



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

## CHAPTERS REGIONAL CONFERENCE Region XI

### MINUTES

Date: May 7 & 8, 2010

Location: Regina, Saskatchewan, Canada

#### Members Present:

Name	Chapter	Affiliation
Erich Binder	Southern Alberta	Region XI DRC
Traci Hanegan	Inland Empire	Region XI ARC
Ron Jarnagin	Mid Columbia	Society Treasurer
Carolyn Kettering	Atlanta	ASHRAE Staff – Director of Member Services
Kevin Marple	Oregon	Region XI Nominating Member
Rob Craddock	Regina	Region XI Treasurer, CRC Co-Chair
Bill Dean	Saskatoon	Region XI Historian
Eileen Jensen	Oregon	Region XI RVC CTTC
Norm Grusnick	British Columbia	Region XI Nominating Alternate
Ray Sieber	Regina	Region XI RVC Research Promotion
Russell Lavitt	Manitoba	Region XI RVC Membership Promotion
Doug LeCren	Alaska	Region XI RVC Student Activities
Ruth Armstrong	Alaska	Delegate
Jessica Cherry	Alaska	Alternate
Lester Pereira	British Columbia	Delegate
Chris Collett	British Columbia	Alternate
Neal Smith	Inland Empire	Delegate
Mike Caffrey	Inland Empire	Alternate
Jesse Sandhu	Manitoba	Delegate
Johann Baetsen	Manitoba	Alternate
Colin Bates	Mid-Columbia	Delegate
Colin Bates	Mid-Columbia	Alternate
William Regan	Northern Alberta	Delegate
Lindsay Austrom	Northern Alberta	Alternate
Denny Whitzel	Oregon	Delegate
Kevin Bibler	Oregon	Alternate
Dave Landers	Puget Sound	Delegate
Brian Wolford	Puget Sound	Alternate
Heric Holmes	Regina	Delegate
Heric Holmes	Regina	Alternate
Johnathan Bushman	Saskatoon	Delegate
Andrew Thompson	Saskatoon	Alternate
Tyler Majcher	Southern Alberta	Delegate
Tyler Majcher	Southern Alberta	Alternate
Alfredo Mnoz	Vancouver Island	Delegate
Kyle Hasenkoy	Vancouver Island	Alternate

#### Guests:

Don Blacklock  
Keith Yelton

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Kent Signorini  
Ryan MacGillivray  
Michael Nemett  
Wayne Hydeman  
Jim Christle  
Leslie Jonsson  
Kyle Reese  
Tariq Amlani  
Mike Naven  
Grant Dawson  
James Clifford  
Stephen Norsworthy  
Camille Soer  
Bert Phillips  
Carla Spriggs

### **Call to Order:**

9:30am Friday May 7<sup>th</sup> 2010 meeting called to order by Erich Binder

### **Introductions**

- Attendees introduced themselves

### **Hockey**

Donning of Canadian Hockey Jerseys by American members of the Regional Executive (Traci Hanegan, Kevin Marple, Doug LeCren, and Eileen Jensen) since the Canadian men's & women's teams beat the Americans in the Gold medal games at the Olympics.

### **Appointment of Recording Secretary**

- Motion: by Inland Empire Chapter to approve Traci Hanegan as recording secretary for the CRC.
- Second by Oregon Chapter
- Motion passed unanimous by vote

### **Disposition of 2009 Region XI CRC Motions (Old Business)**

Motion #1: Inland Empire. Customer reviews after bookstore purchases. Result – new bookstore process being devised now. Eventually this will be part of that. Should be rolled out in June with this feature added within a year.

Motion #2: N. Alberta. Reminder about renewal to life members. Result: Now a special mailing goes to the life members.

Motion #3: Manitoba. Cold climate design guide. Result: Went to Technical Activities Committee. They suggested that our region develop it since the expertise is mostly within our region. We will have to look at this as a region.

Motion #4. Regina: Who pays for regional AV shipping costs. Settled at regional

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level. The motion passed and no further action was required at the society level. Motion #5. Regina: Advocacy to Canadian government. Result: Meeting tomorrow under ASHRAE Canada. More discussion. Rob Craddock will start on the ASHRAE Advocacy committee starting in July. More work with our region and region 2 to promote this.

#### **Minutes from 2009 Region XI CRC:**

- Minutes were distributed via E-mail
- On Pg. 8, change text to May 9, not June 9
- Change date on first page from 2007 to 2009.
- Replace copies of motions with the motions passed in 2009, not 2008
- Motion to accept the minutes as modified above by British Columbia Chapter.
- Second by Northern Alberta Chapter
- Passed unanimous by voice vote.

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

- Instruction was provided by Rob Craddock on the use of the Wireless mouse during presentation of reports.

#### **Staff Report:**

- Staff Report – Carolyn Kettering
- There were no questions

#### **Society Treasurer Report:**

- Society report Ron Jarnagin - ASHRAE Status update
- Noted that future leaders are sitting around this room.
- Commented on the unique aspect of being a bi-national region
- People from our region are well noted in society leadership circles
- Quick highlight on ASHRAE Headquarters renovation – LEED Platinum
- Talked to Ministry about ASHRAE items such as building energy labeling
- Treasurers report on society – impact of economy. Membership delinquencies went way up. At same time our investments took a nose dive. Advertising profits are down. We were initially looking at about a half million dollar deficit that will perhaps be a \$200k surplus by the end of the year. Made some tough decisions.
- Thanks for being here and for your time to ASHRAE

#### **DRC Report:**

- Erich Binder gave the DRC report.

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- Carolyn asked if go to meeting was used for the conference call. No, it wasn't, but we will look at doing that for next year. Carolyn noted now that they have 10 seats for go to meeting. This is available for chapters to use as well – not just for regions.
- Traci asked about what the board is currently up to. Erich – trying to better utilize board's time. More strategic planning. The assistant regional chair role is fairly new and may be changing. DRC may rely more on the ARC to share workload.
- Jesse asked about chapter communications with presidents. Are you finding that people don't respond? Erich – yes, there are some who don't ever respond. It is even ok if people just say hi, got your message, I'm busy. It is the absence of any reply that is scary. Erich will try calling a bit more.

#### **Treasurer Report for 2009-2010 & 2010 - 2011 Budgets:**

- Rob Craddock gave the Treasurer's report for 2009/10 YTD
  - Proposing deficit budget for 5<sup>th</sup> year in a row, but will also make a motion for an increase \$1.00 per area assigned member in regional fees. Keep adding expenses, but we haven't increased fees in at least 6 years, more like 10 years.
  - The Region is getting very close to the minimum amount of \$20,000.
  - Current dues are \$4.50. Proposal will be to go to \$5.50.
- Rob presented the proposed budget for 2010-2011.

#### **Regional Vice Chair Reports:**

##### **CTTC: Eileen Jensen**

- No questions

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

- Murdoch MacPherson will be Russell's replacement next year.
- Clarified that the chart just had regular members – not student members.

##### **STUDENT ACTIVITIES: Doug LeCren**

- No questions

##### **RESEARCH PROMOTION: Ray Sieber**

- Centralized training in Vegas – Sept. 25. Also one in Chicago a bit earlier than 9/25, but exact date not known yet.
- Golf tournament – Vancouver Island. How do you organize it and make it successful? Ray advised sponsorships for holes, prizes, auction at tournament,

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or just invite Rob Craddock (bought jersey at auction last night for \$750). Ron Thompson is very good in Alaska for running golf tournaments.

**NOMINATING COMMITTEE: Kevin Marple**

- Do have a full slate of RVCs and two ARCs and one DAL nomination
- There were no questions.

**AUDIT COMMITTEE: Kevin Marple & Norm Grusnick**

- Get a newer program to use in the future
- No discrepancies in the accounts.
- Maybe a separate laptop as well to use for the software and to keep the books on.

**Review of Proposed Chapter Motions: See Attachment 'A'**

- Erich Binder called for all motions to be brought forward and read. Thereby giving everyone the opportunity to review and discuss before tomorrow's Business Session. The following motions were brought forward:
- MOTION LANGUAGE BELOW IS APPROXIMATE. SEE ATTACHMENT FOR EXACT WORDING
- Review Chapter Motions:
  - Motion #1: Saskatoon. Move that ASHRAE put a high priority on publishing an industrial building energy-saving design guide.
  - Motion #2: Saskatoon. Move that switch the CRC hosting schedule so that the Saskatoon chapter of ASHRAE will host the Region XI CRC in 2016 to coincide with the Saskatoon chapter's 50<sup>th</sup> anniversary.
  - Motion #3: Regina. To add the position of regional treasurer for inclusion in the DSA and ESA award calculations.
  - Motion #4: Regina. Have MP committee remove life members from the delinquency report and create a separate life member report.
  - Motion #5: Mid Columbia. To extend the scholarship program to make scholarships available to students who enroll two year tech schools, community colleges fro associate degrees in technical sciences related to the HVAC&R field.
  - Motion #6: In progress, but not yet ready to be read.

**Suspension of Business Meeting:**

Erich called for the session to be recessed for the day the Chapter Reports will be presented at tomorrow's session.

**Business Meeting Saturday May 8th:**

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Erich Binder reconvened the business session at 1:15 pm Saturday May 8<sup>th</sup>.

**Misc. Announcements:**

- Reminders made about receiving a GST (Goods and Services Tax) refund for Canadian purchases and hotel costs.
- Reminder about getting expense vouchers signed. This includes baggage fees. If you booked the flight through AMEX, society will still reimburse you for one bag if you complete a voucher and provide a receipt.

**Chapter Reports:**

Erich asked for the chapters to present their chapter reports, allowing 5 minutes per chapter. The delegates from each chapter presented. See attachments for copies of reports, which will also be posted on the Regional Website. Below are points brought up or questions asked during chapter reports that are not included in the power point presentations.

Mid Columbia – Noted that they are doing an audit this year.

Northern Alberta – Clarified that they had 2 DL visits during the year. May be a glitch in the system for reporting the number of members. The number reported is probably not accurate this year. Their webstore has everything on it in terms of events – you can register and buy tickets. William Regan will send the format to Erich so he can pass this along to other chapters. How long have you been at \$60 for chapter dues? As long as anyone can be remembered. Easy if dues are collected on the society website along with society dues. Ray Sieber clarified that their goal is \$9500, not \$9300.

Manitoba – No questions.

Inland Empire – Noted that the Golf Tournament is being renamed after Chuck Estey who had organized the tournament for many years and passed away this year. Is roster published electronically? No, it's a booklet.

BC – No questions.

Alaska – How do you keep getting more dues paying members than area assigned members? Or are the numbers flipped? Maybe flipped. Last audit was in 2008 – there is a committee formed now to perform a new audit.

Vancouver Island – May be an error in the finances. Will update to newer Power point template for chapter report year.

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Southern Alberta – They did seven years of audits this year. Don't recommend delaying it that long. Looking for any new student chapters at the places you do things with? No dedicated courses at either school so it's tough to get some momentum. They will do another solar decathlon entry in 2011. What did they do for moving meetings around – thought process? By the end of the year it ended up being cultural – Chinatown, creation club, German club, etc. That was not intentional. They did find that they got a good meal, good parking, and a reasonable price. Golf, Lobsterfest, table top displays and 50/50 draws all went toward research.

Saskatoon – They are working on delinquents – called them and at least one is signing back up. What are you planning to do about PAOE interest being low? He'll explain it more and fill it out himself. At VI – each committee chair has to fill out their own and show what they did.

Regina – Will try to find someone to attend the society YEA conference. Suggestion - Thought of having a written job description for each position – require them to attend 80% of chapter and board meetings and have them sign it. This might help with lack of BOG member attendance at those events.

Puget Sound – Roster is on line – how do you handle security? Yes, you have to set up a password and be current with your dues. Also, you can't copy and paste. You would have to print and scan, which makes it more difficult. Is there someone in the local chapter that set that up for them? The past president did some and another person a few years ago that helped get some things set up. Challenge to remember keep up with the registration of their domain name (every 9 years). They do pay someone now to manage the online roster. Do you count website visits? Yes – they get about 200 per month. How many of those are you checking the counter?? Dues are going up from 35 to 50. How long had they been at 35? For the last 5 years. Meal costs – are they consistent at that price range or does it depend on venue? Actual cost varied, but cost to member was constant.

Oregon – Clarified that the golf venue change is effective for the 2010-2011 year (in July 2010). MP slide should say that new membership is up, not down. Oregon paid chapter dues twice. Rob Craddock provided a refund. Suggest – go to 27 or 36 holes to get more golfers out or raise the rates if the spots all fill up. Guess how many balls were lost in the tournament - \$5 per guess. 656 balls were lost at one tournament. Another cash venue. They charge about \$150 for one person, but they also have packages that include sponsorships, etc. Major investor package is about \$800. 4.25 golf balls lost per player over nine holes in Regina last year. More gopher holes on Saskatchewan courses.

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### **Budget:**

Revised number of current regional members. Changes net revenue (increases it) If we increase to \$5.50/year/AAM then we will be in the black instead of the red.

Motion 7 to increase regional dues by \$1.00 per year per area assigned member.  
Motion passed 12-0-0 CNV

Motion 8: To accept the Regional Fund Budget for FY 2010 – 2011 by the Northern Alberta Chapter. Motion was seconded by the Oregon Chapter. Motion passed 12-0-0 CNV

### **Motions:**

Erich chaired the motion process as detailed in motion sheets, which are listed in the attachments along with the voting results.

Motion 1 Industrial Design Guide by Saskatoon, seconded by Regina  
Amendment by Regina. Second by n. Alberta. Amendment failed 2-10-0 CNV.  
Amendment by N. Alberta. Second by BC. Amendment passed 10-2-0 CNV.  
Overall motion as amended. Motion passed 12-0-0 CNV.

Motion 2. CRC date by Saskatoon, seconded by Puget Sound  
Amendment by Regina. Second by Saskatoon. Amendment passed 12-0-0 CNV  
Overall motion as amended. Motion passed 12-0-0 CNV.

Motion 3. Regional Treasure in DSA, ESA. Regina. Seconded by Saskatoon.  
Overall motion passed 12-0-0 CNV.

Motion 4. MP delinquency report. Regina. Seconded by Northern Alberta  
Overall motion passed 12-0-0 CNV.

Motion 5. Scholarships to tech schools. Mid Columbia. Second by Northern Alberta.  
Motion to amend. Saskatoon. Oregon second. Amendment passed 12-0-0 CNV.  
Overall motion as amended. Motion passed 12-0-0 CNV.

Motion 6. advocacy Canada address. Regina. Seconded by Northern Alberta.  
Motion to amend by N. Alberta. Seconded by Manitoba. Amendment passed 12-0-0 CNV.  
Overall motion as amended. Motion passed 12-0-0 CNV.

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### **New Business**

- CRC dates always landing on Mothers Day. Could we move them one week later or move to the first week of June? Discussion of pros and cons.
- YEA presentation by Tariq Amlani. Erich reminded chapters to ask their YEA members to have some accountability for doing something after they get back from the YEA conference if the chapter pays their way.
- Thanks to Host Committee, guests, and attendees.

### **Motion to Adjourn:**

Southern Alberta Chapter motioned to adjourn.

Seconded by the Mid Columbia Chapter.

Motion passed 12-0-0 CNV

Meeting was adjourned at 4:27 pm Saturday May 8, 2010