



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: January 24, 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 Commences at 5:15pm at the Vollmer/Fahrhall Training Room
2. Meeting Attendees
2.1. Paul Greff
2.2. Nathan Cook
2.3. Dave Dufour
2.4. Adam Meeker
2.5. James Smith
2.6. Steve Koutsonicolas
2.7. Andy Hrutka
3. Financial Report - Dave Dufour
3.1. Current Balance - Approximately \$21,000.00.
3.2. Upcoming Expenses
3.2.1. MP Centralized Training
3.2.1.1. Training has been completed.
3.2.1.2. Action: James to submit
3.2.2. Awards Banner
3.2.2.1. Paul to order in February. Anyone who wishes to order anything from ASHRAE (e.g., hat, golf shirt, etc) to take advantage of the shipping is to advise by the end of February. Orders are at the purchasers own expense.
3.2.2.2. Action: Paul to submit orders



- 3.2.3. Square Up
 - 3.2.3.1. Ongoing. Two payments from last month worked great.
- 3.2.4. CRC Planning Meeting in Montreal
 - 3.2.4.1. **Action: Paul to attend on April 1st.**
- 4. Research Promotion (RP) Report – Andy Hrutka
 - 4.1. PAOE points at 378. Par is 1050.
 - 4.2. RP promo nights were held on September 12 (golf tournament) and December 20 (Christmas Social).
 - 4.3. \$385.00 was raised from golf mulligans.
 - 4.4. Full Circle Status - No money raised last month.
 - 4.5. After February 15th – the committee will begin complaining.
 - 4.6. RP goal is \$7,000.00. So far, approximately \$850.00 has been collected.
 - 4.7. RP Committee
 - 4.7.1. An RP committee consisting of Andy, James, Steve and Bill is to combine efforts for RP collection.
 - 4.7.2. **Action: Andy to provide list of potential contributors.**
 - 4.7.3. **Action: Andy to organize RP committee meeting for mid-February (tentative February 15, 2017).**
 - 4.8. Target for RP collection is April.
- 5. Membership Promotion (MP) Report – James Smith
 - 5.1. New Members
 - 5.1.1. Two (2) new members.
 - 5.1.1.1. **Action: James to provide names for new members.**
 - 5.2. Membership Promotion Night Event (10 Invitees)
 - 5.2.1. Event to be hosted using the funds available from the Chapter Opportunity Fund. Approximately \$1,200.00 has been dedicated to this event.
 - 5.2.1.1. **Action: James to chair event planning.**
 - 5.2.2. Several options were discussed for when to hold the event. Options were to host the event the day after the March meeting (March 22, 2017) or on the same day as the meeting. The group felt it would be the most effective use of time to hold the event before the March meeting. This would allow a brief discussion with the invitees that would be followed with an official meeting to demonstrate the benefits of ASHRAE.
 - 5.2.2.1. **Action: All committee chairs and BOG members to submit potential candidates via email for MP night attendees.**
 - 5.2.3. Membership promotion night and March meeting to be coordinated with Mark Lawrence.
 - 5.2.4. 0 PAOE points recorded so far. Par is 800 points.
- 6. Student Activities Report – Jamie Smith (not in attendance)
 - 6.1. Sponsor a student night to be held on May 16, 2017.



- 6.2. Ben (RVC) committed to visiting this year.
 - 6.2.1. **Action: Jamie to contact Ben and coordinate attendance for May 16, 2017 meeting.**
- 6.3. Agreed Students costs for regular meetings to remain \$20 per student.
- 6.4. James Smith noted his participation with the Power Engineering group at St. Clair College.
 - 6.4.1. The Power Engineering Students seem very interested in ASHRAE.
 - 6.4.1.1. **Action: James to further promote ASHRAE membership at the next meeting (February). James to advise if assistance is needed.**
 - 6.4.2. As per RVC, we should try connecting with Architectural or Building Sciences – bEQ program and focus on efficiency (ASHRAE 90.1 and 189.1). This strategy worked with Fanshawe College.
- 6.5. 0 PAOE points recorded so far. Par is 500 points.
7. YEA Report – Rene Plourde (not in attendance)
 - 7.1. The Chapter needs to have a YEA night.
 - 7.1.1. A pub night seems to be the most likely option, but we need to provide more advance.
 - 7.1.2. There is a bowling alley across from Franks Brewery, this could provide an option after the pub.
 - 7.1.3. **Action: Rene to coordinate a YEA night and provide details for inclusion in the newsletter.**
8. History Report – Gord Snell (not in attendance)
 - 8.1. Currently have 200 PAOE points. Par is 300 points.
 - 8.2. Historian Night April 18, Past Pres Night at Beach Grove.
 - 8.2.1. **Action: Gord to coordinate with Tom (RVC) for visit.**
 - 8.3. **Action: Gord and Dan to share data to update missing years.**
 - 8.4. **Action: Gord to try to bring camera to chapter meetings. Photos can be posted to the website and select photos published in the newsletter.**
 - 8.5. New “History Corner” article for the newsletter
 - 8.5.1. **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. GGAC Report – Dan Castellan (not in attendance)
 - 9.1. Paul and Dan participated in a conference call held on October 26, 2016.
 - 9.2. 0 PAOE points recorded so far. Par is 650.
10. CTTC Report – Bill Davies (not in attendance)
 - 10.1. ASHRAE webinar *Take Control: Using Analytics to Drive Building Performance* is to be held on April 20, 2017.
 - 10.1.1. **Action: Adam to include details on ASHRAE webinar in the next newsletter and all following newsletters up to the event.**
 - 10.2. 200 PAOE points recorded so far. Par is 1,050.
 - 10.3. The DL has been confirmed for the February meeting (Refer to Chapter Operations notes below)



11. Reception Report – Jeff Armstrong (not in attendance)
 - 11.1. Three (3) people still owe from last year. Need to follow up with them to collect IOUs.
 - 11.2. 22 people attended the January meeting (20 paying attendees). All attendees have paid.
 - 11.3. The Square Up app will be available for the February meeting.
12. Chapter Operations – Paul Greff
 - 12.1. 950 PAOE points recorded so far. Par is 1,200.
 - 12.2. Chapter Meetings Update
 - 12.2.1. February Meeting
 - 12.2.1.1. Scheduled for February 28, 2017.
 - 12.2.1.2. Distinguished Lecturer, Dru Crowley, has been scheduled to attend. Dru is to confirm his flight details so we can a hotel near the Detroit airport if needed.
 - 12.2.1.3. **Action: Nathan to finalize venue details for the February meeting.**
 - 12.2.2. March Meeting
 - 12.2.2.1. A joint meeting with SMACNA has been scheduled.
 - 12.2.2.2. **Action: Steve to provide contact information for SMACNA members (Windsor, Chatham and Sarnia) and Mechanical Contractors Association of Windsor (MCAW) members to Adam for meeting newsletter distribution and meeting invites.**
 - 12.2.2.3. **Action: Nathan to book Lilly Kazilly's for 50 people.**
 - 12.2.3. April Meeting
 - 12.2.3.1. Past President's Night has been booked at the Beach Grove Golf and Country Club.
 - 12.2.3.2. A representative from Smith Energy is to confirm the availability of a speaker for the meeting.
 - 12.2.3.3. Discussed paying a portion of the meal or providing a gift to the Past Presidents in attendance. The budget will be reviewed prior to finalizing a decision.
 - 12.2.3.4. **Action: Paul to call the Past Presidents to express invitations.**
 - 12.2.4. May Meeting
 - 12.2.4.1. Students' Night. Need to finalize details and venue.
 - 12.2.5. Social Media
 - 12.2.5.1. Paul set up an ASHRAE Windsor LinkedIN account.
 - 12.2.6. Leadership Weekend
 - 12.2.6.1. Group needs to nominate someone to send to the upcoming Leadership Weekend in Atlanta on the weekend of April 8, 2017. Every Chapter gets to send someone.
 - 12.2.6.2. ASHRAE pays for the hotel (2 nights).
 - 12.2.6.3. The Chapter pays for travel costs.
 - 12.2.6.4. Group nominated Adam Meeker to attend the Leadership Weekend.
 - 12.2.6.5. **Action: Adam to confirm if he can attend the Leadership Weekend.**
 - 12.2.6.6. **Action: Paul is to research what is involved in the application process.**