



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

## MINUTES

CHAPTERS REGIONAL CONFERENCE

### Region XI

Date: May 9 & 10, 2007

Location: Edmonton Alberta, Canada

#### Members Present:

(Name, Chapter/Affiliation)

Traci Hanegan	Inland Empire	Region XI DRC
Lynn Bellenger	Rochester	Society Vice President
Gordon Holness	Detroit	Society Treasurer
Carolyn Kettering	Atlanta Staff ASHRAE	
Erich Binder	Southern Alberta	Region XI ARC
Doug Dunford	Oregon	Region XI Nominations
Kevin Marple	Oregon	Region XI Nominations
Rob Craddock	Regina	Region XI Treasurer
Ivan Hall	Northern Alberta	Region XI Historian
Bert Phillips	Manitoba	Region XI RVC CTTC
Norm Grusnick	British Columbia	Region XI RVC Research
Russell Lavitt	Manitoba	Region XI RVC Membership
Bruce Dobbs	Oregon	Region XI RVC Student Activities
Doug LeCren	Alaska	Incoming RVC Student Activities
Russ Peters	Alaska	Delegate
Jim Christian	Alaska	Alternate
Chris Collett	British Columbia	Delegate
Charlie Sabeau	British Columbia	Alternate
Todd Erickson	Inland Empire	Delegate
Jake Deering	Inland Empire	Alternate
Sergio Almeida	Manitoba	Delegate
Daryl Friesen	Manitoba	Alternate
Jay Ashbaugh	Mid-Columbia	Delegate
Mark Simon	Mid-Columbia	Alternate
Reg Levesque	Northern Alberta	Delegate
Kent Signorini	Northern Alberta	Delegate
Nick Collins	Oregon	Delegate
Stefan Lidington	Oregon	Alternate
Gary Williamson	Puget Sound	Delegate
Scott Sherman	Puget Sound	Alternate

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Ted Cooke	Regina	Delegate
Greg Fluter	Regina	Alternate
Ryan MacGillvary	Saskatoon	Delgate
Chris Conley	Saskatoon	Alternate
Peter Litwinow	Southern Alberta	Delegate
Tim McGinn	Southern Alberta	Alternate
Dave Neufeld	Vancouver Island	Delegate
Derek Mohninger	Vancouver Island	Alternate
William Regan	Northern Alberta	RP Chair
Ron Jarnagin	Mid-Columbia	

#### **Call to Order:**

- Traci Hanegan called the meeting to order Friday May 9th at 9:00 am and welcomed attendees and outlined the day's schedule.

#### **Introductions**

- Attendees introduced themselves

#### **Dignitaries Present:**

- Gordon Holness, ASHRAE Treasurer
- Lynn Bellenger, ASHRAE Vice President
- Carol Kettering, ASHRAE Staff

#### **Appointment of Recording Secretary**

- Motion: by Northern Alberta Chapter to approve Erich Binder as recording secretary for the CRC.
- Second by Manitoba Chapter
- Motion passed 12-0-0 CNV

#### **Minutes from 2007 Region XI CRC:**

- Minutes were distributed via E-mail
- Minutes are to be amended to include background for Motion number #2 in the minute.
- Motion to accept the minutes as amended by British Columbia Chapter.
- Second by Northern Alberta Chapter
- Passed 12-0-0 CNV

#### **Disposition of 2007 Region XI CRC Motions (Old Business)**

- Traci Hanegan provided updates on motions from 2007 CRC

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- There were no society motions passed last year.

### **Instructions on use of Wireless Mouse**

- Instruction was provided by Greg Kroening on the use of the Wireless mouse during presentation of reports.

### **Society Vice President Report:**

- Lynn Bellenger gave the Vice Presidents report
  - A Presentation on “People Power ASHRAE’s Engineering Engine”
  - ASHRAE to provide Net Zero Building designs by 2035.
  - Update on Standard 189.1 Building Performance Metrics
  - Over 80,000 free down loads of Advanced Energy Guides.
  - Free subscriptions available for High Performance Buildings are available.
  - Update on ASHRAE Professional Certification Program.
  - Building Owner, Operators HVAC Equipment and Life Cycle Cost Database is available and growing.
  - E-Learning Courses are available and are very popular.
  - Highlighted upcoming Society Meetings.

### **Staff Report:**

- Carol Kettering gave the Staff Report
  - Staff Objective is to support the volunteers.
  - Overview of the staff and operations.
  - New Membership software has had a few bugs but they are being worked out and staff has been quick to respond.
  - New Bio data basis is working well.
  - Reminder to US chapters that new IRS reporting is required.
  - Updated Headquarters Renovations.
  - 59,000 attended New York Winter Meeting
  - Over 20,000 viewers for ASHRAE Satellite/Web broadcast.
  - Distinguished Lecturer Program is highly successful and expanding.
  - There is a new Speakers Bureau Database.
  - Let us know how can we help you?
- There were questions
  - Can bio information be searched by name only not just member number. Carol confirmed that it can.

### **Society Treasurer Report:**

- **Gordon Holness** gave Solar Decathlon Update.
  - DOE supports the Solar Decathlon and ASSHRAE is a major sponsor.
  - 250,000 visitors viewed the event
  - 20 solar homes designed and built by 20 University College teams

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- Each home is about 800 sq ft and include a variety of innovative designs.

#### **DRC Report:**

- Traci Hanegan gave the DRC report.
- Traci Hanegan outlined her duties as DRC during the current year.
- Traci clarified that a minimum of 1 day registration was no longer required to qualify for travel reimbursement starting at the Salt Lake Summer meeting.
- There were no questions.

#### **Treasurer Report for 2007-2008 & 2008 -2009 Budgets:**

- *Rob Craddock gave the Treasurer's report for 2007/08 YTD and the preliminary Regional budget for 2008/09. The report shows \$US16.4K in expenses and \$US16.3K in revenue with some transactions still pending. The budget indicates \$US 22,200 in expenses and \$US 17,528. in revenue. Current account balances are \$US 14,963.10 in total and the term deposit is \$US15,580.99.*
- Questions about deficit budget, Rob confirmed that we need to keep the Region funds below \$30,000 and a deficit is required to meet this requirement.

#### **Discussion of the 2008-2009 Budget:**

- Doug Dunford gave the Audit Report.
- There are 3 Regional Accounts: one American / one Canadian / one GIC
- The Regional fund is good shape.
- There was no profit from the 2007 Alaska "CRC at Sea".
- The Audit committee made the recommendation to computerize the treasurers report system
- There were no questions.

#### **Regional Vice Chairman's Reports:**

##### **CTTC: Bert Phillips**

- Bert Phillips gave the Chapter Technology Transfer Report.
- Distinguished Lecturers:
  - 11 Distinguished Lecturers made 17 total Chapter visits to our Region.
  - Lessons learned, the CRC DL must be confirmed before November 30<sup>th</sup>.
  - We were unable to get a paid DL for this years CRC Tech Session because he was booked to late.
- Technology Awards
  - One Society Technology Award winner from Region XI last Year award
  - 3 Regional Technology Award submissions for this year.
- There were no questions

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### **HISTORY: Ivan Hall**

- 6 chapters reported to CRC
- 3 submissions received to date.
- 4 chapters are working on key personnel interviews
  - Dick Stern, Ernie Price, Wendle Wolfe, Liz Parke
- Ivan has updated all the Region XI awards and distributed CDs to everyone.
- Draft for Region XI Hall of Fame award has been developed.
- For the upcoming 2008 -2009 year there will be 4 chapter mile stones.
  - Alaska Chapter 35 years
  - Inland Empire Chapter 60 years
  - Oregon Chapter 70 years
  - Puget Sound Chapter 85 years
- There were no questions.

### **MEMBERSHIP PROMOTION: Russell Lavitt**

- Russell gave the Membership Promotion Report
- This is Russell's first year as RVC MP
- Current membership in ASHRAE is 51000 and 3100 members in Region XI.
- Negative growth is occurring in ASHRAE and some is due to the variable membership renewal dates.
- YEA Programs are helping draw in new young members. CRC YEA event was well attended.
- 
- Chapter Membership
  - Membership Chairs require time to understand ASHRAE software.
  - Often access is denied due to improper passwords or emails addresses.
  - Paying dues online is the best option.
- There were no questions.

### **NOMINATING COMMITTEE: Doug Dunford**

- Doug Dunford gave the Nomination Committee Report
- Doug gave a review of what the role of nominations committee is and how the nomination process works.

### **RESEARCH PROMOTION: Norm Grusnick**

- Norm Grusnick gave the Resource Promotion Report.
- The regional goal is \$125,000. We are currently at 42% of our goal.
- Society Goal \$2.1M.
- Region XI has doubled our donations in the past 2 years.
- RP Training will be August, 2008 in Las Vegas, NV
- No questions

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### **STUDENT ACTIVITIES: Bruce Dobbs**

- Bruce Dobbs gave the Student Activities Report.
- This is Bruce's last year as RVC SA. Doug LeCren will taking over.
- There are 405 student members, 10 student Branches in our Region.
- Challenges and solutions presented.
- New student branch in University of Anchorage is doing well.
- There 23 entries in the student design competition.
- 350 students attended the winter meeting in New York.
- No questions

### **Review of Proposed Chapter Motions:**

- Traci Hanegan called for all motions to be brought forward and read. Thereby giving everyone the opportunity to review and discuss before tomorrows Business Session. The following motions where brought forward:
- Motion #1 Regina Chapter: "Move that any chapter receiving a Regional award and failing to return said award at the following CRC shall pay \$250.00 per award to the host chapters' Research Promotion campaign."
- Motion # 2 Oregon Chapter: "Move that society modify the ASHRAE biographical print out so that it does not print out personal; information such as birth dates and possibly home address."
- Motion # 3 Oregon Chapter: "Move that it is society no longer requires paper copies of biographies for members whose names are being submitted for awards and/or Regional positions. Allow electronic submittals on CD's, in lieu of paper."
- Motion # 4 Northern Alberta Chapter: "Move that the due date for requests for distinguished lecturers for spring CRC's be changed from November to March"
- Motion # 5 Northern Alberta Chapter: "Move that Society include the Rule of the Board relating to hardship dues cases in the Manual for Chapter Operations and more prominently on the website."
- Motion # 6 Northern Alberta: "Move that chapters be allowed to include paid advertisements in their monthly newsletter".
- Motion #7 Southern Alberta: "Southern Alberta Chapter moves to have ASHRAE's Student activities Committee investigate the opportunities to become a sponsor of the WorldSkills competition."

### **Chapter Reports:**

- Alaska Chapter Delegate Russ Peters presented report
  - New branch at University of Alaska at Anchorage is doing well.
  - The Chapter had a successful year.

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- The CRC at Sea was a break even conference but the sound system was donated to the region.
- British Columbia Chapter Delegate Chris Collett presented report
  - Population up, members up, Chapter dues paying members down looking for ideas
  - Good speakers attract meeting attendance
  - Problems with Newsletter coordination produced fewer editions.

Meeting was recessed at 12:00 a.m. Friday May 9th, 2008

Traci Hanegan called session back to order at 1:00 pm Saturday May 10 th, 2008

Traci made some announcements.

Doug Dunford gave an update on Nominations from the Caucus session

- Inland Empire Chapter Delegate Todd Erickson presented report
  - Lunch meetings work better for the chapter
  - Meeting programs have been good this year.
  - CRC for 2009 is on track.
  - Chapter finances are in good order.
- Manitoba Chapter Delegate Sergio Almeida presented report
  - Successful year, strong programs.
  - Chapter finances in good order.
  - Chapter Dues Price \$175 for chapter dues includes meals
- Mid Columbia Chapter Delegate Jay Ashbaugh presented report
  - Chapter had a very good year programs where well received
  - Chapter finances are in good order.
- Northern Alberta Chapter Delegate Reg Levesque presented report
  - Programs and dinner meetings successful.
  - BOG meetings sporadic and last minute.
  - CRC fund raising has been successful.
  - CRC has brought in new volunteers.
- Oregon Chapter Delegate Nick Collins presented report
  - Student Chapters are doing well.

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- Chapter programs have been strong.
- Subsidized dinner have been losing money, looking at full cost for dinners.
- Chapter finances are in good order.
  
- Puget Sound Chapter Delegate Rand Conger presented report
  - Strong member growth.
  - Successful 2 day seminar with USGB.
  - Very strong TEGA programs.
  - Chapter finances are in good order.
  - Looking to have increase participation in Region activities.
  
- Regina Chapter Delegate Ted Cooke presented report
  - Strong programs and good attendance to meetings.
  - Chapter finances are in good order.
  - Continued strong Research program.
  - Web Site needs developing.
  
- Saskatoon Chapter Delegate Ryan MacGillvary presented report
  - Successful HVAC Fundamentals course
  - Good financials
  - New venue for meetings was better for Chapter members and guests.
  
- Southern Alberta Chapter Delegate Peter Litwinow presented report
  - Very Successful 50<sup>th</sup> anniversary celebration.
  - Alternate meeting venues increased attendance by up to 50%.
  - Special events were very well attended.
  - ASHRAE Courses at SAIT very successful.
  
- Vancouver Island Chapter Delegate Dave Neufeld presented report
  - No active SA member at colleges
  - Very successful trade show
  - Chapter is struggling for volunteers
  - Joint programs with MCA and DL programs were very popular
  - Finances are OK but could be better.

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**Motions:** Detailed motion sheets are listed in Appendix C starting page 15

**Motion #1:**

- Regina's Chapter read their motion
- **Motion:** Move that any chapter receiving a Regional award and failing to return said award at the following CRC shall pay \$250.00 per award to the host chapters' Research Promotion campaign.
- Motion was seconded by the Puget Sound Chapter
  - There was discussion on the value? \$100 amendment failed 11 -1-0 CNV
  - The motion was amended to include \$250 per award and to take effect June 1 2008.
- **Amended Motion passed 8-4-0 CNV**

**Motion #2:**

- Oregon Chapter read their motion
- **Motion:** Move that society modify the ASHRAE biographical print out so that it does not print out birth date, e-mail, or home address, but the city may be listed.
- Motion was seconded by the Puget Sound Chapter
  - Discussion no prints outs with personal information.
  - Amendment to replace CD's for electronic media was approved.
  - 12-0-0 CNV
  - Amendments to reword printout requirements were approved 10-2-0 CNV.
- **Motion failed 3-9-0 CNV.**
- It is the duty of all members to destroy any personal and biographical information when completed with its use.

**Motion #3:**

- Oregon Chapter read their motion
- **Motion:** Move that it is no longer required to bring paper copies of biographies for members whose names are being submitted for awards and/or Regional positions. Allow electronic submittals, in lieu of paper.
- Motion was seconded by the Northern Alberta Chapter
  - There was discussion
  - Northern Alberta moved an amendment to modify the wording to above
  - Amendment passed 10-2-0 CNV.
- **Amended Motion passed 10-2-0 CNV**



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**Motion #4:**

- Northern Alberta Chapter read their motion
- **Motion:** Move that the due date for requests for distinguished lecturers for spring CRC's be changed from November to March of the same society year.
- Motion was seconded by the Saskatoon Chapter
  - There was discussion
  - BC Chapter moved an amendment to modify the wording to above
  - Amendment passed 12-0-0 CNV
- **Amended Motion passed 10-2-0 CNV**

**Motion #5:**

- Northern Alberta Chapter read their motion
- **Motion:** We move that Society include the Rule of the Board relating to hardship dues cases in the Manual for Chapter Operations and more prominently on the website.
- Motion was seconded by the Oregon Chapter
  - There was discussion
- **Motion passed 11-0-1 CNV**

**Motion #6:**

- Northern Alberta Chapter read their motion
- **Motion:** We move that chapters be allowed to include paid product advertisements larger than a business card in their monthly newsletter
- Motion was seconded by the Southern Alberta Chapter
  - There was discussion
  - Inland Empire Chapter proposed amendment “paid product advertising larger than a business card” **Motion carried 10-1-0 CNV.**
  - Saskatoon proposed amendment to remove “and to be donated to ASHRAE Research” **Motion carried 7-4-1 CNV.**
- **Motion failed 3-7-2 CNV.**

**Motion #7:**

- Southern Alberta Chapter read their motion
- **Motion:** “Southern Alberta Chapter moves to have ASHRAE’s Student activities Committee investigate the opportunities to become a sponsor of the WorldSkills competition.”
- Motion was seconded by the Alaska Chapter
  - There was discussion
  - Traci suggested that this become a action for Bruce Dobbs and Doug LeCren to take to the Student Activities summer meeting in Salt Lake City.
- **Action Item: Doug LeCren to report back to Region XI.**

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- **Motion: To accept the Regional Fund Budget for FY 2007 – 2008 by the Regina Chapter**
- Motion was seconded by the Inland Empire Chapter.
- **Motion passed 12-0-0 CNV**

**Misc. Announcements:**

- Traci allowed 5 minutes for everyone to reflect on past few days and develop a action list for next year.
- Traci indicated her thanks for people's energy and enthusiasm.
- CRC Debrief is to follow the business Session at 4:30
- Traci recognized the outstanding efforts of Shanon Warner and the host committee.
- Traci extended a invitation to Inland Empires CRC in 2009.

**Motion to adjourn by the Southern Alberta Chapter and seconded by the Mid Columbia Chapter. Meeting was adjourned at 4:30 pm Saturday May 10, 2008**



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Attachment A

FORMAT FOR MOTIONS

**Motion Identification No.**

(Council/Committee/Region, Motion No., Date)

Moved By: Regina Chapter

Motion: Move that any chapter receiving a Regional award and failing to return said award at the following CRC shall pay \$250.00 per award to the host chapters' Research Promotion campaign. To track awards, a list of chapters winning Regional awards will be added to the minutes of the CRC business session providing incoming delegates with a record of who has the awards. This motion would be effective June 1, 2008.

Background information: On a regular basis not all regional awards are returned to the Region at CRC to be awarded for the following year. In some cases the awards have even been lost. Providing a financial incentive to return the award will increase the number of awards returned with the intent that all awards are returned. The correct chapter may then receive their award from the Region at the Awards banquet.

Fiscal Impact: None to the region but \$250.00 to chapters that fail to return awards at the following CRC.

Vote Count: For \_\_\_\_\_ Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Chair Voting: \_\_\_\_\_  
Passed: **8-4-0 CNV** Failed: \_\_\_\_\_ Withdrawn: \_\_\_\_\_



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Motion Identification No. 2

**Moved by:** Oregon Chapter

**Motion:** Move that society modify the ASHRAE biographical print out so that it does not print out ~~personal information such as birth date, and possibly home address~~ birth date, email, or home address, but the city may be listed.

**Background Information:** ASHRAE biographies are required to be submitted for anyone to be considered for awards or regional positions. There is personal information contained on these bios; specifically birthdates and possibly home addresses.

Increased concerns over access to personal information and the possibility of identity theft, have caused everyone to be more vigilant. Access to this information should be limited to ASHRAE staff and the member only.

**Fiscal Impact:** None if the website changes can be performed by ASHRAE staff.

**Vote count:**

**For:** 3 **Against:** 9 **Abstained:** 0 **Chair Voting:** \_\_\_\_\_

**Passed:** \_\_\_\_\_ **Failed:** X **Withdrawn:** \_\_\_\_\_



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Motion Identification No. 3

Moved by: Oregon Chapter

**Motion:** Move that ~~society no~~ it is no longer required to bring paper copies of biographies for members whose names are being submitted for awards and /or Regional positions. Allow electronic submittals ~~on CD's~~, in lieu of paper.

**Background Information:** Requiring a paper copy of every biography, of every nominee for awards or Regional positions, for every CRC delegate, DRC, CRC Secretary, nominating Chair and Alternate, is cumbersome, difficult to keep track of, and unnecessary. A copy of a CD with all of this information can be distributed to each CRC member at the time of the meeting, and those copies could be retrieved and easily destroyed afterward.

**Fiscal Impact:** None.

**Vote count:**

For: 10 Against: 2 Abstained: \_\_\_\_\_ Chair Voting:  
env

Passed: X Failed: \_\_\_\_\_ Withdrawn: \_\_\_\_\_



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Northern Alberta Motion #4

We move that the due date for requests for distinguished lecturers for spring CRC's be changed from November to March of the same society year.

Background:

This year's CRC was caught off guard by the deadline of November. We had not secured our DL for the CRC and were surprised to learn we would have to cover the traveling costs for the DL.

Fiscal implications:

This will level the playing field for all CRC's.

Motion passes

For 12 Against 0 CNV



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#### Northern Alberta Motion #5

We move that Society include the Rule of the Board relating to hardship dues cases in the Manual for Chapter Operations and more prominently on the website.

#### Background:

We have learned that a member has not renewed their membership due to a debilitation which has forced this person to change their work to part time thus limiting their budget. One of the things that got cut was ASHRAE membership.

#### Fiscal implications:

Not known. One could argue that there could be a potential benefit to society as part of a membership fee is better than no membership dollars.

**Motion passes 11-0-1 CNV**



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#### Northern Alberta Motion #6

We move that chapters be allowed to include paid product advertisements larger than a business card in their monthly newsletter ~~and that the proceeds be donated to ASHRAE research.~~

#### Background:

Some companies promoting new products want to put ads into local publications. ASPE allows this, but ASHRAE does not.

#### Fiscal implications

Motions fails 3-7-2 CNV



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### Southern Alberta Motion #7

**Southern Alberta Chapter moves to have ASHRAE's Student activities Committee investigate the opportunities to become a sponsor of the Worldskills competition.**

**Cost Impact:** Nil (it doesn't hurt to talk)

Seconded by:

**Background:**

Over the past 50 years the Worldskills competition has come to symbolize the pinnacle of excellence in skilled trades and technologies world wide. This Olympic style competition hosts numerous events that relate to our industry. I.e. refrigeration, sheet metal, plumbing, controls, automation, manufacturing, CADD drafting, and mechanical design competitions. This 4 day international event is hosted every 2 years with 150,000 students and spectators attending.

ASHRAE is looking for opportunities to grow internationally and get more young people involved in our industry this would be great venue to get more advertising and awareness to our industry. Numerous opportunities exist from providing volunteers and judges to becoming a corporate sponsor. We could look at expanding competitions to include the ASHRAE student design competition, solar design events, sustainable and green building design competitions, etc.

The next Worldskills event will be held in Calgary, Alberta with SAIT Polytechnic being the host. Currently SAC is looking at opportunities to support the event.