

ASHRAE REGION II CHAPTER VISIT REPORT

CHAPTER LONDON VISIT BY DALTON McINTYRE DATE 1991-10-28

PRESIDENT DARRYL K. BOYCE MEMBERS - CHAPTER/ASSIGNED /110 STUDENTS /21

PAOR ACT/PAR	MEMBERSHIP	MEETINGS	REFRIGERATION	RESEARCH P.	CRC	EDUCATION	ETA	PROGRAMS	TOTAL
F/Y 90-91	982/400	448/400	150/400	1223/400	665/400	375/400	150/400		3994/2800
F/Y 91-92	/400	/400	/300	/400	/400	/400	/300	/300	/2900
CRC '91	X								
CRC '92	X								
HBO'S	X								
NO of MEMB.	X								

EDUCATION CHM. JOHN W. REID YR. _____

ETA CHM. GRANT HILES YR. _____

VICE-CHAIRMAN _____

VICE-CHAIRMAN _____

STUDENT MEMBER GROWTH _____

TECHNOLOGY AWARD _____

STUDENT BRANCH _____

FACULTY LIAISON _____

BOV'T AFFAIRS AWARD _____

STUDENT AWARDS _____

CAREER GUIDANCE _____

CHAPTER OUTREACH ACTIVITIES _____

CONTINUING EDUCATION _____

CHAPTER TECHNICAL ACTIVITIES _____

SCHOLARSHIPS _____

STUDENT NIGHT _____

ENGINEERS WEEK _____

PROGRAM CHM. DWEN BLENDON YR. _____

REFRIGERATION CHM. KIM ELLIS YR. _____

VICE-CHAIRMAN _____

VICE-CHAIRMAN _____

TECHNICAL CONTENT _____

TECHNICAL SESSIONS _____

QUALITY _____

CHAPTER PROGRAMS _____

PLANNING _____

BENINARS _____

NEW MEMBER _____

CONTINUING EDUCATION _____

HANDBOOK REVIEW OR TC/TB _____

TALKS OR ARTICLES _____

MEMBERSHIP CHM. FRANK CONTE YR. _____

RESEARCH CHM. TOM DRENNAN YR. _____

VICE-CHAIRMAN _____

VICE-CHAIRMAN _____

NUMBER OF MEMBERS _____

RESEARCH NIGHT _____

MEMBERSHIP NIGHT _____

CHAPTER GOAL _____ COLLECTED TO DATE _____

SOCIETY COUNCIL OR COMMITTEE MEMBER _____

MEETING ATTENDANCE _____

DELINQUENCY <3% _____

NEW CHAPTER SECTION _____

UPGRADES _____

JOINT MEETINGS _____

CRC ATTENDANCE _____

HISTORIAN BERT FENNER YR. _____

CRC ACTION COMMITTEE CHM. _____

CHAPTER HISTORY _____

PLAN FOR COMMITTEE CHAIRMEN TO ATTEND CRC 92 _____

OTHER COMMENTS _____

MANUAL OF CHAPTER OPERATIONS DISTRIBUTED _____

HBO'S ESTABLISHED _____ UPDATED _____

NEWSLETTER MAILED TO DRC, RVC'S, NOM MEM AND ALT AND HISTORIAN _____

MINUTES OF B of B AND CHAPTER MTGS MAILED TO DRC. _____

COMMITTEE CHM REPORTING TO B of B _____



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

ASHRAE / 1791 Tullie Circle, NE. / Atlanta, GA 30329

Dalton J. McIntyre
Director and Regional Chairman
Region II

PHYSICAL PLANT FACILITIES ENGINEERING & CONSTRUCTION	
Copy to: 732 Sheppard Dr. W. Ottawa, Ontario K1V 7A1 FAX/PHONE 613/823-1401	CRC:
FILE —	
OCT 17 1991	
DKB —	UBS —
JMD —	DLM —
CKK —	WCC —
OTHER —	
BF —	

MEMORANDUM

1991-10-06

To: Regional Vice Chairmen,
Chapter Presidents — *Dougl Boyce*

Subject: ASHRAE REGION II CHAPTER VISIT REPORT

Attached is a chapter visit report form for your use in visiting a chapter. The chapter presidents are also receiving a copy, and are asked to have copies distributed to their committee chairmen.

A copy of this form is to be updated prior to your visit, so that it can be given to you on arrival. It will not therefore be necessary to arrange a special B of G meeting for you (for chapters not having a B of G meeting before each chapter meeting). A meeting between yourself and the chapter committee chairman is still required. A copy of the updated report is to be sent to me for record purposes.

Explanation of the form:

- FY 91/92 - FAOE points to date this fiscal year.
- CRC '91 - Did the chairman attend CRC '91 - Yes or No
- CRC '92 - Will the chairman attend CRC,92 - Yes or No
- MBO's - Are there written MBO's for the committee - Yes or No
- No. of Members - How many members are on the committee?
- Other items refer to the FAOE schedules.

The chapter member responsible for reporting the FAOE points, may use this form for follow up with the chairmen.

At the chapter meeting the president should arrange for you to give a short address, as part of the business section of the meeting.

Please confirm your arrival time to the chapter president, and advise both the chapter and myself if you have to postpone any scheduled visit.

Sincerely,

Dalton J. McIntyre
Dalton McIntyre, P. Eng.

Dougl - You could have a copy prepared in advance for my visit Oct 28 - 1 a copy updated for John Dugan Feb 24 and another by early April.
Thanks Dalton J. McIntyre



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

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

PHYSICAL PLANT	
FACILITIES ENGINEERING	
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DKB —	UBS —
JMD —	DLM —
CKK —	WCC —
OTHER —	

ASHRAE MEMORANDUM

FMC - 91/10/21

TO: Chapter Presidents

FROM: Rhonda Fowler *Rhonda Fowler*
Executive Secretary, Administration

DATE: October 21, 1991

SUBJECT: Chapter Participants in Society-Level Activities

For your information, attached is a list of individuals in your chapter who are participating in Society-level activities during 1991-92. This would include those serving on the Board of Directors, Councils, General Committees, Technical Committees, Task Groups, Technical Resource Groups, Standards Project Committees and Presidential Ad hoc Committees. This list was produced by the headquarters computer from the general membership records and rosters.

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

/rf
Attachment

cc: Regional Director/Chairman

ASHRAE
Regional and Chapter Participants

REGION 02

CHP NO -----	MEMBER NAME AND ADDRESS -----	MEMBER NO -----	ACTIVITY -----
116	BISSET JOHN B CHORLEY & BISSET LTD 521 COLBORNE ST LONDON ON N6B 2T6 CANADA FAX # : 5196792145	0064827	1992-E-EA
116	BOYCE DARRYL K UNIV OF WESTERN ONTARIO 1151 RICHMOND STREET SERVICES BLDG, ROOM 102 LONDON ON N6A 5B9 CANADA FAX # : 519/661-3801	1008700	1992-B-EDCOUN 1992-E-EA
116	MC CARTNEY WILLIAM J TRISAR LIMITED 1376 LOUGAR AVE SARNIA ON N7S 5N7 CANADA	0476577	1992-T-R&T-TC01.07
116	WILSON EDWARD B KILBORN ENGINEERING LTD 401 - 201 N FRONT ST SARNIA ON N7T 7T9 CANADA FAX # : 519/336-0201	2050056	1992-T-R&T-TG4.CCD

PHYSICAL PLANT
FACILITIES ENGINEERING
& CONSTRUCTION

COPY — CIRC. —
FILE —

SEP 9 1991

DKB — UBS —
JND — DLM —
BPF —

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

ASHRAE / 1791 Tullie Circle, NE. / Atlanta, GA 30329

Dalton J. McIntyre
Director and Regional Chairman
Region II

Reply to: 732 Bouthorne Dr. W.
Ottawa, Ontario
K1V 7A1
FAX/PHONE 613/523-1631

MEMORANDUM

1991-08-30

To: Chapter Delegates and Alternates

Subject: CRC '91 Windsor

I wish to thank you for your attendance and participation at CRC '91
nt Windsor. I hope that you found it useful and informative. Also
please thank your committee chairmen and other members who
attended.

Attached is an evaluation form that I ask you to copy and
distribute to all those from your chapter who attended the CRC, and
return the completed evaluation to me at your earliest convenience.

Attached is an updated version of the chapter visit schedule.

Simon Jol and I will be visiting Halifax on Monday Sept. 9,
followed by NB/PEI chapter in Moncton on Sept. 10.

When you approved the budget for CRC '92 in Halifax, some may not
have noticed that this was based on a chapter member fee of \$5.00
up from \$4.50. I forgot to mention this at the time, but wish you
to draw it to the attention of your treasurer, now, so that it can
be included in your budget.

When the minutes are received, I will establish the PAGE points for
CRC attendance, and send the president of each chapter a copy.

Attached also is a summary of the notes taken at the Chapter
Operations Workshop by Bob, Cliff, and Paul. All involved should
have a copy of and be familiar with the pertinent sections of the
Manual for Chapter Operations.

See you soon

Oct 28
Dalton J. McIntyre
Dalton McIntyre, P. Eng.

Copies for Regional Vice-Chairmen, Historian, and Nominating
Committee Member and Alternate.



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	x							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	D. GLENDON									CH		
WINDSOR	F. FRABOTTA											CH

NOTE: ch* Program Chairman
 ch** Technical Chairman

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

CHAPTER	* DELEGATE + ALTERNATE	BUS. SESSIONS				WORKSHOPS						CA/EX	
		#1	#2	#3	#4	CHA	HIST	EA	ETA	RP	MP		REF
HALIFAX	* E. SPENCER + R. KELLY	X	X	X	X	X					X		X/X X/X
NB/PEI	* D. PALMER + R. COLLINS	X	X	X	X	X		X				X	X/X A/X
QUEBEC	* Y. VEZINA + J. BUNDOCK	X	X	X	X	X		X					X/X X/X
SAGUENAY	* R. GAUDREULT + D. BERGERON	X	X	X	X	X		1/2			1/2		X/X X/X
MONTREAL	* M. ASSAAD + D. ROBERT	X	X	X	X	X					X		X/X X/X
OTTAWA	* C. FRAULEY + N. ARMSTRONG	X	X	X	X	X		X		X			X/X X/X
TORONTO	* C. SMITH + W. FINES	X	X	X	X	X							X X/X
MISSISS	* L. DOOLEY + G. FISHER		X	X		X							A/A A/A
HAMILTON	* D. RASMUSSEN + D. SOMERS	X	X	X	X	X		X					X X/X
LONDON	* T. DRENNAN + D. BOYCE	X	X	X	X	X		1/3	1/3		CH		1/3 X/X
WINDSOR	* G. BLACK + T. McDONALD	X	X	X	X	X		X		X			X X/X
COMMITTEE REG. OFFICERS													
EDUCATION	J. BISSET	X	X	X	X	X				VC			
ETA	S. JDL	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 P. CONRAD	X	X	X		X							X/X X/X
DRC	D. McINTYRE	X	X	X	X	X			1/5	1/5	1/5	1/5	1/5
EAST 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		

SEP 03 1991

REGION II MEETINGS 1991-92

CHAPTER VISITS BY DRC and RVC'S

CHAPTER	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
1. HALIFAX	9 DMc SJ	21	18		13	10	9 JP	13	11	
2. N.B./P.E.I.	15 DMc SJ	8	12		14	11	10 JP	14	12	
3. VILLE de QUEBEC*		8* DMc	4	2 JD	13	3	2	6	8	
4. SAGUENAY* LAC-ST-JEAN	30* DMc	28 JP	30		27	24	30		6	
5. MONTREAL	16 DMc	21 GS	18 SJ	9	13	10	9	13	11 JD	
6. OTTAWA* VALLEY	17 DMc	15 SJ	19 GS		21	18 JB	17	21	19	
7. TORONTO		7	4 GS	2 DMc	6	3	2	6	4	
8. MISSISSAUGA*										
9. HAMILTON*	9	15* DMc	11 JB	2	13	10	9	13	11	
10. LONDON*	30	28* DMc	25 JD		27	24	30	27	25	
11. WINDSOR*	17	22	19* DMc JD	3	21	18	17 JB	21	19	

DMc - D. McINTYRE JD - J. DUGAN JB - J. BISSET JP - J. POLLOCK
 SJ - SIMON JOL GS - G. SCOTT * - SPECIAL B of G MEETING REQ'D

ASHRAE

CRC 1991 WINDSOR, ONTARIO AUGUST 21 - 24

CHAPTER OPERATIONS WORKSHOP

This is a summary of the topics, SPEAKERS, CHAPTER PROGRAMS, and MOTIVATION, which were monitored by Bob Morris, Cliff Thompson, and Paul Conrad. Norm Johnson is sending me a copy of his session on Publicity, which will be sent to you upon receipt.

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 PADE 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, ie 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.

PRELIMINARY

REGION II MEETINGS 1991-92

CHAPTER VISITS BY DRC and RVC'S

CHAPTER	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
1. HALIFAX	9 DMC SJ	21	18		13	10	9 JP	13	11	
2. N.B./P.E.I.	10 DMC SJ	8	12	10	14	11	10 JP	14	12	
3. VILLE de QUEBEC*		8* DMC	4	2 JD	13	3	2	6	8	
4. SAGUENAY* LAC-ST-JEAN	30* DMC	28 JP	30		27	24	30		6	
5. MONTREAL	16 DMC	21 GS	18	9	13	10	9	13	11	
6. OTTAWA* VALLEY	17	15	19* DMC GS		21	18 JB	17	21	19	
7. TORONTO		7	4 GS	2 DMC	6	3	2	6	4	
8. MISSISSAUGA*										
9. HAMILTON*	9	15* DMC	11 JB	2	13	10	9	13	11	
10. LONDON*	30	26* DMC	25 JD		27	24 JD	30	27	25	
11. WINDSOR*	17	22	19* DMC JD	3	21	18	17 JB	21	19	

DMC - D. McINTYRE JD - J. DUGAN JB - J. BISSET JP - J. POLLOCK
 SJ - SIMON JOL GS - G. SCOTT * - SPECIAL B of G MEETING REQ'D

ADVISE DMC OF ANY CHANGES YOU MAY WISH.

[Signature] 91-08-22

COPY
FILE

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

JUL 25 1991

ASHRAE / 1791 Tullie Circle, NE. / Atlanta, GA 30329

DKB —
JMD —
CKK —
OTHER —
BF —

UBS
DLM
WCC

Dalton J. McIntyre
Director and Regional Chairman
Region II

JOHN DUGAN

(613) 733 9781

Reply to: 732 Southmore Dr. W.
Ottawa, Ontario
K1V 7A1
FAX/PHONE 613/523-1631

1991-07-18

MEMORANDUM

To: Delegates and Alternates, Region II

Subject: CRC '91, Windsor, Ontario, Aug. 21 - 24 1991

1.0 If you have not received the following documents, please find out who, in your chapter has them, and obtain copies for your use.

1.1 July 3rd Memo from Debra A. Canady-Foster, Atlanta including instructions, minutes of 1990 CRC, CRC summary report with instructions, Executive session worksheet with instructions, and forms for motions, travel, and biographies. An extra copy is attached to the delegate's copy of this memo.

1.2 May 27th, and July 10th memos from Bob Morris with requests that you contact several members in your chapter to determine if they qualify and are willing to serve.

1.3 April 11th, and 16th Memos from Norm Johnson to your chapter president. Should you have copies, please note that there are a number of changes to the program. Please use to the documents from Debra and Bob, the information sent to you by Dan Castellan, general chairman of the CRC, and the attached preliminary agenda for the four business meetings.

2.0 You are required to attend the Pre-Caucus breakfast at 07:00 hr Aug 22, the Caucus, the Executive session, and the four business sessions. You will be given further instructions at the pre-caucus breakfast. Bob Morris, your nominating committee member is in charge of the Caucus and the executive sessions.

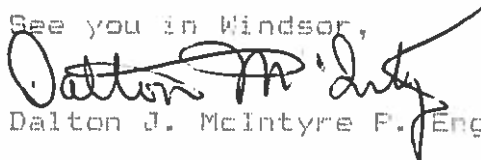
2.1 At the Caucus you submit names of eligible members for the various positions. At the Executive Session you vote on your recommendations. Make sure that your nominees are willing and able to serve so that they do not decline when approached afterwards for confirmation. (as happened last year)

2.2 Keep in mind that you have to provide replacements for John Bisset, Educational Activities, and Gary Scott, Research Promotion, each of whom will complete their third, and final year June 30 1992.

- 2.3 You are requested to delay considering the Society Officer positions until you have filled all the vacancies, including backups for the regional positions, and the regional award of merit. There is no voting required for names submitted for consideration for Society committees or Honours and Awards.
- 2.4 You ELECT your nominating committee member and alternate. All other regional nominations are subject to approval of myself and/or the Society President-Elect. The nominations received from the CRC's and others, for Society officers are considered and voted upon by the Society Nominating Committee, on which Bob Morris and Paul Conrad are participants.
- 3.0 Note that you have to give two reports this year.
- 3.1 At the second business session, you are to give a brief (max 5 min) report of your chapter activities during 1990-91, pointing out your successes and your failures. This will be based on the report of your chapter president, copies of which will have been given to everyone prior to this session.
- 3.2 At the third business session you are to present your MBO,s (Management by Objectives) for 1991-92 (max 5 min). Since most of you are now the chapter presidents, this is something under your control, and this is your opportunity to tell the CRC you plans for your term in office.
- 3.3 At this session you are also to present any motions or resolutions. These are changes that your chapter would like to be made concerning the conduction of society affairs. These motions are reviewed by the society officers immediately after the CRC, and forwarded to the appropriate council for consideration at the winter meeting in Anaheim California.
- 3.4 Reports shall be punched with 3 standard holes, may be stapled but not otherwise bound, for insertion in the CRC binder being provided by our host chapter. Note that chapters have been numbered from east to west, and reports should be filed in this order for ease of reference.
- 3.5 Reports shall contain the following, and in this order:
 - .5.1 CRC Summary Report for the year 1990-91
 - .5.2 The Chapter President's Report with attachments
 - .5.3 Your MBO plans for the year 1991-92
- 3.6 Reports shall be provided in 30 copies, and distributed prior to the First business session (10:15 Aug 22).
- 3.7 Keep your reports short, with committee reports preferably limited to one page. Do not include items in which other chapters may have no interest, such as detailed expenses or budget items.

- 4.0 You and all other chapter officers attending the CRC are requested to attend the Chapter Operations Workshop at 15:45 hr Aug 22.
- 5.0 You are requested to attend the ASHRAE Research Canada annual meeting at 07:00 hr Aug 24.
- 6.0 If your chapter committee chairmen are unable to attend, you may have to take their place at the Committee Workshops at 08:00 hr Aug 24.
- 7.0 You should attend the Technical Session (Tour of the Chrysler Plant Paint Shop) at 08:00 hr Aug. 23.
- 8.0 Please reread all the instructions that you have received to make sure that you fully understand what is expected of you at this very important Chapters Regional Conference.
- 9.0 Note the PADE schedule for CRC attendance
 - Delegate and Alternate 50 pts ea.
 - Chapter Committee Chairmen 100 pts ea.
 - Other chapter Officers or Board Members 40 pts ea.
 - Other Chapter Members(except Windsor) 35 pts ea.
 - Delegate or Alternate misses a Caucus or Business Session minus 100 pts ea.
 - Chapter not represented by anyone at a workshop (Complete session) minus 50 pts ea.Note that smaller chapters have a formula for increasing the value of these points.

See you in Windsor,



Dalton J. McIntyre P. Eng.

Chairman, Region II

Enclosures: Business Meeting Agenda
Functions Agenda

ASHRAE

CRC 1991 WINDSOR, ONTARIO AUGUST 21 - 24
FUNCTIONS AGENDA 91-07-17

Wednesday 21 Aug

20:00 - 22:00 Welcome, and CRC Orientation Dan Castellan
by Windsor Chapter Officers

Thursday 22 Aug

07:00 - 08:00 Pre-Caucus Breakfast Dalton McIntyre
Instructions to the delegates and alternates.
Also Dick Charles, and/or Billy Manning and/or
Norm Johnson may wish to say a few words.

08:00 - 10:00 Caucus Meeting Bob Morris
Special Meeting - Reg VC's Dalton McIntyre
Re: Chapter Visit schedule, and Golden Gavel Award
Interviews with press and/or TV Tom Hires

12:00 - 13:30 Business Lunch Dalton McIntyre
Invocation No Head Table Podium being provided
Remarks by chapter president Gregory Black
Speaker - Society Vice President Billy Manning

19:30 - 01:00 Regional Awards Banquet Dan Castellan
Invocation and introduction of the head table
Certificate of appreciation Dick Charles
Regional Awards of Merit Dalton McIntyre
Educational Activities Award John Bisset
Membership Promotion Award John Dugan
Energy and Technical Award Simon Jol
Research Promotion Award Gary Scott
Iceman Award John Pollock
Golden Gavel Award Dalton McIntyre
Announcement of CRC '92 Halifax Paul Conrad

Friday Aug 23

12:00 - 14:00 President's Luncheon Gregory Black
Invocation and introduction of the head table
Remarks by local political representative.
Speaker - Society President-Elect Richard Charles

15:30 - 17:30 Executive Session Bob Morris
Special Meeting - Reg VC's Dalton McIntyre
Re: CRC '92 in Halifax and MBO,s '91.
Interviews with press and/or TV Tom Hires

ASHRAE

CRC 1991 WINDSOR, ONTARIO AUGUST 21 - 24
BUSINESS SESSIONS AGENDA 91-07-10

1. FIRST BUSINESS SESSION - AUG. 22 - ERIE/HURON - 10.15 - 12:00

- 1.1 Call to Order Dalton McIntyre
- 1.2 Election of Secretary Motion from the Floor
- 1.3 Roll Call (Delegates and Alternates) Secretary
- 1.4 Introduce Official Attendees and Guests Dalton McIntyre
- 1.5 Staff Report Frank Coda
- 1.6 Approval of the 1990 CRC Minutes Dalton McIntyre
- 1.7 Business arising from the minutes Dalton McIntyre
- 1.8 Additions to Agenda items Dalton McIntyre
- 1.9 Regional Reports on 1990-91 Activities
 - .9.1 Regional Chairman 1990-91 Norm Johnson
 - .9.2 Educational Activities Vice Chairman John Bisset
 - .9.3 Research Promotion Vice Chairman Gary Scott
 - .9.4 Membership Promotion Vice Chairman John Dugan
 - .9.5 Energy and Technical Activities Vice Chairman Simon Jol
 - .9.6 Refrigeration Vice Chairman John Pollack
 - .9.7 Historical Committee Cliff Thompson
 - .9.8 Nominating Committee Bob Morris

2. SECOND BUSINESS SESSION - AUG 22 - ERIE/HURON - 13:30 - 15:30

- 2.1 Chapter Reports for 1990-91 - Delegates
 - .1.1 Halifax Elmer Spencer
 - .1.2 New Brunswick Derrick Palmer
 - .1.3 Ville de Quebec Jean Bundock
 - .1.4 Saguenay-Lac-St.Jean Real Gaudreault
 - .1.5 Montreal Magdi Assaad
 - .1.6 Ottawa Valley Chris Frauley
 - .1.7 Toronto Cedric Smith
 - .1.8 Mississauga Louis Doody
 - .1.9 Hamilton David Rasmussen
 - .1.10 London Tom Drennan
 - .1.11 Windsor Gregory Black

2.2 1991-92 Regional MBO's

.2.1	Regional Chairman	Dalton McIntyre
.2.2	Educational Activities V/C	John Bisset
.2.3	Research Promotion V/C	Gary Scott
.2.4	Membership Promotion V/C	John Dugan
.2.5	Energy and Technical Activities V/C	Simon Jol
.2.6	Refrigeration V/C	John Pollack
.2.7	Historical Committee	Cliff Thompson
.2.8	Nominating Committee	Paul Conrad

3. THIRD BUSINESS SESSION - AUG. 23 - ERIE/HURON 14:00 - 15:30

3.1 1991-92 Chapter MBO's

		Delegates
.1.1	Halifax	Elmer Spencer
.1.2	New Brunswick	Derrick Palmer
.1.3	Ville de Quebec	Jean Bundock
.1.4	Saguenay-Lac-St.Jean	Real Gaudreault
.1.5	Montreal	Magdi Assaad
.1.6	Ottawa Valley	Chris Frauley
.1.7	Toronto	Cedric Smith
.1.8	Mississauga	Louis Doody
.1.9	Hamilton	David Rasmussen
.1.10	London	Tom Drennan
.1.11	Windsor	Gregory Black

3.2 Motions

Delegates

3.3 Regional Fund

Dalton McIntyre

3.4 New Business

4. FOURTH BUSINESS SESSION - AUG. 24- HURON - 13:30 - 15:00

4.1 Workshop Reports, and Motions arising from the workshops

.1.1	Chapter Operation Workshop	Dalton McIntyre
.1.2	Educational Activities Workshop	John Bisset
.1.3	Research Promotion Workshop	Gary Scott
.1.4	Membership Promotion Workshop	John Dugan
.1.5	Energy and Technical Activities Workshop	Simon Jol
.1.6	Refrigeration Workshop	John Pollack
.1.7	Historical Workshop	Cliff Thompson
.1.8	Nominating Committee	Paul Conrad

4.2 Future CRC' Region II

Dalton McIntyre

4.3 Winter Meeting Anaheim CA

Jan.25-29 1992

4.4 Annual Meeting Baltimore MD

June 27 - July 1, 1992

4.5 Adjournment

5. OFFICER'S RATING REPORT

RICHARD CHARLES

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JAN 7 1992

ASHRAE REGION II NEWSLETTER

January 1992

REGIONAL CHAIRMAN DALTON J. MCINTYRE

DKS —
JMD —
CKK —
BF —
UBS —
DLM —
WCC —

1. Chapter Visit Reports -

Visiting ten chapters in a period of three months was a learning experience for me. I learned that, not everyone who should, reads the manual of chapter operations, that the chapter visit report form can cause confusion, and that getting on the mailing list for chapter newsletters and meeting minutes seems to be difficult for some chapters. Only Quebec and Hamilton have provided all these documents. Halifax and Quebec have sent in the chapter visit report form. Please update a copy of this report form for your chapter and send it to me so that I can prepare my report for Anaheim.

2. Regional Fund -

Subject to formal approval at CRC '92, the Regional Fund will be administered by CRC '92 treasurer, Elmer Spencer. The treasurer of CRC '91 in Windsor Thomas McDonald, will forward a cheque for half the surplus from the CRC to Elmer Spencer, who will include them in his separate CRC '92 account. He will be sending out invoices to each chapter, requesting CRC, and Regional Fund payments in the amount of \$5.50 per chapter dues paying member. Fifty cents of this is for the Regional Fund. During the year any regional expenses such as the Iceman and Golden Gavel awards, will be reimbursed from this fund upon submission of the invoices, with the approval of the DRC. I have two such invoices awaiting the initiation of this fund. In January 1993 the accumulated amount in the fund, plus half of any surplus for CRC '92 will be sent to the treasurer of CRC '93 in Quebec.

3. Membership Promotion -

The attached "Cost - Benefit Analysis" prepared by John Dugan should provide food for thought that may help you to improve your operations. Quebec Chapter had a drawing in December for which new members and those who were responsible for introducing new members, were eligible.

4. Energy and Technical Activities -

Simon Jol has been ill and was unable to attend chapter meetings in Montreal and Hamilton. These are now being rescheduled. How are you making out with the speaker evaluation forms. This is a very controversial subject, and I would be very interested in your opinion of this procedure. One possible advantage is to show a speaker, prior to the meeting, a rating form that indicates he could lose 50% of his points by being Commercial. I will be reviewing with Simon the various documents we have received which support the planning activities of the chapter program, and establish the PAOE points that can be allocated for this purpose.

5. Research Promotion -

How many have achieved 10% or more of their objective?

Toronto had a 50/50 draw at their December meeting. 50% of the pot went to ASHRAE Research Canada. Some of the other chapters have similar programs for raising funds for research.

For those who say that they do not contribute because it cannot be used as a charitable donation, ask how much they would give if it were, and how much of that amount was still taxable. Then ask them to contribute this lesser amount.

6. Educational Activities -

Educational activities figure strongly in the Long Range Plan which was presented in the November issue of "Insights". We can expect some very positive action for continuing educational programs, and extension of scholarship/fellowship programs. Many are not aware that Canadian students can qualify for these programs.

There will be an announcement in Insights shortly re the Reuben Trane Scholarship of \$5000 per year for four years, for a first year student in an accredited engineering course, preferably where there is a student branch. So, if you do not have a student branch, this is another reason for setting one up.

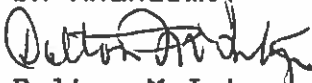
FESTIVAL OF ENGINEERING - The Canadian Council of Professional Engineers, the Association of professional Engineers of Canada, the Engineering Institute of Canada, and the Canadian Academy of Engineering, are to have the first Festival of Engineering April 6-11 1992. The Ottawa Chapter of APEO is arranging a demonstration of what a career in engineering can be like, and are calling it Destiny 2000. Please contact your local branch of one of these organizations, and offer to participate in these programs. Their objectives are similar to ours, so let us support them in any way we can. The information packages that ASHRAE has for Engineers Week in the US should be of assistance for these projects. I will be looking for items in your newsletters on this subject.

7. Distribution - To Chapter Presidents, RVC's, Nominating, and Historian

Please arrange to copy this Newsletter, and distribute it to your board members, and committee chairmen.

You may use any of this information in your newsletters, as you wish. I have been unable to initiate the specific regional newsletter data that was proposed in the regional MBO's.

The next newsletter will include data that may come from the meeting in Anaheim.


Dalton McIntyre

Cost - Benefit Analysis

Few of us will dispute the fact that MEMBERSHIP is the life blood of A.S.H.R.A.E. or any similar non-profit organization.

Based on this premise it's essential not only to encourage new members in joining our society but maintaining an environment that will motivate present members to continue their association with us.

Simply put ... the benefits to our members must outweigh the costs.

Every action we take should be measured by the question "HOW DOES THIS BENEFIT OUR MEMBERS." If there is no benefit then don't do it. How often under the pressure of time we scramble to arrange for speakers or stage events that result in very little return to our members. Talk to the names on your unpaid members listing. Listen to and apply their recommendations.

Someone once suggested that if we as seasoned members recalled the benefits we gained following our "freshman" year it would be a major step forward to encouraging our new members to develop a deeper sense of belonging and become more active participants in chapter activities.

Doesn't it then make sense? Although we hold one or two MEMBERSHIP NIGHTS a year and follow the "book", unless we continue to maintain the pulse of the memberships' needs we are simply window dressing.

One approach that can change an "activity" to a "benefit" is our method of communicating chapter activities.

There are some newsletters we all enjoy reading. Others are less likely to catch the interest of our members who because of the pressure of time must be somewhat selective in their reading material. Take a real hard look at your monthly communication. Ask the advice of a few key members on how or if it can be improved. It's for this and like reasons that President Don Rich has focused on QUALITY; OUR ONGOING CHALLENGE, as his presidential theme.

As region and chapter officers let us rededicate ourselves to a program of continuing to improve the quality of our personal contributions to the direct benefit of our membership.



John Dugan

JAN 1 1992

REGION II DOCUMENTS 1991-92
DOCUMENTS RECEIVED BY DRC.

D.J. McINTYRE

CHAPTER	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
1. HALIFAX EAST COAST CRIER MTG. MINUTES B-G. MINUTES				N/A ↓						
2. N.B./P.E.I. HERRING CHOKER * MTG. MINUTES B-G. MINUTES										
3. QUEBEC INFOBEC SOUPER-CONF. B-DIRECTION	N/A	X X X	X X X	X X X						
4. SAGUENAY * LE FJORD SOUPER-CONF. B-DIRECTION	X X X	 X 	 X	N/A ↓						
5. MONTREAL LE MONTREALER MTG. MINUTES B-G MINUTES	X X X	X X 	X X X	N/A ↓	X					
6. OTTAWA CAP COMMUNIQUE MTG. MINUTES B-G MINUTES	X X X	X X X	X 	N/A ↓						
7. TORONTO GAZETTE MTG. MINUTES B-G MINUTES		X X	X X	X 	X					
8. MISSISSAUGA * CROSS-FLOW MTG. MINUTES B-G MINUTES		X 	X 	N/A ↓						
9. HAMILTON AIRWAYS MTG. MINUTES B-G MINUTES		X X X	X X X	X X X						
10. LONDON NEWSLETTER MTG. MINUTES B-G MINUTES	X X	X X	X X	N/A ↓ X						
11. WINDSOR NEWSLETTER MTG. MINUTES B-G MINUTES	 X X	 X X	 X X	 						

N/A - NOT APPLICABLE

- MISSING DOCUMENTS

* - LEAH GATCH - ASHRAE - ATLANTA - MISSING THESE DOCUMENTS ALSO

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

MBD - DRC - REGION II - FY 1991-92

Prepared 91-06-20

OBJECTIVES	MEASUREMENTS, or TASKS	DUE DATE	STATUS 91-08-14
1. Conduct CRC '91 Windsor, 91-08-22	Visit Windsor, check details Plan Business Sessions. Plan chapter Workshops. Advise participants. Follow-up procedures.	91-07-09 91-08-22 91-07-26 91-07-26 91-09-27	COMPLETE COMPLETE 50% COMP COMPLETE
2. Visit Chapters <i>have bofg same night</i>	Chapter visit sch. to RVC's Schedule to Chapter Presidents Report forms to RVC's	91-07-05 91-07-19 91-07-05	COMPLETE AT CRC 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	

