

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: _____ February 2, 2017 _____

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

Attendance: George Marchildon (President), Robert Bisson, Gavin Stewart, Ian Urquhart, Doug Castor, Rob McLean, Dieter Bartel, David Stones, Mark Windeatt, Jordan Bull, Kelli Goldstone,

Regrets / Absent: Craig Perrett, Dave Jurkowski, Corey Nation, Bert Philips, David Surminski, Stephen Norsworthy, Tim Schick,

- 1) The meeting was called to order at approx. 7:30 a.m.
- 2) Attendance: Noted as above.
- 3) MOTION to approve the previous meeting minutes [RB/DC]; motion carried.
- 4) Upcoming Events
 - a) It was noted that the past meeting had a fair bit of commercialization. It was discussed that it was not intended but should be vetted further for upcoming presentations.
 - i) Jordan noted he will follow up with Dr. Derksen for the March student night.
 - ii) Student night is scheduled for March 16th.
 - iii) Room is E1-229 at the University of Manitoba
 - iv) A parking map will be sent out with the email notification. **(Jordan)**
 - b) The February lunch meeting has been booked.
 - i) Discussion was held that Gavin would do a quick 5 minute presentation on ASHRAE Tech Awards.
- 5) Committee Reports:
 - a) Programs/CTTC - Stephen/Gavin:
 - i) March 16th: Dinner meeting: Student Night
 - (1) Dr. Derksen's class will present current status of their projects.
 - (2) Venue is booked and meeting invite will be sent out following February meeting (see above notes in upcoming events).
 - ii) Tech Awards will be announced at the next meeting.

Action required by Stephen/Jordan/Gavin.

- b) Membership Promotion - Corey

- i) Membership:
 - (1) No current update.
 - (2) Kelli noted that her numbers indicate we have 28 Basic memberships, 17 Full, 5 Corporate and 2 retired.
 - (3) The membership numbers are down from previous years.
 - (4) Revised summary required
- ii) Driving More Membership:
 - (1) Discussions were held on ways to drive up membership. Some options where:
 - (a) Early bird special or discount on full membership.
 - (b) An intermediate membership which included 3 dinners.
 - (2) Further discussion required.

Action required by Corey.

- c) Research Promotion - David S.
 - i) No Update
 - ii) Status required from David S.

Action required by David S.

- d) Treasurer – Kelli and Tim
 - i) Audit has not been complete. David stones has indicated he will have if complete by the middle of March.
 - ii) Gavin noted that this is required for CRC and needs to be completed prior to submission of our reports.
 - iii) The account is currently sitting at approximately \$11,000.00. This is fairly good for this time of year.
 - iv) Discussion was held on transferring membership forms directly to Treasurer and then to membership promotions to reduce the delay in charging memberships. Membership document control would be responsibility of treasurer.

Action required by Kelli and Tim

- e) GGAC – Dieter
 - i) No Update
- f) Student Activities – Jordan
 - i) Jordan Provided updated
 - (1) RRC presentation in February
 - (2) RRC was looking for four presenter for a 2 hour slot. Ian indicated that he was looking to get two. One is confirmed as Bruce from Stantec.
 - (3) Mechanical department at RRC has indicated they are looking for 4 individual presentations.
 - (4) Andrew has done the intro presentation to the U of M HVAC class
 - (5) The projects are in hand for the students to start.
 - (6) Mitch has gotten materials together for high school and elementary presentations. There is discussions with a high school currently.

Action required by Mitch/Andrew/Ian/Jordan

- g) YEA – Robert M.
 - i) No present
 - ii) Update required on micro-brewer. GS to follow up.

Action required by Rob/Gavin

- h) Refrigeration – Craig
 - i) No update.
- i) History – Robert B.
 - i) Past presidents night is up on the website.
- j) Website – Stephen
 - i) Requires reports for chairs to include on the website.

Action required by Stephen and Gavin.

- k) PAOE
 - i) Most people have updated points. On-going updates required.

Action required by Officers

- l) Special Events – Mark
 - i) Two options were presented for the wind-up.
 - (1) Celebrations: May – Greece June – Downtown Abbey
 - (2) ASD – Wednesday June 1 is the first weekday race.
 - ii) A date at both shall be booked and further clarification to happen next meeting.
- 6) Other Business:
 - a) Seminar:
 - i) Presenters are meeting later today.
 - ii) No Architect currently signed up.
 - (1) Coram (presenter) is following up with a few different architects
 - iii) 40 people have registered as of the start of the meeting. Break even is 15 people.

Action required by Doug, Kelli, and Dave J.

- b) CRC Planning
 - i) CIQ for CRC members is almost complete. Confirmation with individuals is required.
 - ii) CIQ for next year is partially complete. A push will be made to finalize shortly.

Action required by Gavin

- c) John Ross Curling Bonspiel
 - i) We will not be attending.
 - ii) Notification will be sent to hosting chapter.

Action required by Gavin

- 7) The meeting was adjourned at 8:25 pm.

**NEXT BOG MEETING:
March 2nd, 2016
7:30 am
@ SMS Engineering Office
770 Bradford St.**