



ASHRAE Windsor Chapter

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: ASHRAE Windsor Chapter 144

Meeting Date: February 15, 2017

Check One:

Chapter BOG X Section

Attendance: (Total for chapter and section meetings only)

Members N/A Guests N/A Students N/A

Theme Night? Name N/A

Check One:

Joint Meeting? Yes No X

Check One:

Technical Speaker/Program: Yes No X

Indicate Topic:

- 1. Meeting called to order at 5:15pm at the Vollmer/Fahrhall Training Room
2. Roll Call taken:
2.1. Paul Greff
2.2. Dave Dufour
2.3. Adam Meeker
2.4. Dan Castellan
2.5. James Smith
2.6. Steve Koutsonicolas
2.7. Bill Davies
2.8. Jeff Armstrong
3. Minutes from previous meeting approved by attendees.
4. Financial Report - Dave Dufour
4.1. No significant changes since previous meeting.
4.1.1. Current Balance - Approximately \$21,000.00.
4.2. Upcoming expenses:
4.2.1. Distinguished Lecturer for February meeting (hotel, etc)
4.2.2. MP Centralized Training has been completed.
4.2.2.1. Action: James to submit expenses.



5. Research Promotion (RP) Report – Andy Hrutka
 - 5.1. RP goal is \$7,000.00.
 - 5.2. RP Committee
 - 5.2.1. The RP committee, consisting of Andy, James, Steve and Bill is to meet Wednesday, February 22, 2017.
 - 5.2.2. **Action: RP committee to finalize details for meeting.**
 - 5.2.3. **Action: RP committee to collect donations by the end of March.**
6. Membership Promotion (MP) Report – James Smith
 - 6.1. Membership Promotion Night Event (10 Invitees)
 - 6.1.1. Event to be hosted using the funds available from the Chapter Opportunity Fund. Approximately \$1,200.00 has been dedicated to this event.
 - 6.1.1.1. **Action: James to chair event planning.**
 - 6.1.1.2. **Action: All committee chairs and BOG members to submit potential candidates via email for MP night attendees.**
 - 6.1.2. Mark Lawrence will be attending the meeting on March 21, 2017.
7. Student Activities Report – Jamie Smith (not in attendance)
 - 7.1. Ben Oliver (RVC) is to attend the Student Night meeting on May 16, 2017.
 - 7.1.1. **Action: Jamie to contact Ben and coordinate attendance for May 16, 2017 meeting.**
 - 7.2. Paul and James are to attend a meeting with the Power Engineering group at St. Clair College.
8. YEA Report – Rene Plourde (not in attendance)
 - 8.1. The Chapter needs to have a YEA night.
 - 8.1.1. **Action: Rene to coordinate a YEA night and provide details for inclusion in the newsletter.**
9. History Report – Gord Snell (not in attendance)
 - 9.1. Historian Night April 18, Past Pres Night at Beach Grove.
 - 9.1.1. **Action: Gord to coordinate with Tom (RVC) for visit.**
 - 9.2. New “History Corner” article for the newsletter
 - 9.2.1. **Action: Gord to provide new article for the newsletter. Frequency and content of article is to be determined and shared with Adam for inclusion in the newsletter.**
 - 9.3. **Action: Adam to verify Volume number in newsletter for next newsletter.**
10. GGAC Report – Dan Castellán
 - 10.1. Discussion took place on extending more invitations to MPs.
 - 10.1.1. **Action: Dan to contact and invite political figures to future meetings.**
11. CTTC Report – Bill Davies
 - 11.1. ASHRAE webinar *Take Control: Using Analytics to Drive Building Performance* is to be held on April 20, 2017.
 - 11.1.1. Webinar will be hosted by Vollmer.
 - 11.1.2. **Action: Adam to include details on ASHRAE webinar in the next newsletter and all following newsletters up to the event.**
 - 11.2. The Windsor Regional Science, Technology & Engineering Fair (WRSTEF) is to take place on April 1, 2017.
 - 11.2.1. Need volunteers for judging.
 - 11.2.2. Chapter donated \$300.00 for awards last year.
 - 11.2.3. **Action: Paul to send out an invite for WRSTEF and encourage participation.**



- 11.3. **Action: Paul to provide Bill with Smith Energy representative contact information to coordinate presentations for Presidents' Night.**
12. Reception Report – Jeff Armstrong
 - 12.1. **Action: Jeff to provide list of all IOUs to Dave.**
 - 12.2. It was encouraged that collection be verified and submitted to Dave the night of the meeting to limit the number of IOUs.
13. Chapter Operations – Paul Greff
 - 13.1. Chapter Meetings Update
 - 13.1.1. March Meeting
 - 13.1.1.1. A joint meeting with SMACNA has been scheduled for March 21, 2017.
 - 13.1.1.2. Lilly's has been booked for the meeting.
 - 13.1.2. April Meeting
 - 13.1.2.1. Past President's Night has been booked at the Beach Grove Golf and Country Club.
 - 13.1.3. May Meeting
 - 13.1.3.1. Students' Night. Need to finalize details and venue.
 - 13.2. Chapter Opportunity Fund
 - 13.2.1. No expenses yet for Chapter Opportunity Fund.
 - 13.2.2. Leadership Weekend
 - 13.2.2.1. Group nominated Adam Meeker to attend the Leadership Weekend on April 8, 2017.
 - 13.2.2.2. **Action: Adam to register for the Leadership Weekend and organize logistics**
 - 13.3. Paul to participate in Skype meeting tomorrow to review Moncton CRC budget.
 - 13.4. Group needs to make plans for Montreal CRC.
 - 13.4.1. Need to verify if Paul, David, Nathan and Adam are to get full registration.
14. CRC Windsor Planning
 - 14.1. Casino is available the weekend of August 17, 2018.
 - 14.1.1. **Action: Steve to book the Casino for this weekend with the stipulation that we will reschedule to the weekend of August 24 if it becomes available.**
 - 14.1.2. **Action: Steve to request contract for ASHRAE to review prior to signing.**
 - 14.1.3. **Action: James to coordinate a CRC committee meeting in the next couple weeks.**
 - 14.2. If a certain number of rooms are booked at the Casino, we will get the meeting rooms for free.
 - 14.3. Only 30 rooms were booked for the CRC in 2009.
 - 14.4. Preliminary price for rooms is predicted to be \$199.00 (+tax) per night.
 - 14.5. Arranging a hospitality room should not be an issue.
 - 14.6. Need to verify if attending Society VPs are to get room upgrades.
 - 14.6.1. **Action: Paul to confirm details on this matter.**
15. Motions
 - 15.1. A motion was put forth by Dan to donate \$300.00 to the 2017 Windsor Regional Science, Technology & Engineering Fair (WRSTEF) for awards.



15.1.1. Motion was seconded by Steve.

15.1.2. Unanimous vote to donate money to the 2017 WRSTEF for awards.

16. Meeting adjourned at 6:30pm.