



MINUTES – June 8, 2017 Chapter Planning Meeting for 2017 - 2018

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)

Attendance:

Gavin Stewart (incoming President), Justin Albo, Robert Bisson, Jordan Bull, Doug Castor, Kelli Goldstone, Dave Jurkowski, Andrew McCorrister, Rob McLean, Corey Nation, Stephen Norsworthy, Bert Philips, Tim Schick.

Regrets / Absent: George Marchildon (outgoing President), Craig Perrett, David Stones, David Surminski, Ian Urquhart.

The meeting was called to order at approx. 7:30 p.m.

1. CRC Re-cap

1.1. **Mid-Columbia** Chapter (tri-cities area of Washington State) has applied to become a section of the Inland Empire (Spokane) Chapter. Mid-Columbia has been unable to meet criteria for being a Chapter in recent years. The move from 12 to 11 Chapters in Region XI will result in a shift of the timing/frequency of future Chapter Regional Conferences (CRCs). Their last CRC was in 2014, ours was in 2012, so this won't affect the timing of our next CRC.

1.2. Manitoba Chapter and Chapter members received the following **awards** of recognition:

- 1.2.1 David Surminski – PAOE Award
- 1.2.2 Dieter Bartel – GGAC
- 1.2.3 Most Traveled – Most Travels (most people x longest distance)
- 1.2.4 Other Various Awards

1.3. The **Regional Opportunity Fund** (\$10,000USD) has funds available for membership promotion efforts for Chapters. Our application for funding of the annual Fish Fry was awarded \$1000.

2. Chapter Subcommittee Notes

2.1. **PAOE** (Presidential Award of Excellence) lists criteria for which Chapters can claim points. The criteria and points awarded reflect the goals and objectives of the current Society President, so are adjusted annually. Some Regional awards are granted to Chapters based on their PAOE scores. Chapter subcommittee Chairs were asked to review the PAOE criteria for their subcommittee and to track and score qualifying activities over their term.

Action Required by All BOG Members

2.2. **Electronic Communication** - All Chapters are asked to appoint an Electronic Communication Committee (ECC) Chair. Stephen Norsworthy has managed this position for the Manitoba Chapter for the past several years.



2.3. **Program** - A program plan was developed for the upcoming Chapter year. See attached list for details.

Action Required – Finalize List and Dates

2.4. In discussions regarding lunch and supper **meeting venues**, it was suggested that restaurants be considered for some meetings, as an alternative to hotels that cater to meetings. It was concluded that we should try to have one lunch meeting and one supper meeting at a restaurant in the 2017 – 2018 Chapter year.

Action required - Corey Nation to research and report on appropriate venues and costs for various dinner and supper meeting venues.

2.5. **CTTC** – ASHRAE Technology Awards recognize and honour members that undertake innovative building and system designs. Manitoba Chapter did not generate any Technology Award submissions this past year. Board members were each asked to identify at least one potential project prior to the next Board meeting.

Action required – All Board Members to identify candidate ASHRAE Technology Awards projects prior to the next Board meeting.

2.6. **Membership Promotion** - Ideas for getting more consulting firms to support and encourage their staff to participate in ASHRAE Chapter activities were discussed (ASHRAE Reach Program). Ideas tabled included promoting Chapter events earlier and more visibly (better use of social media, etc.) and having high profile Chapter visitors meet with principals of non-participatory firms in an effort to sell them on the benefits of active participation in ASHRAE. Gavin has a target of increasing Chapter membership to 65 this year (it was less than 55 in 2016 – 2017).

2.7. **Research Promotion** – new-for-us RP ideas including a wine draws and high profile recognition of key sponsors at Chapter meetings were discussed. Combining Membership Promotion pitches noted above with pitches for Research Promotion were seen as being time and resource efficient.

Action required - Corey Nation (MP Chair) and **George Marchildon** (RP Chair) to work together on a united approach for promoting the benefits to engineering firms and persons working our business sector of participating in ASHRAE Chapter meetings and supporting ASHRAE Research.

Action Required – George Marchildon to review sponsorship packages for RP funds.

2.6. **Treasurer** – for a variety of reasons there is a desire to make Chapter activities cashless and to require **prepayment for meetings**. Stephen Norsworthy demonstrated an electronic payment option he has set up for the Chapter website.

Currently the Chapter uses a variety of systems to receive payment from members and Chapter function attendees. These processes are time intensive for the treasurer, often requiring manual entry of data and credit card numbers. **Quickbooks** in conjunction with **Paypal** and **Square** appears to offer a streamlined method of receiving payment, issuing receipts, generating related reports and perhaps reducing costs.

Action required – Kelli Goldstone to further investigate the Quickbooks, Paypal and Square option including a cost comparison between using Quickbooks and current practice.



2.7. Grassroots Government Advocacy Committee (GGAC) – David Jurkowski would like the Chapter to establish an electronic forum related to codes and standards questions. With new codes and standards, consultants and contractors often have questions regarding what the Authority Having Jurisdiction (AHJ) will or will not deem compliant, and there may be inconsistencies in how code officials interpret the requirements. The forum would be a place for those designing and building to meet the codes and standards to post their questions, and for AHJ to clarify the requirements/answer the questions. Such a public forum would “level the playing field” by promoting consistent application of rules and regulations across the jurisdiction.

Action required – Dave Jurkowski to review ability to produce such a form on the website. Additionally, coordination with the authorities for their comments on the practice.

2.8. Student Activities and YEA (Young Engineers in ASHRAE) – Andrew McCorrister has been in contact with Dr. Derksen at U Manitoba regarding establishment of a student branch of ASHRAE. Jordan Bull offered to assist.

Corey Nation and Gavin Stewart are considering putting on some fundamental design courses for students and young members working and learning in the industry. ASHRAE has developed materials which could be used by Chapter members presenting such courses.

Action Required – Andrew McCorrister to verify with Dr. Derksen what night will be available for student night as well as the course plan for the year. Further conversations should be had about the formation of a student group.

Action Required – Gavin Stewart and Corey Nation to develop a plan for implementing the course material.

2.9. History – Robert Bisson is continuing the process of archiving Chapter records. Dieter Bartel has offered to provide his files including many years of Buffalo Tales, the Chapter’s newsletter.

2.10. Website/Electronic Documents - The concept of Constant Contact was brought up. Stephen Norsworthy will follow up on the idea. Stephen has developed instructions for managing the Chapter website. He will share these with all Board members.

Action required – Stephen Norsworthy – to distribute instructions for managing the Chapter website and to follow up on Constant Contact. **Gavin Stewart** to set up or update the Chapter’s Dropbox account to allow easy search for and access to documents.

2.11. Awards - The Chapter has not kept up with tracking the contributions of its most active members and as such those members have not received the recognition they have earned. Gavin Stewart intends to strike an Awards committee correct this shortcoming.

Action Required – Gavin Stewart to create an awards committee and start reviewing local members who are eligible.

2.12. Committee Memberships and Succession Planning – An effort should be made to move away from committees of one. Committee Chairs should reach out to the broader Chapter membership to recruit persons to assist them in their duties. This has a variety of benefits for the Chapter and will assist



in succession planning and subcommittee Chair transitions. Additionally Gavin Stewart would like to create a nominating committee to aid in this effort

Action Required – All Chairs shall reach out to the broader membership to build their respective committees. Committees should be created for the following:

- Student Activities
- Research Promotion
- Membership Promotion
- Seminar Committee.

Action Required – Gavin Stewart to recruit people to the nominating committee to help with succession planning in future years.

3. Other Business

3.1. When Committee Chairs get correspondence from Regional Vice-Chairs (RVCs), other ASHRAE Officers or ASHRAE Staff, please acknowledge receipt and respond appropriately.

Action Required – All Board Chairs will respond to emails in a timely manner

3.2. Gavin Stewart is going to alter the times and venues of some Board of Governor (BOG) Meetings – not all will be held on a Tuesday morning at 7:30 AM in the SMS boardroom.

Action Required – Gavin Stewart to notify board of board of governor meetings.

The meeting was adjourned at 10 p.m.