468-3186	NEILS KEYBER HONEYWELL LTD. 135 ILBLEY AVE. DARTMOUTH, N.S. B4B 1T1 902-468-2400 FAX 902-468-2416
NB/PEI	* BRIEN D. STOREY P.O. BOX 728 MONCTON, N.B. E1C 8M9 506-858-8850 FAX 506-388-3235	+ ALYRE BALLANT 154 HAZEN DRIVE MONCTON, N.B. E1C 4K3 506-857-2233 FAX 506-856-9981	RODERICK J. COLLINS 735 HILLSBOROUGH RD. RIVERVIEW, N.B. E1B 3M1 506-387-7576 FAX 506-387-8100	PAUL E. STOCKTON 50 CAMERON ST. MONCTON, N.B. E1C 5Y4 506-857-8708 FAX 506-857-8989	ANDREW F. COWAN 373 BAIB BLVD. MONCTON, N.B. E1E 4H8 506-857-8126 FAX 506-853-7413
QUEBEC	* JEAN BUNDOCK ROCHE LTEE. S.C. 2535 BLVD. LAURIER STE-FOY, QUEBEC Q1V 4M3 418-654-9600 FAX 418-654-9811	+ DENIS FORTIN BOLIVAR S.C. LTEE. 5355BLVD. des BRADINS QUEBEC (QUEBEC) Q2J 1C8 418-623-2234 FAX 418-622-1137		ROBERT E. DOLLARD LE BROUPE MASTER LTEE. 1625 rue AMPERE QUEBEC, (QUEBEC) Q1P 4B8 418-683-2587 FAX 418-683-3562	PIERRE GUILLEMETTE ROLAND GUILLEMETTE INC. 3450 DE LA CHAUDIERE BAINTE-FOY, QUE B1X 4B6 418-871-3515 FAX 418-877-0019
SAGUENAY	* PIERRE LAVOIE TRANE CANADA INC. 526 rue MARCEL PORTAL CHICOUTIMI, QUE. B7J 4P2 418-349-3735 FAX 418-349-5738	+ RAYNALD BOUCHARD LEB CONSULTANTS GENIVAL 345/105 des SAGUENEENS CHICOUTIMI, QUE. B7H 6K9 418-349-8092 FAX 418-343-0308			
MONTREAL	* DANIEL ROBERT 1930 RUE GAGNON LACHINE, QUE. H8T 3M6 514-636-0444 FAX 514-656-0001	+ ROLAND CHARNEUX 210 CREMEXIE WEST MONTREAL, QUE. H2P 1C6 514-382-5150 FAX 514-384-9872	ALBERT DELUCA 8465 DEVONSHIRE MONTREAL, QUE. H4P 2L1 514-735-6463 FAX 514-733-9783	MICHEL ROBERT 3535 PITFIELD ST. LAURENT, QUE. H4B 1H3 514-337-3321 FAX 514-337-3880	YVES BEGUIN 1333/806 BLVD CH. M. ZY LAVAL QUE. H7V 3Y1 514-973-8777 FAX 514-973-8899
OTTAWA	* NEIL ARMSTRONG YORK AIR CONDITIONING 155 COLONNADE RD # 9 NEPEAN, ONT. K2E 7K1 613-226-1507 FAX 613-225-6215	+ ROSS McINTYRE GOODKEY WEEDMARK ASSOC 1749 WOODWARD DRIVE OTTAWA, ONT. K2C 0P9 613-727-5111 FAX 613-727-5115		PIERRE de GAGNE 12 FARDON WAY OTTAWA, ONT. K1B 4N6 613-564-2297 FAX 613-564-9852	DAVID EASTWOOD SMITH & ANDERSON ENG. 200 FIRST AVE. OTTAWA, ONT. K1S 2B6 613-230-1186 FAX 613-230-2598
TORONTO	* WILLIAM B. FINES 155 CLEARVIEW HTS. P.O. BOX 956 KING CITY, ONT. L0B 1K0 416-487-8151 FAX 416-487-9104	+ JOHN HODGE 48 LANGEVIN CRESC. WEST HILL, ONT. M1C 2B6 416-592-5066 FAX 416-592-9301	DOUBLAS TAYLOR C26A2-700 UNIVERSITY TORONTO, ONT. M5G 1X6 416-592-3857	ARNI THORARINSON 1282 KIPLING AVE. ISLINGTON, ON M9B 3N5 416-928-5031 FAX 416-928-3322	
MISSISSAUGA	* GORDON FISHER P.O. BOX 167 MISSISSAUGA, ON L5M 2B8 416-858-4500 FAX 416-858-4520	? FRANK PADLO 6470 VISCOUNT ROAD MISSISSAUGA, ON L4V 1H2 416-678-7780 FAX 416-678-9669	? LINTON MURRAY 5335 DRENKELLY CRESC. MISSISSAUGA, ON L5M 2H8	?	?
HAMILTON	* DARYL SOMERS C.W. O'DELL ASSOC. LTD. 2079 KILBRIDE RD. KILBRIDE, ONT. L0P 1B0 416-332-0093 FAX 416-332-6734	+ WILFRED LAHAN CDN. BLOWER/CANADA PUMPS 289 QUEENSTON RD. HAMILTON, ONT. L8K 1H2 416-547-1929 FAX 416-3478-2305		DARYL SINGELTON SANDWELL ENGINEERING	JOHN POLLOCK 182 GRAND RIVER ST. N. PARIS, ONT. N3L 2M8 519-442-6098 FAX 519-442-6098
LONDON	+ OWEN BLENDON CHORLEY & BISSET LTD. 521 COLBORNE ST. LONDON, ONT. N6E 2T6 519-679-8660 FAX 519-679-2145	PETER K. ZIEBART ONTARIO HYDRO 1075 WELLINGTON RD. S. LONDON, ONT. N6E 1M1 519-681-1390 FAX 519-681-9672	(PAST PRESIDENT) * DARRYL BOYCE U. OF WESTERN ONTARIO ROOM 102, SERVICES BLDG LONDON, ONT N6A 5B9 519-661-3302 FAX 519-661-3801	KIRK FLOWERS RAYTEC 99 CHALET CRESC. LONDON, ONT. N6K 2C5 519-657-4398 FAX 519-657-4398	BRANT HILLIARD JOHNSON CONTROLS LTD. 594 NEWBOLD STREET LONDON, ONT. N6E 2W9 519-681-1221 FAX 519-681-9322
WINDSOR	THOMAS W. McDONALD UNIVERSITY OF WINDSOR DEPT OF MECH. ENGG. WINDSOR, ONT. N9B 3P4 519-253-4232/2423 FAX 519-973-7062	DONALD E. WINKUP 1216 COVENTRY COURT. WINDSOR, ONT. N8S 2W9 519-973-2866 FAX 519-973-2895		FRANK FRABOTTA BAYMAR AIR CONDITIONING 2833 TURNER RD. WINDSOR, ONT. N8M 3L5 519-969-7537 FAX 519-969-0155	STEVEN KOUTSONICOLAS 1920 WESTCOTT STRET WINDSOR, ONT. N8M 519-969-7822 FAX 519-969-5448

FAX TRANSMITTAL

DATE 1992-06-14

TO: U. OF WESTERN ONT. ATTENTION DARRYL BOYCE FAX: 519-661-2174

FROM DALTON McINTYRE DIRECTOR AND REGIONAL CHAIRMAN REGION II

FAX/PHONE: (613) 523-1651 ADDRESS: 732 SOUTHMORE DR. W. OTTAWA, ONT. K1V 7A1 JUN 15 1992

NUMBER OF PAGES INCLUDING TRANSMITTAL: ONE

PLEASE ADVISE IF THERE ARE ANY PROBLEMS WITH THIS TRANSMISSION.

MESSAGE:

SIGNED:

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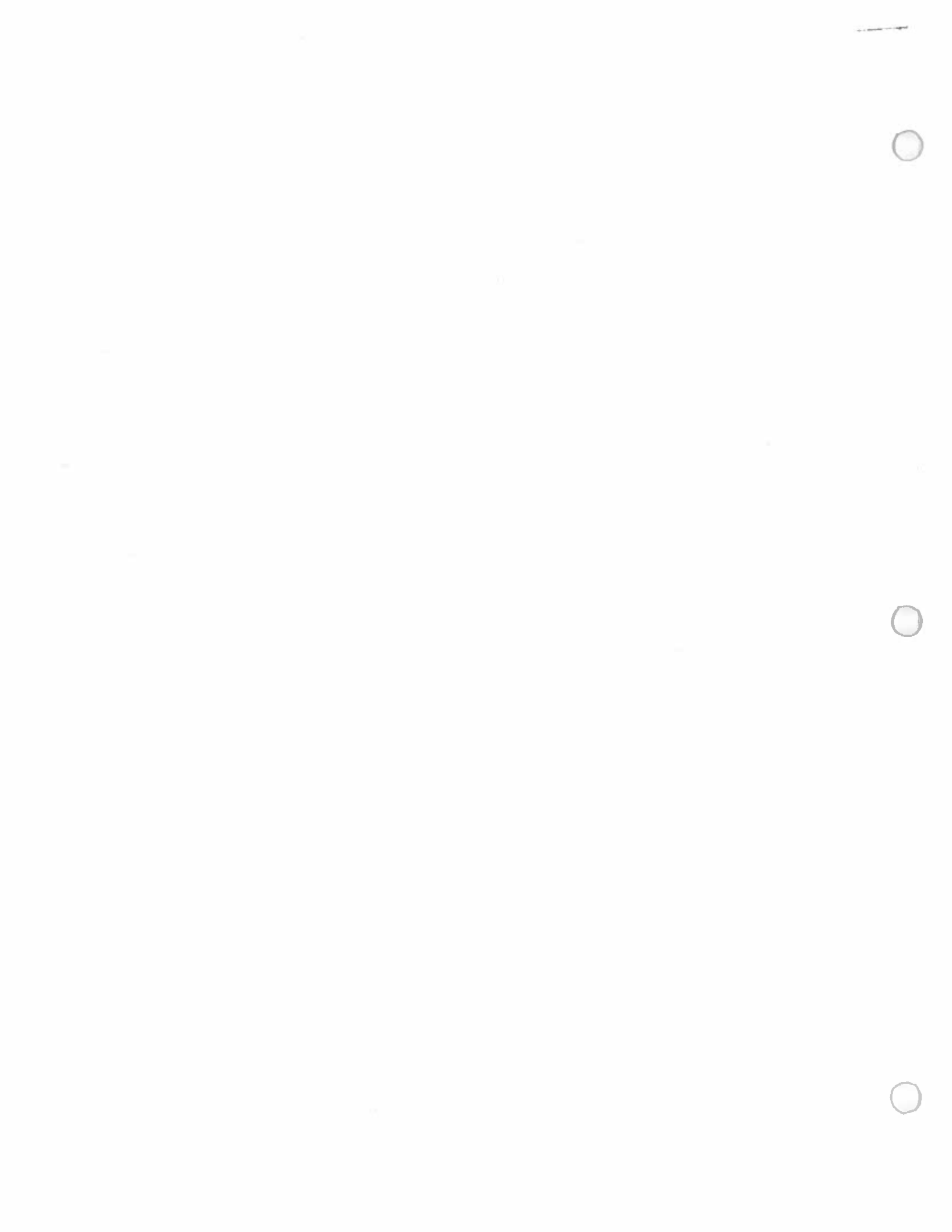
Your term of office as president of the London chapter is essentially over, but you still have one task to perform, and that is, prepare your year end report for CRC '92. This will be based on the performance of your committees, which generally appears to be quite good. I am very pleased with the work you have been doing locally for ASHRAE, and wish to extend to you my sincere thanks for a job well done.

Having served equally well at the regional level, and the Society level, I would ask you to consider the possibility of nomination for Vice President of the Society. If so, please let your delegate and myself know. You have been around Society activities long enough that you are known at the level where decisions are made. I shall be pleased to recommend you for such a nomination, or any other that you may prefer. Since the financial commitment is no longer as serious as it used to be, the major considerations would be the time, and the amount of support you can get from your superior.

I am missing your Board of Governors minutes for Jan. and April, and your chapter meeting minutes for March and May. Please arrange to have them sent to me. The April meeting minutes do not indicate the attendance, but this probably does not matter, because the topic appears to be non-technical. The first three meeting minutes consisted of only the cover sheet, which provided the attendance information that Atlanta requires.

It is not too late to check with your committee chairmen, to make sure that they have provided the regional Vice-Chairmen, and Atlanta with all the necessary information for awarding PADE points.

It is very encouraging to see the support that your chapter is providing for attendance at CRC '92 (at the Halifax Sheraton). I will see you there, but expect to see you in Baltimore also.



517. 601. 5801

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TRANE

CONRAD TRANE SALES

SUITE 1 BEDFORD TRADE MART
105 ROCKY LAKE DRIVE
BEDFORD, N.S. B4A 2T3

Fax: (902) 835-0484

Phone: (902) 835-7491

TO: A.S.H.R.A.E. DELEGATES/ALTERNATES

AUG. 5/92

ATTN: *Darryl Boyce*

FROM: PAUL R. CONRAD

RE: CRC '92 - HALIFAX

Gentlemen:

Attached are pages we removed from Debra's instruction package to you. Wearing two hats at this CRC makes it extremely important that all of you come prepared for our Nominating Meeting. Our time schedule is fixed and we must get the job done in the time allowed. Hopefully you have all had a CRC Action Committee meeting to get names and bio's prepared. Bring the bio's in sufficient quantities to hand out at our first meeting.

Dalton suggested I provide names of suitable people from the various chapters, however, I have decided not to do this for fear of prejudicing you on the people you may bring forward. In the past few years a few chapters have dominated the nomination process because the chapters came prepared. We need names of new interested people from everyone.

Please make sure you all have registered with our committee. We have limited space at all the functions so please book early to be sure you attend all the good things the committee has prepared. As some of you may now realize, the SHERATON Hotel is fully booked. We have blocked off 20 rooms at the DELTA Barrington until the 17th. The rate is \$99.00 vs. \$130.00 at the Sheraton, and it is only a short walk via covered walkways.

If any of you need help with the nominating process or getting set up for the CRC, just fax me and I will see you are taken care of. Our whole Chapter is anxious to welcome you to Halifax so let's be prepared to do the work properly and on time so we can all enjoy the social functions prepared.

Yours truly,

Paul Conrad



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.

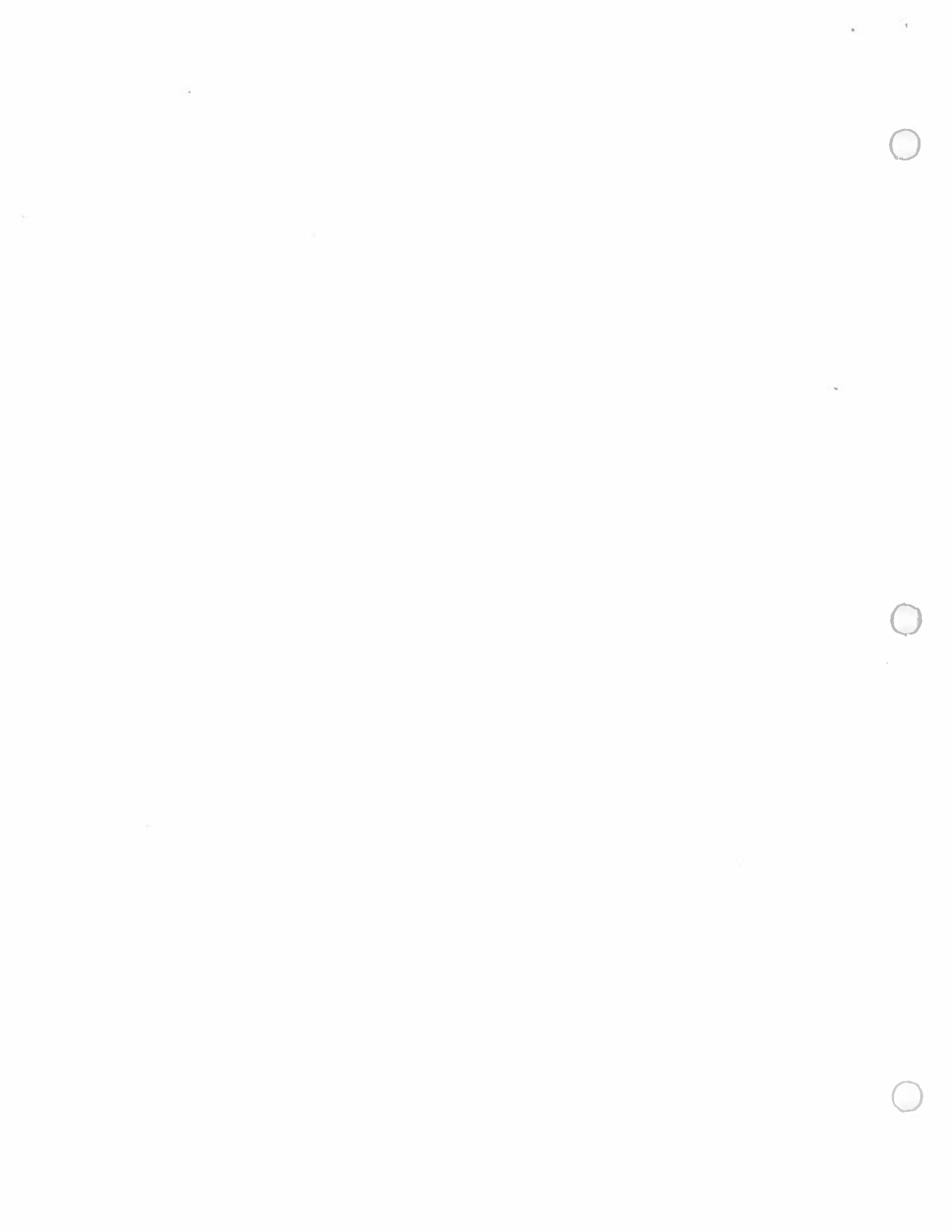
Executive Session (Closed Session)

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.





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

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.

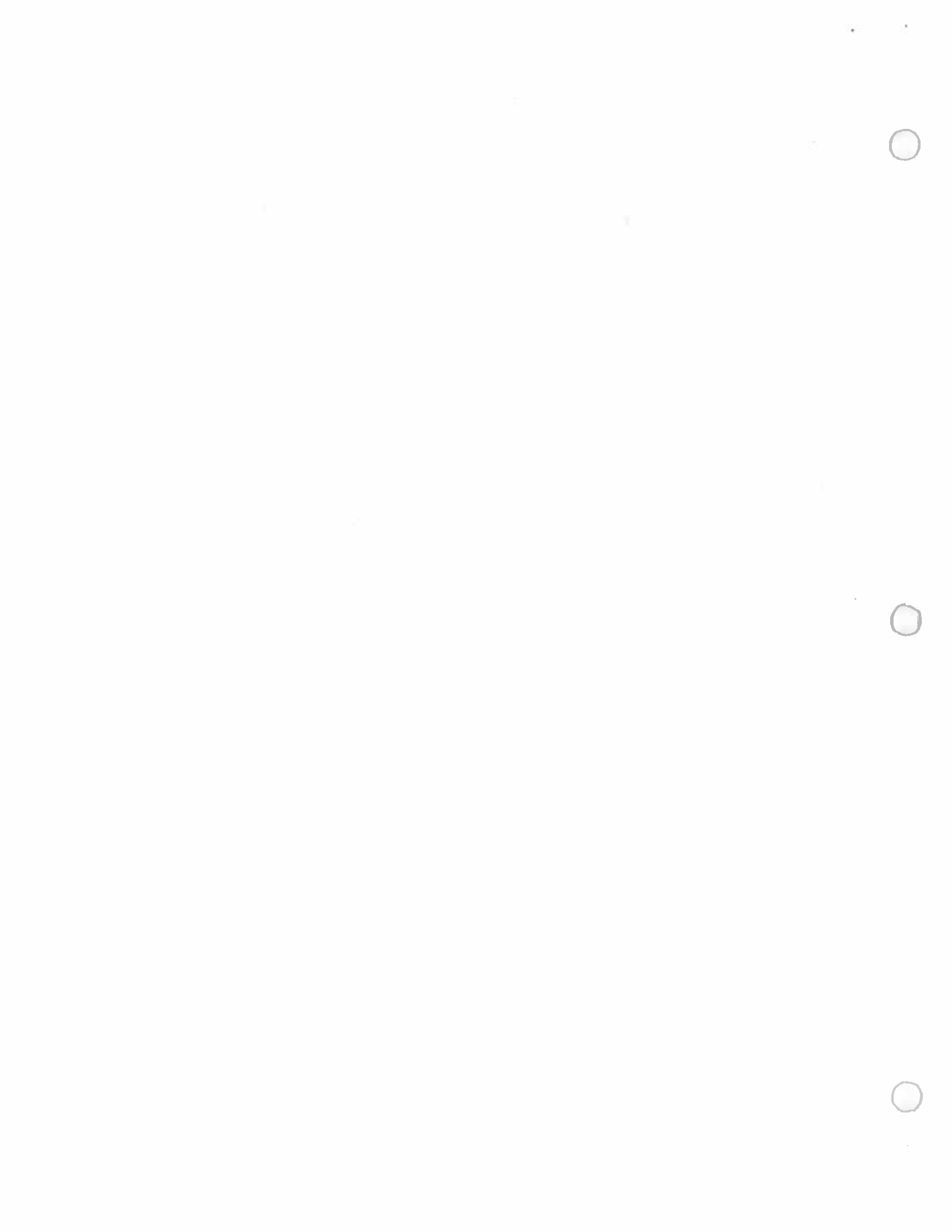
1. OFFICERS AND BOARD OF DIRECTORS

	<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 (If applicable, list names of 3 candidates in order of preference.)	1. _____ 2. _____ 3. _____

Submitted by:

Member, Nominating Committee

Date



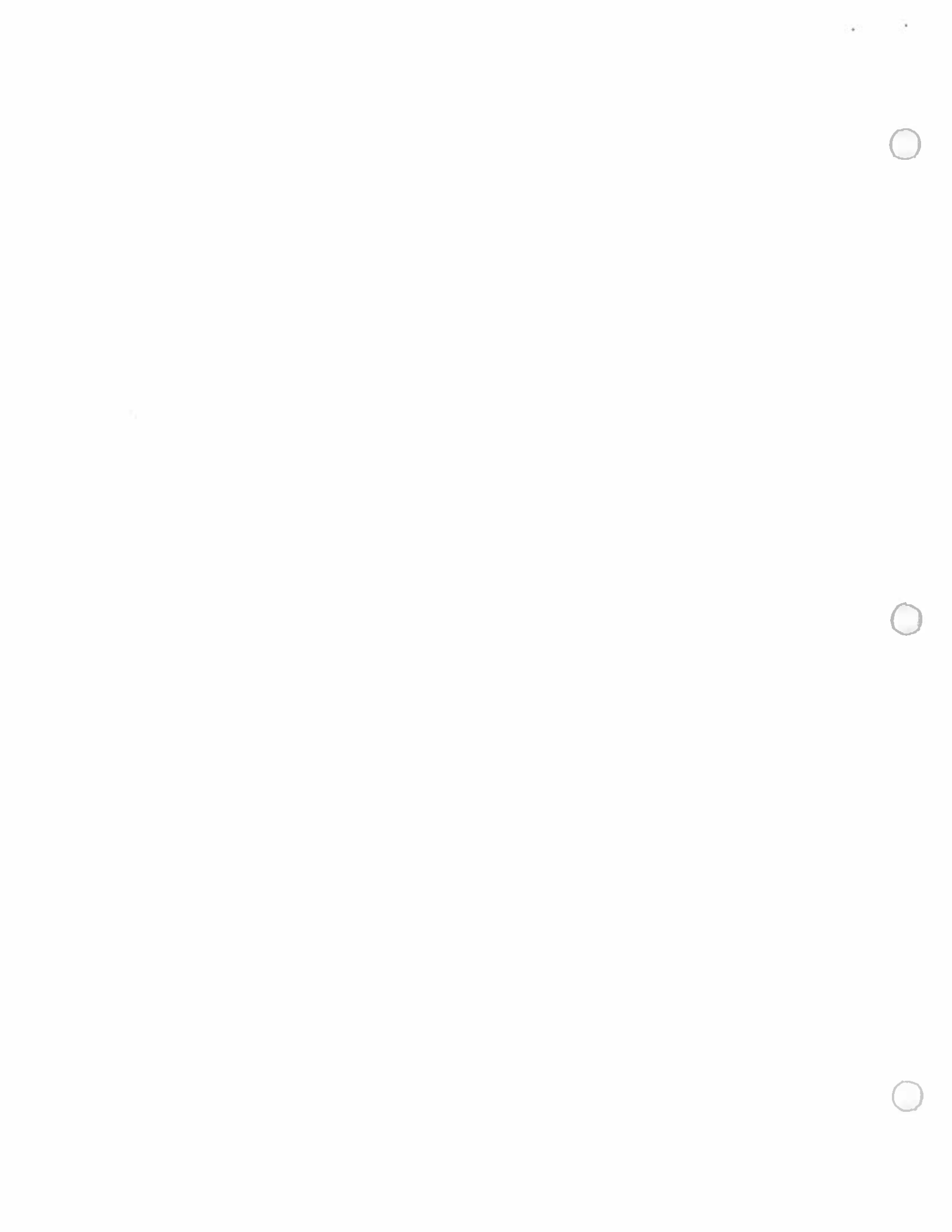
Executive Session Work Sheet for Region II CRC
Recommendations for SY 1993-94

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.



**Executive Session Work Sheet for Region II CRC
Recommendations for SY 1993-94**

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.



Executive Session Work Sheet for Region II CRC
Recommendations for SY 1993-94

5. RECOMMENDATIONS FOR SOCIETY HONORS AND AWARDS

Candidates

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.)

Name

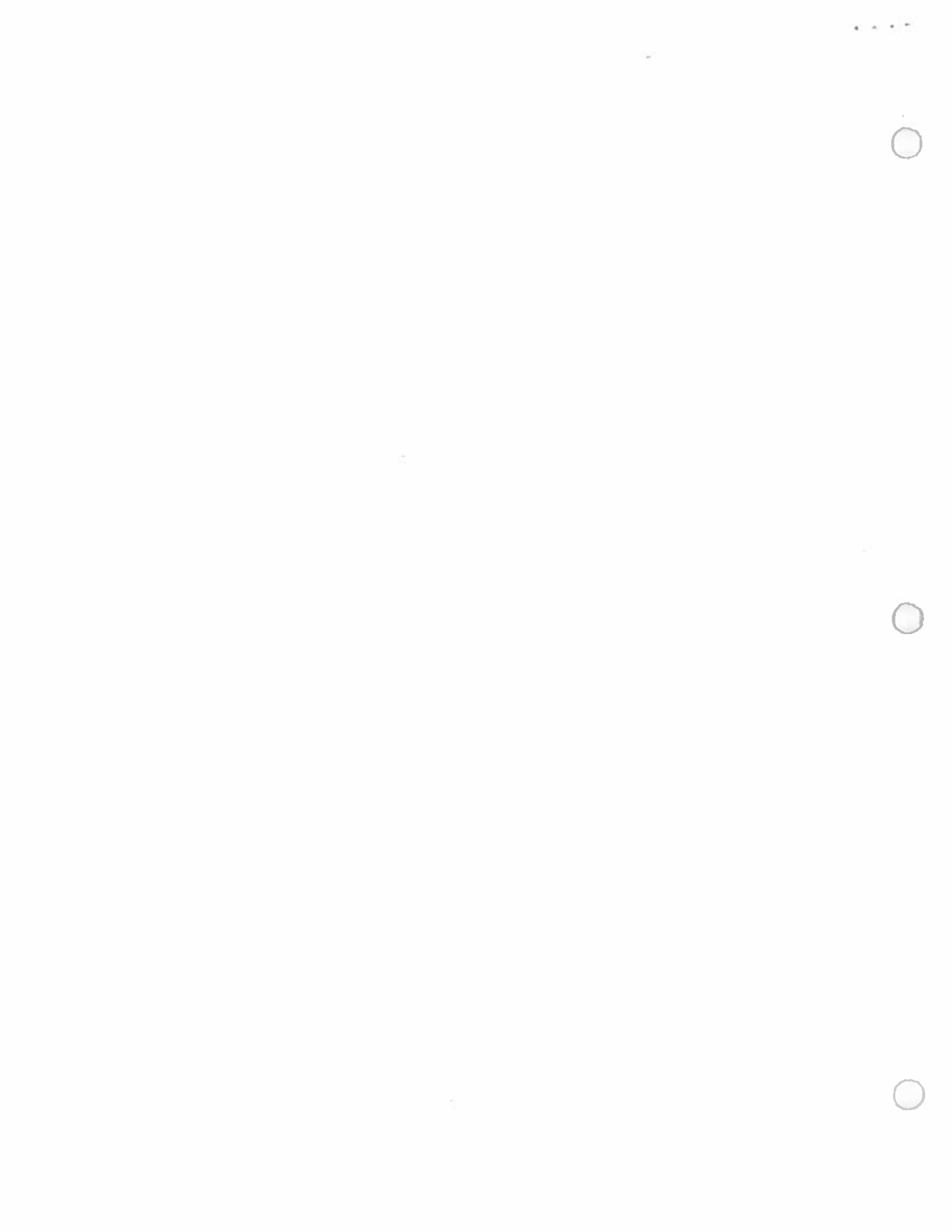
Host Chapter

CRC Year

1. _____

2. _____

3. _____



Companions

Day 1 Thursday August 27, 1992

- 11:00am- 5:00pm Registration
- 1:00pm- 5:00pm Companion Room - Open
- 4:10pm- 4:30pm Plenary Session
- 7:00pm- 8:00pm Welcome Party
- 9:30pm-11:00pm Hospitality Room - Open

Day 2 Friday August 28, 1992

- 7:30am- 5:00pm Registration
- 7:00am- 5:00pm Companion Room - Open
- 7:00am- 9:00am Breakfast - Coffee & Muffins
- 8:00am-11:45am Scenic Tour of Peggy's Cove
- 12:00pm- 2:00pm Awards and President's Lunch
- 2:00pm- 4:30pm Halifax Walking Tour
- 7:00pm Regional Social Function
- Historic Feast
- 10:00pm-11:00pm Hospitality Room - Open

Day 3 Saturday August 29, 1992

- 7:00am- 9:00am Registration
- 8:30am- 3:30am Companion Room - Open
- 8:30am- 9:30am Breakfast - Coffee & Muffins
- 9:30am-12:00pm Tour of Historic Halifax
- 3:30pm Vacation Tour of Nova Scotia or Return to Home Chapter

Hospitality Events

Halifax Walking Tour

Time: 2 & 1/2 hours

Discover the old core of downtown Halifax. Since 1749, Halifax has grown and changed; but continues to combine just the right mix of old and new. The eloquent arches of Georgian and Victorian architecture not only convey the heroic age which is past, but strongly qualify the present and insist that whatever the metropolitan community becomes, Halifax's delightful human scale will be retained. Romance clings to Halifax's historic downtown like the early morning mists from the sea and many citizens cherish the very stones from which the old seaport was built. Discover Halifax for yourself.

Historic Halifax

Time: 2 & 1/2 hours

This history and anecdote filled ride through the streets of Halifax will introduce you to one of North America's most unique and captivating destinations. Hear of the days of rumrunning and privatizing, Halifax during the war years, and of the exploits and heroism of the many citizens that lived through the devastating explosion of the ammunition ship *Mont Blanc* on December 6, 1917. The excursion includes stops at the Public Gardens, one of North America's most beautiful Victorian gardens; the Maritime Museum of the Atlantic, to explore sea trade and its effects on Halifax; and Citadel Hill, with the many forts that have protected Halifax since its founding in 1749.

Peggy's Cove

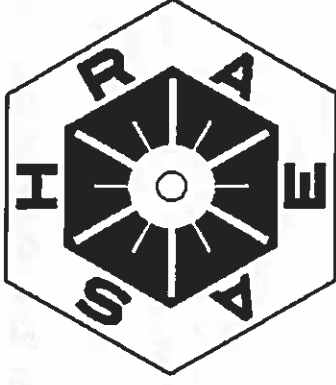
Time: 4 hours

Peggy's Cove has been an artists and explorers paradise for well over 150 years. This picture postcard village on the rugged Atlantic shoreline, stands on solid rock above the crashing surf. The lighthouse here is the most photographed in the world and the only one in North America to have a post office within it. The coastline is famous for picnics, shipwrecks, rumrunning and sunsets. At the cove, there will be plenty of time for shopping and exploring.

Historic Feast

From Porch Swing

It's summertime again, and what better way to spend it than on the front porch? Throw in some good friends and some nossey neighbours, set it in Cape Breton, and you've got the makin's of a good old-fashioned summertime frolic. Join the Historic Feast cast as they sing traditional Nova Scotian favourites. This summertime treat comes complete with our famous four-course meal and a show that's sure to knock your socks off. Don't miss this delightful piece of Maritime humour starring the hardest working singers, actors and dancers in the Atlantic provinces.



CRC by the sea!!

August 27, 28 & 29,

1992

Halifax, Nova Scotia

ASHRAE CRC '92

Schedule of Events

Day 1 Thursday August 27, 1992

- 7:00am- 2:00pm Travel from Home Chapter
11:00am- 5:00pm Registration
11:00am- 2:00pm Pass in Chapter and RVC reports, MBO's and Motions to Host Chapter for assembly into Manuals - All Chapters and RVC's
2:00pm- 2:30pm Pre-Caucus Meeting Del., All., and Open to all
1 Instruction by Society Officers and DRC
2 Purpose of Caucus
2:30pm- 4:00pm Caucus- Del. and All.
2:30pm- 4:00pm RVC,DRC and Society Officers Meeting
4:00pm- 4:10pm Coffee Break
4:10pm- 4:30pm Plenary Session Del., All., Companions Open to All
1 Welcome - Members
2 Welcome - Companion
3 Introductions
4 Remarks by Society Representative
4:30pm- 6:00pm 1st Business Session - Open to All
1 Call to order
2 Election of Secretary
3 Roll Call
4 Approval of CRC '91 Minutes
5 Business arising of Minutes
6 Addition to Agenda
7 Regional Chairman's Report
8 Reports and MBO's from RCV's
9 Report from Historian
10 Report from Nominating
7:00pm- 8:00pm Welcome Party - Open to All, Harbour Tour - Cash Bar
8:00pm Dinner at Restaurant of your choice
9:30pm- 11:00pm Hospitality Room - Open

Day 2 Friday August 28, 1992

- 6:45am- 8:00am Breakfast - Coffee & Muffins
7:00am- 8:00am ASHRAE Research Canada Del., All., and Open to All
7:30am- 5:00pm Registration
8:00am- 9:30am 2nd Business Session - Open to All - remarks from Society Officers and Staff. Chapter Annual Reports and MBO's
9:30am- 9:45am Coffee Break
9:45am- 11:30am Executive Session - Del. and All.
9:45am- 11:30am Chapter Operations Workshop - Open to All
9:45am- 11:30am RVC,DRC and Society Officers Meeting
11:30am- 12:00pm Cash Bar
12:00pm- 2:00pm Awards and President's Luncheon
1 Call to order
2 Invocation
3 Luncheon
4 Introduction of Head Table
5 Her Worship Molra Ducharme
6 Introduction of President
7 President's Address
8 Recognition & Awards
9 Announcements
2:00pm- 5:00pm Technical Session - Open to All
1 Fluidized Bed - TUNIS
2 CO2 and Greenhouse - TUNIS
3 Residential Heat Pumps - TUNIS
4 Grant - In - Aid - TUNIS - Student
3:45pm- 4:00pm Coffee Break
5:00pm- 6:00pm Chapter Operations Workshop - Open to All
7:00pm Regional Social Function
Historic Feast
10:00pm- 11:00pm Hospitality - Open

Day 3 Saturday August 29, 1992

- 7:00am- 7:30am Continental Breakfast
7:00am- 9:00am Registration
7:30am- 9:30am First Workshops Session - Open to All
1 Education Activities
2 Energy & Technical Activities
3 Membership Promotion
4 Research Promotion
5 Refrigeration
6 Historian
9:30am- 9:45am Coffee Break
9:45am- 11:45am Second Workshop Sessions
11:45am- 12:00pm Hotel Checkout
Hotel will provide baggage storage
12:00pm- 1:00pm Lunch - Open to All (No Bar)
1 Call to order
2 Invocation
3 Luncheon
4 Introduction of Head Table
5 Acknowledgement of Host Chapter
6 Invitation to next CRC
7 Announcements
8 Mini Reports from Workshops
9 3rd Business Session - Open to All
1 Resolutions/Motions from Day 1
2 Resolutions/Motions from Workshops
3 Action Items
4 Reports from Workshops by RVC
5 Regional Fund Status
6 Future Region II CRC's
7 Closing Comments
8 Close of Business Session
Vacation Tour of Nova Scotia or Return to Home Chapter
3:30pm Start Preparation for CRC 1993 Quebec!

ASHRAE STUDENT MEMBERSHIP

Over 5,000 students are taking advantage of belonging to an internationally respected Society of over 50,000 members, dedicated to advancing the arts and sciences of heating, ventilating, air-conditioning, and refrigeration.

ASHRAE understands the importance of helping you prepare for your future and makes every effort to subsidize student membership. The following areas represent the benefits you'll receive as a student member.

MONTHLY JOURNAL

The official monthly publication of the Society explores issues such as indoor air quality; energy management; solar developments and more.

"INSIGHTS"

ASHRAE's monthly newspaper, "Insights," is devoted exclusively to news and information about the Society at every level including news of special interest to students. Students are encouraged to submit articles and pictures of current student branch activities, award presentations, etc.

PUBLICATION DISCOUNTS

Student members qualify for considerable discounts on many ASHRAE publications including a more than 70% discount on the Handbook Series. Handbook volumes are available at a cost of \$32.00 each and may be purchased at this price at anytime during your student membership. Educational discounts are available on other publications.

OPPORTUNITIES

As an ASHRAE student member, you may participate in the following programs: Student Awards, Washington Internships for Students of Engineering, Grants-In-Aid and Student Branches. All of which are designed to enhance your future as a professional. In the coming month you'll receive more details.

FREE

- Meeting Registration to the Winter and Annual ASHRAE meetings.
- Student breakfast at the Winter and Annual meetings.

DUES

Annual Dues: \$8.00 (This fee must accompany your application for membership.) Students who wish to pay in Canadian currency must use current exchange rates.

The dues submitted along with your student application are applicable through June 30th of the fiscal year of election. (ASHRAE Fiscal Year: July through June 30)

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

STUDENT MEMBERSHIP APPLICATION

(Please print or type)

 _____ (Office Use Only)

Miss Ms Mr.

Name: _____ (First) _____ (Middle) _____ (Family)

Mailing Address: _____ Street Address _____

City _____ State/Prov. _____ Zip/Postal _____

County (U.S. Applicants only) _____ Country _____ Phone (Include Area Code) _____

Permanent Address: _____ Street Address _____

City _____ State/Prov. _____ Zip/Postal _____

County (U.S. Applicants only) _____ Country _____ Phone (Include Area Code) _____

Chapter Name: _____ # _____ Birthdate MO | DAY | YR.

Handbook: _____ Students may purchase any volume of the ASHRAE Handbook series for an additional \$32.00 each. Please indicate the volume(s) you wish to purchase (Refer to the enclosed Publications Catalog for appropriate titles).

Consignment: _____ (Please check appropriate box)
 Student has received the Handbook (from faculty advisor, professor or chapter)
 Student has not received the Handbook
 Check edition distributed or desired: IP SI

Education: _____

Name & Address of School Now Attending: Name _____ Street _____ City _____ State/Province _____ Zip/Postal Code _____

Expected Graduation Date: _____ MO / _____ YEAR Full Time Part Time
 Degree You Are Pursuing _____ Number Credits Per Semester _____
 Any Previous Degrees? _____ Degree _____ Date Received _____ College/University _____

Certification: _____

Applicant: _____ The undersigned certifies that all statements are correct, and agrees, if elected by the Society, that he/she will be governed by its Charter and Bylaws as long as his/her connection with it shall continue, and further agrees to promote the objects of the Society as far as shall be in his/her power.

Faculty: _____ Signature of Applicant _____ Date _____
 I hereby certify that the above applicant is registered and in regular attendance as a student in a course meeting the requirements set forth in Article II on the reverse.

Sponsor: _____ Signature of Sponsor _____ Date _____
 I hereby certify that the foregoing information is correct, to the best of my knowledge and belief.

Signature of Faculty Member _____ Date _____
 (Society Bylaws require that a sponsor be an Associate Member or full-grade Member.)
 ASHRAE Membership Grade _____ Membership Number _____

EXTRACTS FROM THE BYLAWS

ARTICLE I—ORGANIZATION

Section 1.2. The Society is organized and operated for the exclusive purpose of advancing the arts and sciences of heating, refrigeration, air-conditioning and ventilation, the allied arts and sciences, and related human factors, for the benefit of the general public, as defined in the Certification of Consolidation.

ARTICLE II—MEMBERSHIP

Section 2.9. Student Member. A Student Member shall be a person matriculated in an approved course of study in a university, college, junior college, or technical institute, who is being educated in the arts and sciences covered by the objectives of the Society. Specific requirements with respect to age, full-time status, part-time student status, certification of student status, sponsorship by Society members, and other appropriate criteria shall be established, and revised as the need arises, by the Board of Directors. Student Member status shall terminate one year after graduation from the school, or one year after the time Student Member leaves school.

Student 2.17. ...if any Student Member shall fail to pay dues by June 30, membership will cease...

ARTICLE IX—MISCELLANEOUS

Section 9.3. Fees and Annual Dues. Initiation and advancement fees and annual dues shall be fixed by the Board of Directors from time to time, shall be payable as determined by the Board of Directors, and shall be published periodically in the official publication of the Society.

EXTRACT FROM RULES OF THE BOARD

That applications for admission to the Society in the Student Member grade shall be deemed to comply with the requirements of Article II of the Society Bylaws, as amended, if the application includes verification of student status by both the sponsor and the faculty advisor, if these be different people, or by the advisor only if that faculty member is also an ASHRAE member. All candidates for the grade of Student Member must be sponsored by at least one Member or Associate Member of the Society.

ANNUAL DUES: \$8.00 (Must accompany completed application form)

ASHRAE Student Membership

Your Career Connection



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

1791 TULLIE CIRCLE, N.E., ATLANTA, GA 30329
(404) 636-8400