

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: _____ April 4, 2017

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

Attendance:

George Marchildon (President), Dieter Bartel, Robert Bisson, Jordan Bull, Dave Jurkowski, Craig Perrett, Bert Philips, Corey Nation, Stephen Norsworthy, Tim Schick, David Stones, Mark Windeatt

Regrets / Absent: Doug Castor, Kelli Goldstone, Rob McLean, Gavin Stewart, David Surminski, Ian Urquhart

- 1) The meeting was called to order at approx. 7:33 a.m.
- 2) Attendance: Noted as above.
- 3) MOTION to approve the previous meeting minutes [CN/CP]; motion carried.
- 4) Planning Schedule
 - a) March 16th Dinner Meeting/Student Night (re-cap)
 - i) Attendance was lower than hoped for. In the future, the event should be promoted more heavily to the industry, particularly as a means of networking with future grads and/or summer students.
 - b) April Dinner Meeting
 - i) 19 attendees already registered for the April dinner meeting.
 - ii) A hotel room at the Viscount Gort is booked, and ground transportation is to be arranged (possibility the hotel offers a shuttle service?).
 - iii) Jordan will need some time during the evening for an award presentation.

Action required by Stephen

- 5) Committee Reports:
 - a) Programs/CTTC – Stephen/Gavin (absent):
 - i) The deadline for technology awards is nearly passed for the year. Contenders to be considered for submission next year are the Canadian Museum for Human Rights and the Active Living Centre at the U of M. Approaching the consultants involved for these projects (and others) well in advance of next year's deadline will be key to encouraging a submission be made.
 - ii) A planning session to brainstorm for ideas for events for next year should be scheduled for the summer (see 7(b) below).

- b) Membership Promotion - Corey
 - i) Membership:
 - (1) Total chapter membership is at 52.
 - (2) Total society membership for the province is 197.
 - (3) Corey to check to ensure all eligible PAOE points for membership promotion are recorded.

Action required by Corey

- c) Research Promotion - David S. (absent)
 - i) Total raised so far is falling short of the goal.
 - ii) David S. is continuing to work on a few leads, which George will follow-up on with him.

Action required by David Surminski and George.

- d) Treasurer – Kelli (absent)/Tim
 - i) An updated budget was presented, currently showing a surplus of approx. \$10,000.
 - ii) Costs for CRC and April's dinner meeting are not yet included, and are to be added once known.
 - iii) A draft version of the audit was presented by David Stones, which will be reviewed further with Jordan Bull.

Action required by David Stones, Jordan, Tim and Kelli

- e) GGAC – Dieter
 - i) On March 21st, Dieter presented at a half-day seminar on the HVAC and Service Water Heating sections of the NECB at the Southern Alberta ASHRAE chapter (approx. 50 attendees), followed by a dinner meeting on the same topic. (approx. 20 attendees).
 - ii) On April 3rd, Dieter presented a lunch-hour overview of the HVAC and Service Water Heating sections of the MECB to Tammy Harper's Civil Construction Management course at Red River College. Dave J. attended the RRC presentation in preparation for taking over the GGAC chair role next year.
 - iii) Dieter and Dave J. will review the PAOE points for the current year to ensure that all that are available are applied for.
- f) Student Activities – Jordan
 - i) Mitch has backed out from the student activities committee. He had been lined up to provide presentations to K-12 students, but they have not yet gone ahead. The committee may still do a presentation to Carberry High School.
 - ii) Ian Urquart had arranged several presentations for RRC students (Intro to Drawings and Specifications on Mar. 13th (Scott Corden), Building Code History in Canada on Mar. 20th (Stephen Norsworthy), and a Day in the Life of a C.E.T. on Mar. 27th (Doug Castor).
 - iii) Andrew McCorrister will be taking over as Student Activities Chair next year.
 - iv) Dr. Derksen is planning on retiring soon, so a priority for the Student Activities Committee in future years will be to ensure the successful continuation of having our presence at the U of M.
 - v) Jordan suggested getting involved with the "Friends of Engineering" group to help ensure ASHRAE's success in maintaining an on-going industry-to-student connection.

Action required by Andrew/Jordan

- g) YEA – Robert M. (absent)
 - i) No update – George will follow up with Rob.

Action required by Rob and George

- h) Refrigeration – Craig
 - i) Early planning stages are in the works for the brewery tour for next year's "refrigeration night".
- i) History – Robert B.
 - i) Robert to send recent photos via Dropbox to be uploaded to the website.
- j) Website – Stephen
 - i) All received updates to the site have been made.
- k) PAOE Points
 - i) Gavin has been sorting through the points categories looking for available points left unclaimed.
 - ii) The chapter has done well on points for Chapter operations and GGAC.
 - iii) The PAOE points are falling short of the target levels for CTTC, History, Membership Promotion, Research Promotion and Student Activities.

Action required by Officers

- l) Special Events – Mark
 - i) 40 seats are on hold for the wind-up at Assiniboia Downs on May 31st.
 - ii) Mark will email out an event announcement to the membership towards the end of April.
- 6) Other Business:
 - a) CRC planning:
 - i) Members attending: Jordan, Gavin, Stephen, Andrew and Dave J.
 - ii) All those attending are to book their conference, flight and hotel room soon (block of hotel rooms is only being held until mid-April).

Action required by CRC attendees.

- 7) New Business:
 - a) Succession planning
 - i) Looking for nominations for these positions next year: Secretary, Special Events, YEA, CTTC.
 - b) Spring Planning Session:
 - i) Gavin will plan this for some time in the summer.
 - c) Manitoba Building Expo (BOMA) – October 17th
 - i) Would be a good chance for ASHRAE to promote itself to a wider range of potential members.
 - ii) The expo will be hosting 90-minute seminars with no additional charge. The board agreed that we should book a time-slot to provide a "high-level" presentation of interest to a building ownership/management audience.
 - d) There are RVC positions open, for which a nominating committee may be needed. Bert volunteered to help with this.
 - e) Awards: Russell Lavitt and Bert Phillips will be presented with awards.
 - f) Hall of Fame: Currently seeking nominations for inductees to the ASHRAE Hall of Fame.

Action required by Gavin

- 8) The meeting was adjourned at 8:54 pm.

**NEXT BOG MEETING:
Wind-Up – May 31st, 2017
@ Assiniboia Downs**