



ASHRAE

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

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

Terri Stephens

Assistant to Executive Director

CENTRAL PLANT FACILITIES ENGINEERING & CONSTRUCTION	
COPY —	CIRC. —
FILE —	
AUG 28 1993	
DKB —	UBS —
JMD —	DLM —
CKK —	WCC —
OTHER —	
BF —	

August 17, 1993

Dear Member:

I am pleased to advise that American Express Travel (AMEX) is available to handle your transportation to ASHRAE-related meetings. This is being offered to all members of the Society on a voluntary use basis, but will be particularly useful to those authorized for transportation and travel reimbursement. However, if you choose, you may continue to submit transportation and travel reimbursement requests directly to Society headquarters in the usual manner.

If you have tried American Express Travel before and were unhappy with the level of service you received, please rest assured we have taken the necessary steps to improve the service. Another office is now handling our account, and they appear to be doing an excellent job. We urge you to give them another try and see what you think.

The benefits to you are numerous and include the following:

- A simple, easy method of charging transportation directly to ASHRAE with no out-of-pocket expense to you.
- Air booking services may be handled via facsimile or by calling a toll free number.
- Lowest available airfares.
- 24-Hour Emergency Hotline: Provides around-the-clock traveler assistance from AMEX staff 365 days a year worldwide.
- Comprehensive travel accident insurance of \$100,00 and baggage insurance (\$1,250 for carry-on baggage and up to \$500 over and above coverage provided by airline for checked baggage).
- AMEX offices located worldwide to assist you when needed.





In addition, the Society will realize enhanced savings and be assured of the lowest airfare, in accordance with our current travel policies.

If you wish to make your airline reservations through American Express Travel, you must first complete the enclosed *American Express Business Traveler Profile* and return it to ASHRAE headquarters via facsimile (404/321-5478) or by mail. Without a Traveler Profile, proper service cannot be rendered since this information must be entered into the American Express reservation system. If you have already completed a profile and have used this service in the past, it will not be necessary for you to return another profile.

To assist you in making reservations, enclosed are instructions on the *Reservation Process*. You are also being provided with several *ASHRAE Air Reservation Forms* for use in faxing your reservation requests to American Express. Detailed instructions appear on the reverse side of the form.

We look forward to our partnership with American Express and to expanding our services to you, our members. If you have any questions, please let me know.

Sincerely,



Terri Stephens
Assistant to Executive Director

/tes

Enclosures: American Express Business Traveler Profile
Reservation Process
ASHRAE Air Reservation Forms

20 24 28 32 36 40 44 48 52 56 60 64 68 72 76 80 84 88 92 96 100

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

1

2

3

AMERICAN EXPRESS BUSINESS TRAVELER PROFILE

PLEASE PRINT OR TYPE

NAME

Last _____ First _____ Middle Initial _____

Title _____

PREFERRED ADDRESS (Business or Home)

Street Address _____ City/State/Zip Code _____

Company Name _____ Telephone _____

Division/Department _____ Fax Number _____

TRAVELER INFORMATION

AIRLINE Seating Preference Aisle Window Smoking Non-Smoking
Alternate Choice Aisle Window Smoking Non-Smoking

Special Meal Requests (specify) _____ Medical Alerts (specify) _____

FREQUENT FLYER CLUB MEMBERSHIP(S)

Airline _____	ID# _____	Airline _____	ID# _____
Airline _____	ID# _____	Airline _____	ID# _____
Airline _____	ID# _____	Airline _____	ID# _____

PASSPORT Do you have a Passport? Yes No Country of Citizenship _____

Passport Number _____ Issuance Date _____ Expiration Date _____

PERSONAL RESERVATION INFORMATION

For my Personal Travel, Please Charge my American Express Card:

Card Number (Personal Corporate) _____ Expiration Date _____

Charge Card (if different from above) _____

Card Number _____ Expiration Date _____

CAR RENTAL Club Membership(s)

Car Co. _____ ID# _____ Car Co. _____ ID# _____

Car Co. _____ ID# _____ Car Co. _____ ID# _____

Special Requests _____

HOTEL Club Membership(s)

Hotel Co. _____ ID# _____ Hotel Co. _____ ID# _____

Hotel Co. _____ ID# _____ Hotel Co. _____ ID# _____

Special Preferences (if available) Smoking Room Non-Smoking Room

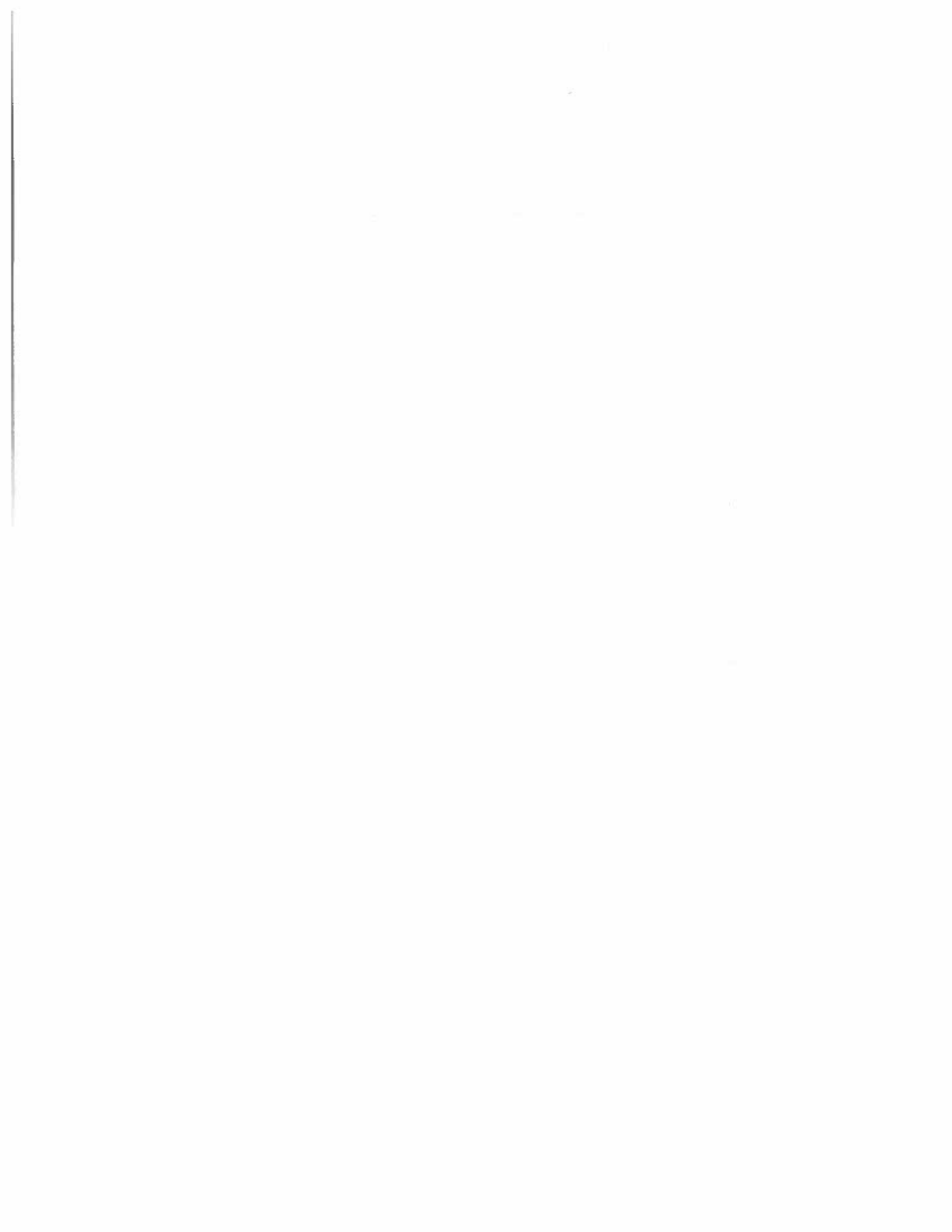
AUTHORIZATION

The undersigned traveler and the Company hereby authorize American Express Travel Related Services Co., Inc. ("AMEXCO") to charge to the Card Account (through signature on file) as indicated on this form, any personal travel transactions requested by the undersigned traveler or his authorized agent via telephone or letter while the account is in effect.

SIGNATURE OF TRAVELER _____ DATE _____

SIGNATURE OF AUTHORIZED AGENT, if any (secretary, travel coordinator) _____ DATE _____

SIGNATURE AND TITLE OF AUTHORIZING OFFICER _____ DATE _____



AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS, INC.
 1791 Tulle Circle, N.E.
 Atlanta, Georgia 30329

MINUTES

CHAPTER LONDON CANADA CHAPTER MEETING DATE June 8, 1993

Indicate Type of Meeting: Chapter _____ Board of Governors X

ATTENDANCE: MEMBERS _____ GUESTS _____ COMPILED BY: Kirk Flowers

DISTRIBUTION: Retain the original for chapter files, mail one copy to your Regional Chairman and one copy to Manager, Membership Dept, ASHRAE, Atlanta

June 8, 1993.

1. Meeting called to order at 4:50 p.m. at the University of Western Ontario.

Present: O. Glendon,
 D. Boyce,
 D. Shah,
 K. Flowers,
 B. Stonehouse,
 M. Gubesch,
 B. Deneau,
 G. Hillier,
 G. Miles,
 P. Zeibart,
 C. McEwen

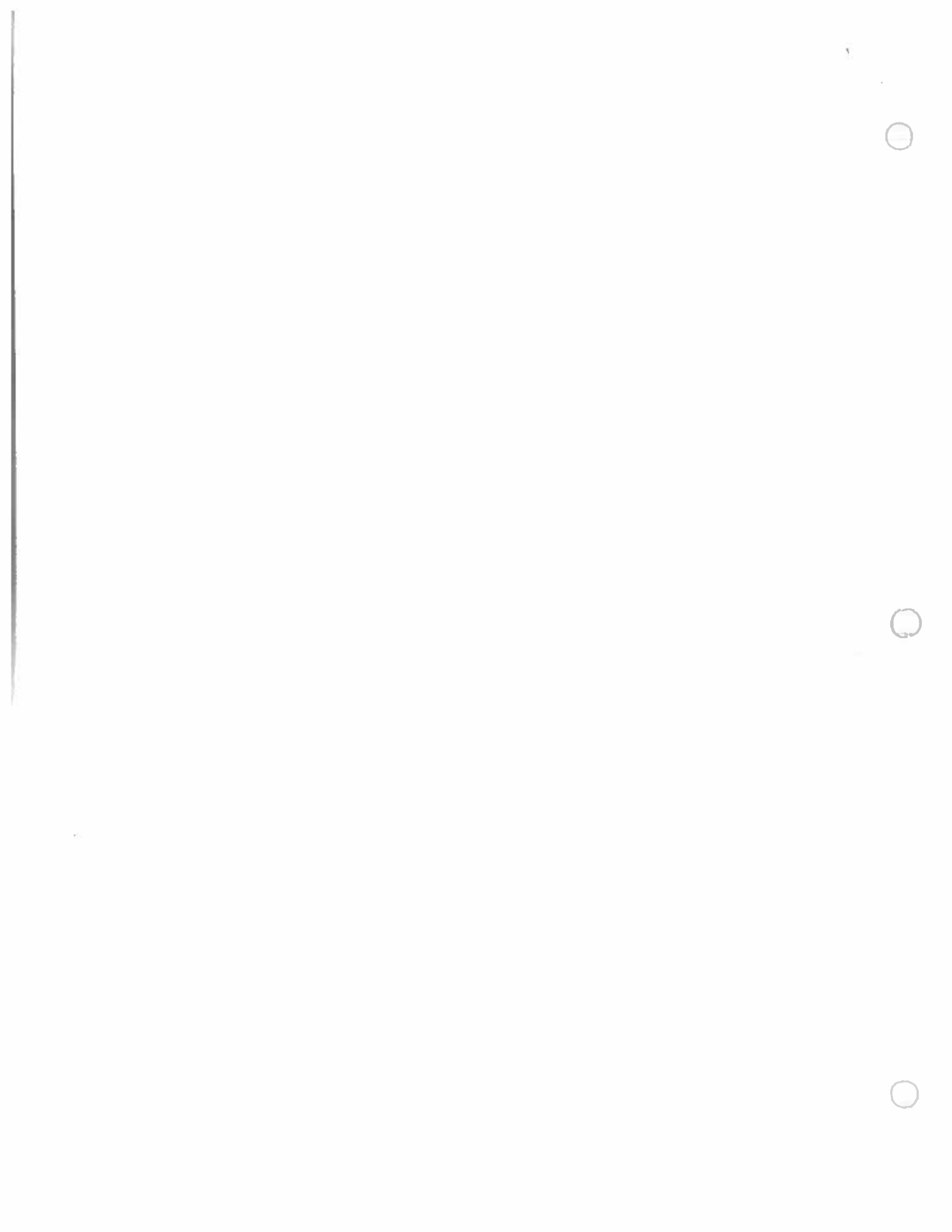
2. PAOE Points were reviewed by the Committee Chairman. Research has approximately 520 points (over par). Education has approximately 470 points (over par). TEGA - D. Shah will summarize to Owen by week's end. Refrigeration - Owen to check with B. Ovington. Membership Promotion - 640 points representing ninety-five percent of their goal (highest in region to date). Historical - B. Fenner promised a five year review within the next week. Chapter Meeting Attendance 556 points based on an average attendance of thirty this year.

3. Treasurer's Report

Current Account	\$3,094.00
Savings Account	\$5,281.00

Grant reports that there are still several local members who have not paid their annual dues. Owen suggested that members unpaid as of the January meeting should be asked to pay at the door next year. Further discussion will take place at ~~December~~'s meeting.

September



ASHRAE MINUTES

..... page two

Last month's speaker, Dr. Jaco, requested that a small donation be made to the Women's Community Shelter in lieu of accepting our traditional speaker's present. Owen moved that a \$50.00 donation be given to the shelter, seconded by Kirk Flowers.

K. Flowers has received the Presidential Certificate of Appreciation for Owen Glendon. He will have it framed for presentation at the September meeting.

4. Speakers for 1993-1994

In view of the membership's satisfaction with the Highland Country Club venue, the majority of the meetings will once again be convened at the Golf Club. Since spouses night in November has been poorly attended, we will replace it with a technical tour in 1993. A social gathering on a weekend evening would seem more appropriate and we will poll the membership to see if they are interested in attending a performance at the Grand Theatre in October.

Some possible topics for next year's meetings might include

- (a) Total Quality Management (contact at 3M)
- (b) Environmental Engineering (contact Green Program at the Ontario Ministry of Environment and Energy)
- (c) Atomic Energy

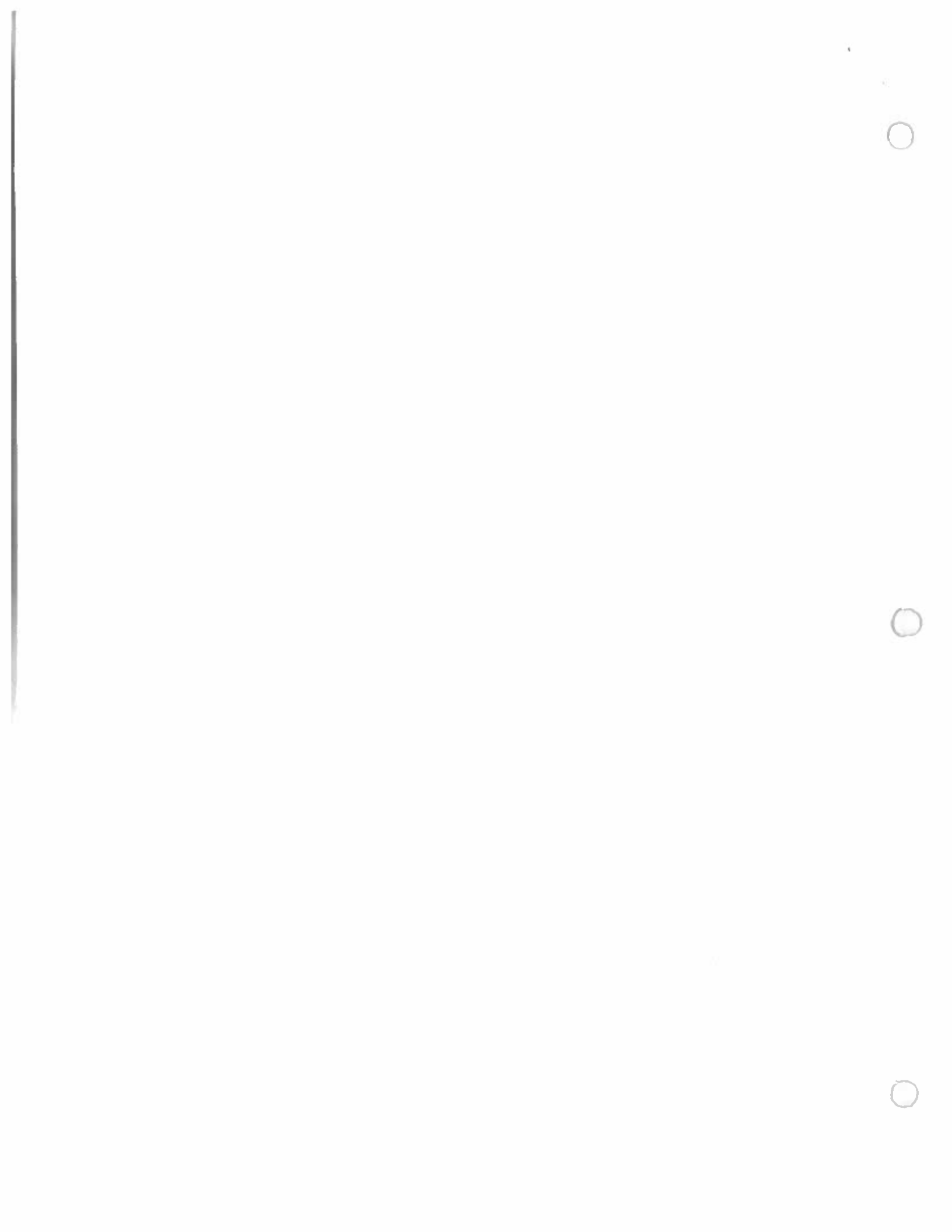
Committee Chairpersons and Membership will be asked for suggestions in the next newsletter.

Kirk will check with Atlanta into the possibility of London hosting a PDS.

1993 Committee Chairpersons:

Membership	M. Gubesch
Education	B. Deneau
Newsletter	N. Courneya
TEGA	D. Shah
Nomination	O. Glendon
Research	D. Boyce
Reception	C. McEwen
Refrigeration	B. Ovington (to be confirmed)
Historian	(to be confirmed)

..... page three



ASHRAE MINUTES

..... page three

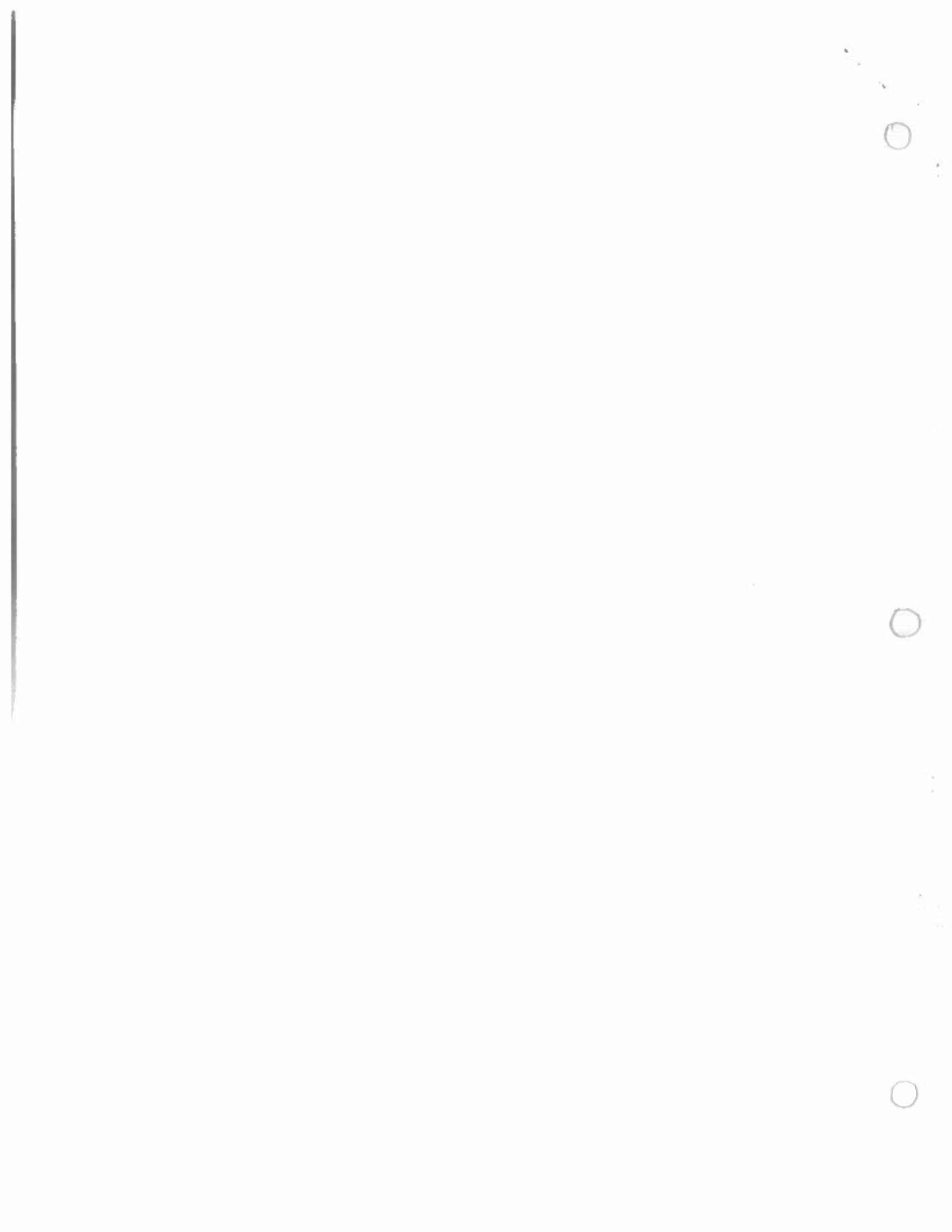
5. CRC_1993

Owen Glendon and Peter Zeibart will have their expenses paid as delegate and alternate. Darryl Boyce's expenses are paid because of regional involvement. We are encouraging the Board of Governors to attend en mass. Registration will be covered by the Chapter and partial reimbursement of expenses. The following indicated that they wished to attend:

- M. Gubesch
- B. Deneau
- D. Shah
- G. Miles
- B. Stonehouse
- K. Flowers

Bring your sleeping bags. Owen has reserved a suite.

6. The meeting was adjourned at 6:15 p.m.



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

LONDON CANADA CHAPTER / 521 COLBORNE ST. / LONDON, ONTARIO N6B 2T6**4 June 1993****TO: Board of Governors**

Peter Ziebart	- Vice President - Program
Kirk Flowers	- Secretary
Grant Hilliard	- Treasurer
Brenda Stonehouse	- Education Chair
Bill Ovington	- Refrigeration Chair
Michael Gubesch	- Membership Chair
Bert Fenner	- Historian
Brad Deneau	- Publicity and Newsletter Chair
Darryl Boyce	- Research Chair (Past President)
Grant Miles	- Trade Show
Chris McKewen	- Reception

The next Board of Governors meeting will be:

**Tuesday, 8 June, 1993
Room 100, Services Building.
University of Western Ontario
4:45 p.m. SHARP**

Please attend this last Board of Governors Meeting. Prepare your P.A.O.E. points prior to the meeting. We will also discuss September's CRC.

ORG:mer



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

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

**LONDON CHAPTER
REPORT**

June 8, 1993

Chairperson: _____

Committee Members: _____

PAOE Formulation: _____

REPORT

Please bring one (1) extra copy to Meeting.

DARRYL

RESEARCH PROMOTION

Research Promotion - Figures will be compiled by HEADQUARTERS.

PAR = 400 Points
 MAXIMUM = No Limit
 MINIMUM = 200 Points

The importance of research contributions to the Society's development of technology is emphasized. The chapter norm for 1983-84 will be \$40 per area-assigned member. Bonus points are awarded for special Research Promotion Chapter nights, conducted in accordance with Society criteria, in recognition of their importance in communicating the value of ASHRAE research to the membership. Additional bonus points are awarded for chapters that obtain a "high five," where total contributions exceed the maximum one-year total of the prior five years.

The formula for Research Promotion PAOE points is as follows:

$$P_r = 10 \frac{C_1}{M_1} + \text{BONUS}_1 + \text{BONUS}_2$$

Where: C₁ = Total dollars contributed
 M₁ = Area-Assigned Members

Bonus:

	<u>Points</u>	<u>Maximum</u>
1. Holding chapter meeting focusing on ASHRAE research	25 pts.	50 pts.
2. Achieving a high five by May 31 (more dollars for research than any prior year in last five)	75 pts.	75 pts.

$$\underline{\text{PAOE}} = 10 \frac{5495}{107} + 50 = \underline{\underline{564}}$$

DARRYL

CRC ATTENDANCE

CRC Attendance - REGIONAL CHAIR must advise Headquarters of these figures immediately after their CRCs have been held.

- PAR = 400 Points
- MAXIMUM = No Limit
- MINIMUM = 200 Points

The goal is for each chapter to be represented at the CRC by the Delegate and Alternate in attendance at all Caucus and Business Sessions; the incoming Chapter Committee Chairs at the workshops for Educational Activities, Technical Energy & Government Activities, Membership Promotion, Refrigeration and Research Promotion; plus attendance by as many chapter members as possible. A person may attend several sessions, but will be given points for only one. To receive credit for attendance at any business session, workshop, caucus, etc., you must sign the attendance sheet and be present for the full duration of the function.

The point scores for CRC Attendance are:

	<u>Points</u>
Delegate and Alternate	50 pts. ea.
Chapter Committee Chairs ¹	100 pts. ea.
Other Chapter Officers or Board Members	40 pts. ea.
All other Chapter Members (except Host Chapter)	35 pts. ea.
If a Delegate or Alternate misses a caucus or business session without excused absence	

*un-
ed
14.55
Program*

<100>

Bonus:

a) Chapters with less than 150 Area-Assigned Members (M) multiply points from table above by the formula shown below in order to obtain points.

$$\sqrt{150/M_2}$$

b) For each host Chapter:

200 pts.

*100
400
80
-----*

PAOE 580 x 1.184 = 687

¹ Chapter Committee Chairs are defined as chairs of Membership Promotion, Educational Activities, Technical Energy and Government Activities, Refrigeration, Research Promotion and Historian

