

ASHRAE - REGION XI 1994 CRC
HOTEL MACDONALD, EDMONTON, ALBERTA

BUSINESS SESSIONS

FRIDAY MAY 13, 1994 - 9:00 A.M. TO 11:45 A.M.

SATURDAY, MAY 14, 1994 - 2:00 P.M. TO 5:00 P.M.

CHAIRMAN - RALPH M. MATTISON, DRC REGION XI

MEMBERS PRESENT

Director & Regional XI Chairman
President
Vice-President
Vice Chairmen:
 Membership Promotion
 Educational Activities
 Technical, Energy & Govt. Activities
 Refrigeration
Historian
Nominating Committee Member
Nominating Committee Alternate
CRC General Chairman
President, Northern Alberta Chapter
ASHRAE Staff, Director of Communications
 & Publications

Ralph M. Mattison
Neil Patterson
Don Holte

James Harrison
Robert McDowall
Ralph L. Robson
David Gardner
Neil J. Childs
Detlef Goepfert
Rich Evans
Jeff Elkow
Ivan Hall
Steve Comstock

Chapter
Alaska
British Columbia
Inland Empire
Manitoba
Mid Columbia
Northern Alberta
Oregon
Puget Sound
Regina
Saskatoon
Southern Alberta
Vancouver Island

Delegate
Brad Sordahl
Gary Way
Bruce Nelson
Bert Phillips
Stanley Jensen
Scott Gyles
Bob Crites
Doug Moore
Trent Theaker
Darren Wingerak
Raju Paul
Doug Spratt

Alternate
Andrew Lee
Godfrey Nash
Roger Chamberlain
Bill Degagne
Don Maez
Alex Paterson
Keith Yelton
Jill Connell
Grant Dawson
Ted Gaudet
Roy Best
Grant Undershute

VISITORS

Alex Boome, British Columbia, DRC XI - Elect
Roy G. Piper, Southern Alberta, Treasurer
Ron Brookes, Southern Alberta, Board of Governors
Rob Newman, Southern Alberta, Research Chairman
Daniel Hicker, Inland Empire, Membership Chairman
Tim Hutchinson, British Columbia, Board of Governors
Jack Meredith, Vancouver Island, Historian
Don Carlson, Vancouver Island, Membership Chairman
Devin Shiskowski, Saskatoon, Membership Chairman
Robert Bisson, Manitoba, Program Chairman
Tim Marshall, Puget Sound, Membership Chairman
Brian Miller, Alaska, TEGA Chairman
Jack Twa, Northern Alberta, TEGA Chairman
Garry W. Alexander, Northern Alberta, Newsletter Editor
Marsh Mormyluk, Northern Alberta
Doug Dunn, Northern Alberta
Wayne Hydeman, Regina, Membership Chairman
Dan Towers, Alaska, Membership Chairman
Jack Roberts, West Texas, DRC, Region VIII
Jim Delaney, Northern Alberta, Member
Gordon Anderson, Southern Alberta, President
Tamara Badkerhanian, British Columbia, TEGA Chairman
Duane Mattson, Vancouver Island, Member

I. CALL TO ORDER

The meeting was called to order at 9:00 a.m. by Ralph Mattison.

II. ELECTION OF SECRETARY

MOTION: That Karen Dumontier of the Northern Alberta Chapter be elected as recording secretary for the Business Sessions. Motion was seconded.

Motion passed.

III. ROLL CALL

Roll call was completed. All Delegates and Alternates were present.

IV. INTRODUCTIONS

All members present were introduced.

V. COMMENTS FROM OFFICERS

Neil Patterson spoke briefly, expressing his pleasure at visiting the CRC which is his first to Region XI. He also said that he has emphasized and supported membership promotion this year.

Don Holte addressed the group and provided a brief overview of the aims and accomplishments of the Society. He reviewed the presidential theme and its aims of participation, increased membership, building leadership skills and enhancing ASHRAE's international reputation. He spoke of the technical information provided by ASHRAE through publications, and covered the importance of recent research projects. The development of standards and related codes, as well as new educational programs were also outlined. He spoke of the new Customer Service Department of ASHRAE which will specialize in publications order-taking and updating of member files.

Steve Comstock described the editing and publishing of ASHRAE publications and the role of Staff in implementation. He spoke of current work on the Handbook, Journal and Insights and mentioned the new electronic bulletin board as well as the new Research Journal. He encouraged member input and said that feedback on Journal articles was particularly welcome.

VI. APPROVAL OF MINUTES

A motion to approve the minutes of the 1993 Region XI CRC held on May 14 and 15, 1993 at the Hotel Captain Cook, Anchorage, Alaska, was put forward by Southern Alberta and seconded by Oregon Chapter.
Motion passed.

VII. OLD BUSINESS

MOTIONS FROM 1993 CRC:

- A. Moved that the Society make available to each Chapter, at any time during the year, an up-to-date disk copy of the Chapter Membership (Chapter Roster from Society).

This is now available in Chapter Management Software, and a copy has been sent to the Secretary of every chapter.

- B. Moved that RVCs produce a regional speakers list from input gathered from the chapters.

Ralph Robson, Dave Gardner and Ralph Mattison have requested input on speakers from the chapters. There is a Society level program being developed that will assist chapters by finding good speakers for chapter meetings.

- C. Moved that the President Elect be asked to include Education PAOE points for a chapter putting on an ASHRAE Fundamentals Course (and also completing an ASHRAE Correspondence Course).

The foregoing has now been adopted in the new PAOE.

- D. Moved that the Society produced "Educational Activities Committee Report" be revised and in future issued containing all the points calculation and information from the Presidential Newsletter.

This has been revised in a better form and is now in effect.

- E. Moved that the Society produce one video tape containing all the current loan tapes for chapters to purchase or borrow in lieu of the multiple tapes that are available.

Society has so many video tapes that they can't implement the foregoing for all tapes, but are already doing it for those that they can.

- F. Moved that ribbons for chapter banners and certificates of accomplishment accompany all CRC Awards.

This will be implemented at this CRC.

- G. Moved that ASHRAE take whatever steps necessary to ensure the handling of address changes within a 60-day period.

Ralph Mattison checked into the background for the above motion and did not find any specific instances that could form a basis for changing present procedures. However, as has been their practice, ASHRAE staff will continue to seek improvement in the mail handling process.

- H. Moved that the 'CRC Work Sheet for Executive Sessions' be clarified and reworked to identify the incumbent, terms of office and current status of term.

This has been done and will be in the new Manual for Chapter Operations that will be coming out this summer.

- I. Moved that ASHRAE headquarters publish information indicating dates and locations of all the chapter meetings.

The above went to Regions Council where it failed because they said it would be very difficult to keep this accurately updated and distributed. However, Ralph Mattison said that in his November Regional Newsletter he had included a sheet indicating the dates and locations of all Region XI chapter meetings.

VIII. NEW BUSINESS

A. DRC REPORT

1. Ralph Mattison presented his report, giving the highlights and accomplishments of the past year. A copy of his report was distributed. The Regional Planning Meeting was held in Seattle in August with all the RVCs, Nominating Member and Alternate, Regional Historian and President of the Puget Sound Chapter in attendance. Plans and objectives for the coming year were developed at the meeting. While making chapter visits, he also met with the CRC/94 Host Committee in Edmonton, and took part in the Southern Alberta Chapter's 35th Anniversary Celebration in Calgary. A new Student Branch was formed at the University of Idaho, Moscow, Idaho, sponsored by the Inland Empire Chapter. This brings the number of student branches in our region to eleven. Ralph participated in the summer and winter meetings of the Society which included Board, Regions Council, and Regional coordinating meetings. Also at those annual meetings, Regions X and XI held two joint regional dinners, which were very successful and are now a popular tradition. He published two regional newsletters this year, and has maintained the Regional Fund. He finds the level of enthusiasm high among the members and the chapters generally operating very well. He gave his thanks and appreciation to the chapters and to the Regional Officers for their support and cooperation.
2. Moved by Inland Empire Chapter to convey the meeting's unanimous approval and thanks to outgoing Chairman Ralph Mattison for his leadership and support. Motion was seconded. Motion passed unanimously.

B. RVC's REPORTS

The reports of the Regional Vice Chairmen and others were given by:

James Harrison	Membership Promotion
Ralph Robson	Technical, Energy and Governmental Activities
Robert McDowall	Educational Activities
David Gardner	Refrigeration
James Harrison (for Elizabeth Parke)	Research Promotion
Neil Childs	Historian
Rich Evans	Nominating Member

C. CHAPTER SUMMARY

Summary reports indicating the activities undertaken by their chapter during the previous year were presented by the Alaska, British Columbia and Inland Empire Chapters.

After these reports, the first business session was adjourned at 11:45 a.m., Friday, May 13, 1994.

The second business session was called to order by Ralph Mattison at 2:00 p.m., Saturday, May 14, 1994. A roll call was taken. All delegates and alternates present for the first business session were present for the second session with the exception of Alex Paterson, Northern Alberta Alternate, who was absent from the second session.

Manitoba, Mid-Columbia, Northern Alberta, Oregon, Puget Sound, Regina, Saskatoon, Southern Alberta and Vancouver Island Chapters presented reports indicating their chapter's activities during the previous year.

D. MOTIONS FROM CHAPTERS

1. British Columbia Chapter

Motion:

THAT the Society Membership office is to notify the local Chapter Membership Chairman whenever any correspondence and/or invoices are returned to Society as undeliverable by the Post Office.

Background:

There are many incidents where members move or change employment, and correspondence which is sent from Society ends up being undeliverable. We acknowledge that it is the member's responsibility to advise Society of any changes to their mailing address. However, we realize that this is often neglected or placed at a lower priority with some members. There may well be cases of the local chapter knowing that a member has moved or changed jobs but they may not be aware that letters are being returned as undeliverable. If Society was to advise the local chapter about an undeliverable letter, we feel that it may be an easier task for someone at the local level to track that person and then advise Society of the new address so that the letter can be re-sent. We are not asking that Society forward the letter to the local chapter, just that they advise the chapter of an address problem in the hopes of correcting it.

MOTION PASSED - 12 in favor, 0 opposed, 0 abstained.

2. Inland Empire Chapter

Motion:

THAT the Society (ASHRAE) consider relaxing the present policy on Commercialism (dated 2/14/90) at the chapter level to allow for the appearance of company logos and/or company names on presentation material shown during chapter programs and technical sessions. Motion seconded.

BACKGROUND:

At all levels of the Society it is agreed that the programs and technical sessions conducted by the local chapters are the key to membership retention and growth. These monthly chapter programs must involve current topics of interest given by informed, entertaining speakers. Many times the most expert speakers available who are willing to travel to chapter meetings for little or no honorarium are employees or representatives of product manufacturers. Often, these speakers have pre-packaged presentations with slides or other visual media which show their company name and/or logo. It is not realistic to ask these speakers to make representations with absolutely no references to their company or product, and to demand this seriously restricts the chapter's ability to find good quality, relevant speakers.

FISCAL IMPACT: None

Discussion followed.

MOTION PASSED - 10 in favor, 1 opposed, 1 abstained.

3. Oregon Chapter

Motion 1:

THAT the Society develop and promulgate by July 1, 1995, written guidelines on the retention of records by chapters that state clearly and concisely what kinds of records to keep, and for how long they should be retained, and develop separate requirements for records kept by chapter treasurers, secretaries, historians, committee chairs and other chapter officers as appropriate, and furthermore, publish the guidelines in the *Manual for Chapter Operations*. Motion seconded.

BACKGROUND:

There is not now a Society policy on retention of chapter records. In the absence of such a policy, records are accumulated indefinitely, with each year's files put in a box with all last year's files, not to be used but rather just to be passed along to the next holder of office. In time, records can fill several cardboard boxes or drawers of file cabinets.

In 1993, the Treasurer of the Oregon Chapter found that four cardboard boxes of records, dating back to 1973, came with the job. He learned that past records were not used in the performance of duties of the office, so he inquired about guidelines for retention and disposition. Telephone conversations with Society (Finance and Membership offices) and the Regional Chairman disclosed that there are no such guidelines; Society has all the records it needs of chapter affairs, so each chapter is free to do as it sees fit, subject to requirements of the Internal Revenue Service (for U.S. chapters; presumably there are similar requirements for Canadian chapters).

For the case in point, most of the old records were routine paperwork and files such as cancelled checks, monthly bank statements, blank forms, invoices, due notices and so forth. Of four boxes of records, only one box was kept, it containing complete records for the last five years. A relatively small amount of materials considered to be significant were given to the chapter Historian for safekeeping. The remaining old records were disposed of. The chapter Historian and the chapter Board of Governors were consulted and kept informed of the actions being taken.

FISCAL IMPACT: Not Known

Discussion followed.

MOTION PASSED - 12 in favor, 0 opposed, 0 abstained.

Oregon Chapter
Motion #2:

THAT the Society develop, by May 1, 1995, an improved procedure for billing for chapter dues, and employ that procedure for dues notices mailed out for the 1995 - 1996 fiscal year. Specifically, for chapters electing to have the Society invoice and collect their dues, chapter dues should be billed in different dollar amounts depending on Society classifications of membership in the same way that Society dues are differentiated. Motion seconded.

BACKGROUND:

It is the policy of the Oregon Chapter that Life Members and Student Members are exempt from chapter dues. However, the Annual Notices sent out by the Society bill all chapter members, regardless of classification of membership, for the same dollar amount. During the past year, this necessitated sending out letters of explanation to affected chapter members and issuing refunds (in some cases), or making contributions to ASHRAE research in lieu of dues, an option elected by several Life Members.

FISCAL IMPACT: Dollar amounts not known. Accuracy and efficiency of financial management would be improved.

MOTION PASSED - 8 in favor, 2 opposed, 2 abstained.

Oregon Chapter
Motion #3:

THAT Society develop and promulgate by July 1, 1995, definitive written guidance on income tax filing requirements for U.S. chapters (and for Canadian chapters as well, if applicable). Develop and make available to chapter treasurers sample filled-in forms. Designate one person at Society who is an authoritative source of advice, or (preferably) contract with a professional tax counsel to provide advice in response to requests from chapter treasurers. Motion seconded.

BACKGROUND:

In August each year, the Society sends to U.S. chapter treasurers a notice informing them of requirements for IRS (Internal Revenue Service) Form 990, a form required under certain circumstances for organizations exempt from income tax. A copy of the ASHRAE Notice is attached. The requirements in brief are as follows:

- Chapters receiving a random-sample 990 Package from IRS must file Form 990.
- Chapters having gross receipts of \$25,000 or more in a taxable year must file Form 990 and Schedule A.
- Chapters having gross income of \$1,000 or more *from business unrelated to the chapter's exempt purpose* must file Form 990-T. Examples of such income are given as follows:
 - "If a chapter collects fees for reproducing business cards in its newsletter or other publication, this income MAY (capitals used for emphasis) be construed as income from commercial advertising, which is 'business unrelated to the organization's exempt purpose'."
 - "If a chapter receives payments from its members for meals, these receipts are included in the receipts of the chapter and thus 'constitute business unrelated to the organization's exempt purpose.' However, if the payment for meals is made directly from the member to the provider of the meals, this would not be considered receipts of the chapter."

The notice invites chapters having questions about the IRS requirements to call a designated person at Society. In response to questions raised by the Treasurer of the Oregon Chapter, the designated person, while sincerely interested, responsive and helpful, was unable to provide definite guidance or samples of filled-in forms filed by other chapters. In a follow-up letter of reply, she provided out-of-date instructions for Form 990-T, and advised that "if your chapter decides to file this form, you may be able to receive assistance in completing same by phoning your local IRS office."

Chapter treasurers need better guidance than that. The local IRS office does not know what ASHRAE is, or how chapters operate, and even if by some fortunate coincidence they did, or attempted to learn and understand such things, it is highly unlikely that their advice would be

consistent with advice given by other local IRS offices in response to questions posed by other ASHRAE chapters.

Some possible amelioration of the filing requirements is given by language in the IRS instructions for Form 990-T, as follows:

- Under "Definitions," on page 1: "An unrelated trade or business is ... any trade or business that is regularly carried on, and not substantially related to, the organization's exempt purpose or function (*aside from the organization's need for income or funds or the use it makes of the profits*) ..." (italics added for emphasis)
- In the same section of page 1: "An unrelated trade or business does *not* include a trade or business:
 - In which substantially all the work in carrying on the trade or business is performed for the organization *without compensation*; or
 - That is carried on by a section 501(c)(3) organization (ASHRAE is such an organization) *mainly for the convenience of its members* ..." (Italics added for emphasis)

It seems clear that money collected for monthly chapter meetings and then paid directly to a restaurant is done for the convenience of chapter members. It also seems clear that money earned by selling advertising in the chapter roster helps meet the chapter's need for funds to accomplish its intended purposes. However, both of these interpretations are inconsistent with guidance given in the ASHRAE notice.

Fortunately (perhaps), the work of ASHRAE chapters is done by members serving without compensation, which may make all the rest of the IRS requirements irrelevant. Or does it?

In its traditionally helpful manner, IRS advises people struggling to understand the requirements for Form 990-T (in the Paperwork Reduction Act Notice on page 1 of the Instructions) that the estimated time for recordkeeping amounts to 61 hr/yr; for learning about the law or form, 20 hr/yr; for preparing the form, 32 hr/yr; and for copying, assembling, and sending the form to IRS, 3 hr/yr. While "the time needed to complete and file this form will vary depending on individual circumstances," those are clearly extraordinary time demands that most chapter treasurers will not be eager to satisfy.

It seems quite clear that a single source of authoritative advice should be available to chapter treasurers attempting to comply with the IRS requirements.

FISCAL IMPACT:

Not known. However, action on this motion will surely improve consistency and compliance with IRS requirements, thus safeguarding continuation of the Society's status as a 501(c)(3) organization.

A lengthy discussion followed.

MOTION PASSED - 8 in favor, 0 opposed, 4 abstained.

4. **Puget Sound Chapter**
Motion:

THAT the Society change its procedures regarding the distribution of Chapter Management software programs and it is recommended that distribution be expanded to include other chapter officers and committee chairmen. Motion was seconded.

BACKGROUND:

Previously the Society distributed hard copies of the Chapter Roster three times each year to the Membership Promotion Committee Chairmen and the Secretary, as well as monthly Chapter Change Reports. The CMS program was distributed in December of 1993 with the initial disc and Handbook sent to the Secretary for internal distribution. This method of distribution is too time consuming.

FISCAL IMPACT: The additional cost for the Handbook, monthly update disks, postage and handling could be borne by the individual chapters on an annual prepaid assessment. There would be no cost to the Society.

Discussion took place.

MOTION PASSED - 11 in favor, 0 opposed, 1 abstained

5. Regina Chapter
Motion:

THAT ASHRAE investigate the possibility of videotaping CRC Workshops. Motion was seconded.

BACKGROUND:

Most incoming Chairpersons not attending CRC lack the information and motivation that comes from personally attending the workshops. Videotaping these sessions would allow these Chairpersons to get all the information and ideas that come out of a workshop, and will better prepare them to perform their duties.

FISCAL IMPACT: Cost of equipment rental, copying and distribution.

Discussion followed.

MOTION PASSED - 6 in favor, 5 opposed, 1 abstained.

6. Southern Alberta Chapter
Motion:

THAT ASHRAE (Headquarters Atlanta, Georgia) conduct a survey among the various regions and chapters on the problems of declining attendance and participation by the membership in Chapter activities, compile a list of measures (if any) taken by the chapters to address this issue and make this information available to all chapters. Motion seconded.

BACKGROUND:

Attendance at our Chapter Meetings has been declining steadily in recent years. There may be other chapters who are facing the same problem and taking some proactive measures to address the issue. This motion is asking for a compilation of all those innovative measures and making it available to all chapters for their benefit.

FISCAL IMPACT:

The survey involves preparing a questionnaire, sending them to all chapters and compiling the information received. This could be done by the existing staff resources at ASHRAE Headquarters without much fiscal impact.

MOTION PASSED - 10 in favor, 0 opposed, 2 abstained.

E. OTHER ITEMS FOR REGIONAL DISCUSSION

1. 1995 Joint CRC and Regional Centennial Celebration

Ralph Mattison informed the Meeting that the 1995 Joint CRC will be held in San Jose, California, on May 3 - 6, 1995. This will include the official Regional Centennial Celebration, and Historian Neil Childs, will be sending out information to the chapters. The Fairmount Hotel in San Jose is the headquarters hotel. An information package was distributed.

2. 1996 CRC

The 1996 CRC will be held in Coeur d'Alene, Idaho, and the host chapter is the Inland Empire Chapter. The meeting hotel is the Coeur d'Alene Resort and brochures on it were distributed. On behalf of the Inland Empire Chapter, Bruce Nelson invited everyone to the '96 CRC.

3. Regional Fund

Copies of the regional fund report were distributed to the delegates. Ralph Mattison advised there is a balance of \$4,197.45 and a bank statement showing that amount was included with the report. This accounting is for April 30, 1994, and Ralph said a new report will be made on June 30, 1994, when the Regional Fund is transferred to the incoming DRC.

4. Closing Remarks

- a. Ralph Mattison thanked the officers for coming and expressed thanks to everyone on behalf of the Region. He thanked the North Alberta Chapter for a fine job of hosting the CRC.
- b. Neil Patterson commended the Host Chapter on its excellent organization and selection of the hotel. He said that it was one of the best CRCs he had attended. Chapter President Ivan Hall responded, expressing his Chapter's pleasure at hosting the event.
- c. James Harrison, RCV, Membership Promotion, thanked Chairman Ralph Mattison on behalf of the RVCs for his leadership over the past three years, and wished him the very best of luck in all his future endeavors.

IX. MOTION TO ADJOURN: Moved by Mid-Columbia Chapter to adjourn the meeting. The motion was seconded, and passed.

The Business Meeting adjourned at 5:00 p.m.