

AMERICAN SOCIETY OF HEATING, REFRIGERATING, AND AIR CONDITIONING ENGINEERS, INC.
1791 Tullie Circle, N.E.
Atlanta, Georgia 30329

MINUTES

THIS FORM SHOULD BE SUBMITTED TO YOUR REGIONAL CHAIR (DRC) AND TO REGIONAL VICE CHAIR (RVC) OF CHAPTER PROGRAMS WITH MINUTES FOR ALL OF THE FOLLOWING: CHAPTER MEETINGS, BOG MEETINGS AND SECTION MEETINGS WITHIN THREE WEEKS OF EACH MEETING.

Chapter Name: _____ Manitoba Chapter 017 _____

Meeting Date: _____ September 23, 2008 _____

Chapter _____ **BOG** _____ **X** _____ **Section** _____

Attendance: President Sergio Almeida, Stirling Walkes , Corey Nation, Peter Gryc, Dieter Bartel , Johann Baetsen, Robert Bisson, , , Bert Phillips, Robert McDowell, George Marchildon,

Regrets / Absent: , Derek Bishop, Russell Lavitt Jesse Sandhu David Stones Deven Evenson Tom Beggs

-
- 1) The meeting was called to order at 8:09 a.m.
 - 2) The attendance was called and noted as above.
 - 3) Daryl/Dieter moved to approve the August 26th meeting minutes, which were passed.
 - 4) Section Chairs were asked by Sergio to comment on their progress to date :
 - a) Programs
 - Johann requires a technical presentation to follow Russell's speech. Bert has a canned presentation on Contaminant Control.
 - Further investigation required to set up a Hydro Building Tour as part of a lunch meeting prior to the November 15th turnover.
 - See 5:15 report attached.
 - b) Membership
 - Fees have been revised based on email correspondance on September 15, 2008. Motioned by Dieter, seconded by Robert Bisson.

Gentlemen,

We need to resolve - very quickly - the membership rates for this year. I propose that, based on the increased meal costs, we increase our full membership rate to \$250, raise Corporate Membership cost to \$275, and for Basic Membership leave the rate at \$30, but raise the meal prices to \$35/ meal.

If anyone has any comments or suggestions please reply, but I need a motion and a second right now. After comments I will then ask for a vote so we can get this resolved by end of day tomorrow (Tuesday)

On a separate note, I just received a phone call from Brad Laviolette. We is leaving Winnipeg for greener pastures in BC, so our Refrigeration Chair is now open. If anyone has any potential candidates please let me know.

Cheers,
Sergio Almeida, P.Eng.
President
ASHRAE, Manitoba Chapter

- Robert Bisson motion to make the dinner rate \$30 for guest of a member and the non-member rate \$40. Motion Passed 6 in favour.
 - It was noted that all board members must be society members.
- c) Treasurer
- Treasurer documents have been signed over.
 - George presented previous years expense summary and forecast for 08/09
 - Dieter suggested that we keep track of cash flow in preparation for the 2012 CRC.
- d) Student Activities
- The January meeting will be Student night.
 - Regional visitor Doug Lacreine will be here in December.
 - See 5:15 report attached.
- e) Resource Promotion
- No report
- f) CTTC
- No report
- g) History
- November meeting will be Past President's night and History night..
- h) Newsletter
- Deadline for the next newsletter is October 3, 2008
 - Sergio to get the President's message to Bert before that or it will be written for him.
- i) Awards and Honours
- See 5:15 report attached.
- j) Special Events
- See 5:15 report attached.
- k) Website
- No report.

6) Other Business

- Sheila Matsubara stepped down as Executive Director of BOMA Manitoba.
- Robert Bisson noted that the Better Buildings conference will be April 15/16 or June 3rd/4th. Once BEMM decides on a date we should secure a Distinguished Lecturer.
- Sattelite broadcast needs to be reviewed to see if it is beneficial.
- Web hosting fees need to be paid.
- Peter will check with Doug LaCreine regarding a possible topic.
- Corey will keep in touch with his contacts at CaGBC

7) Corey/Daryl moved to adjourn at 8:53 a.m.

NEXT BOG MEETING:

October 21, 2008

8:00 am

@ SMS Engineering

ASHRAE Manitoba 2008-2009

Date: 22 Sept/08

5-15 Report #1 by Corey Nation, Treasurer

e-mail: coreyn@price-hvac.com

Item	Description / tasks	Accomplished up-to-date	Further action required
1.0	Transfer Treasurer duties from Georges Marchildon to Corey Nation	-Majority of documents have been handed over. -Georges has gone through documents with Corey to explain their use	-Final Financial Statement for 07/08 to be completed by Georges -Convert signing power from Georges to Corey. Letter required from BOG. -Remaining documents to be transferred over.
2.0	Go through Banking/Deposit procedures	-Review of the documentation and materials required has been done; deposit slips, records, receipts	-Set up an appointment with the bank to give them Corey's contact information -go through procedures for Deposits and other possible procedures the bank requires.
3.0			
4.0			
5.0			
6.0			

Remarks:

1. n/a

2007-2008 EXPENSE / REVENUE SUMMARY
ASHRAE MANITOBA CHAPTER

Budget year commencing Sept 1, 2007

Prepared by G. Marchildon, Treasurer Manitoba Chapter

	<u>PROJECTED</u>	<u>YEAR TO DATE</u>	
EXPENSES	-\$30,790.00	-\$16,487.79	
REVENUE	\$25,700.00	\$13,115.00	
SURPLUS(DEFICIT)	-\$5,090.00	-\$3,372.79	(1)
ACTUAL CHEQUING ACCOUNT BALANCE, Sept 1, 2007	\$13,313.09	\$13,313.09	(2)
PROJECTED CHEQUING ACCOUNT BALANCE, SEP 1, 2008		\$9,940.30	(1+2)
ACTUAL CHEQUING ACCOUNT BALANCE, SEP 1, 2008		\$9,940.13	(VARIANCE OF \$0.17)

**2007-2008 BUDGET
ASHRAE - MANITOBA CHAPTER**

		Date:	Sept 1, 2008
		PROJECTED	YEAR TO DATE
EXPENSES			
MTS COMMUNICATIONS-WEBSITE HOSTING	(\$250.00)		
		(\$21.15)	MTS Allstream, Sep 24, 2007
		(\$21.15)	MTS Allstream, Oct 24, 2007
		(\$21.15)	MTS Allstream, Nov 28, 2007
		(\$21.15)	MTS Allstream, Dec 24, 2007
		(\$20.95)	MTS Allstream, Jan 24, 2008
		(\$20.95)	MTS Allstream, Feb 25, 2008
		(\$20.95)	MTS Allstream, Mar 24, 2008
		(\$20.95)	MTS Allstream, Apr 24, 2008
		(\$20.95)	MTS Allstream, May 26, 2008
		(\$20.95)	MTS Allstream, June 24, 2008
		(\$20.95)	MTS Allstream, July 24, 2008
		(\$20.95)	MTS Allstream, Aug 24, 2008
MTS COMMUNICATIONS-ANNUAL WEBSITE DOMAIN REGISTRATION	(\$70.00)		
		(\$31.50)	Russ Levitt for MTS Internet, July 29, 2008
GRG 2008 HOTEL & AIRFARE EXPENSES	(\$5,500.00)		
		(\$250.25)	Peter Gyng, airfare, April 14, 2008; chq 336
		(\$501.15)	Sergio Almeida, Hotel 3 nights, June 16, 2008; chq 343
		(\$501.15)	Johann Baelsen, Hotel 3 nights, June 5, 2008; chq 342
		(\$394.12)	Jesse Sandhu, Hotel 2 nights, May 30, 2008; chq 341
		(\$394.12)	Peter Gyng, Hotel 2 nights, May 30, 2008; chq 340
		(\$501.15)	Dany Frøsen, Hotel 3 nights, Aug 29, 2008; chq 347
OROREGISTRATION FOR 4 CHAPTER BOG MEMBERS	(\$1,500.00)		
		(\$384.00)	Jesse Sandhu Registration; Chq 332
		(\$384.75)	Johann Baelsen Registration; Chq 331
		(\$358.63)	Peter Gyng Registration; Chq 334
		(\$368.63)	Sergio Almeida Registration; Apr 23, 2008; chq 338
DINNER MEETINGS	(\$7,500.00)		
		(\$1,059.30)	Oct Dinner Mtg Victoria Inn; Oct 29, 2007; chq 322
		(\$1,349.62)	Nov Dinner Mtg + Hotel Chnges (Grossnick & Goldschmidt) Vic. Inn;
		(\$1,092.50)	Dec Dinner Mtg Victoria Inn; Jan 21, 2008; chq 327
		(\$1,010.76)	Jan Dinner Mtg Victoria Inn; Feb 21, 2008; chq 330
		(\$893.36)	Jan Dinner Mtg Victoria Inn; March 12, 2008; chq 333
		(\$1,470.08)	Mar Dinner Mtg Victoria Inn; April 14, 2008; chq 337
		(\$970.78)	Apr Dinner Mtg Victoria Inn; April 30, 2008; chq 339
PRESENTATIONS TO GUESTS	(\$250.00)		
		(\$72.63)	David Stones, Gift to J Bullan; June 16, 2008; chq 344
ENERGY MANAGEMENT TASK FORCE-SPONSORSHIP FOR BETTER BUILDINGS SEMINAR	(\$1,000.00)		
		(\$1,250.00)	Mar 27, 2008 BEMM; chq 335; Reimbursed by cheque
HOTEL FOR ASHRAE PRESIDENT OR REGION REPRESENTATIVE	(\$500.00)		
		\$0.00	
REGION XI FUND - 2005/2008 MEMBERSHIP	(\$1,000.00)		
		(\$698.18)	Sept 27, 2007; chq 321
2005-2008 ROSTER PREPARATION & PRINTING OVER-RUN	(\$200.00)		
		\$0.00	

Manitoba Chapter ASHRAE
Honors and Awards 5:15 Report

September 23, 2008

Dieter Bartel reports:

Item	Description / tasks	Accomplished up-to-date	Further action required
1.0	Work with Mechanical Contractors Association in the development of a communication and education plan to assist each group with dealing with industry issues common to both.	Contacted Fred Nicholson, currently Exec. Director of MCAM on September 11 th and discussed chapter's initiative to regularly communicate and share thoughts and approaches on issues affecting our common goals. Fred will be retiring at the end of November 2008.	Once new Executive Director is hired and has a chance to be brought up to speed with administration, protocols, duties and issues, I will meet with both incoming and outgoing directors to strike a plan for regular communications and partnerships in the coming months.
2.0	Mentoring Jesse for the General Chair for Region XI's CRC in 2012.	Nothing of note to this date.	Need to: 1. Meet with Jesse to review 1999 CRC in general and discuss tasks, responsibilities and resources. 2. Meet with Jesse to look at long range planning. 3. Meet with Jesse to review and plan short list of venues.
3.0	Work with Peter Gryc on "exit" or graduation strategy for student members	Nothing of note to this date.	1. Meet with Peter prior to November 30, 2008 to create student transition plan. 2. Meet with Peter prior to November 30, 2008 to review old mentoring guidelines from Membership Committee.
4.0	Promote active participation of members in ASHRAE at the Society level beyond the grassroots activities.	Nothing of note to this date.	This will be an inconspicuous ongoing activity and will be reported more through doing than planning. It will entail discussing Technical, Standard and Guideline committees informally and formally at Chapter Dinner meetings and other industry events.
5.0			
6.0			

ASHRAE Manitoba 2008-2009

Date: 22 Sept/08

5-15 Report #1 by Johann Baetsen, Programs

e-mail: johannb@price-hvac.com

Item	Description / tasks	Accomplished up-to-date	Further action required
1.0	Programs	Setup first speaker for the Oct 08 meeting Russ – Membership promotion Contacted two DLs - James Edmondson - Jan Sundell	-Finalize 2 DL's – no word back from Regina or Saskatoon - Plan remaining Programs
2.0	Programs	-organize Lunch meeting	Possible Hydro November
3.0			
4.0			
5.0			
6.0			

Remarks:

1. n/a

ASHRAE Manitoba 2008-2009

Date: 17 Sept/08

5-15 Report #3 by Peter Gryc, Student Activities Chair

e-mail: pgryc@smseng.com

Item	Description / tasks	Accomplished up-to-date	Further action required
1.0	Establish contact with students at the University of Manitoba	On Sept 5/08 PG met with R. McDowall and S. Almeida to discuss the strategy. -Robert is at U of M frequently, and can post notices about the Chapter meetings	-PG to contact professor Robert Derksen and schedule appearance at one of the HVAC classes with a short presentation (5 mins) about ASHRAE -other contacts include prof. Scott Ormiston and prof Hasan Solomon. -PG to provide info to U of M about ASHRAE student competition -the Dean's office can help with room bookings if required -PG to organize a separate presentation (30 mins) on ASHRAE for students around lunch with free food -Architecture students can be targeted as well
2.0	Establish contact with students at the Red River College	On Sept 11/08 PG met with G. Kurowski and E. Himmelstein of RRC. -George teaches a trade Refrigeration and A/C course (about 30 students) -Evan teaches a technology AC/2 course (2 students) -there will be an AC-1 technology course and a thermodynamics course offered in the winter semester with more students -George will be bringing his students to the dinner meetings as he did in the past	-PG to schedule appearance at the courses listed to the left to speak about ASHRAE
3.0	Chapter webpage		-PG to provide material for new menu item relative to student activities which can be called "students and ASHRAE"
4.0			
5.0			
6.0			

Remarks:

1. n/a

ASHRAE Manitoba 2008-2009

Date: 17 Sept/08

5-15 Report #1 by Devin Evenson, Webmaster

e-mail: devenson@hydro.mb.ca

Item	Description / tasks	Accomplished up-to-date	Further action required
1.0	Update existing content of the website	The following items have been updated through the submissions received by chapter members: - Region XI Officers List - Buffalo Tales 2005 to present - Monthly Meeting Schedule	The following items require submissions in order to be updated: - President's Message - Research and Promotion Message - Board of Governors List - Meeting Minutes and Budget?
2.0	Add and remove content from the website	Some items have been suggested and material required such as: - Links page - Students and ASHRAE - ASHRAE General Links Page (YAE, Membership benefits....)	Additional content discussions need to happen within the group. DE has looked at the other regional chapter websites and the following are content ideas found through web surfing: - Regional Newsletter "Moose" - List of Chapter Past Presidents - Chapter Awards - List of Research Donors - Chapter Mission Statement - FAQ Section - Sponsors - Business Card Paid Advertisers - Meeting Presentations - Power Point Slides posted - Chapter By-laws - General Announcements - Endowment / Scholarship Fund Need to discuss what current website content or presentation should be removed or changed.
3.0			
4.0			
5.0			
6.0			

Remarks:

1. n/a