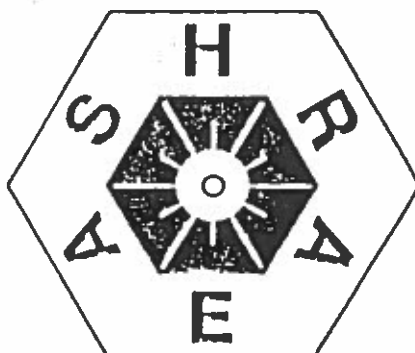


MINUTES
OF
REGION II CHAPTERS' REGIONAL CONFERENCE

WINDSOR, ONTARIO

AUGUST 21 TO 24, 1991

HILTON HOTEL



**REGION II - 34TH ANNUAL CHAPTERS'
REGIONAL CONFERENCE
AUGUST 21 - 24, 1991**

1. FIRST BUSINESS SESSION

1.1 CALL TO ORDER

Dalton McIntyre, ASHRAE Director and Regional Chairman, called the session to order at 10:15 A.M. Thursday, August 22, 1991, in the Huron Room of the Hilton Hotel, Windsor, Ontario, and welcomed all those present.

Chairman McIntyre thanked Dan Castellan, Host Chairman of the Windsor Chapter for hosting this Conference.

The Chairman then introduced the Head Table:
Frank Coda, Executive Director, Atlanta, GA;
Bill Manning, Vice President, Atlanta, GA;
Richard Charles, President Elect, San Francisco, California;
Chairman Dalton McIntyre, Ottawa Chapter;
Danny Castellan C.R.C., Host Chairman, Windsor, Ontario;
Don Winkup, Secretary, Windsor Chapter; and
Margaret Potter, Recording Secretary for the Convention.

1.2 Election of Secretary

On Motion by Greg Black and Seconded by Chris Frauley, Don Winkup of Windsor Chapter was elected Secretary for the CRC. CARRIED

1.3 ROLL CALL

The attendance sheet was passed and all present were asked to sign it.

1.4 GUESTS

John Fox, longest standing member, Norm Johnston, Previous Regional Chairman; and John Hodge.

1.5 REMARKS FROM SOCIETY OFFICERS AND STAFF

1.5.1 Frank Coda, Executive Director

Mr. Coda stated that he attended his first Canadian meeting ten years ago in Nova Scotia. He showed organigrams of the headquarters staff, and explained their duties, and the availability of their services to the members. The staff now numbers 95, and may be increased to 100 this year. The renovations to headquarters which is underway will cost \$1.8 million, and will bring the facilities up to Standard 90.1 requirements.

1.5.2 Richard Charles, President Elect

Mr. Charles said that this was his second visit to Canada this year, having been in Saskatoon in the spring. Also he was at CRC '90 in Montreal. In November he will attend a workshop for the five far eastern chapters at Hong Kong. Every second year, members from these chapters attend a CRC in North America. During his term as treasurer last year, there was a surplus of \$440,000, despite additional expenses, included a lawsuit (Gamma), which justified the increase in dues. This year he will be setting up the PAOE point schedule and is open to suggestions. He was glad to be in Windsor, and was looking forward to a great CRC.

1.5.3 Billy Manning, Vice President

Billy Manning mentioned that he also enjoyed a visit to CRC Region XI in Saskatoon, and was pleased to be in Windsor for our CRC.

1.6 APPROVAL OF CRC 1990 MINUTES

After correction of the spelling of a name, the minutes of CRC '90 were approved by a motion by G. Black and D. Robert.

1.7 There was no business arising from the minutes.

1.8 Chapter By-laws were added to item 3.4.

1.9 REGIONAL REPORTS FOR 1990-91

1.9.1 Norm Johnson - Past Regional Chairman

Mr. Johnson stated that it was a pleasure to be back and see all of the smiling faces in the room. He said that in 1990-91 we fell short for research promotion in some chapters. He sees much strong leadership; some small problems with cooperation and communications. Montreal Chapter had a challenge due to a change and two secretaries leaving. Toronto Chapter is continuing to gain ground with the Past President helping. Hamilton and London are leading the field. New Brunswick get things done, especially since it is a small chapter -- great job! Windsor, Saguenay-Lac St. Jean and Halifax are doing well. Mississauga is a bona fide chapter, but is showing signs of deterioration.

Most chapters circulated their Newsletters, and, in general all material was circulated well. He called for more understanding, cooperation and improvements in communications. Mr. Johnson thanked everyone present for their input, and stated that he has enjoyed his three years as regional chairman.

1.9.2 John Bissett - Education Activities

Vice Chairman John Bissett stated that there has only been a slight improvement in Educational Activities at the Chapter level for 90-91 when compared to the previous year, and that, unfortunately, too many chapters are still doing little or nothing in this area. He made special mention of extra efforts for Quebec, Ottawa Valley, and Saguenay-Lac St. Jean.

Mr. Bissett reported having visited Toronto and Halifax this year, and having attended the Educational Activities Committee meetings in both New York and Indianapolis, and that a number of videotapes are being made available for Chapter use, which will be available for viewing at this CRC, the newest one being "Careers in ASHRAE".

He is disappointed at the low number of entries this year for the 1991 Student Project Competition, only 16, despite relatively generous prizes - an expenses - paid trip to the next meeting and \$1500 for first prize, and four runners-up at \$750 each. Next year, the competition is to be expanded to provide two categories --- one for university undergraduates, and one for undergraduates in other non-degree technical programs. For the 1991-92 year, John plans to visit Hamilton and Ottawa Valley Chapters.

1.9.3 Gary Scott - Research Promotion

Vice Chairman Gary Scott stated that the research campaign in Region II concluded with the results being significantly below the goal of \$94,050. The total amount of contribution was \$61,619.00

He said he was given several reasons by Chapter Chairperson as to why this was so, most of which we have heard before, but that the recession was mentioned most frequently, and in his opinion is a valid reason why some chapters did not reach their goals.

He also stated that some chairperson had not replied to his telephone calls, letters each month, and that he was more successful when he used the fax with blanks to fill in -- 8/11 responses.

Mr. Scott is rather skeptical about the value of chapter visits. The final results of the research promotion were slightly more than 50% of goal. At present he feels a bit more hopeful for next year.

He plans to make sure that the incoming chairpersons arrive at the workshop having given some thought about next year's goals and leave with the enthusiasm needed to get on with the job. He thanked Quebec, Hamilton, London and Windsor chapter which had exceeded their goals, and hopes that they will do as well next year.

1.9.4 John Dugan - Membership Promotion

Vice-Chairman, John Dugan submitted a written report that outlined regional activities. As of June 30, 1991 the following is reported:

- 266 new members
- 232 delinquents
- 41 advancements

Chapter highlights to June 30, 1991:

- Workshop for Windsor CRC
- Three Chapters achieved 3% goal improvement
- Student membership up 15%
- Less complex application form requested
- Chapter boundary maps require updating

1.9.5 Simon Jol - Energy and Technical Activities

Vice Chairman, Simon Jol submitted his report indicating that a new manual has been prepared for the Chapter Chairperson.

Technical award submissions are being developed by Ottawa and Toronto Chapters.

Some Chapters continue to hold technical seminars that have been well received.

ETA Chapter points reporting has been terrible for a number of reasons.

Mr. Jol visited three Chapters in the year.

ETA with Mexico is being developed.

Major focus suggested is increased interest in the Awards program.

1.9.6 John Pollock - Refrigeration

John Pollock presented Vice Chairman Phillip Landray's report. Progress in the region is reasonable, but response to correspondence has dropped.

Visits were made to the Quebec, Mississauga, Hamilton, and Windsor Chapters.

The August 1990 CRC workshop attendance was 100%.

Mr. Landray received the first "Ice Man" award from Region II.

Visits to Halifax and Moncton are being considered.

1.9.7 Cliff Thompson - Historical

Vice Chairman Cliff Thompson prepared report outlined correspondence to Chapter Chairmen, Historical Roster Sent to D. Taylor, M. Sloane's request of Chapters for information of "older" active Canadian Companies, and a request to attend Windsor CRC.

THURSDAY LUNCHEON SPEAKER - BILLY MANNING

At this luncheon Mr. Manning made a excellent presentation about ASHRAE, being a volunteer organization, 50,000 strong. He spoke about technical programs and research projects, seven active for \$700,000 with Canada at \$180,000.00 for 1991.

He reported also, that the Board of Directors voted to become more active in the quality of buildings and indoor environment.

Education is continuing in the forefront with \$70,000.00 approved for scholarships.

Mr. McIntyre adjourned the Business Luncheon at 1:15 p.m.

2. SECOND BUSINESS SESSION

Mr. McIntyre opened this session at 1:30 p.m. and introduced Presidential Member, Mr. John Fox, now well into his eighties.

John spoke of his years with the organization since 1929, seeing it expand and grow across Canada, having also held several offices and attended over 100 annual meetings.

2.1 CHAPTER REPORTS FOR 1990 - 1991

2.1.1 Halifax

Elmer Spencer reported a very active and successful year.

An experiment to move student night to the fall was not successful with reduced interest.

Programs included visits from J. Bissett and N. Johnson, plus Research Promotion Nights at February and May meetings and highlighted with one day seminar on Standard 90.1.

Collection of Chapter dues through Society has improved paid up position.

2.1.2 New Brunswick

Derrick Palmer reported a successful year, meeting objectives set down in their M.B.O. P.A.O.E. point total was an all-time high. They added 13 new members to the roster while holding delinquency to under 3%. A meeting was held in Saint John to assist members from this area.

Finance is a strong point raising substantial monies through a joint trade show with I.E.S. Over \$19,000.00 was awarded to Universities and Technical Institutes to provide scholarships annually. They are planning for a \$1500.00 annual scholarship program, in addition.

The financial program raised questions from the floor, and Mr. Palmer outlined the project that found the interests of 32,000 visitors.

2.1.3 Ville de Quebec

Yves Vézina reported difficulties with refrigeration because the chairman resigned, but they will do better next year. Language problems present difficulties preparing the engineering reports, and again, they will make proper presentations next year. Difficulties arose with education when they did not get the student participation they expected.

To promote membership, a golf tournament was organized. This was successful and profits were set aside for 1993 CRC. Also, a membership symposium on energy was held.

2.1.4 Saguenay - Lac - St. Jean

Real Gaudreault reported activities and achievements emphasizing programs and attendance. Education is a strong point and will contribute to future growth. Technical programs that are high quality are major contributors to strengthening the Chapter. Five Technical Programs were provided.

A social event for the ladies to encourage their participation was held.

ASHRAE research was strongly promoted through members and local employers.

Debt has been reduced considerably.

2.1.4 Continued...

Education is developing through participation from CEGEP de Jonqui re College.

2.1.5 Montreal

Magdi Assaad reported the year started well with a golf tournament, followed by the CRC, which broke even. However, membership dropped 30%, but efforts will be made for a good recovery.

Education included a successful IAQ seminar, followed by visits to colleges, universities and primary schools to enlighten students about ASHRAE.

Student contact prompted comments from D. McIntrye and C. Frauley.

2.1.6 Ottawa Valley

Christopher Frauley reported a relatively successful year despite a membership drop to 160 from 181 members. This situation has arisen from long-standing members who are retiring, but newer members are leading busy lifestyles and/or are facing pressures from work, and the unfavourable economic climate.

Keeping committees has been difficult due to membership and problems reported.

The Treasury closed with a modest surplus through some cost cutting measures. Billing dues from Headquarters was also discussed.

A successful seminar on co-generation was held with support from Utilities and Ministry of Energy. Also, two programs were devoted to refrigeration.

The Chapter will be looking to membership promotion, a student branch, and "Student Night" as means for development.

2.1.7 Toronto

Cedric Smith reported a year of change to one of strength for the Chapter, with reactivation of four committees plus a new Action Committee.

A non deficit budget was approved with no cost increases to members. Revenue exceeded expenses and a contribution to ASHRAE Research Canada is expected.

Three technology awards were a highlight for the year, plus 90 new member, 12 upgrades, and 9 life members.

2.1.8 Mississauga

Louis Doody reported a year of difficulty achieving paid up dues, but hopes to achieve same by year end. Thirty-one new members were developed and delinquents were reduced to six. Direct billing by Society was discussed.

Nine dinner meetings were held with an average attendance of 23. Ten news letters were circulated.

Research contribution reached only 1/10 of the goal.

The success of the Chapter is hampered due to a transient population. Sustaining the Chapter will be difficult and we are seeking executive assistance.

2.1.9 Hamilton

David Rasmussen reported the Chapter to be in its 32nd year. A spring golf tournament was profitable with a large turnout that produced 6 membership possibilities.

Meeting attendance is up due to dynamic speakers. Table-top displays found little participation.

The year was successful with Research increasing by 11%. A Presidential Advisory Committee is planned.

2.1.10 London

Tom Drennan reported an active and productive year. Growth and membership participation were the main themes and to achieve this Chapter Bulletins were sent to society members within a 60 mile radius along with an attractive fee schedule for out of town members. Chapter dues are attractive at \$120.00 including meals.

Technical sessions were well received, and a joint trade show produced \$2,319.00 for the Chapter, \$1,000.00 of which was donated to research.

Insufficient membership for all committees is an ongoing problem.

2.1.11 Windsor

Gregory Black reported that Windsor has an interested core group. Membership has shown some growth with guest night as a feature Energy, Education and Technical. Affairs Chairmen are involved and an Engineering Week was a highlight; joint sponsor was S.A.E.

Finances have improved, but a loan was required to finance the CRC start up. The CRC met requirements for a successful conference.

Despite a recession in the area, the year was good and continued success is anticipated.

2.2 REGIONAL MBO'S 1991 - 1992 - See Appendix B

2.2.1 Chairman

Dalton McIntyre has 13 objectives for the year along with tasks and due dates. A highlight is the Past President's Committee.

2.2.2 Educational Activities

John Bissett has 4 main objectives for the year. Significantly, 3 educational activity newsletters will be issued to the Chapters.

2.2.3 Research Promotion

Gary Scott has 6 objectives in mind and the first and foremost is 1991 - 92 research goal.

2.2.4 Membership Promotion

John Dugan reported that the objective is to get together with people, and increased emphasis on Chapter programs, plus items for the regional newsletter.

2.2.5 Energy and Technical Activities

Simon Jol has concerns about ETA points and hopes to see a better than 10% improvement. A number of visits are planned and increased Chapter activity is anticipated, particularly one technical submission per Chapter.

2.2.6 Refrigeration

John Pollock has 5 objectives for the year and of first priority is the 1991 CRC work shop.

2.2.7 Historical Committee

Cliff Thompson reported on 4 objectives including Windsor CRC, workshop, report on CRC, and attend CRC Planning Meeting.

2.2.8 Nominating Committee

Bob Morris reported that the caucus, and executive session went very well, and were completed on time.

FRIDAY TECHNICAL SESSION

This morning session provided 42 members with the opportunity to tour the Chrysler Mini Van Plant. Emphasis was placed on HVAC systems.

FRIDAY LUNCHEON SPEAKER - RICHARD CHARLES

Attendees and companions attended the Presidential Luncheon at 12:00 noon, Friday, August 23, 1991 at the Ontario Room, Hilton International.

President/Elect Richard Charles delivered the address from President Donald Rich on Quality Improvement for all programs and activities.

3. THIRD BUSINESS SESSION

On August 23, 1991 at 2 p.m. the members convened in the Huron Room of The Hilton. Chairman McIntyre opened the meeting with introductory remarks, and passed out the preliminary Chapter Visit Schedule for the Regional Chairman and Vice Chairmen for 1991 - 92.

3.1 Chapter MBO'S - 1991 - 92

The chapter delegates presented their MBO's for 1991 - 92 during this session. Details of chapter programs are contained in their report.

3.2 Motions

The following motions were presented during the Fourth Business Session:

#91-1. Chapter 037 - Hamilton Chapter

Motion: Moved by Hamilton Chapter that Headquarters in Atlanta indicate on the printout of the list of Chapter Assigned Society Members (which is routinely sent to the Membership Chairman) those who qualify for a membership grade advancement. This printout would initiate Chapter activity to promote Membership upgrading, by others qualified but not recognized by printout.

Background Information:

- A) To help identify potential upgrades.
- B) To assist Chapter in assigning contact for follow-up with upgrade.
- C) Headquarters only need to reprogram printout.

Second: Cedric Smith - Toronto Chapter

DEFEATED

#91-2, Chapter 037 - Hamilton Chapter

Motion: Moved by hamilton Chapter that Bios be supplied by each of the Region II Chapters, 60 days in advance of CRC, of all those candidates who the chapter is proposing for various regional and society positions. This would be sent to the Regional Chairman for distribution to the chapter 30 days in advance to CRC.

Background Information:

- A) For better communications.
- B) Time saver at CRC.
- C) Ensure that ASHRAE goal is fulfilled. "Position Seeks The Man".

Second: Tom Drennan - London Chapter

Amendment: David Rasmussen - Hamilton Chapter
Sent to Nominating Committee for Regional Chairman.

Second: Tom Drennan - London Chapter

REGIONAL MOTION

CARRIED

#91-3, Chapter 037 - Hamilton Chapter

Motion: Moved by Hamilton Chapter that guidelines be established for the disposition of the regional fund to which the Region II Chapters have contributed. These guidelines shall be subject to the approval of the delegates at the CRC in 1992. The Region II fund should be audited annually by the President Secretary, Treasurer of the preceding CRC Host Chapter.

Background Information:

- A) The auditing of company institutions or organized funds is an accepted practice and may be required by regulatory agencies.

Second: Magdi Assaad - Montreal Chapter

Amendment: Dalton McIntyre - DRC
Change word "should" to "shall".

Second: David Rasmussen - Hamilton Chapter

REGIONAL MOTION

CARRIED

#91-1, Chapter 015 - Ottawa Valley Chapter

Motion: Moved by Ottawa Valley Chapter that any member may submit a motion at a CRC, but it must be seconded by a delegate.

Background Information:

- A) At present, only a delegate may submit a motion. Motions can be developed through discussions at the workshops, in which case the member proposing it should have an opportunity of submitting it at the business session. Regional Officers may also wish to submit motions at the CRC, but they are not permitted to do at the present time.

Second: Cedric Smith - Toronto Chapter

Amendment: Chris Frauley - Ottawa Valley Chapter
Change word "member" to "member of CRC".

Second: Greg Black - Windsor Chapter

Routed to Regions Council, Operations Sub-Committee Meeting Oct. 1991.

CARRIED

#91-2, Chapter 015 - Ottawa Valley Chapter

Motion: Moved by Ottawa Valley Chapter that the Regional Historian annually update the Region II Historical Manual and distribute to delegates four months prior to upcoming CRC.

Background Information:

- A) To provide delegates with a historical record of previous CRC motions.

Second: Cedric Smith - Toronto Chapter

REGIONAL MOTION

CARRIED

#91-1, Chapter 016 - Toronto Chapter

Motion: Moved by Toronto Chapter that Society prepare & distribute by August 1994, a 15 minute Society History Centennial video for use at a chapter meeting with the focus directed to grass root chapter members, guests and students.

Background Information:

- A) 1994 is ASHRAE Centennial.
- B) Only Society has capability and information to do this.
- C) Project too expensive to attempt on a Regional or Chapter basis.

Second: Chris Frauley - Ottawa Valley Chapter

ROUTING TO CENTENNIAL COMMITTEE

CARRIED

#91-1, Chapter 141 - Windsor Chapter

Motion: Moved by Windsor Chapter that the Host Chapter include in their budget the cost of the CRC package for the Regional Chairman and his companion, at Region II CRC's.

Second: Cliff Thompson - Toronto Chapter

REGIONAL MOTION

CARRIED

3.3 Regional Fund

The Regional Fund was discussed and guidelines outlined in the Hamilton Chapter motion will be implemented.

3.4 New Business

Expense forms for delegates, alternates, Vice Chairmen, Research Chairman, Nominating Committee Members and alternates to be completed and mailed to Dalton McIntyre.

Chapter By-Laws discussion was deleted from the agenda due to time constraints.

4. FOURTH BUSINESS SESSION

Mr. McIntyre opened the session at 1:30 p.m.

- 4.1 Workshop reports, and motions arising from the workshops were not read at this session on a motion by David Rasmussen, second by Greg Black.

This is a summary of the topics, SPEAKERS, CHAPTER PROGRAMS, MOTIVATION AND PUBLICITY which were monitored by Bob Morris, Cliff Thompson, Paul Conrad, and Norm Johnson.

SPEAKERS

1. How to find good speakers:
 - .1 Review newsletters from other chapters.
 - .2 Check with Atlanta for available speakers.
 - .3 Review Insights and the Journal.
 - .4 Usually sales reps can arrange for speakers from the head offices of companies that they represent.
2. How to have sufficient members on the program committee.
 - .1 Committee meets once only where topics are discussed and selected. Each member is charged to obtain a speaker for one meeting only, and is provided with all information necessary to handle that meeting.

3. How to control the speakers presentation.
 - .1 Make sure that the person in charge of the meeting follows all the recommendations in Section 5 of the manual of chapter operations. The speaker should be advised in advance in writing what is expected of him. One method is for a designated person to stand to let the speaker know that he has only another five minutes to speak.
4. How to evaluate a speaker, as requested by the PAOE form.
 - .1 Bring back the form we used to have attached to the minutes. Apparently this did cause some problems. The ETA committee is working on this at the present time.
5. Cooperation between chapters can provide information on speakers. This is particularly true of the chapters that conduct their meetings in french, and prefer that speakers can speak in the language understood by all their members.

CHAPTER PROGRAMS

1. How to increase the participation by different groups of chapter members. The quality of the technical talk at the dinner meeting seems to be the key.
 - .1 It was suggested that the technical content be quite specific at pre-dinner sessions, and more general at the dinner meeting.
 - .2 Where possible, the topic should be chosen first, and then the speaker.
 - .3 Where chapter meetings are on successive days arrangements can be made to have the same speaker.
 - .4 The program for the year should be established early, and include the first two meetings of the following year.
 - .5 Give good guidance to the speaker, i.e. SECTION 5 OF THE MANUAL FOR CHAPTER OPERATIONS.

- .6 Try to accommodate the interests of each group of chapter members throughout the year. Alternatively a theme could be chosen for the year.
 - .7 Controversial subjects create interest, such as can be presented in a panel discussion.
2. How to improve Communication.
 - .1 Newsletter to be sent to all assigned members.
 - .2 Include in roster a listing under business affiliation, as well as member names.
 - .3 Point out availability of parking and public transportation.
 - .4 Encourage informal discussions prior to the meeting.
 - .5 Know your competition. Find out what other societies in your area are doing, and try to avoid conflicting functions.

MOTIVATION

1. MOTIVATING NEW MEMBERS
 - .1 Have quality programs to which you can invite prospective members. Make sure that the program is relevant to the person you invite. The newsletter should be issued well in advance of the meeting.
 - .2 Expand our area of coverage with the program to permit inviting interested people outside our normal area.
 - .3 Initiate some kind of contest with a suitable ASHRAE type prize to encourage members to seek out new members.
 - .4 Promote the ASHRAE Handbooks, Standards, Meetings, to attract new members.
2. MOTIVATING CHAPTER MEMBERS TO VOLUNTEER for COMMITTEES
 - .1 ASK THEM, after you have set the stage to encourage the right answer.
 - .2 Give new members, small measurable jobs to do. Don't overload them with work.

.3 Use past presidents to help you solve problems.

.4 Members must enjoy the meeting, and be confident that at least one or two meetings are of particular interest to them.

.5 Make sure that all new members are introduced to as many chapter members as possible, and that they made to feel welcome.

.6 Since new members who get involved, stay, make sure that they become members of a committee.

PUBLICITY:

All eleven Chapters were accounted for, with some having more than one person present.

The major points put forth by the Chapter Representatives were as follows. I have attempted to rate them in order of importance by the various reps.:

1. A good quality newsletter on a monthly basis and to be in the hands of the Chapter Members at least seven days prior to the Chapter Dinner Meeting.

It should contain:

- The name and profile of the upcoming speaker and a brief outline of the topic he will be giving.
- News about Chapter activities both technical and social.
- News of Chapter Members who have contributed significantly to Chapter and/or regional technical functions.
- Any other topical news items.

2. Mail newsletters to:

- All assigned members first three months.
- All meeting guests of last year.
- Guests are requested to leave their calling card.

3. Publish well in advance, upcoming seminars - symposiums. Special events - regional and national functions, such as C.R.C.'s and Society Meetings.

4. Prepare and distribute to local media:

News releases of - Upcoming events
 - New Officers and Board Members, for the coming year, with photos.

5. The importance of a Telephone Committee to contact all Chapter Members, advising them of upcoming meetings - speaker and topic - possibly the menu for the meal.

Committee Members to call the results of their calls to one person, with the number of confirmed replies, so as tabulation can be prepared and number of meals to prepare forwarded to meeting and dinner establishment.

If secretaries are used as Telephone Committee, invite them to one meeting for dinner to reward or thank them and for them to get an understanding of ASHRAE and put a face with a name.

6. Read, understand and utilize the publication prepared by Tony Giometti and forwarded to all Chapter Presidents by Steve Comstock "A Publicity handbook for ASHRAE Chapters".

Board Meeting the same day as Chapter Meetings.

- Better for visiting Regional and Society people.
- Circulate the Agenda with starting and ending times announced.
- Start on time.
- Ensure Agenda is followed to end on time.
- Have attendees prepare in written form their reports ahead of time for presenting and handing to Recording Secretary for inclusion in the Minutes.

- Keep meeting moving - don't get bogged down with discussions not related to topic at hand.
- Chairman must be prepared for the meeting with the Agenda - be cognizant of time - starting and ending - keep the meeting moving.

1993 C.R.C. Quebec City - ville de Quebec.
August 25 - 26 - 27 - 28, 1993

4.2 Future CRC's Region II

The formula that has been established is for the CRC to end on the weekend prior to Labour Day Weekend.

Schedule of Future CRC's:

1992	Halifax	August 27 - 29
1993	Quebec	August 26 - 28
1994	Ottawa	August 25 - 27
1995	Toronto	August 24 - 26
1996	Hamilton	August 22 - 24

4.2.1 CRC '92 Halifax August 27 - 29, 1992

This CRC will be held at the Halifax Sheraton on the Waterfront, commencing at 1400 hr. The Chapter intends to solicit sponsorship of the hospitality suite, and coffee breaks to reduce costs.

On a motion by Gerard Doyle, seconded by Chris Frauley, the budget was approved. It is to be noted that this budget was based upon a \$5.00 levi per chapter member, as it was for CRC '90 in Montreal.

- 4.3 The Winter Meeting will be in Anaheim California, Jan. 25 - 29, 1992.
- 4.4 The Annual Meeting will be in Baltimore, Maryland, June 27 - July 1, 1992.
- 4.5 Cliff Thompson moved to extend a vote of thanks to Dan Castellan and the Members of his committee for a Quality CRC.

- 4.6 Dick Charles stated that this was the second CRC he had attended in Canada, and that he was very pleased with it. He said that it seemed that smaller chapters are generally more successful in conducting a CRC. He mentioned that the Windsor Star article on the CRC was accurate, and very acceptable. He thanked Region II for inviting him to attend.

ADJOURNMENT 3:03 P.M.

APPENDICES

- A. ATTENDANCE SUMMARY
- B. REGIONAL DRC MBO
- C. ASHRAE REGION II CRC'91
PROGRAM OF EVENTS
- D. HALIFAX CRC - 92 BUDGET
- E. TECHNICAL TOUR
- F. FINAL FINANCIAL STATEMENT
WINDSOR 1991 CRC

APPENDIX A

ATTENDANCE AT CRC '91 WINDSOR, ONT. AUG 22-24

CHAPTER	* DELEGATE + ALTERNATE	BUS. SESSIONS				WORKSHOPS							CA/E
		#1	#2	#3	#4	CHA	HIST	EA	ETA	RP	MP	REF	
HALIFAX	* E. SPENCER	x	x	x	x	x					x		x/x
	+ R. KELLY	x	x	x	x	x			x				x/x
NB/PEI	* D. PALMER	x	x	x	x	x		x					x/x
	+ R. COLLINS	x	x	x	x		x				x		A/x
QUEBEC	* Y. VEZINA	x	x	x	x	x		x					x/x
	+ J. BUNDOCK	x	x	x	x	x						x	x/x
SAGUENAY	* R. GAUDREULT	x	x	x	x	x		1/2			1/2		x/x
	+ D. BERGERON	x	x	x	x	x			1/3	1/3		1/3	x/x
MONTREAL	* M. ASSAAD	x	x	x	x	x					x		x/x
	+ D. ROBERT	x	x	x	x	x			1/3	1/3		1/3	x/x
OTTAWA	* C. FRAULEY	x	x	x	x	x		x					x/x
	+ N. ARMSTRONG	x	x	x	x	x	x		x				x/x
TORONTO	* C. SMITH	x	x	x	x	x						x	x/x
	+ W. FINES	x	x	x	x	x					x		x/x
MISSISS	* L. DOOLEY		x	x		x							A/F
	+ G. FISHER		x	x		x							A/F
HAMILTON	* D. RASMUSSEN	x	x	x	x	x						x	x/x
	+ D. SOMERS	x	x	x	x	x		x					x/x
LONDON	* T. DRENNAN	x	x	x	x	x					CH		x/x
	+ D. BOYCE			x	x		1/3	1/3				1/3	x/x
WINDSOR	* G. BLACK	x	x	x	x	x				x			x/x
	+ T. McDONALD	x	x	x	x	x			x				x/x
COMMITTEE REG. OFFICERS													
EDUCATION	J. BISSET	x	x	x	x	x		VC					
ETA	S. JOL	x	x	x	x				VC				
RESEARCH	G. SCOTT	x	x	x	x	x				VC			
MEMBERSHIP	J. DUGAN	x	x	x	x						VC		
REFRIG.	J. POLLOCK	x	x	x		x						VC	
HISTORICAL	C. THOMPSON	x	x	x	x	x	CH		1/2				
NOMINATING	R. MORRIS	x	x	x		x							x/x
	P. CONRAD	x	x	x		x							x/x
DRC	D. McINTYRE	x	x	x	x	x		1/5	1/5	1/5	1/5	1/5	
FAST DRC	N. JOHNSON	x	x	x	x	x							
SECRETARY	D. WINKUP	x	x	x	x	x	1/6	1/6	1/6	1/6	1/6	1/6	
CHAIRMAN	D. CASTELLAN	x	x		x					1/5		CH	
OFFICIAL GUESTS													
PRES-ELECT	R. CHARLES	x	x		x	x		x	x				
VICE-PRES.	B. MANNING	x	x	x	x	x	x	x	x				
EXEC. DIR.	F. CODA	x	x	x	x	x					x		
OTHER GUESTS													
CENT. OK.	M. BEDA		x	x					x				
N.E. OK.	C. MORSE										x		
B.C.	D. KISELBACH										x		
IOWA	M. ALLEN										x		
SASKATOON	W. DEAN										x		
STAFF AT.	T. ANDERSON										x		

APPENDIX A

PAGE 2

CHAPTER	ATTENDEE	BUS. SESSIONS				WORKSHOPS						
		#1	#2	#3	#4	CHA	HIST	EA	ETA	RP	MP	REF
HALIFAX	G. DOYLE	x	x	x	x			x				
HALIFAX	D. RAFUSE			x	x	x				CH		
HALIFAX	R. THIBAUT											x
NB/PEI	G. FAHIE									CH		
NB/PEI	B. SLEMIN								x			
NB/PEI	A. GALLANT											CH
QUEBEC	D. POTVIN					x				CH		
QUEBEC	R. COURTEMANCHE					x						x
QUEBEC	Y. TRUDEL					x				CH		
QUEBEC	C. LESSARD					x					CH	
QUEBEC	M. BOUCHARD					x				ch+		
OTTAWA	B. LANDRY									CH		
OTTAWA	G. KERR										x	
OTTAWA	K. UGWU									ch+		
OTTAWA	J. SCOTT											CH
TORONTO	JOHN FOX	x	x	x			x					
TORONTO	J. HODGE	x	x	x		x	x					
TORONTO	R. CHAFFEY										x	
TORONTO	M. CHIARELLI											CH
TORONTO	M. BUTLER									x		
TORONTO	D. GREEN				x					CH		
TORONTO	W. CHALMERS											CH
MISSISSAUGA	C. MCGUGAN											CH
HAMILTON	R. BATES				x					CH		
HAMILTON	G. MENZIES						x					
HAMILTON	J. THORNE											CH
HAMILTON	W. OVINGTON									CH+		
LONDON	P. ZIEBART							x				
LONDON	D. JOHNSON										x	
LONDON	O. GLENDON									CH		
WINDSOR	F. FRABOTTA											CH

NOTE: ch+ Program Chairman
 ch* Technical Chairman

APPENDIX B

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

MBO - DRC - REGION II - FY 1991-92

Prepared 91-06-20

OBJECTIVES	MEASUREMENTS, or TASKS	DUE DATE	STATUS 91-08-
1. Conduct CRC '91 Windsor, 91-08-22	Visit Windsor, check details	91-07-09	COMPLE
	Plan Business Sessions.	91-08-22	COMPLE
	Plan chapter Workshops.	91-07-26	50% CO
	Advise participants.	91-07-26	COMPLE
	Follow-up procedures.	91-09-27	
2. Visit Chapters	Chapter visit sch. to RVC's	91-07-05	COMPLE
	Schedule to Chapter Presidents	91-07-19	AT CRC
	Report forms to RVC's	91-07-05	AT CRC
3. Chapter Sections	Two chapters to form Sections	92-01-10	
4. Past President's Committee	Each Chapter to form a Past President's Committee.	91-09-30	
5. Regional News	Each Chapter Newsletter to include a Regional News item.	91-10-15	
6. Chapter Committee members appointed.	Chapter president to appoint committee members as well as the chairmen. ie. no ONE-MAN committees.	91-09-15	
7. Chapter Program Quality.	Eliminate commercialism. Obtain evaluation by 10% of attendees. (President's Theme)	92-01-15	
8. Student Branches	Two new student branches to be sponsored by chapters not having any to date.	92-01-15	
9. Member Promotion	Ask each member to sign up one new member. Send them application forms with dues notice.	91-09-15	
10. Research Prom.	25% of goal in 1991	91-12-31	
11. Member Speakers	Chapters to provide speakers for other societies, to encourage students to take maths and sciences, and to promote HVAC&R	92-01-15	
12. Regional Fund	Appoint regional treasurer and/or finance committee	91-08-23	AT CRC
13. Regions Council	CRC report to Regions Council at Winter meeting	92-01-26	

ASHRAE REGION II CRC '91 - PROGRAM OF EVENTS

APPENDIX C

Revision No. 7

27

HILTON INTERNATIONAL
WINDSOR, ONTARIO CANADA

DATE: 19-Aug-91

<u>TIME</u>	<u>EVENT</u>	<u>LOCATION</u>	
<u>WEDNESDAY 21-Aug-91</u>			
17:00 - 22:00	REGISTRATION	2nd FLOOR LOBBY	
20:00 - 22:00	HOST RECEPTION	ONTARIO ROOM	COCKTAILS
22:00 - 01:00	HOSPITALITY SUITE	19th FL., RM. 1913	
<u>THURSDAY 22-Aug-91</u>			
07:00 - 18:00	REGISTRATION	2nd FLOOR LOBBY	
07:00 - 08:00	PRE-CAUCUS BREAKFAST	ONTARIO ROOM	DEL / ALT
08:00 - 10:00	CAUCUS MEETING	ERIE/HURON ROOMS	DEL / ALT
08:00 - 10:00	REGIONAL OFFICERS MEETING	RIVER RUNNER ROOM	VICE CHAIR.
10:00 - 10:15	COFFEE BREAK	2nd FLOOR LOBBY	
10:15 - 12:00	FIRST BUSINESS SESSION	ERIE/HURON ROOMS	
12:00 - 13:30	BUSINESS LUNCH	ONTARIO ROOM	CASH BAR
13:30 - 15:30	SECOND BUSINESS SESSION	ERIE/HURON ROOMS	
15:30 - 15:45	COFFEE BREAK	2nd FLOOR LOBBY	
15:45 - 18:00	CHAPTER ORIENTATION WORKSHO	RIVER RUNNER ROOM	ALL GUESTS
18:30 - 19:30	COCKTAILS	ONTARIO/ERIE ROOM	CASH BAR
19:30 - 01:00	REGIONAL AWARDS BANQUET	ONTARIO/ERIE ROOM	CASH BAR
23:00 - 01:00	HOSPITALITY SUITE	19th FL., RM. 1913	ALL GUESTS
<u>FRIDAY 23-Aug-91</u>			
08:00 - 18:00	REGISTRATION	2nd FLOOR LOBBY	
08:00 - 12:00	TECHNICAL SESSION (TOUR)	Chrysler Mini-Van Plant	
12:00 - 14:00	PRESIDENT LUNCHEON	ONTARIO ROOM	CASH BAR
14:00 - 15:30	THIRD BUSINESS SESSION	ERIE/HURON ROOMS	
15:30 - 17:30	EXECUTIVE SESSION	ERIE/HURON ROOMS	DEL / ALT
15:30 - 17:30	REGIONAL OFFICERS MEETING	RIVER RUNNER ROOM	VICE CHAIR.
	DINNER @ RESTAURANT OF YOUR CHOICE		
21:00 - 01:00	HOSPITALITY SUITE	19th FL., RM. 1913	ALL GUESTS
<u>SATURDAY 24-Aug-91</u>			
07:00 - 16:00	REGISTRATION	2nd FLOOR LOBBY	
07:00 - 08:00	ANNUAL MTG RESEARCH CANADA	HURON ROOM	1 DEL/CHAP.
08:00 - 12:30	WORKSHOPS		
	- RESEARCH & PROMOTION	HURON ROOM	
	- MEMBERSHIP	ERIE ROOM	
	- REFRIGERATION	ROOM 313	
	- EDUCATION & CHAPTER PROGRAMS	ROOM 2105	
	- ENERGY & TECHNICAL ACTIVITIES	ONTARIO ROOM	
	- HISTORIAN	ROOM 309	
10:30 - 10:45	COFFEE BREAK	2nd FLOOR LOBBY	
12:30 - 13:30	LUNCH ON YOUR OWN		
13:30 - 15:00	CLOSING, SUMMARY & ADJOURMEN	HURON ROOM	

ASHRAE REGION II CRC '91 - COMPANION PROGRAM

28

APPENDIX C

Revision No. 7

HILTON INTERNATIONAL
WINDSOR, ONTARIO CANADA

DATE: 19-Aug-91

<u>TIME</u>	<u>EVENT</u>	<u>LOCATION</u>	
<u>WEDNESDAY 21-Aug-91</u>			
17:00 - 22:00	REGISTRATION	2nd FLOOR LOBBY	
20:00 - 22:00	HOST RECEPTION	ONTARIO ROOM	COCKTAILS
22:00 - 01:00	HOSPITALITY SUITE	19th FL., RM. 1913	
<u>THURSDAY 22-Aug-91</u>			
08:00 - 18:00	REGISTRATION	2nd FLOOR LOBBY	
08:30 - 12:00	----- ESSEX COUNTY BUS TOUR -----		
12:00 - 13:30	----LUNCH AT THE NAVY YARD RESTAURANT----		
13:30 - 16:30	----- ESSEX COUNTY BUS TOUR -----		
18:30 - 19:30	COCKTAILS	ONTARIO/ERIE ROOM	CASH BAR
19:30 - 01:00	REGIONAL AWARDS BANQUET	ONTARIO/ERIE ROOM	CASH BAR
21:00 - 01:00	HOSPITALITY SUITE	19th FL., RM. 1913	ALL GUESTS
<u>FRIDAY 23-Aug-91</u>			
08:00 - 18:00	REGISTRATION	2nd FLOOR LOBBY	
08:00 - 12:00	-----FREE TIME-----		
12:00 - 14:00	PRESIDENT LUNCHEON	ONTARIO ROOM	CASH BAR
14:00 - 17:30	-----FREE TIME-----		
	DINNER @ RESTAURANT OF YOUR CHOICE		
21:00 - 01:00	HOSPITALITY SUITE	19th FL., RM. 1913	ALL GUESTS
<u>SATURDAY 24-Aug-91</u>			
08:00 - 16:00	REGISTRATION	2nd FLOOR LOBBY	
09:30 - 12:30	-----FREE TIME-----		
12:30 - 13:30	LUNCH ON YOUR OWN		
13:30 - 15:00	CLOSING, SUMMARY & ADJOURNMENT	HURON ROOM	



APPENDIX D

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

Halifax Chapter, P.O. Box 8986, Station A, Halifax, Nova Scotia B3K 5M6

BUDGET - CRC-92 HALIFAX

REVENUES

1. CHAPTER ASSESSMENT (5.00 X 1180 MEMBER)	= 5900.00
2. SOCIETY CONTRIBUTION (1500.00 U.S.)	= 1700.00
3. REGISTRATION -DEL./ALT. (45.00 X 170.00)	= 7650.00
4. REGISTRATION -COMP.(A) (125.00 X 10)	= 1250.00
5. REGISTRATION -COMP.(B) (100.00 X 10)	= 1000.00
6. REGISTRATION -FULL CHAPTER MEM. (150.00 X 35)	= 5250.00
7. CORPORATE DONATIONS (CHECKING IT OUT)	=
TOTAL REVENUE	= 22 750.00

EXPENSES

1. HOTEL SPACE, MEETING ROOMS	= 2901.00
2. THUR. P.M. HARBOUR TOUR	= 1000.00
3. FRI. A.M. BREAKFAST (10.00 X 45)	= 450.00
4. FRI. P.M. PRESIDENTS LUNCH (30.00 X 80)	= 2400.00
5. FRI. P.M. HISTORIC FEAST (50.00 X 100)	= 5000.00
6. SAT. A.M. BREAKFAST (10.00 X 60)	= 600.00
7. SAT. P.M. LUNCH (20.00 X 60)	= 1200.00
8. FRI. A.M. PEGGY'S COVE TOUR	= 650.00
9. FRI. P.M. HALIFAX HISTORIC TOUR	= 625.00
10. COFFEE BREAKS (100.00 X 5)	= 500.00
11. HOSPITALITY ROOM SUPPLIES	= 1104.00
12. PRINTING, MAILING, POSTAGE, PHOTOCOPIES	= 2100.00
13. EQUIPMENT RENTALS	= 1120.00
14. AWARDS, TELEPHONE CALLS, REG. MATERIAL	= 2100.00
15. TRANSPORTATION/TECH SESSION	= 500.00
16. MISC.	= 500.00
TOTAL EXPENSES	= 22 750.00

REGISTRATION PACKAGE

PACKAGE (MEMBER/ALT.) - 170.00	PARTIAL (HARBOUR TOUR) - 20.00
PACKAGE (COMPANION -A) - 125.00	PARTIAL (FRI. BREAKFAST) - 15.00
PACKAGE (COMPANION -B) - 100.00	PARTIAL (FRI. PRES. LUNCH) - 40.00
PACKAGE (FULL CHAPTER MEMBERS) - 150.00	PARTIAL (FRI. HISTORIC FEAST) - 70.00
	PARTIAL (SAT. BREAKFAST) - 15.00
	PARTIAL (SAT. LUNCH) - 25.00
	PARTIAL (TECHNICAL TALK) - 10.00

APPENDIX E

ASHRAE - CRC '91

TECHNICAL TOUR

Friday, August 23, 1991 (8:00 a.m. - 11:30 a.m.)

Location: Chrysler Canada Ltd. - Windsor Assembly Plant

Subject: Assembly of Chrysler Mini Van

In 1981 the plant was completely renovated for this new vehicle. New paint spray booths, grinding, sanding, vehicle test and other air supply and exhaust systems were installed.

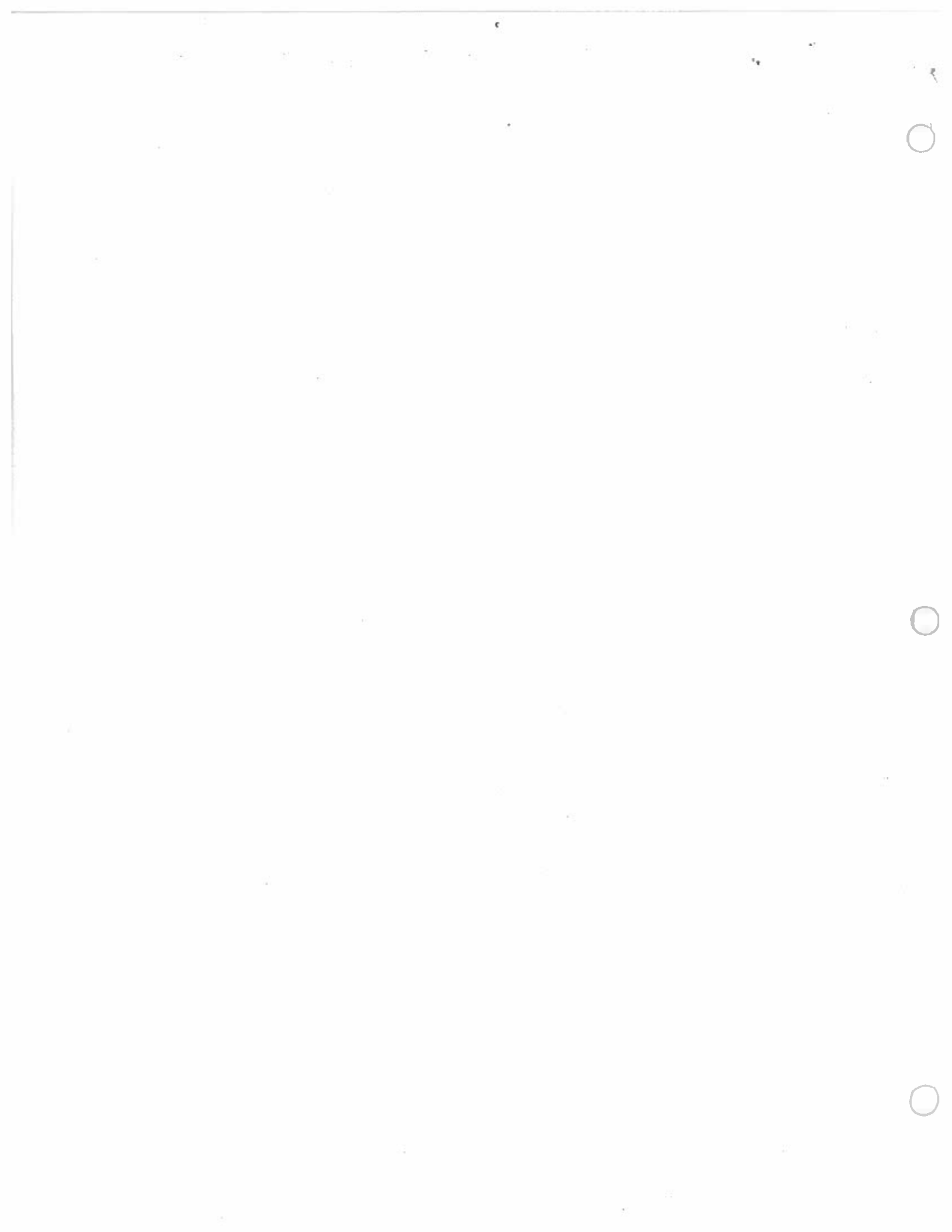
AGENDA

- 8:00 A.M. Hilton International
Bus Departure - 42 Attended
- Arrival at Chrysler
Introductions and Presentation
by Chrysler Management
- Guided Tour
- 11:20 A.M. Departure for Hilton

APPENDIX F

CRC'91 FINAL REPORT ON INCOME AND EXPENSES
 Showing a comparison of projected and actual values

	ESTIMATES	BUDGET	ACTUAL
REVENUES			
Chapter assess. (4.50/mem.)	1170 pers	5265.00	5328.00
Society Contribution	1500US	1800.00	1726.95
Corporate Sponsors		2400.00	3255.00
Registrations:			
Single @ \$ 165	20 pers	3300.00	3649.94
@ \$ 180	10 pers	1800.00	900.00
Double @ \$ 220	27 couples	5940.00	2640.00
@ \$ 250	5 couples	1250.00	428.26
Partial Registrations		700.00	3035.48
Bank Interest & misc.		45.00	71.60
TOTAL REVENUES		22500.00	21035.23
EXPENSES			
Hotel: (total expenses)			
Meeting rooms		800.00	664.12
Meals: Thurs. Break.	26 pers.	260.00	451.61
Thurs. Lunch	50 pers.	1500.00	515.20
Thurs. Banq.	100 pers.	7500.00	5662.56
Fri. Lunch	75 pers.	3000.00	1831.99
Reception (Wed.)	60 pers.	420.00	1194.29
Hospitality/Companion Room		240.00	102.08
Hospitality room food/drink		750.00	494.88
Guest rooms (2)		480.00	560.87
Printing/postage		1500.00	1868.05
Equipment rentals		600.00	0.00
Transportation		300.00	193.30
Coffee break beverages		900.00	628.90
Companion Events		1500.00	904.45
Technical Session		300.00	117.70
Gifts/flowers		800.00	324.00
Recording secretary		1100.00	592.86
Bank Service Charges		50	10.45
Committee exp's. (Meetings & Hosting)		0	707.07
Miscellaneous (Baseball game)		500.00	679.70
TOTAL EXPENSES		22500	17504.08
REBATE TO WINDSOR		0	1765.57
REBATE TO REGION II (Halifax)		0	1765.57



Communication & Education CHAPTER GOALS

1) IMPROVE COMMUNICATION:

(a) Internal Communication

- We are ~~revising~~ ^{changing} the newsletter to improve the format ~~and~~ content and distribution.

(b) External

- I will be working with each member of the board and committee chairs to ensure timely communication with the Region ~~&~~ ^{and} ~~the~~ ^{and} Society.

I will also monitor this committee.

Education

2) Chapter Programs

(a) Continue and strengthen the Technical session as part of the Chapter Programs.

(b) Formalize the Chapter Programs for the year by October 31/91
TOPICS BUZZ

3) Chapter Sponored Technical Session

(a) We will put on at least one Technical Session in \$ 9/92 for
(and lobby on ^{STP 90.1})

4) Improve process for ~~the~~ Chapter leadership
(we find that it is quite a ~~system~~ ^{noisy})

5) Formalize relationship with other local professional groups.

6) ~~Investigate ~~other~~ ways to~~

→ The purpose of this would be to increase awareness of our society and begin working on programs which have common goals such as promotion of Math and Science and ultimately the Engineering Profession.

6) Review ~~PRO~~ Goals with Committee Chairs & develop specific goals which complement our chapter.

7) Promote broader member involvement in the affairs of the Chapter.

① The first part of the work
is to determine the nature of the
problem.

② The second part is to determine the
scope of the problem.

③ The third part is to determine the
method of solution.

④ The fourth part is to determine the
results of the solution.

⑤ The fifth part is to determine the
conclusions of the solution.

⑥ The sixth part is to determine the
implications of the solution.

⑦ The seventh part is to determine the
limitations of the solution.

ASHRAE LONDON CANADA CHAPTER

RECEPTION COMMITTEE REPORT

DATED: _____

MEETING DATE	ATTENDANCE BY:	MEMBERS	GUESTS	STUDENTS
SEPT. 30, 1991		29.	17.	- 2 46
OCT. 28, 1991		31.	9.	4 44
NOV. 25, 1991 (LADIES NIGHT)		12	20	- 32
JAN. 20, 1992		26.	15.	12 53
FEB. , 198		24	17.	0 41
MAR. , 198		29	3	32
APR. , 198		475		95 44
MAY , 198		29.		7 295 28 13
TOTALS:				
AVERAGES:				
PAOE Objectives:				
Average YTD:				
Attendance Factor:				
PAOE Ptd. YTD:				

S.T. LOCKHART, Chmn.,
RECEPTION COMMITTEE.

PHYSICAL PLANT FACILITIES ENGINEERING & CONSTRUCTION	
COPY —	CIRC. —
FILE —	
APR 30 1992	
DKB —	UBS —
JMD —	DLM —
CKK —	WCC —
OTHER —	

FACSIMILE COMMUNICATION SHEET

ASHRAE

1791 Tullie Circle, NE, Atlanta, Georgia 30329
404/636-8400/Fax # 404/321-5478/Telex # 705343

TO: Darryl Boyce

FROM: Carolyn Ketterling

DATE: April 29, 1992

SUBJECT: **SPEAKER, VIPS FOR CHAPTER'S 20TH ANNIVERSARY**

PAGES: 1 page including cover sheet.

Listed below are the addresses you requested:

Julius C. Olsen, 1053 Henley Rd, Mississauga, ON L4Y 1C8, CANADA,
Phone - 416-277-4115.

Dalton McIntyre, 732 Southmore Dr W, Ottawa, ON K1V 7A1, CANADA,
Phone - 613-523-1651.

A suggested speaker for ASHRAE's policy on CFCs is Jim Cox, ASHRAE's Director of Government Affairs. If he is not available he could recommend others who are qualified. His address is J. E. Cox, 1828 L St NW, Suite 906, Washington, DC 20036-0118, Phone 202-833-0118.

If you need anything else please let me know.

FACTORY & COMM. DIVISION	FILE
APR 20 1952	FILE
OTHER	FILE
WOP	FILE
DLM	FILE
DKB	FILE

APR 20 1952

APR 20 1952

APR 20 1952



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

Halifax Chapter, P.O. Box 8986, Station A, Halifax, Nova Scotia B3K 5M6

BUDGET - CRC-92 HALIFAX

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PACKAGE (FULL CHAPTER MEMBERS) - 150.00	PARTIAL (FRI. HISTORIC FEAST) - 70.00
	PARTIAL (SAT. BREAKFAST) - 15.00
	PARTIAL (SAT. LUNCH) - 25.00
	PARTIAL (TECHNICAL TALK) - 10.00



DKB:

LONDON CANADA CHAPTER

Meetings: Highland Country Club Limited
279 Commissioners Rd. E.
LONDON, Ontario N6C 2T4
681-8223

Mailing Address: ASHRAE
London Canada Chapter
c/o Chorley & Bisset Ltd.
521 Colborne Street
LONDON, Ontario
N6B 2T6
Fax (519) 679-2145

CHAPTER PAST PRESIDENTS

71-72	Jack Vanstone	EM
72-73	✓ Cliff Morrison	
73-74	✓ John Bisset	
74-75	✓ Russ Gonder	EM
75-76	Jack Henderson	DECEASED
76-77	✓ Wayne Barker	
77-78	John Payne	EM
78-79	Bill Mitchell	NO!
79-80	✓ Chuck Sharp	EM
80-81	Bill Rutherford	EM
81-82	John Payne	⊗
82-83	✓ Dick Palser	
83-84	Walter Lucas	
84-85	✓ Ron Granger	
85-86	✓ Don Johnson	
86-87	John Kenney	USA
87-88	Peter Golem	
88-89	✓ Charles Clemance	
89-90	Greg James	USA
90-91	Tom Drennan Jr.	

EM = EXTRA MENU, THESE PEOPLE ARE NOT ON ANY TELEPHONE LIST.

* 5 EXTRA MENUS *

Donj

**REGION II CHAPTER
REGIONAL CONFERENCE SCHEDULE**

	WHERE	HOST CHAPTER
CRC 1992	HALIFAX	HALIFAX

The objects of the American Society of Heating, Refrigerating and Air Conditioning Engineers, Inc., as set forth in its Charter are to advance the Arts and Sciences of Heating, Refrigeration, Air Conditioning and Ventilation and the Allied Arts and Sciences, for the benefit of the general public.

The principal means of attaining these purposes shall be the holding of meetings for the reading of papers, for discussion and special studies.

MESSAGE

Date June 26 Time 3.00

DARRELL

WHILE YOU WERE OUT

ROB MACINTOSH

From Union Gas - Chatham

TELEPHONE 519 436 4510

Telephoned		Please call	<input checked="" type="checkbox"/>
Called to see you		Will call again	<input type="checkbox"/>
Wants to see you		Returned your call	<input type="checkbox"/>

MESSAGE

Mr. HAROLD OLSEN

Operator MK

URGENT

46-501 pink
46-502 yellow

Hilroy

Co-generation Seminar.

④ { U.M.V. OF WISCONSIN
Fall 91. UNION

10

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○

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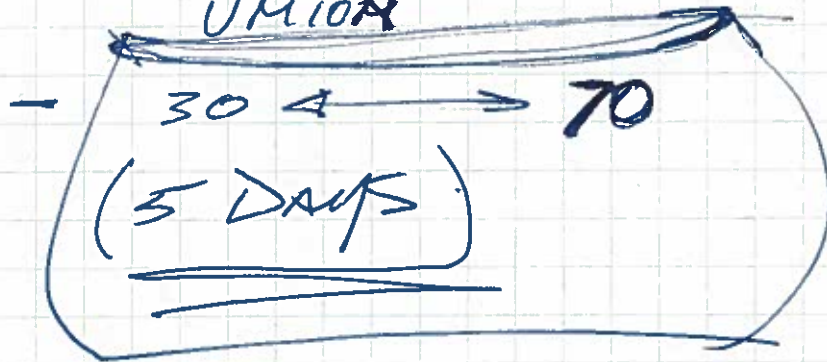
○

(20th MARCH 2015)

- Mrs
- ~~Halde~~
- ASHRAE UNION

(UNIV. OF WISCONSIN @ Madison)

- LUNCH
- Break
- Meeting notes





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Department of Engineering Professional Development

E The College of Engineering
University of Wisconsin-Madison

432 North Lake Street
Madison, WI 53706-1498
Phone: 608-262-2061
FAX: 608-263-3160

June 27, 1991

University of Western Ontario
Attn: Darryl Boyce
Associate Director, Physical Plant
Room 102, Services Building
London, Ontario N6A 5B9
Canada

Dear Darryl:

Thank you for your time on the phone on June 27 regarding a potential seminar on cogeneration in your area.

Attached please find a copy of the seminar brochure that was used at Queen's University for your review.

Seminar fees include noon lunches, two breaks per day, one nice evening meal, and the meeting room expenses. All material can be organized and printed at the University of Wisconsin.

Thank you for your consideration.

I will call you during the week of July 22.

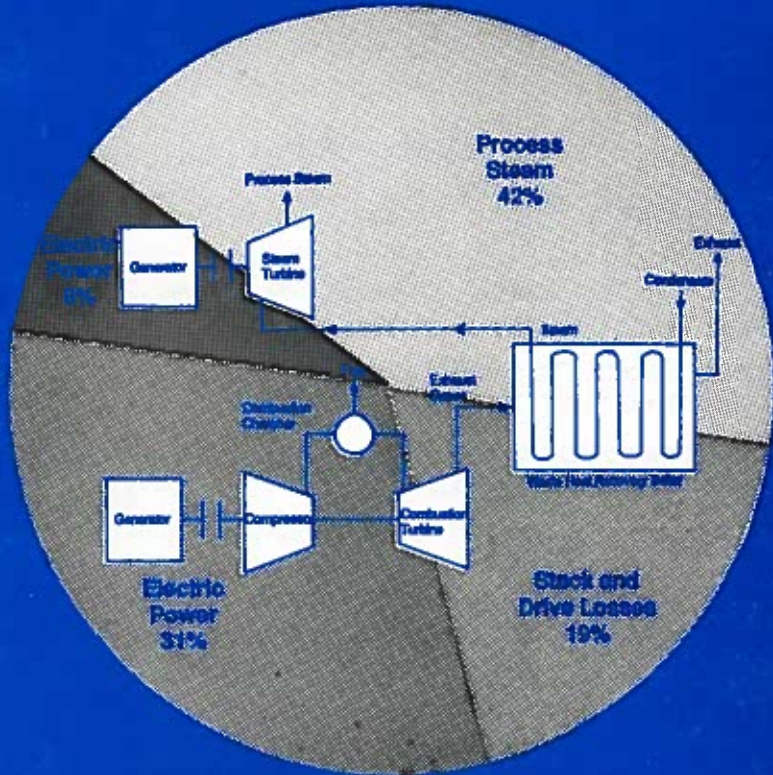
Sincerely,



Harold L. Olsen
Program Director

HLO:mad

Cogeneration Technology



February 11 - 15, 1991

Department of Engineering Professional Development
College of Engineering - University of Wisconsin - Madison Extension

AT
Donald Gordon Centre
Queen's University
Kingston, Ontario

Cogeneration Technology

This short course will examine current cogeneration technology, including load analysis, economics, design concepts, and equipment selection. The emphasis will be on the specific operating characteristics and economics of gas turbine, diesel, and steam-powered turbines. The goal of this course is to increase your understanding of cogeneration technology, to help you make a cogeneration feasibility analysis, and to expand your qualifications to operate and manage a cogeneration installation.

The Trend Toward Cogeneration

In its 25 year demand/supply plan Ontario Hydro has committed to promotion and development of non-utility generation. Even allowing for facility retirements, a net growth of over 1400 mw is expected by the year 2000 and by 2014 the total is forecast to exceed 2100 mw. Clearly, much room exists for energy consumers in Ontario to generate electricity as an adjunct operation. The advantages of doing so include economic gain, of course, but by increasing the efficiency of fuel utilization cogeneration also so has potential environmental benefits.

Today, both large and small energy users can benefit from a cogeneration system.

Industrial facilities, hospitals, and commercial facilities with year-round steam, hot water, or cooling load, or a combination of these, are excellent candidates for the use of cogeneration technology. Seasonal industrial plants that include a 12-month electrical demand rate, such as food processing plants, can also benefit from this technology. Under the current forecasts in fossil fuel cost and the increase in electrical demand, cogeneration can produce attractive paybacks.

Who Will Benefit

This course will help plant and manufacturing engineers plan and select the best cogeneration options. It will help consulting, design, and applications engineers determine the best options for their clients. Utilities engineers will gain a complete understanding of various cogeneration options. Course participants will learn to evaluate cogeneration against other energy alternatives. This will help ensure that electrical/thermal energy users achieve the maximum economic benefits and the most efficient use of basic energy resources.

Course Staff

Energy Technology Center, University of

Ericsson Energy Applications, Canon City,

Lead Instrument Engineer, Stanley Consul-

Energy Technology and Conservation, BASF
a.

COURSE OUTLINE

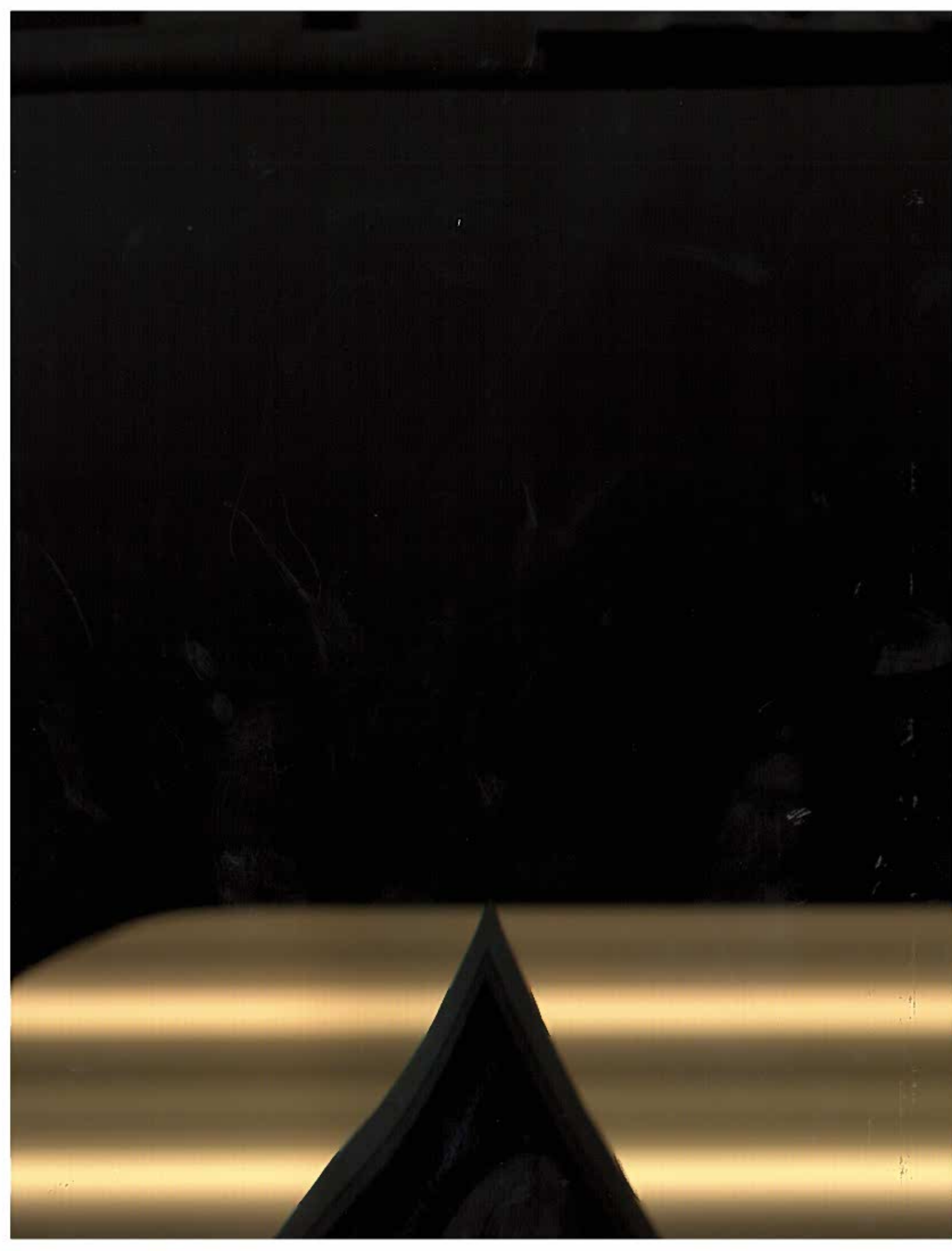
Monday, February 11

- 8:00 **Registration-Coffee/Donuts**
- 8:30 **Course Introduction and Overview**
Charles E. Dorgan
- 8:50 **Cogeneration Overview**
- Definitions/cycles
 - Cogeneration efficiency
 - PURPA
 - Justification for cogeneration
 - Selection and feasibility
- Walter P. Smith*
- 10:15 **Basic Thermodynamic Cycles**
William A. Liegois
- 10:45 **Cogeneration: Steam Turbine Technology**
- Steam turbine equipment
 - Steam process diagrams
 - Input and output
 - Process efficiency and cost
 - Topping cycle
 - Replace PRV
 - Performance
- Walter P. Smith*
- 12:00 **Lunch**
- 1:00 **Single Line Diagrams**
- How to develop
 - Power
 - Steam
 - Examples of diagrams
 - Using to select cogeneration opportunities
- Walter P. Smith*

- 2:30 **Load Profiles and Data Gathering**
- Plant energy use
 - Collecting data
 - Load duration curves
 - Matching steam to electric loads
 - Feasibility analysis
 - Topping cycle
 - Replace PRV
 - Performance
- Robert C. Erickson*
- 4:00 **Introduction to Class Workshops (Group Problem)**
- 4:15 **Workshop-Steam and Power Diagrams**
Walter P. Smith
- 5:00 **Adjourn**

Tuesday, February 12

- 8:00 **Coffee/Donuts**
- 8:30 **Gas Turbine-Generators**
- Gas turbine cycle
 - Electric and heat balance
 - Equipment characteristics
 - Economics and installed costs
 - Available equipment
- William A. Liegois*
- 11:00 **Review of Single Line Diagram Workshop**
- 12:00 **Lunch**
- 1:00 **Internal Combustion Engine-Generator**
- Engine characteristics
 - Fuels
 - Operations and maintenance



tion of Cogeneration s	5:00	Adjourn
ycle costs : cost ver generation it recovered ntenance rating labor ifications m A. Liegois	5:00 - 8:00	Classroom Open for Group Use
Friday, February 15		
pling Budgetary t Cost equipment ort equipment onmental equipment ng work supply rical interconnections as m A. Liegois	7:45	Coffee/Donuts
	8:15	Case Studies • Hospital • Industrial <i>William A. Liegois</i>
	9:00	Engineering Center- Case Study • Economics • Reliability <i>Robert C. Erickson</i>
	9:45	Package Cogeneration Units • Advantages • ICengines • Gas turbines • Absorption chillers • Cost • System development <i>Robert C. Erickson</i>
of Steam Turbine on	11:00	Class Problem Development
eduction/Shifting ric motors/lighting ption chillers nal storage m A. Liegois	12:15	Lunch
op Problem pment urbine ngine nal storage/absorption omics	1:15	Class Problem Solutions • Example solutions • Group solutions <i>Staff</i>
er Status of Group on	2:00	Final Adjournment • Registration Application

FOR MORE INFORMATION CALL:

Program Director: Program Assistant: Mary Danielson
Direct Phone: 608-262-0692

Registration Application

Name _____

Position/Title _____

Affiliation _____

Address: Street: _____

City: _____

Prov.: _____ Code: _____

Telephone: Business: _____ Home: _____

Method of Payment of Registration Fee \$1200 + 7% GST = \$1284

Cheque Enclosed (Please make cheque payable to the Donald Gordon Centre)

Bill Me/My company using P.O.#

Accommodations Application

Please reserve a room for me at the Donald Gordon Centre for this course

Please suggest local motels/hotels

Registrant will make own arrangements

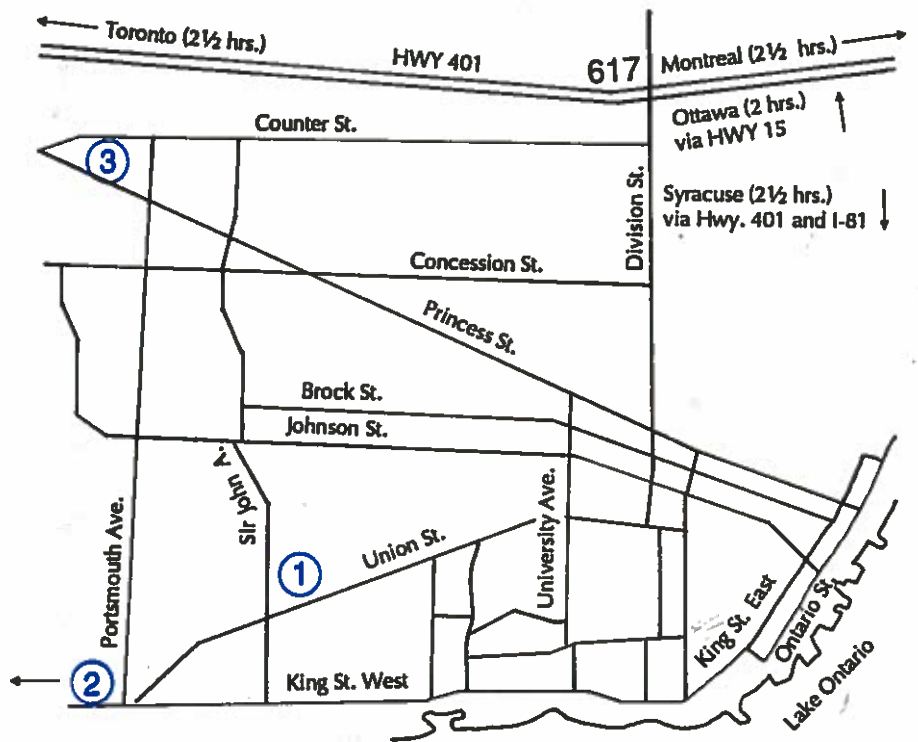
Mail or fax this application to:

The Donald Gordon Centre
Queen's University
Kingston, Ontario
K7L 3N6
Fax: (613) 545-6624

How to find the Centre

KEY TO MAP

- ① Donald Gordon Centre
- ② Route to Airport
- ③ Train Station





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

1791 Tullie Circle, NE • Atlanta, Georgia 30329-2305 ☎ 404-636-8400 • Tlx 705343 ASHRAE • Fax 404-321-5478

GENERAL PLANT FACILITIES ENGINEERING & CONSTRUCTION	
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MEMORANDUM

TO: Chapter Presidents

FROM: Lynn Bellenger, Chairman
Continuing Education Committee

DATE: March 9, 1992

RE: New Professional Development Seminar
"Energy Efficient Buildings: Complying With Std. 90.1"

Enclosed is a flyer describing the newest professional development seminar, "Energy Efficient Buildings: Complying With STD. 90.1." You may want to consider offering this seminar to your chapter members on an "in-house" basis.

Sponsoring an "in-house" seminar means that your chapter would pay Society one set fee which would include speaker fees, speaker travel expenses including meals and lodging, 12 hours of instruction, and course notebooks for 30 participants. Your chapter would also be responsible for the cost of publicity, meeting space, audiovisual equipment, and optional lunch or refreshment breaks.

This would be an excellent way to bring valuable educational information on the newest energy standard to your members while generating revenue for your chapter. Some chapters are considering a co-sponsor, such as a utility company, to help defray some of the initial costs.

The fee your chapter would pay Society would be approximately \$5000 - \$7500 (depending on your location and whether you use one or two speakers). The chapter is free to set it's own registration fee for the seminar; The registration fee for Society sponsored seminars is \$530 with a \$40 discount for early registration. For further information, please contact Robin Burgamy at ASHRAE Headquarters (404)-636-8400.



Energy Efficient Buildings: Complying With Standard 90.1

This seminar has two principal objectives:

- Understanding the practical use of Standard 90.1 to compare energy using elements in commercial buildings.
- Demonstrating how to comply with the Standard.

Instruction includes computer programs that clarify understanding and expedite application. Students may bring their computers to class for "hands on" experience.

Additional objectives of the seminar are to:

- Provide a "least time" compliance procedure.
- Teach the 90.1 LTGSTD and ENVSTD computer programs.
- Understand the use of an "Energy Analysis" computer program for design flexibility.

Key Topics:

- Explanation of the Structure of Standard 90.1
- Data and Analysis Tool Requirements
- Fast Track Procedure to Determine if a Design Will Comply
- Three Methods of Compliance; Advantages of Each
- Advantages of using Microcomputer Programs

Who Should Attend:

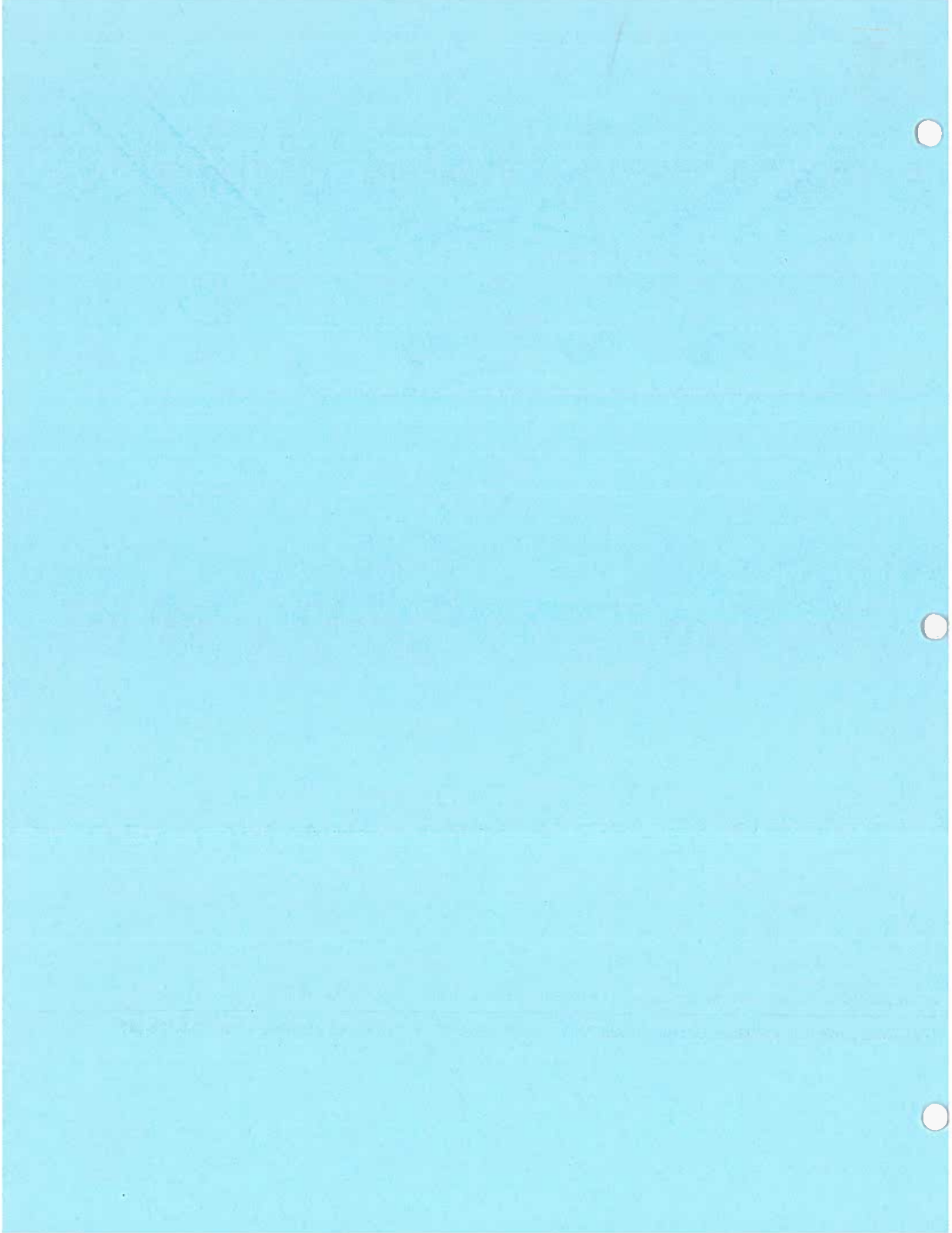
Design Professionals, Code Officials, Utility Demand Side Specialists, Plant Engineers, and Building Owners and Managers. Others interested in reducing the energy used in buildings.

Lecturers:

Jordan L. Heiman is a Fellow of ASHRAE and holds the Presidential Citation of Honor and the Distinguished Service Award. He was the first chairman of the Standing Standards Project Committee 90.1. He has been chairman of the Government Affairs Committee and the Standards Committee and served on other committees concerned with energy conservation. In 1947 he joined Intertherm, Inc. a manufacturer of heating and air-conditioning equipment and systems. After holding positions of Chief Engineer, and Vice President of Engineering, he became President in 1961. He has received patents on heating equipment and systems. In 1973 he left the management of Intertherm to become an energy consultant.

Ross F. Meriwether, P.E. is a Fellow of ASHRAE and has been Chairman of the Research & Technical and the Standards Committees. He was a member of the original Standard 90 Project Committee. In 1965, at Southwest Research Institute, he developed one of the earliest computer programs for detailed modeling of building energy systems and mechanical plants. Since 1968 his consulting firm has specialized in the development, application, and support of computer programs for the hourly simulation of the energy performance of buildings, HVAC systems, and mechanical plants. Engineering firms and utilities in the United States, Canada, Australia, and England use his programs.







ASHRAE

American Society of Heating, Refrigerating and Air-Conditioning Engineers Inc. FEB 18 1992

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TO: Chapter Membership Promotion Chairman
 FROM: Debra Canady-Foster *ycf*
 DATE: January 31, 1992
 SUBJECT: Student Transfer - 91/92 Campaign

Attached is a copy of the letter sent to students in your chapter who have a 1991 graduation date.

I am also sending a master listing which includes information regarding students in your chapter who fall into this category. Please make every effort to contact them and assist with any questions regarding ASHRAE membership.

Please note the students are entitled to upgrade without an additional charge. The \$80.00 Application/Processing Fee is waived provided we receive the completed forms before May 15, 1992. It is however required that their annual student dues be paid in order to continue membership after June 30, 1992.

If I can be of any help in answering questions please feel free to contact me.

cc: Chapter Presidents
Membership Promotion Committee

MP:91/92

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1. The first part of the document is a list of names and addresses.

2. The second part of the document is a list of names and addresses.

3. The third part of the document is a list of names and addresses.

10/10/20

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

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February 6, 1992

Tony Wayne Evans
Route 1, Box 304
Edenton, NC 27932

Dear Mr Evans:

Our records indicate that you have a graduation date of 1991. You don't want to miss the services available to our regular members such as the following:

- **ASHRAE Journals, Insights Newsletters and Handbooks**
- **Discounts on Meetings and Seminars**
- **Discounts on Publications**

Advancement from student to regular member entitles you to these and many other services. Here's how you make an investment in your future.

- * Complete and return the enclosed application (DEADLINE: 5/15/92)
- * Have your reference complete and sign the appropriate section of the application (reference does not have to be an ASHRAE member).
- * If you take advantage of this opportunity, there will be NO REQUIRED ADMITTANCE FEE. (See above deadline date)
- * If there have been changes in your date of graduation and/or address, please complete the attached form and return it to our office immediately.
- * It is important that your 1991/92 fiscal year's dues are paid before June 30, 1992 in order to remain on our membership rolls.

I hope you will take advantage of this offer to become a regular member of our Society. If you have any questions, please contact my office.

Sincerely,

Debra A. Canady-Foster
Manager, Membership Department
DACF/cf

Enclosure: Membership Application Packet

cc: Regional Vice-Chairman, Membership Promotion
Chapter Membership Promotion Chairman

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S Smylie & Crow Associates Inc.
Consulting Engineers
S Building Services

93 Dufferin Avenue
London, Ontario N6A 1K3
Telephone (519) 672-8511
Facsimile (519) 672-5906

March 18, 1992

FAXED

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BF —	

Mr. Darryl K. Boyce, P.Eng.
University of Western Ontario
Physical Plant
Services Building
London, Ontario
N6A 5B9

Dear Darryl:

Thank you for considering myself for participating in the Educational Activities Committee. I would gladly accept being a part of such a committee.

If for any reason the Chairman, John Reid can not attend the Board of Governor's meetings, I would be glad to represent the Educational Committee.

As a point of interest, I have recently received a letter from Joel Bradley and Mr. J.P. Tarasuk of U.W.O. requesting some participation in a new program being set up by the Department of Mechanical Engineering to promote the field of Engineering. I have expressed my interest in such a project and have offered some assistance when possible.

I look forward to meeting with the Board in the future and once again, thank you.

Yours truly,

SMYLIE & CROW ASSOCIATES INC.

Brenda Stonehouse

Brenda Stonehouse
Project Supervisor

BS/lm



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

LONDON CANADA CHAPTER / 521 COLBORNE ST. / LONDON, ONTARIO N6B 2T6

CHAPTER PAST PRESIDENTS

71-72	Jack Vanstone	
72-73	Cliff R. Morrison	✓
73-74	John Bisset	✓
74-75	Russ A. Gonder	✓
75-76	Jack Henderson	✓
76-77	Wayne Barker	✓
77-78	John J. Payne	
78-79	Bill Mitchell	
79-80	Chuck Sharp	✓
80-81	William A. Rutherford	✓
81-82	John J. Payne	
82-83	Richard D. Paisler	✓
83-84	Walter Lucas	
84-85	Ronald E. Granger	✓
85-86	Donald M.R. Johnson	✓
86-87	John Kenney	✓ U.S.
87-88	Peter Golem	
88-89	Charles Clemance	✓ U.S.
89-90	Greg James	✓ U.S.
90-91	Tom Drennan Jr.	

1 deceased
2 to U.S.
7 delinquent
incl. 1 R Toronto

10 present
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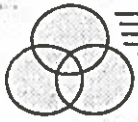


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88-89	Charles Clemance
89-90	Greg James
90-91	Tom Drennan Jr.



TAYLOR WAINMAN
ASSOCIATES INC.

P.O. Box 2321, Oshawa, Ont. L1H 7V5 Tel. (416) 520-7299 Fax (416) 579-2845



LEADERSHIP: NEW DIRECTIONS IN CHALLENGING TIMES

A Presentation By:
NORM TAYLOR

The FIFTH DISCIPLINE



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THE QUALITY SERVICE REVOLUTION IN NORTH AMERICA

WHY?

CUSTOMER SOPHISTICATION

- Information - Demystification
- Technology - No excuses
- Experience - It Can Be Done

COMPETITION

- Innovation
- Global Economy
- Scarce Resources - Customers Must Choose
- Service is Distinguishable Feature

EMPLOYEE PRIDE AND SATISFACTION

- Assembly Line vs. Contribution
- Work as a Personal Reflection
- Growth through Improvement

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HOW DOES QUALITY SERVICE AFFECT THE WAY BUSINESSES OPERATE?

TRADITIONAL

- "ENGINEERED" PROCESS
- SYSTEM DRIVEN - CUSTOMERS ADAPT
- RESULTS MEASURED - TOLERANCES ACCEPTED
- CHANGE BY EXCEPTION - STABILITY THE RULE

QUALITY SERVICE ORGANIZATION

- CUSTOMER-DRIVEN PROCESS
- CONTINUOUS IMPROVEMENT AND LEARNING
- UPSTREAM vs. DOWNSTREAM MEASURES
- TEAM-DRIVEN FLEXIBILITY

WHAT ARE THE MAIN ELEMENTS OF A CUSTOMER SERVICE PROGRAM?

- * ESTABLISH SERVICE GOALS - YOUR VISION & STRATEGY**
- * DEFINE AND COMMUNICATE OPERATING PRINCIPLES -
COLLECTIVELY**
- * PROVIDE SUPPORTIVE LEADERSHIP AND ENVIRONMENT**
- * INVOLVE, EMPOWER, AND DEVELOP TEAMS**
- * BUILD UPSTREAM MEASUREMENT INTO ALL JOBS**

THE ART AND PRACTICE OF THE LEARNING ORGANIZATION

(based on The Fifth Discipline by Peter Senge)

FIVE DISCIPLINES

- SYSTEMS THINKING
- PERSONAL MASTERY
- MENTAL MODELS
- BUILDING SHARED VISION
- TEAM LEARNING

OVERCOMING LEARNING "DISABILITIES"

- I AM MY POSITION
- THE ENEMY IS OUT THERE
- THE ILLUSION OF TAKING CHARGE
- THE FIXATION ON EVENTS
- THE PARABLE OF THE BOILED FROG
- THE DELUSION OF LEARNING FROM EXPERIENCE
- THE MYTH OF THE MANAGEMENT TEAM

METANOIA - A SHIFT OF MIND

