

## MINUTES

THIS FORM SHOULD BE SUBMITTED TO YOUR REGIONAL CHAIR (DRC) AND TO REGIONAL VICE CHAIR (RVC) OF CHAPTER TECHNOLOGY TRANSFER WITH MINUTES FOR ALL OF THE FOLLOWING: CHAPTER MEETINGS, BOG MEETINGS AND SECTION MEETINGS WITHIN THREE WEEKS OF EACH MEETING. (BOD 03-06-27-1C)

**Chapter Name:** \_\_\_\_\_ Manitoba Chapter 017 \_\_\_\_\_

**Meeting Date:** \_\_\_\_\_ August 25, 2015 \_\_\_\_\_

**Chapter** \_\_\_\_\_ **BOG** \_\_\_\_\_ **X** \_\_\_\_\_ **Section** \_\_\_\_\_

**Attendance:** David Surminski (President), Dieter Bartel, Robert Bisson, Doug Castor, Kelli Goldstone, Dave Jurkowski, George Marchildon, Rob McLean, Corey Nation, Stephen Norsworthy, Tim Schick, Gavin Stewart.

**Regrets / Absent:** Jordan Bull, Robert Derksen, Stan Diachun, Bert Philips, Jason Sorby, Mark Windeatt

- 1) The meeting was called to order at 7:37 a.m.
- 2) Attendance: Noted as above.
- 3) Introductions: New members were welcomed to the Board, with round-table introductions and brief explanations provided on each person's role.
- 4) Chair Updates:
  - a) Programs/CTTC – Stephen/Gavin
    - i) September 17<sup>th</sup>:
      - (1) Tour of Amber Trails School
      - (2) Tour from 6-7 pm, followed by dinner at a nearby restaurant
      - (3) George will arrange logistics with the school
      - (4) Corey will look into booking space at the Boston Pizza on McPhillips St.
    - ii) October 15<sup>th</sup>:
      - (1) DL speaker dinner meeting
      - (2) Saskatchewan's chapters have already made other arrangements with their scheduled DL
      - (3) Stephen to review the available DL's/topics and make a selection, with advice from Corey, Doug and Dieter
    - iii) November 12<sup>th</sup>:
      - (1) Tour of Red River College – Heavy Machinery Facility
      - (2) Tour to be followed by dinner at a nearby restaurant (several choices within the area)
      - (3) Gavin and Jordan will make the necessary arrangements
    - iv) December 10<sup>th</sup>:
      - (1) Past President's Night
      - (2) Dieter to provide a +/-20 min. presentation on ASHRAE standard's development process, and some of the work done in this regard by local engineers
      - (3) Presentation followed by a cribbage / texas hold'em tournament
    - v) January 14<sup>th</sup>:
      - (1) Refrigeration topic
      - (2) Lunch meeting
      - (3) Jason to take the lead on planning

- vi) February 8<sup>th</sup>:
  - (1) ASHRAE President's visit (David Underwood)
  - (2) Presentation on this year's ASHRAE theme: Making Connections
- vii) March 17<sup>th</sup>:
  - (1) Student Night
  - (2) Dr. Derksen's HVAC design course to present on their design projects
  - (3) Date is to be confirmed with Dr. Derksen (dependent on the course schedule)
  - (4) Jordan will arrange logistics for the night
  - (5) Dinner to be provided at the same venue as the presentations (to be determined)
  - (6) Volunteers from ASHRAE may be required to act as advisors on the student's projects
- viii) April 14<sup>th</sup>:
  - (1) Lunch meeting
  - (2) Topic: Reducing Carbon Footprint
  - (3) U of W would provide the speaker for the topic
  - (4) Doug to arrange logistics with U of W
- ix) General info: Venues
  - (1) Cory has looked into several options for our regular meeting venue:
    - (a) Canad Inns Polo Park: slow to return calls, and tends to be more expensive
    - (b) Norwood Hotel: tends to have poor availability for desired dates
    - (c) Victoria Inn: good availability, but slightly higher meal costs
    - (d) Viscount Gort: good availability, and reasonable meal costs -- likely our best option.
    - (e) All non-tour program dates to be booked at the Viscount Gort. Any dates that can't be accommodated are to be booked elsewhere (likely the Norwood Hotel)
- x) Coordination with Society
  - (1) Dave S. to provide all event dates to society level for their calendar to be updated
  
- b) Membership Promotion - Corey
  - i) September 10<sup>th</sup>:
    - (1) Kick-off membership drive: fish fry event at St. Vital Park
    - (2) Target goal for attendance: 50-75 people
    - (3) Corey to make arrangements, and possibly look into obtaining an event sponsor
  - ii) Membership forms for the 2015/16 year to be updated and distributed (see item 5.b below)
  
- c) Research Promotion - Doug
  - i) Voting members of the board are encouraged to donate \$100 to research promotion to achieve Full Circle.
  
- d) Treasurer - Gavin
  - i) Based on previous year's financial performance, both the membership drive event and the bonspiel event are not feasible
  - ii) Membership fees need to be increased this year to account for rising meal costs (see 5.b below)
  
- e) Grassroots Government Activities (GGAC) - Dieter
  - i) No update
  
- f) Student Activities – Jordan (absent)
  - i) No update
  
- g) YEA – Rob
  - i) No update
  
- h) Refrigeration – Jason (absent)
  - i) No update
  
- i) History - Robert

- i) No update
  - j) Website - Stephen
    - i) All members are asked to provide Stephen with a headshot photo for the website.
  - k) PAOE - David
    - i) No update
  - l) Special Events - Mark (absent)
    - i) May 19<sup>th</sup>:
      - (1) Year-end wind-up, which will include spouses/significant others
      - (2) Event will be a tour of the Met, to include both historical and mechanical aspects of the redevelopment, followed by dinner on site
      - (3) Date is tentative – to be confirmed as arrangements are being made
- 5) Other Business:
- a) ASHRAE seminar:
    - i) Topic to be a mechanical HVAC system life-cycle costing workshop.
    - ii) Kelli to take the lead on organizing the seminar
    - iii) Corey and Robert B. to provide assistance with planning
  - b) Membership form for 2015/16 to be updated:
    - i) Proposed fee adjustments to be made as per the schedule below
    - ii) Corporate subscription will now have a condition that at least one employee of the corporation shall have at least a basic chapter membership.
    - iii) The non-member dinner fee (not advertised on membership form) will be set at \$60
    - iv) There will no longer be a “guest” option at a reduced dinner fee rate.
    - v) Motion moved by Cory, seconded by Gavin, passed by 7-0 vote.
    - vi) Stephen will make the required adjustments to the form, and issue by Thursday Aug. 27<sup>th</sup>

**Schedule of Proposed Revised Rates for Memberships and Dinner Charges:**

<b>Item</b>	<b>Previous</b>	<b>Change</b>	<b>%</b>	<b>New</b>
Full membership:	\$ 320	+ \$ 30	9.4 %	\$ 350
Basic membership:	\$ 50	\$ 0	0 %	\$ 50
Basic member per-dinner charge:	\$ 40	+ \$ 5	12.5 %	\$ 45
Retired membership:	\$ 25	\$ 0	0 %	\$ 25
Retired member per-dinner charge:	\$ 40	+ \$ 5	12.5 %	\$ 45
Student membership:	\$ 25	\$ 0	0 %	\$ 25
Student member per-dinner charge:	\$ 15	+ \$ 5	33.3 %	\$ 20
Corporate subscription:	\$ 350	+ \$ 50	14.3 %	\$ 400

- 6) New Business:
  - a) None presented
- 7) The meeting was adjourned at 9:25 am.

**NEXT BOG MEETING:**  
**September 29th**  
**7:30 am**  
**@ EH Price Head Office**  
**638 Raleigh St.**