

# ASHRAE LONDON CANADA CHAPTER BOARD OF GOVERNORS - MEETING MINUTES

Date: Tues Sept 9/2003 (4:30pm)  
Attended by: Tom Pollard - Pres                      Derek Vakaras – VP  
                  Joe Claessens - Treas                     John Kelly - Hist

- |                                                                                                                                                                                                                                       | <u>ACTION BY</u>   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1. There are no minutes to review from July BOG meeting                                                                                                                                                                               | Noted              |
| 2. Bank account signatures have been changed to: Tom Pollard (Chapter President); Derek Vakaras (Chapter Vice President); and Joe Claessens (Chapter Treasurer)                                                                       | Noted              |
| 3. Joe Claessens indicate current bank balance is \$13,726.66 but noted that there are a few people with CRC expenses that have not yet submitted requests for payment.                                                               | ALL                |
| 4. Previous bank statements to be audited – Scott Turner had volunteered.                                                                                                                                                             | Scott T            |
| 5. September newsletter items to be forward to Scott Turner so that issue can be sent out before Sept 16.                                                                                                                             | ALL                |
| 6. Sept 29 meeting will be "Student Night" – Scott Edmunds has spoken to UWO and Fanshawe College students. Number of students required by Thru Sept 25. Corporate sponsors list to be prepared and invoices issued by Joe Claessens. | Scott E<br>Joe C   |
| 7. Derek Vakaras to forward speaker and topic for newsletter. Derek also asked that Oct and Nov speakers be included in newsletter and mentioned at Sept meeting.                                                                     | Tom P              |
| 8. Tom Pollard to forward President's Message for newsletter.                                                                                                                                                                         | Tom P              |
| 9. Daryl Somers to advise on when he would like a Resource Promotion night (possibly Oct meeting?). A list of donors should be included in newsletter.                                                                                | Daryl S            |
| 10. Frank Bann – Region II Membership, and Dan Castellan – Region II Student Affairs, have both indicated they will be attending Sept meeting. A room has been booked for Frank (charged to chapter).                                 | Noted              |
| 11. History binder has been started – if anyone has chapter newsletters from 1998 or earlier please forward them to Derek Vakaras or John Kelly.                                                                                      | ALL                |
| 12. Jason Vandenburg to check into social event – hockey game at JLC in Dec.                                                                                                                                                          | Jason V            |
| 13. Everyone reminded to forward MBO – Management By Objectives – to Region chairs before Oct 1                                                                                                                                       | ALL                |
| 14. CRC 2005 – need to check with Peter Golem and Daryl Somers if any assistance is required.                                                                                                                                         | Peter G<br>Daryl S |

Next BOG meeting: TBA  
Meeting adjourned (5:35 pm)

