

FAX TRANSMITTAL

**ASHRAE**

DATE 1993-11-30

TO: ONTARIO HYDRO ATTN: PETER ZIEBART FAX: 519-660-4549

FROM: DALTON MCINTYRE DIRECTOR AND REGIONAL CHAIRMAN REGION II

FAX/PHONE: (413) 523-1651 Address:

732 Southwood Dr. W.  
Ottawa; Ontario K1V 7A1

NO. OF PAGES INCLUDING TRANSMITTAL: ONE

IF THERE ARE ANY PROBLEMS WITH THIS TRANSMISSION, PLEASE PHONE.

Signed:



SUBJECT: FAR, TRAVEL VOUCHER, HOTEL BILL

Thank you for your hospitality during my visit yesterday. You have a number of people who seem to be very interested in doing a good job for your chapter, and I hope that you can keep up their interest.

Kirk Flowers did not send in a travel voucher claim for the CRC. Perhaps he could send one in and divert the funds to ASHRAE Research Canada. Time is running out on these claims.

Attached is the hotel bill in the amount of \$56.65. Let me know if you need the original, and I will send it to you. Please approve this and have your treasurer send a refund cheque to McIntyre Engineering Services.

NSMITTAL

ASHRAE

DATE 1993-06-09

680-4555

ARIO HYDRO ATTN: PETER ZIEBARTFAX: 519-681-9672

DALTON McINTYRE DIRECTOR AND REGIONAL CHAIRMAN REGION II

NE: (613) 523-1651 Address:

732 Southmore Dr. W.

Ottawa, Ontario K1V 7A1

PAGES INCLUDING TRANSMITTAL: ONE

ARE ANY PROBLEMS WITH THIS TRANSMISSION, PLEASE PHONE.

Signed: *Dalton McIntyre*

CHAPTER INFORMATION QUESTIONNAIRE

PLEASE refer to the Manual of Chapter Operations:

Section 1.4 K the chapter Secretary is to complete and mail the CHAPTER INFORMATION QUESTIONNAIRE ( Appendix J ), to Atlanta and the DRC prior to May 1. The secretary cannot do this unless you, the incoming president, have appointed your committee chairpersons.

Section B.1 B - The CHAPTER INFORMATION QUESTIONNAIRE is to be submitted by prior to May 1 by the incoming chapter president. That's you.

Section 1.3 - Prior to taking office as President, the President-Elect should appoint those committee chairpersons who will be serving during the first year as President. You are now the President. Have you done this?

Whether or not you have this questionnaire complete, please fax me a copy of what you have. This should also be sent to Atlanta. Any changes or corrections can be sent in later. A copy is also to be included with your report.

The purpose of having this questionnaire now is for correspondence to go to the correct person, and for our Regional Roster to be prepared.

# AQUA TECH SALES & MARKETING INC.

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TO: PETER ZIEBART JUNE 17/93  
FROM: NEIL COURNEYA

HERE IS INFO YOU REQUESTED.

MY ASHRAE # IS 5079056