



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: April 4, 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 5:30pm at the Vollmer/Fahrhall Training Room
2. Roll Call taken:
2.1. Paul Greff
2.2. Dave Dufour
2.3. James Smith
2.4. Dan Castellan
2.5. Adam Meeker
2.6. Bill Davies
2.7. Andy Hrutka
3. Minutes from previous meeting approved by attendees.
4. Financial Report – Dave Dufour
4.1. Last known balance is the same as before (\$21,445.00).
4.2. Bank is slow to work with...
4.3. Dave to explore options for online banking.
4.4. The account type we currently have seems to be the best option according to TD.
4.5. Announce "Square-App" is available to membership.
4.5.1. Action: Adam to announce "Square-App" in newsletter.
4.6. Action: Paul and James to put together a report for membership drive.
4.7. Action: James to submit expenses.



5. Research Promotion (RP) Report – Andy Hrutka
  - 5.1. \$2,135.00 RP funds submitted to Society so far.
  - 5.2. Steve K. has a few cheques in his possession to be submitted.
  - 5.3. **Action: Bill to follow up with Union Gas about donations.**
6. Membership Promotion (MP) Report – James Smith
  - 6.1. Three (3) new members: Andrew Cook, Amanda Smith and Dave Arseneault.
    - 6.1.1. **Action: Adam to mention new members in newsletter.**
  - 6.2. Membership promotion night received a positive response from Mark Lawrence.
7. Student Activities Report – Jamie Smith (not in attendance)
  - 7.1. Student Chapter is finishing up voting for next year.
  - 7.2. Ben Oliver is to attend the meeting on May 16.
    - 7.2.1. Arrives in Windsor on Monday.
    - 7.2.2. Chapter is hoping to host a beer and pizza event at Chez Talbot.
8. YEA Report – Rene Plourde (not in attendance)
  - 8.1. No report.
  - 8.2. Chapter to consider combining a YEA night with a Student night to help with attendance.
9. History Report – Gord Snell (not in attendance)
  - 9.1. Tom Pollard to provide a presentation at Past Presidents' Night.
10. GGAC Report – Dan Castellan
  - 10.1. WRSTEF was well attended.
11. CTTC Report – Bill Davies
  - 11.1. Simon Mandeville (Smith Energy) is to present at the Past President's meeting in April.
  - 11.2. **Action: Bill to distribute summary/review forms for DL reviews.**
  - 11.3. ASHRAE webinar *Take Control: Using Analytics to Drive Building Performance* is to be held on April 20, 2017.
    - 11.3.1. Webinar will be hosted by Vollmer.
    - 11.3.2. **Action: Adam to include details on ASHRAE webinar in the next newsletter and all following newsletters up to the event.**
    - 11.3.3. **Action: James to invite University of Windsor Capstone project group.**
12. Reception Report – Jeff Armstrong
  - 12.1. **Action: James to provide briefcase to Jeff or Dave to manage receipts.**
  - 12.2. Jeff is likely leaving to join the London chapter soon.
13. Chapter Operations – Paul Greff
  - 13.1. Chapter Meetings Update
    - 13.1.1. March Meeting
      - 13.1.1.1. The joint meeting with SMACNA was a successful meeting. It was well attended and people enjoyed it.
    - 13.1.2. April Meeting
      - 13.1.2.1. Beach Grove has been booked for the Past Presidents' night meeting.
      - 13.1.2.2. Charge \$55 for members and past presidents, \$25 for students and \$65 for non-members.
      - 13.1.2.3. **Action: Paul to divvy up Past Presidents list for phone calls.**
      - 13.1.2.4. Three (3) table tops have been arranged for the April meeting.
      - 13.1.2.5. **Action: Paul to provide logos and names to Adam for tabletop presentation section of newsletter.**



- 13.1.3. May Meeting
  - 13.1.3.1. Students' Night. Need to finalize details and venue.
- 13.2. CRC 2017 Attendance
  - 13.2.1. **Action: Chapter needs to develop a budget for CRC attendance.**
  - 13.2.2. Region is providing \$2,000.00 to Windsor Chapter to send people to CRC.
- 13.3. Chapter Positions
  - 13.3.1. Most executives have committed to two (2) year terms.
    - 13.3.1.1. Dena to help Dan with GGAC?
    - 13.3.1.2. Need to confirm if Pat C. is to remain involved.
  - 13.3.2. **Action: Paul to put together list of proposed chairs and executives.**
- 14. CRC Windsor Planning
  - 14.1. Bill volunteered to run Companions Tour during CRC.
- 15. Meeting adjourned at 6:30pm.