

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 7, 2015

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

Attendance: Doug Castor (president), Corey Nation, Bert Philips, Dieter Bartel, Gavin Stewart, David Jurkowski, Stan Diachun, Mark Windeat, David Surminski, Jordan Bull, Stephen Norsworthy

Regrets / Absent: Robert Derksen, Scott Hammond, Robert Bisson, Johann Baetsen, George Marchildon,

- 1) The meeting was called to order at 07h30.
- 2) The Attendance was called and noted as above.
- 3) Minutes: Date needs to be corrected. Minutes of Feb 24, 2015 meeting otherwise accepted as recorded.
- 4) Chair Updates
 - a) Treasurer (Gavin)
 - a. Meeting costs vs revenues is out of alignment. Average dinner meeting \$42-43; lunch meeting \$25-27. As more people attend (good thing) total meeting cost increases, but total revenue not keeping up. This needs to be addressed as high priority.
 - b. Some discussion re: how to mitigate. Raising fees is considered detriment to attendance; consensus is to look at decreasing cost by changing meeting venue/mix (lunch+dinner), by increasing revenues by other means (sponsors, etc.) or by decreasing costs (ie. A/V equipment, etc./).
 - c. Budget reallocation required this year to address cost overrun (approx. \$2000 over budget). Agreement to reallocate funds allotted for CRC toward meeting costs. Any surplus from seminar to go back toward CRC.
 - d. Propose to keep April meetings set as student night for UM student presentations. April meetings? Derksen would like to keep as student night presentations.
 - e. Chapter finances will need review at year end, and plan to be set in place for future.
Things to be considered:
 - a. Non-member meeting costs.
 - b. Corporate sponsorship.
 - c. Compare fees to other chapters?
 - d. Meeting mix (lunch vs dinner).

- e. Venue?
- f. Food?
- g. Impact of no revenue events and mitigation strategy (i.e. fishfry).

Action: GS to provide analysis of costs for further discussion. MW and DC to look at different venue options.

- b) Special Events (Mark):
 - f. Wrap up at Assiniboine Downs. Wed June 3 is date. Costs per couple \$90 (1/2 individual). Coffee and tea included. Alcohol and pop are extra. Historically 30-40 attend. Same form will go out as last year – info distributed by end of week.
- c) Research Promotion (Stephen):
 - g. Research \$6500 pledged. Couple big donors out there that need to be approached. Goal is \$11000. Campaign well underway.
- d) Refrigeration – Scott (absent)
 - a. Refrigeration meeting – April 16 lunch (Dupont). All things are set up.
- e) Awards and Honors – Scott (absent)
 - a. SH want to remain on as Refrigeration chair, but is dropping Awards and Honors. Chair is required for this position.
 - b. Suggested this could be good opportunity for President-elect or vice president to do. Suggest George M for this? DC to follow up.
 - c. Discussion re: Neil Childs award. Physical award is missing – suggest replacement at cost ranging from \$75 to \$250 depending on the type. GM volunteered to follow up for next year.

Action: DC to follow up with GM re: chair position. GM to follow up next year on Neil Childs award.

- f) Programs:
 - a. Program update as follows:
 - a. April 16th – lunch meeting – Refrigeration. SH looking after.
 - b. March meeting went ok. Some concern about the venue and costs. Concept for meeting was good but need to look at better venue and costs. Need to come to consensus on student cost (free or other?) prior to meeting.
- g) History – Robert (Absent)
 - a. No update.
- h) Membership (Corey):
 - a. No change to membership at present. This may change following upcoming seminar (hoping to gain members).

Action: Review costs and fees for memberships and subscriptions.

- i) Website (Stephen):
 - a. Continue to send info to SN for posting.
 - b. Scholarship awards still to be posted.
 - c. In future, will be requesting presentations from presenters for posting on the site.
- j) Student Activities (Jordan):
 - a. Thinking forward to next year re: meeting cost for students. Coming out to meetings, but some wanting free meal? Need to consider strategy that will allow students to attend but not impact costs. Consider having UM sponsor students? Or perhaps by Industry?
- k) YEA (Jordan):
 - a. Event planned for April 29. Joint event with ACEC. Building tour at Patterson Global food by Murray Hiebert (RRC), followed by beers at Kings Head Pub.

Action : JB to update/send out info.

- l) PAOE (Doug):
 - a. PAOE website back up and running. Points need to be updated by April 30. Review points that are currently posted – notify of any issues.
 - b. Changes to PAOE points coming next year; full revamp in the works.

Action : Update any points on website by April 30. Review current points for accuracy.

- m) GGAC (Dieter):
 - a. DB presented HVAC class on March 2 on NECB, ASHRAE 90. 1 and impacts to industry.
 - b. Not much happening with Commercial Kitchen Ventilation task force. Need to have discussion with Don Fisher.
 - c. March report sent to Jeff Hurd.
 - d. Updated dated points on website.

Action : DB to provide synopsis for website.

- n) Seminars:
 - a. Domestic hot water systems; date set for May 11. AO Smith is providing technical speaker.
 - b. Break even for seminar is 13 attendees. Expecting to make good profit.
 - c. Agenda being developed and registration forms to be distributed in short order.

Action: Committee to distribute info for registration.

5) Other Business

- a) CRC: In Calgary on April 30. Attendees sorted out. Some discussion re: central vs CRC training – propose to put some ideas out to society and region for discussion on alternatives.

- 6) New Business
 - a) Technology awards: GM is working on this. Have template info from Russell, but not sure how things are progressing – deadline is pending. DS to follow up with GM.
 - b) DB: Hydro is no longer option for awards. Feeling is that they have done enough with publicity on building and are trying to keep a lower profile.
 - c) Next year:
 - i) April 28 meeting: discuss plan for next year.
 - ii) Chairs:
 - (1) SD to help as “co-treasurer” for next year.
 - (2) DJ to assume “secretary” for next year.
 - iii) Will need to have several meetings over the next few months to deal with various issues. Perhaps one large meeting to set plans, and allow smaller groups to tackle bigger issues.

Action: DS to follow up with GM re: technology awards. DS to provide list of chair positions (filled and vacant).

- 7) The meeting was adjourned at 09h10.

NEXT BOG MEETING:

**April 28, 2015
7:30am**

**Price Sales Boardroom
101 Elan Blvd.**