

ASHRAE - Region XI 2002 CRC
Calgary, Alberta

Business Session

Friday, May 10, 2002 2:15 p.m. to 5:30 p.m.
Saturday, May 11, 2002 2:15 p.m. to 4:30 p.m.

Call to order

Doug Dunford, DRC Regional XI, called meeting to order 2:20 p.m.
Delegates, Alternates, Officers and Guests were introduced.

Election of Secretary

Trent Theaker of Southern Alberta Chapter was elected as secretary.
Parliamentarian - Ron Jarnagin

Minutes from 2001 Region XI CRC

Minutes were presented with the following noted corrections:

Page 2 of 10 RVC Research Report - delete reference to (BC chapter), replace
with Puget Sound.

Page 6 of 10 delete "or area approved members"

Page 8 of 10 History Gold Ribbon awarded to Frank Darke
Alaska received TOPS award

Motion by British Columbia Chapter to accept the amended minutes
Seconded by Manitoba chapter
Passed, 12-0-0

Resolution

Whereas:

A pillar of strength and leadership has fallen from amongst us.

Donald E. Holte, P.Eng.
Presidential Member, Fellow ASHRAE

Who, as president of ASHRAE in 1997-98, challenged our members in his theme
"Technology for a Better Environment" to employ innovative design, building upon
traditional engineering to encompass creative applications to improve the indoor

environment while protecting the outdoor environment so as to preserve the world's resources for posterity.

Under whose leadership of positive and selfless nature, the Society embarked on a new approach to develop standards which embrace varied building construction and environmental disciplines, securing for ASHRAE a position of leadership in the community of persons engaged in creating and maintaining the world we live in.

Be It Therefore Resolved:

That the Members, Delegates, Alternates, Vice Chairs, and Chairman of ASHRAE Region XI at the Chapters Regional Conference in Calgary, Alberta, observe the passing of Donald E. Holte with great sorrow and that this official resolution be placed in the records of Regional XI's CRC meeting, and that a copy of the same be forwarded to the Board of Directors Annual Meeting in June of 2002 and to the members of his immediate family.

Second - Alaska Chapter

Passed 12-0-0

Disposition of 2001 CRC Motions

Motion 2: Move that Society publish the seminar presentations at the summer annual meeting, at a reasonable cost, thus making this information available to all members.

Status: Defeated 3-11-0. Because it would be cost prohibitive and formality of presentation would limit presenters.

Motion 3: Put all membership applications (advancements, student & membership) in PDF form to make them downloadable and e-mailable on the websites.

Status: Passed 6-5-3. Society is in the process of implementation.

Motion 4: Put the Student Activities Handbook and written files for the Science Kits in PDF files on the National website.

Status: Passed 14-0-0. Referred to Student Activities Committee to implement PDF format.

Motion 5: That future Society membership cards include the date of election to current membership status in addition to the original membership date.

Status: Failed 1-12-0. It is already available from society.

Motion 6: That Society provide a list of all regional members, current membership grade and grade election date to the regional nominating member 4 weeks prior to the Region's CRC.

Status: Failed 1-12-0. It is already available from society

Motion 7: Recommend the next Society President Elect consider awarding PAOE points for chapters that submit their CRC reports ONE WEEK in advance of the CRC in electronic format.

Status: Failed 1-12-1. The time frame is a regional issue.

Motion 8: Refer to ASHRAE Research Canada (ARC) for further investigation and development of a system; (1) to allow all Canadian chapters to directly deposit research funds into a Canadian ASHRAE Research accounts and, (2) Be able to complete the electronic transfer of those funds directly to the society research account.

Status: Updated during the business meeting by the ARC chairman.

Steve Ivesdal, ASHRAE Vice President

Presented on Society policy and program implementation including: Policy change on commercialism, Electronic Roadmap, Handbook on sustainable buildings, Ammonia as refrigerant position document, IAQ position document, Health and Safety of Buildings study group, New Region-at-large, Research promotion committee name change to resource committee, Innovative research, Region-at-large, and Hand book rewrite.

Tim McGinn, Regional Audit Report 2000/01

Reported that there are two accounts kept by the region, a savings account for income and chequing for expense. The fund is in good condition although there has been a declining balance. There was a question regarding the discrepancy of \$2,000 which was explained to be a typo.

Motion by Puget Sound to accept the report

Seconded by Saskatoon

Passed 12-0-0

Doug Dunford, Director and Regional XI Chair, Regional Budget and Forecast

Reported that the Region not Society will now provide CRC seed money. The funding will be started by repayment of the 2002 CRC seed money, received from society, paid back to the Region.

There were questions on the difference in the opening/closing balances which was explained as being due to an adjustment in time periods between the two.

Motion by Vancouver Island that the budget be presented in a traditional income/balance sheet format, seconded by British Columbia

Passed, unanimous

Dieter Bartel, RVC Membership

Reported that communications have improved. Web reporting is still not fully utilised, 9 of 12 chapters are using it. Some progress has been made in the mentoring program but seems to be a low priority. Dieter visited Regina and Saskatoon. Commendations to Les

LeRocque , CRC Chair's work in setting up the CRC. Key areas of focus: new members, retention of members and student transfers, which are very low. Dieter welcomed the incoming RVC.

Trevor Harle, RVC Research

Reported that another \$5,000 has come in since printed report. British Columbia and Vancouver Island have met goals already. The goal is based on the average of lowest two of past three years, basically just have to meet what has been done in the past few years. The Region has increased their amount the last few years. Trevor welcomed the new RVC.

Ron Johnson, RVC Student Activities

Reported that this is his first year as RVC and that he has learned a lot. Student Activities is closely related with Membership and Chapter Programs. The web has improved the reporting process but still needs improvements.

Jill Connell, RVC Chapter Programs

Reported that there were five Distinguished Lecturers scheduled for September and October which did not occur due to the events of September 11. One Distinguished Lecturer did present later in the year. The Distinguished Lecturer program will continue to be a focus for the next year. Six chapters made PAOE par and the point structure have been changed for the coming year. A goal for the coming year is to obtain maximum PAOE points. Jill visited Vancouver Island.

Ron Thompson, RVC TEGA

Reported that it has been a busy first year. Ron visited Puget Sound and Oregon. The chapter chairs need to be better informed of their duties. The region received honourable mention for a technology award. There were five satellite broadcasts which is an increase from two from the previous year. Refrigeration was incorporated into TEGA a few years ago and it varies how the chapters have handled it. Ron would like to re-initiate separate chair.

Wayne Hydeman, RVC Historian

Reported to amend the PAOE report points, British Columbia has 250, Northern Alberta 175, Southern Alberta 175. Most chapters have supplied chapter reports. All but Regina and Saskatoon have web pages, Regina is construction one. There are three awards levels: Neil Childs Award, Regional Gold Ribbon and Society Gold Ribbon. The Northern Alberta report can be used as a template for other chapters starting in next year.

Dale Carter, ASHRAE Research Canada (ARC)

Reported that ARC is a corporation to collect money in Canada for ASHRAE. The board is made up of Canadian chapter members. It has been meeting some resistance because it is viewed as only a Canadian issue.

2002 Region XI CRC Motions

The following motions were read into the record.

Motion 1

Moved by: Alaska Chapter

Seconded by: Northern Alberta

Motion: Move to provide funding to accomplish the following:

- Provide information and application for grade advancements from Associate Member to Member on ASHRAE website.
- Provide new “Associate to Member Grade Advancement” link to “Address and Grade Changes” page.
- New page to have links on FAQs including qualifications, applications, application process, how the member will be affected or not affected by the advancement (fees, etc.), and a link to download the advancement application in Adobe Acrobat and/or Microsoft Word format.

Background Information:

- Online information is already available for the lesser used Life Member Grade and Retiree Member Grade. Makes sense to have the most common advancement available.
- Advancement forms are currently distributed by Chapter Membership Chair. Forms are mailed to Membership Chair from National and then hand distributed to candidates. Alternative is to fax the application to candidates which degrades quality of final application.
- Downloading application forms online is common internet practice and requires minimal server space.
- Having the forms available directly to the member saves National and the Chapter Membership Chairs time in dispensing forms.
- Chapter Membership Chairs may not be easily accessible to all members to answer questions and dispense forms.

Fiscal Impact: 6 hours of administration time to write descriptions/FAQs. 3 hours of webmaster’s time to set up page and links. Annual savings will be acquired from printing, postage, and handling costs associated with current application distribution

method, all of which is paid for by National. This includes administration time spent fielding and processing requests for forms. Payoff to occur within the first two years.

Discussion:

-Let the website motions go forward, you maybe right or wrong, changes may increase cost.

Disposition: Passed 12-0-0

Motion 2

Moved by: Alaska Chapter

Seconded by: Puget Sound

Motion: Move to automatically upgrade all Associate Members who have 14 years of consecutive membership with ASHRAE to full Member status. This would be accomplished through a monthly sort-and-execute function programmed into the Society's member database. Function would be similar to the automatic upgrade of Life Member status to members who have achieved 30 years of service and are over 65 years old.

Background Information:

- Advancement qualifications currently listed in "Application for Membership Advancement from Associate Member to Member Grade are as follows:
"A MEMBER SHALL HAVE THE EQUIVALENT OF TWELVE SOCIETY-APPROVED YEARS OF EXPERIENCE COMPOSED OF AN APPROVED COMBINATION OF :
(A) COMPLETED EDUCATION BEYOND HOGH SCHOOL, (B) WORK EXPERIENCE, AND (C) PORFESSIONAL ENGINEERING OR RELATED REGISTRATION OR LICENSE ISSUED BY A LEGALLY AUTHORIZED BODY."
- Motion assumes that at least 12 of the 14 consecutive years of membership qualify as "work experience". The two additional years are to compensate for any "down" time during that period.
- Motion significantly reduces the workload on the Chapter Membership Chairs and National A&A Review Committee.
 - Current process requires the Chapter Membership Chairs to sort their chapter membership database, contact qualifying candidates, order advancement application, deliver application to candidate, and follow up with candidates as required until the application is completed and submitted for review. On average, one month turn-around time.
 - Once submitted, National's A&A Committee reviews application during monthly meeting. Depending on the timing of the application submittal, this can be a two month turn-around process.
- Allows Chapter membership Chairs to focus on collecting delinquent dues and fostering mentor programs.

- Members who have achieved Life Member Grades, as noted on the website, are already automatically upgraded by National based on age and length of service.
- Savings would be achieved through removal of coupon incentive program on automatic upgrades.
 - Current Membership Resource Manual (section 3, page 4) states that each successful advancement candidate is given a \$20 incentive coupon towards annual/winter meeting registration fee, publications, or logo merchandise.
 - For every member upgraded under this program, the \$20 incentive coupon can be credited against the cost of the software.
 - True savings based on percentage of coupons actually used by candidates.
 - The Alaska Chapter currently has 15 members that would be upgraded by this motion. That is \$300 in potential incentive coupon savings. Applicable members within Region XI alone should easily pay for the implementation cost.

Fiscal Impact: Unsure of associated costs to add programming to database, though \$1,000-2,000 may be expected. Annual savings would be acquired from printing, postage, and handling costs associated with current advancement application distribution method. This includes administration time spent fielding and processing requests for forms. Additional savings would be achieved through elimination of \$20 incentive coupon program.

Discussion:

- Thanks Alaska for the heads up.
- Background - When advancing in the society we need letters to show how they are improving in the industry.
- Should not make it automatic after a number of years, should have justification for advancement.
- Does not seem right if you do not put effort for advancement.
- Member has to upgrade their biography, this does not accomplish anything.
- Some terms are not making this motion comfortable.
- Rebuttal - If someone is not active in the industry why would they keep membership.

Disposition: Failed 1-11-0

Motion 3

Moved by: Alaska Chapter

Seconded by: Northern Alberta

Motion: Move to provide funding to update member database with professional license information. This data was lost during the database system upgrade last June.

Background Information:

- Professional license information was available prior to June 2001.
- Number of professional licenses is one of the leading indicators for Chapter Membership Chairs to determine who is eligible for membership advancement. Qualifications are as follows:
 - “A Member shall have the equivalent of twelve Society-approved years of experience composed of an approved combination of: (a) completed education beyond high school, (b) work experience, and (c) professional engineering or related registration or license issued by legally authorized body.” (excerpted from “Application for Membership Advancement from Associate Member to member Grade”).
 - Professional license = 3 Society-approved years.
 - Typically licensed engineers have a four year college degree* at 1.5 Society-approved years per year of university = 6 society-approved years.
 - Most State licensing boards require a minimum of 3 years of “work experience” to be eligible to take the professional license test.
 - This is a total of 12 Society-approved years.
 - * Note that some states allow non-degreed engineers to be licensed based on experience.
States that allow this normally require at least 9 years of “work experience” which still qualifies the candidate for advancement.
- Without national data, Chapter Membership Chairs are then put in the awkward position of asking possible candidates if they have a professional license or college degree in an ASHRAE related field. This may make the member feel uncomfortable and/or may be construed as elitism.

Fiscal Impact: One week of a membership technician’s time at Headquarters.

Discussion:

- Clarification: how does this info get into the database?
- Usually comes with the application or upgrade of the Bio.
- Information is in the database, but it maybe edited
- Our old ad system, we may find the information there, may have to ask the members to update the information.
- Will the system today accept the info?

Disposition: Failed 3-9-0

Motion 4

Moved by: Alaska Chapter

Seconded by: Manitoba

Motion: Move to provide funding to add the following to the ASHRAE website:

- Post a link on the ASHRAE website to download the Retiree Member Grade application form in adobe acrobat and/or Microsoft Word format.
- Link would be located at the bottom of the “Retiree Member Grade” information page found under the “Address and Grade Changes” website page.

Background Information:

- Information is currently given on the website but the form has to be mailed to the individual or chapter membership chair and then delivered to the member.
- Downloading application forms online is common internet practice and requires minimal server space.
- Having the forms available directly to the member saves time and frustration for all parties.

Fiscal Impact: 15 minutes of administration time to convert document to Adobe Acrobat format. 2 hours of webmaster’s time to set up link. Annual savings will be acquired from printing, postage, and handling casts associated with current distribution method. This includes administration time spent fielding and processing requests for forms. Payoff to occur after approximately 15 retiree form requests.

Discussion:

- Link and a specific location for that link.

Disposition: Passed 12-0-0

Motion 5

Moved by: Alaska Chapter

Seconded by: Vancouver Island

Motion: Move to provide link on website under “Join ASHRAE” for student membership application. Link would send user to Student Zone section.

Background Information: Currently, if a student tries to sign up a the “Join ASHRAE” section, they search through additional screens before they are told that they need to go to the student membership area for their application. Having a link on the first “Join ASHRAE” screen is more straightforward.

Fiscal Impact: 15 minutes of webmaster’s time.

Disposition: Passed 12-0-0

Motion 6

Moved by: Alaska Chapter

Motion: Move to form a national technical committee to oversee the ASHRAE website. This TC would be in charge of upgrading the website to industry standard and provide maintenance/upkeep as required. The TC would review change requests and delegate programming changes to its members. Due to the continuous maintenance required with a site of this size, the committee would have to operate continuously rather than just during semi-annual meetings. This would be accomplished primarily through e-mail.

Background Information:

- As a leader in industry technology, ASHRAE should have a leading edge web page.
- ASHRAE has one of the most difficult web sites to navigate through and find data.
- ASHRAE members are typically technically adept and many are qualified to maintain or create web sites.
- Members are the ones who know best what the website should provide and how because they are the ones who use it.
- Many members feel that they are not qualified to provide input on a national TC. A website design TC may get more members involved at a national level.
- By using a TC rather than a consultant, the Society will save money as volunteers would be doing the majority of the work.

Fiscal Impact: Incidental costs associated with setting up a TC. Savings would be achieved through reduced consultant charges.

Disposition: Withdrawn

Motion 7

Moved by: Inland Empire Chapter

Seconded by: British Columbia

Motion: Move that Region XI establish a Regional Vice Chair (RVC) Expense Fund to provide financial assistance to RVCs for hotel, meal, and registration expenses incurred during their service. Each chapter shall be assessed a fee of \$1.50 US dollars per area assigned member for the fund, based on the most current Chapter Regional Conference (CRC) membership report. The monies collected shall be divided equally amongst the RVCs, with a maximum dispersal of \$500 per year. Additional monies beyond what is paid out shall accrue in an interest bearing account until such time that a motion is made and passed to increase the dispersal amount. RVCs may decline to receive funds. Each Chapter shall pay monies to the fund before October 31 of each year. Funds shall be

distributed by check to each RVC on Nov. 30 of each year. Funds shall be maintained, collected, and dispersed by the Director of Regional Chairs. The RVCs eligible to receive monies from the fund are: Programs, Membership Promotion, Research Promotion, Nominating Committee, Student Activities, TEGA, and Historian.

Background Information: By financially supporting the volunteer efforts of our RVCs, we place less of a financial burden on them. This will increase the number of highly qualified individuals that will be able to accept an RVC position for Region XI.

Fiscal Impact: \$1.50 per area assigned member to each Chapter.

Discussion:

- Should it be US or Canadian? Answer - (should be US \$)
- this fund will help cover a lot of cost
- How do you execute this, how do you put it into the budget?
- We would amend the budget by a dollar
- Amendment -Should add nominating committee to the list.

Disposition: Passed 6-4-2

Motion 8

Moved by: Inland Empire Chapter

Motion: Move that Society waive the mandatory conference registration fee for Regional Vice Chairs (RVCs) at the Summer and Winter Society meetings.

Background Information: Currently, RVCs are required to register for a minimum of one day at each meeting before they are eligible for transportation reimbursement. This registration cost is currently the responsibility of the RVC volunteer. By eliminating the registration fee we will lessen the financial burden on our RVC volunteers. This will increase the number of highly qualified individuals that will be able to accept an RVC position. Many RVCs that attend the meetings do so to participate in their RVC duties, but do not have enough time left to participate in the activities (seminars, etc.) that the registration fee allows them access to. In some cases this means that RVCs are required to pay for a registration that they are unable to utilize.

Fiscal Impact: There are approximately sixty-six (66) RVCs representing various Regions. Minimum 1-day member registration for the upcoming Summer meeting is \$100. This results in a revenue loss of approximately \$6,600 per meeting.

Discussion:

- If this motion passes does this person attend all the technical sessions if they purchase a one day registration?

- Provide the RVC a restricted badge to attend certain sessions

Disposition: Passed 8-3-1

Motion 9

Moved by: Inland Empire Chapter

Seconded by: British Columbia

Motion: Move that Chapters submit their Regional Fund Dues by December 31 of each year.

Background Information: An existing deadline does not exist and consequently, some Chapters have not submitted their dues until late in the year. This causes difficulties with the financial operations of the Region.

Fiscal Impact: None.

Discussion:

- When do they collect ?
 - September 22.
 - Northern Alberta does not have the funds until November because of tradeshow.
 - Modify date to Dec 31.
 - Put it into the MOP
 - How do we adjust the date on Motion 7 to Dec 31.
- Amend - to change date to Dec 31, all regional dues

Disposition: Passed 11-0-1

Motion 10

Moved by: Manitoba Chapter

Motion: Move that if ASHRAE combines fund raising for both Research and Education into one committee, that:

- Committee name be “Research and Education Development Committee” or some other similarly descriptive name and,
- Contributors be allowed to allocate their contributions between the Research and Education funds if they so wish.

Background Information: ASHRAE is considering changing the Research Promotion duties to include soliciting funds for Education/Training Programs.

- The proposed name, “Resource Promotion”, is not descriptive of the committee functions, so is confusing. A descriptive name would benefit those asking donors to contribute, because it makes it clear what the contribution is being requested for.
- Some donors want to know where their money is going.

Fiscal Impact:

- Name change will cost nothing to implement because ASHRAE should not have any infrastructure investment in the name at this time. A clear name may improve contributor receptiveness to requests for money.
- Allowing donors to designate their contributions to a use may result in over all increased in contributions from donors. If contributors have strong preferences, ASHRAE may not have as much control over distribution of funds as it would otherwise have.

Discussion:

- Split it into two different motions.
- Donations are always up to the donor.

Disposition: Withdraw second part of the motion, Passed 11-1-0

Motion 11

Moved by: Mid Columbia Chapter

Seconded by: Northern Alberta

Motion: Move that the Research Promotion Committee request ASHRAE staff develop a process for Chapters and Regions to electronically submit RP funds directly to Society accounts, along with a procedure for any necessary reporting of their sources.

Background Information: Use of electronic transfers of funds to the Society accounts, along with appropriate reporting of the sources of those funds will improve the efficiency and timeliness of the deposit of Research Promotion funds, and will reduce staff time for processing. In addition, the reporting of the collection of these funds can be more quickly dispatched back to the Chapters and Regions.

Discussion:

- Does this cause any problems to ASHRAE research Canada?
- Does not have any impact.
- You may lose money because of the electronic transfer fee (15 -20 dollars).
- If it is from a chapter with a large sum of money it should not be too costly.
- It is an option for chapters.
- Do we make cheques to Chapters?
- Make Cheque to Research, this is an alternate to a cheque.

Disposition: Passed 11-1-0

Motion 12

Moved by: Northern Alberta Chapter

Motion: Regional Dues assessed to the Chapters should be based only on Chapter membership rather than on all area assigned Society Members.

Background Information:

- The Chapters do not receive funds from the Society Members that are not also Chapter Members.
- Why should Chapter Members be the only ones to support the Region?
- Those choosing to further support ASHRAE by becoming Local Chapter Members are penalized by being assessed the additional fee.

Fiscal Impact: Assessing the fee to Chapter members only would lessen the burden on Chapter members and/or Chapters.

Disposition: Failed 5-5-2 Chair Voting -No

Motion 13

Moved by: Puget Sound

Seconded by: Southern Alberta

Motion: The DRC shall manage the Regional Fund in accordance with the Manual of Procedures (MOP) for the Regional Fund.

Background Information: A MOP for the Regional Fund has been developed to ensure that the fund is managed consistently. The MOP will serve as the guideline for auditing, reporting, and budgeting procedures.

Note: all four submitted in Puget Sound report withdrawn

Disposition: Passed 12-0-0

Motion 14

Moved by: Oregon Chapter

Seconded by: Manitoba

Motion: Move that Region XI provide necessary “seed money” to the Host Chapter of the Chapter Regional Conference, beginning with the upcoming 2003 CRC hosted by the Puget Sound Chapter. Pursuant to completion of the Chapter Regional Conference, the host Chapter is then responsible to reimburse the Region that “seed money” which was provided prior to the CRC event.

Background Information: ASHRAE Society has previously provided this CRC “Seed Money”. As of this fiscal year, Society will no longer make those funds available to individual Chapters. We believe that the monies should still be available to assist the host Chapter with CRC start up costs.

Fiscal Impact: No financial impact to Society and none to Region XI. A current fund of \$2,300.00 exists as part of Regions XI’s budget. Society would no longer bear the financial burden of dispersing CRC seed money funds, nor would they be responsible for collecting them after the Chapter Regional Conference.

Disposition: Withdrawn

Motion 15

Moved by: Southern Alberta Chapter

Seconded by: Manitoba

Motion: That Society sends monthly chapter change reports through e-mail in printable pdf file format.

Background Information: Currently, monthly chapter change reports are sent by standard mail, which results in an approximate 4-6 week delay in changes to membership information. The most current chapter membership information is available through the web site. However, there is no immediate record of which changes have or have not been made. One must download the info from the web and manually check the complete chapter list to see if the changes submitted have been made. This delay causes inconsistency in our local chapter database.

Fiscal Impact: Cost saving on mailing out and printing of the change reports. This would help a lot

Disposition: Passed 12-0-0

Motion 16

Moved by: Southern Alberta Chapter

Motion: That Region XI hold its CRC during the spring, but not conflicting with the following calendar events, Mother's Day, Victoria Day, Memorial Day.

Background Information: Recently the past few CRCs for Region XI have occurred on one of the previously mentioned calendar events. This causes some difficulty in chapter's representatives attending the CRC and may result in low turnout.

Fiscal Impact: Lower turn out may cause less profit generated for RVC and the hosting chapter.

Discussion:

- (US) Memorial day is on the last weekend of May.
- If we have the meeting in June motions would not be brought up until the fall, difficult to get things done for the summer meeting

Disposition: Passed 6-5-1

Motion 17

Moved by: BC Chapter

Motion: Move that Region XI waive future Regional Assessments against the BC Chapter (020) until 50% of the loss on the 2000 joint CRC is recovered by the BC Chapter (020) by not paying the Regional Assessment.

Background Information:

- The Director and Regional Chair (DRC) for Region XI, who is responsible for the Chapter Regional Conference (CRC) as per 2.1.1 of the Chapter Regional Conference Manual, and who was involved in approving the arrangements, and who held a Regional meeting at the Hotel prior to the CRC has admitted that he encouraged CRC attendees to stay at alternate hotels than the conference hotel due to the cost of the hotel.
- CRC Timeline

- 96 Four Region CRC proposed
- Aug 27, 97 Westin Bayshore booked for four days – 800 room nights, 4 days
Oct 8, 98 Westin Bayshore Hotel cancelled due to expansion plans
Looked at various other downtown Hotels
Selected Sheraton Wall Centre Hotel – night
CRC confirmed as joint X & XI CRC
- May 1, 99 Attended Region X CRC in Stockton
May 99 Attended Region XI CRC in Winnipeg
- Mar 15, 99 First draft of contract received from Hotel
Aug 28, 99 CRC Meeting with Region X & XI Directors at Sheraton Wall Centre. I was out of town and unavailable
- Jun 9, 99 Comments on Hotel contract received from Judy Marshall
Dec 10, 99 Room blocks were reduced to Tuesday 5, Wednesday 35, Thursday 140, Friday 140, Saturday 125 for a total of 445 room nights
Dec. 17, 99 Contract Signed
Dec. 31, 99 Paid \$2000 deposit
- March 28, 00 Hotel allowed us to release rooms with no penalty, but meeting room charge is \$8000 per day and the minimum food & beverage
At this time we had 66 room nights booked
- April 11, 00 The Hotel agreement called for meeting room payments of \$8000 per day for the four days. The rooms would be free if we had a total 379 of booked room nights and \$4000 per day if we had 312 room nights. There would also be one complimentary room night for each 50 room nights attributed to ASHRAE CRC.
- Let Go of Room Block, ASHRAE rate still available
- May 10-13, 00 Joint Region X & XI CRC
Had registration desk note which delegates stayed at the Sheraton Wall Centre.

Our records indicate:

Society 6 registrants
Region X registrants 41 registrants
Region XI registrants 53 registrants

Attendance Friday Lunch 133, Friday banquet 122 people, Saturday Lunch 130.

Had numerous discussions with Hotel, as their records did not match ours. In the end we agreed that we had 250 room nights. We recieved some free room rentals but had to pay the \$8000 per day for the meeting rooms.

The CRC recorded a deficit of \$12, 081.00 dollars.

This was attributed to the fact that the delegates had stayed in alternate, and lower cost, accommodations close to the Sheraton Wall Centre.

- CRC 200 Financial Summary

The joint Region X & XI CRC in May of 2000 operated at a deficit of \$12, 484.94.

Due to the number of hotel rooms booked under the ASHRAE – CRC 2000 name we were charged the full daily meeting rate of \$8,560.00 per day. This cost us \$25,680.00 versus our original budgeted amount of \$9,416.00.

The CRC was originally scheduled to be at the Westin Bayshore and a block of 200 rooms were put on hold for 4 nights. When the Westin Bayshore advised us that they would be undergoing renovations we looked at alternative hotels and set up the contract for the same 800 room-nights.

The contract was reviewed by Society and changes were made accordingly.

As the date of the CRC drew near we realized we were short on the rooms. Prior to the CRC, November 16th, 1999, the block of room nights was reduced to 445 room nights with the provision that we spend at least \$20,000.00 on food and beverages. Our budget was based on having at least 70% of the room nights or 312 room nights. We did not foresee this as being a problem as our hotel numbers were based on being 15% more than the region X & XI 1999 CRCs. The Region X CRC had very few Saturday night and no spouses as most stayed in San Francisco rather than Stockton.

The hotel claimed that we had 173 room nights at the end of the conference. During registration each person was asked if they were staying at the hotel. This information helped us convince the hotel there were in fact more rooms, and we finally agreed on 250 room-nights and received credit for 5 free rooms.

The cost of the Hotel room at \$199.00 per night was secured approximately 2 years prior to the CRC when the hotel vacancy rate in Vancouver was basically zero. The hotel vacancy situation changed and the rates within the city fell. Hotels across the street from the CRC venue were available for \$99.00. The rack rate of the hotel was \$189.00 during the CRC.

There was no financial contribution from the technical seminar. The room charge cost us \$8,560.00. Originally there were to be some CRC sessions on the Thursday, but the schedule was changed. This was due to not enough promotion or advertisement. It was suggested that the Society could have provided e-mail for the chapters for us to e-mail. We had asked for e-mail of delegates and alternates from Society but were told that this information was not available. The loss for the seminar was \$7396.25. Had we had enough rooms the loss would have been \$1,974.92.

The golf tournament was a money loser due to low attendance and a couple of cancellations for valid reasons. Loss for the tournament was \$1,323.47.

The special events all tended to break even or make a slight profit.

Boat Cruise	\$414.43 (Lots of late bookings)
Presidents Lunch	\$142.44
Saturday Banquet	\$1,003.43 (Had a good deal on entertainment)
Awards Lunch	\$217.97

Submitted

CRC 2000 Region X & XI Chair
Robert Flipse, P.Eng.

Fiscal Impact: This motion would reduce the future funding of the Region XI Fund by \$6,242.47 over 4-5 years.

Discussion:

- Would this motion change the immediate budget.
- Willing to wave a year.
- We will have to redo budget

Disposition: Passed 5-4-3

Motion 18

Moved by: BC Chapter

Motion: Move that Region XI adopts a policy of the region taking on the financial responsibility for any profit or loss related to the CRCs.

Background Information:

- The Director and Regional Chair (DRC) is responsible for putting on the CRC as outlined in the Chapter Regional Conference Manual.
- A loss such as the one sustained by the British Columbia Chapter (\$12,484.94) in holding the joint Region X & XI CRC in the year 2000 could not be borne by most Chapters.
- The loss, or profit, could be more easily absorbed by the entire Region.

Fiscal Impact: Unknown.

Ron Thompson - Would rather address issues of poor planning, try to make sure each hosting chapter works hard to make money. Work together as a region to work hard to make money.

Discussion:

- Concerned that chapters would not take responsibilities.

- Regional director was responsible for a lot of the increased costs.
- A lot of initiative was by the BC chapter.
- Regional rep told delegates to go to another hotel because of cost (cost BC a lot of money).

Disposition: Failed 4-8-0

Chapter Reports

The chapters presented highlights from their submitted reports.

ACTION ITEMS

Doug Dunford, Director and Regional XI Chair

Requested outstanding questionnaires from Inland Empire, Saskatoon, Manitoba and Southern Alberta. New forms for the Chapter summary report should have been e-mailed and on website.

Tim McGinn, Regional Nomination

Reported that there are recommendations for VP, Alternate, Reserve Alternate, Delegate. Three nominees for Chapter programs, three nominees for Research, two nominees for TEGA. Working on regional database and formalise the system. Reminded people of suggestions and candidates.

Doug Dunford, Director and Regional XI Chair, Regional Budget - Revised

Presented modified budget. Some information was not complete which will be addressed at the summer meeting.

Additional 2002 Region XI CRC Motions

Motion 19

Moved by: British Columbia Chapter

Motion: Move that:

1. ASHRAE technology award submittals be allowed and encouraged to be made in digital format and,
2. The points awarded for the 'Presentation Quality' judging criteria be modified to produce an incentive to submit in a digital format.

Background Information: The current Submittals are made with a specific paper format which is difficult to circulate quickly, and results in unnecessary and environmentally

unfriendly copying to all parties. Also, the judging panel reviews copies in black and white only, thereby greatly detracting from the value of colour charts, graphs and photographs.

Financial Impact: No cost impact to submitting form. Minor savings at chapter and society levels from reduction to copying and courier charges.

Discussion:

- Submit projects electronically, so it will be clearer to judges.

Disposition: Passed 12-0-0

Motion 20

Moved by: British Columbia Chapter

Motion: Move to reinstate RVC Refrigeration for Region XI

Background Information: Refrigeration Chair had been eliminated in the past. Many regions have now reinstated this position.

Financial Impact: Airfare to CRC Annual Meeting. Estimated to be \$500 annually out of the Regional Fund.

Disposition: Failed 2-7-3

Closing Comments

Doug thanked everyone for all electronic copies by May 1, 2002. Asked for comments about going to a total paperless CRC with more information available on the websites, it was agreed that the Chapter & RVC reports would be electronically presented next CRC. However each chapter submitting motions will need paper copies to hand out (31). The Chapter reports will be available on the Regional website prior to the CRC, and a disk of those reports will be furnished to each Society, Regional and Chapter at the business meeting.