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ASHRAE - REGION XI - 1990 CRC - OUTRIGGER PRINCE KUHIO HOTEL,  
HONOLULU, HI

BUSINESS SESSIONS

THURSDAY, MAY 17, 1990 - 8:15 AM TO 11:15 AM

AND

FRIDAY, MAY 18, 1990 - 2:15 PM TO 5:00 PM

CHAIRMAN - DONALD E. HOLTE, DRC REGION XI

MEMBERS PRESENT:

Director & Region XI Chairman	Donald E. Holte
General Chairman	Lew Seagraves
President	David Butler
Vice President	Neil Patterson
Vice Chairmen:	
Education and Chapter Program	Wendell W. Wolfe
Energy & Tech. Affairs, Alaska Chapter	Dick Armstrong
Research Promotion, Saskatoon Chapter	Bill Dean
Membership Promotion, Oregon Chapter	Dale Carter
Historian, Oregon Chapter	Earl Constant
Region XI Nominating Committee Member	Harry Anderson
Region XI Nominating Committee Alternate	Det Goepfert
Director, Membership & Chapter Services	Carolyn Stewart

<u>Chapter</u>	<u>Delegate</u>	<u>Alternate</u>
Alaska	Robert A. Jernstrom	Robert D. Heym
British Columbia	Alex J. Boome	Elia Sterling
Inland Empire	Steve Bloom	Jake Laete
Manitoba	Dan MacKay	Ken Webb
Mid Columbia	Gerald T. Caprio	Paul Rice
No. Alberta	Garry W. Alexander	Larry Knutson
Oregon	Richard Swanson	Rich Stauss
Puget Sound	Jeff Hansen	Earl Tidball
Regina	Murdock MacPherson	Greg Nelson
Saskatoon	Bill Popiel	Merv Buhl
So. Alberta	Bill Holmes	Bob Lounsberry
Vancouver Island	Bob Landell	Chuck Ibbotson

Visitors:

Ed Dalpiaz, Mid Columbia, News (89-90), Membership (90-91)  
Gordon Anderson, Southern Alberta, Treasurer (89-90)  
Andrew Lee, Alaska, Co-Chair. ETA (89-91)  
Jim Harrison, Alaska, President (89-90), Membership (90-91)  
Ron Lefebvre, Saskatoon, Chairman CRC 91  
Brian Neufeld, Southern Alberta, Education (90-91)  
Dennis Kiselbach, B.C.  
Dwayne, Knippshild, Southern Alberta, ETA Chairman  
Dean Conte, Southern Alberta, Membership Committee  
Jeff Elkow, Northern Alberta, President (89-90)  
George Swanson, Puget Sound

MAR 18 1991  
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MEMBERS ABSENT:

Vice Chairman Refrigeration

Brian Webb

1. CALL TO ORDER: The meeting was called to order at 8:15 AM by Don Holte, Chairman.
2. ROLL CALL: Roll Call for the 11th Regional Conference was completed.
3. INTRODUCTIONS: Don Holte made appropriate introductions
4. COMMENTS FROM OFFICERS:

Dave Butler:

You Guys way back there doing OK? This is my first time to visit a Region XI CRC, and it's good to see a lot of old friends that I've been working with in society activities for a number of years.

Lew, I would like to give you a special thanks for making sure my daughters, who came in before my wife and I did, were picked up at the airport. That was really a nice thing for y'all to do, and we appreciate it.

I would just like to say that it's not only good making some new friends within ASHRAE, you have a lot of things that are going to be considered during the next few days and things that sometimes you may feel like really don't amount to a whole lot, but let me tell you everything that you do at this regional conference is important. I know you're going to take your business seriously, and I like to always say really this is where the action began as far as society is concerned because society is governed from the grass roots up not from the top down regardless of what our perception may be at times.. But it really is that way, and we look to you as the delegates and alternates representing you chapter members to bring forward new programs, new ideas, changes, anything that we need to do to better serve the ASHRAE member, so that's what it's all about guys serving the ASHRAE member.

Carolyn Stewart:

I believe you can all hear me without the microphone. My department is the Education and Member Services, and we're the section of ASHRAE that deals mainly with the chapters, and we cover -- my staff works with the membership section.

We're the membership section, and that means we deal with all the applications, all the address changes. We're sort of the problem solvers of the society, so that's the section that most of you will talk to most of the time.

We do all the mailings for your CRC's and for your chapters, and we administer the President's Award of Excellence program. And another section in my department is the continuing education section, and that department coordinates the chapter program audiovisual loan program that we have now.

We deal with the educational activities committee at chapter level and with the energy and technical activities at chapter level. And you'll hear a little more about that I'm sure from Neil from the reorganization of the council and how that's going to affect the chapters of the educational council who we work with.

And the other section that I am responsible for is the meetings and conferences for the annual and winter meeting, so we will register you for those meetings when you attend.

There are some new things that have come up that you will need to know about, and I think we will try to cover those specifically in the chapter organization workshop and in the other workshop.s

If you have any questions, I'm here to learn what you need and answer any questions.

Neil Patterson:

Gave a slide show presentation on ASHRAE Society structure.

5. APPROVAL OF MINUTES OF LAST MEETING: A motion to approve minutes from the Chapters Regional conference of Region XI, May 11 & 13, 1989, Westin Hotel, Seattle, WA was made by Oregon Chapter and seconded by Northern Alberta Chapter. Motion carried.

6. OLD BUSINESS - MOTIONS FROM 1989 CRC:

- A. Motion that ASHRAE produce or develop a descriptive slide audio show of a typical regional conference showing the social activities, emphasizing business sessions, committee workshops, technical programs and that the slide show be available to be loaned out to chapters. That motion was referred to the Planning Subcommittee and Regions Council and is still under consideration, and programs in that effect or direction are currently being developed, and I will certainly be reporting back to you, I would think, after our upcoming June meeting in St. Louis.
- B. Motion that the education and chapter programs existing student branch PAOE points be increased from 25 to 100. That motion was referred at that meeting to President Elect Butler. It was also brought up again at Regions Council Meeting in October, and it went into a PAOE subcommittee Region council, so the recommendation could be made to our incoming president, who is Damon Gowan. Those recommendations were made. I have Damon Gowan's draft of what he proposes for PAOE. Tomorrow at the chapter operations workshop, we have asked Damon to speak on that matter of PAOE, and at that time I would like to see this answered by Damon, but also I would suggest you all have an opportunity to discuss this matter with Damon tomorrow. So the matter has carried forward. Damon is aware of it. We will see what happens tomorrow.
- C. Motion that ASHRAE establish an application membership grade to be assigned to all applicants immediately after a completed application is received and that the new member receive the appropriate assigned grade automatically immediately after review by the Admission and Advancement Committee. The motion was passed, and then it was referred to Member Council as it is something they were already evaluating.
- D. Motion that Region X and XI hold a joint CRC in 1990 in Honolulu, Hawaii, and that was passed unanimously, and we're here today.

7. NEW BUSINESS

A. DRC Report

Donald E. Holte, DRC Region XI Report - Accomplishments outlined in attached report.

7. B. Regional Reports

Regional Vice Chairmen's reports were given by:  
Bill Dean, Research Promotion  
Richard Armstrong, Energy & Technical Affairs  
Dale Carter, Membership Promotion  
Wendell Wolfe, Education & Chapter Program  
Nominating Committee report by Harry Andersen  
Historian report by Earl Constant

C. CHAPTERS SUMMARY REPORT

Each chapter presented a report which is available through your Chapter Delegate.

D. President Butler spoke briefly on National Engineers week and received comments from the delegates.

E. Mr. David Gardener, from Seattle, WA, spoke briefly on behalf of Brian Webb, RVC Refrigeration, who was not able to attend this meeting.

The second business session was called to order by Donald E. Holte at 2:15 PM, Friday, May 18, 1990.

All delegates were present and accounted for.

7. NEW BUSINESS, Continued

F. MOTIONS FROM CHAPTERS

1. British Columbia Chapter

Motion No. 1:

Move that a Regional Funding System be established to help remove the financial burden borne by the Regional Chairman and the Regional Vice-Chairmen during the performance of their duties. The system will include (1) a firm set of rules governing the responsibility of each chapter to pay all non-Society reimbursed expenses during visits from the Region, and, (2) a Regional Fund to cover operating (office) expenses incurred by the Regional Executive.

Seconded by Inland Empire Chapter.

7 F. 1. Motion No. 1 continued:

Background Information:

The Regional Chairman is expected to visit each of the twelve chapters once per year, and the five Regional Vice-Chairmen each try to visit three chapters per year. The total out of pocket expenses, not including travel costs paid by Society, have been in the range of \$3000 to \$5000 per year.

Fiscal Impact:

With the funding system in place, the out of pocket expenses would be considerably reduced, and based on an estimated 1600 chapter members, an assessment of \$1.00 per chapter member should be adequate. The benefit to the chapters is that we would be better able to attract qualified people to these volunteer jobs based on their ability to perform, rather than on their ability to pay.

Much discussion ensued.

Motion passed unanimously.

Alex Boome of B.C. Chapter was directed to form a committee consisting of himself, Bob Landell and Steve Bloom to examine the matter, establish the rules of the fund, circulate the info to all chapters and have an answer by Christmas time.

Motion No. 2:

Move that the Region XI CRC be moved to the Fall.

Seconded by Puget Sound Chapter.

Background Information:

Incoming Regional Vice-Chairmen will have the benefit of attending the fall CRC and that will provide fresh enthusiasm for the upcoming year. Also, in the fall such as August 15th the ASHRAE year end is complete. As opposed to the current spring CRC in May when the year is not finished and all data not in. A fall CRC is a logical improvement to the operating of chapters.

Fiscal Impact:

None.

Discussion ensued.

Motion defeated (11 against, 1 for).

7 F .1 ...continued

Motion No. 3

Move that six CRC's, composed of two joint Regions, be held each year and that the Annual and Semi-Annual meeting be designated at two of those combined CRC's. Further that all of the six CRC's be expanded into full scale technical meetings.

Seconded by Northern Alberta chapter.

Background Information

The Annual and Semi-Annual Meetings are great technical opportunities and necessary chances for fellowship and business practices discussions that must be available for more members. The decentralization and the six technical meetings per year would bring this vast and leading edge of information closer to those who need it.

Fiscal Impact

The net effect would be a greatly reduced cost and a tremendous increase in attendance for the individual member. The Society cost would have to be determined. However, with more frequent technical meetings, and a greater attendance there may be some cost reductions.

Much discussion ensued.

Motion defeated (12 against, 0 for).

Motion No. 4

Move that the name "American Society of Heating Refrigerating Air Conditioning Engineers" be changed to indicate an international and global nature of ASHRAE.

Seconded by Vancouver Island chapter.

Background Information

ASHRAE is a global Society. Suggested name "International American Society of Heating Refrigerating Air Conditioning Engineers" or "Global Society for Heating Refrigerating and Air Conditioning Engineers", or ASHRAE (International)".

Discussion.

Motion defeated (10 against, 2 for).

7 F .1 Continued

Motion No. 5

Move that diskettes be furnished to each member with the electronic cross referenced index of the Society transactions and of the Handbook publications, for the most recent 20 years.

Seconded by Northern Alberta chapter.

Background Information

We must have up to the minute access to all of this information. Once this person identifies the transaction information they want, then the Society fax service will send information at a predetermined charge to members.

Fiscal Impact

This could be a money making venture.

Cost Estimate:

<u>Expense</u>	Initial data base information data entry: One Engineer 1 year One Typist 1 year
<u>Income</u>	Say 5000 requests/year x \$50 each = \$250,000/yr.

Much discussion ensued.

Motion amended to read:

Move that an electronic cross-referenced index of the society's transactions and of the publications for the most recent 20 years be made available to each member each year.

Amendment agreed to by seconder.

Amended motion passed unanimously.

Motion No. 6

Move that society meetings; that is semiannual and annual meeting, be reorganized in such a way as to enable members active in society and society committees to attend technical sessions, symposia, seminars, and the tradeshow.

Seconded by Inland Empire Chapter.

Motion passed (10 for, one against, one abstention).

7 F .2 Inland Empire

Motion No. 1

Establish a rotating system of chapter committee workshops to coincide with the winter annual meeting.

Seconded by Northern Alberta Chapter.

Background Information

Presently there exists a system whereby committee workshops are held during the CRC and/or at other times of the year.

This proposal would establish a system where the Committee Workshops would be scheduled to coincide with the Winter meeting.

Because of the short time allowed during the CRC meeting, and the lack of other seminars/programs, and the travel distances associated with this region, it is difficult to get the Committee Chairs to attend the workshops.

By associating the workshops with the Winter meeting, more time could be allotted to the workshops, and the Chairpersons would be able to attend other technical sessions, seminars, etc., and hopefully more participation would occur. There is also the added feature that workshop sessions from multiple regions could be combined to allow for the National Officers to address the Chapter Chairs directly.

Fiscal Impact

National would pay for travel for the Committee Chairpersons from each chapter, as they do now to the CRC, but the travel would be to the winter Meeting Location. Since the Regional VP's already travel to the Winter meeting, no additional cost would be associated with their attending these meetings.

In addition to the travel, however, it is proposed that the registration fees for the Winter Meeting and Show be waived for those Committee Chairs attending the workshops.

Discussion.

Motion defeated (2 for, 8 against, 2 abstentions).

7 F .2 Inland Empire

Motion No. 2

Provide with the "Manual for Chapter Operations" a 5-1/4" low density, IBM formatted floppy disk containing all the forms referenced and/or included in the manual, and/or otherwise necessary for chapter operations in "ASCII" format.

Seconded by British Columbia Chapter.

Background Information

This proposal would provide for computer ready forms for use in word processing programs, eliminating the need for copying the forms from the manual, and then filling them in by either hand writing or typewriter.

This is the computer age, and most everyone who deals with report generation has access to a personal computer running some type of word processing program.

The present form situation requires insertion of data by either pen or pencil, typewriter, or by insertion of the form in the printer attached to the PC, and then fumbling with the data in the word processing program to make it fit the form.

These forms should already be available on computer, since they had to be typeset in the first place to be assembled into the manuals.

Fiscal Impact

The costs associated with this proposal would be the actual cost of the media, approximately 50 cents per disk, and the copying and distribution costs.

The savings in time, and the uniformity in documentation from Chapter level on up should be well worth the cost.

Discussion.

Motion passed unanimously.

7 F .2 Inland Empire continued  
Motion No. 3

Reduce the number of copies of the chapter CRC report from some 32-plus to 22 and include the biographical records and CRC action items within the chapter reports.

Seconded by Northern Alberta Chapter.

Background Information

This proposal would establish a policy to:

1. Limit the distribution of the CRC reports to one copy per chapter, (the Delegate's) copy - 11 each, one copy for each of the five Regional Vice Chairs, one copy for the Regional Chairman, one copy for the Nominating Committee member and Alternate, and two copies for visiting National Officers, and one copy for the CRC recording secretary (this copy would become the National File Copy) and,
2. Set format of the Chapter Report to include the Biographical records and CRC action items, rather than these items being separate.

Presently the CRC report from each chapter is distributed to Delegates, Alternates, and all attendees of the Business Sessions.

In past years there has been some confusion as to how many reports were needed and who was to receive them. This would establish a formal policy as to distribution of the Chapter Reports. It would also allow for inclusion of all CRC action items and Biographical Records to be bound with the Chapter reports, organizing and minimizing the amount of paper circulated and ultimately wasted.

Fiscal Impact

Costs for reproduction have continued to increase over the years, and any reduction in required copies will defray costs at the Chapter level.

The inclusion of the Biographical records and CRC action items in the Chapter reports will cut down on duplication and handling at all levels.

Discussion.

Motion tabled until next CRC for re-wording.

7 F .3 Puget Sound Chapter

Motion No. 1

Therefore be it resolved that: ASHRAE Society increase the dollar amount appropriated to the host chapter of a CRC from \$1500 to \$3000.

Seconded by Vancouver Island Chapter.

Background Information

It has been many years since the amount of appropriated funds has been increased. The rising costs make hosting a CRC in appropriate facilities an expensive undertaking for a chapter. See attached letter dated April 17, 1990.

Fiscal Impact

A raise in annual dues to Society membership is recommended.

Much discussion ensued.

Motion defeated (8 against, 3 for, 1 abstention).

Motion No. 2

Move that Society include Refrigeration load calculations in the 1990 Refrigeration Handbook and/or an appropriate separate document.

Seconded by British Columbia Chapter.

Background Information

In the 1985 Fundamentals Handbook, Chapter 29 dealt with Refrigeration load. In 1986, the Refrigeration handbook was introduced, but did not include load calculation procedures, presumably since they were in Fundamentals.

However, in the 1989 Fundamentals, the material became more air conditioning oriented, and refrigeration load calculation procedures were dropped from this volume. Consequently, ASHRAE has no current published refrigeration load calculation methods.

In addition, due to not being in Fundamentals, the data was also excluded from the ASHRAE ACCESS computer program.

7 F .3 Puget Sound  
Motion No. 2 continued

Fiscal Impact

Other than normal editing and publishing costs for the ASHRAE HANDBOOK series, there should be no costs incurred for reinclusion of previously published data.

Discussion.

Motion passed unanimously.

Motion No. 3

Move that Society include Refrigeration Pipe Sizing methods, including ammonia and flooded system piping data, in the 1990 REFRIGERATION HANDBOOK, and/or an appropriate separate document.

Seconded by British Columbia Chapter.

Background Information

In the 1985 FUNDAMENTALS HANDBOOK, Chapter 34 covered Pipe Sizing and included Refrigeration Piping. In 1986, the REFRIGERATION HANDBOOK was introduced, but did not include pipe sizing methods and procedures, presumably since they were in FUNDAMENTALS.

However, in the 1989 FUNDAMENTALS, the material became more air conditioning oriented, and refrigeration piping is barely touched on, except as apropos to air conditioning systems. Consequently, ASHRAE has no current published refrigeration piping methods, other than ASHRAE RP 185, which does not seem to be widely used.

In addition, flooded system piping data has NEVER been included in ASHRAE data. This was brought before T.C. 10.3 at the Portland, Oregon summer meeting, but it apparently died for lack of action.

Fiscal Impact

Other than normal editing and publishing costs for the ASHRAE HANDBOOK series, there should be no costs incurred for inclusion of the above data.

Discussion.

Motion passed unanimously.

7 F .4 Southern Alberta Chapter

Motion No. 1

Move that all Certificates of Membership or Membership Advancement shall be mailed to "The Membership Chairperson" in the appropriate chapter area for formal presentation.

Seconded by Inland Empire Chapter.

Background Information

Benefits:

- Affords an opportunity to introduce new members to local chapter fellowship, local chapter membership and thus create potential to increase active membership levels.
- Opportunity to personally congratulate individuals on becoming new members or on upgrading membership status.

Fiscal Impact

- There should not be any increased costs.
- Potential to decrease costs by bulk mailing of certificates.

Discussion.

Motion defeated (8 against, 4 for).

Motion No. 2

That Society review the present guidelines for Chapter table top display programs for assessment of current relevance, or, expansion and relaxation of these guidelines.

Seconded by Manitoba Chapter.

Background Information

- Provides source of funds for local chapter
- Offers ASHRAE, local chapter and members an excellent forum for exposure of services and products to a wide audience.
- Exhibitors Requesting:
  - multiple adjacent spaces
  - inclusion of oversized equipment
  - relaxation of dimensional constraints
  - expansion of total area
  - extension of operating period
  - Relaxation of tech.seminar requirements.

Discussion.

Motion tabled until next CRC. So.Alberta Chapter to examine this matter in more detail,esp. requirement for 3 hr.tech.session, and report back at next CRC.

7 G OTHER NEW BUSINESS

- .1 Discussion regarding how to get articles into "Insights"; comments by Frank Coda.
- .2 The arrangements Chairman of the 1991 CRC to be held in Saskatoon, Saskatchewan is Mr. Ron Lefebvre.
- .3 The arrangements chairman of the 1992 CRC to be held in Victoria, BC is Mr. Cedric Trueman.
- .4 The arrangements chairman of the 1993 CRC to be held in Anchorage, Alaska is Mr. Jan Van Den Top.
- .5 Mr. Bill Dean, RVC Research Promotion, asked all present to indicate if they had been asked for research contributions.
- .6 Mr. Lew Seagraves was thanked for all the work he did to make this CRC a success.

H. There being no further business, the meeting was declared over at 5:00 PM by Don Holte.

NOTE: The preceding minutes are an abridgement of the original verbatim record of the business session. The original record is kept by Donald E. Holte, DRC, Region XI and will be brought to the 1991 CRC.